

Parent/Student Handbook



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Sure Promise Christian Academy is an evangelistic school, committed to the holistic development of the child in Christ-spiritually, academically, physically, socially, and mentally, in a balanced, safe and disciplined environment.

Sure Promise Christian Academy Handbook

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Purpose of the Handbook

The Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Sure Promise Christian Academy. It is written to answer the most frequently asked questions about the policies and procedures of the Academy. Adherence to these policies and procedures by students, parents, and staff enables the Academy to operate in an orderly manner. Moreover, consistent support of the policies and procedures will produce even more significant and lasting accomplishments for the students. Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines that should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives. The Board of Governors, which approves all major policies and procedures of the Academy, reviews policies as needed. Your written questions or recommendations to the Superintendent of the Academy by January 31 for the coming year are appreciated.

Statement from Superintendent

Thank you for allowing us to be a blessing to your child academically, spiritually, emotionally, and physically. Whether we are preparing your student to compete globally in the world or preparing the student to be ready to compete in the local public-school classroom when leaving us, we can assure you he/she will be given a safe and appropriate academic challenge, which will make them ready for the future task of being self-reliant, resilient and competitive in the global world.

You will find that Sure Promise Christian Academy was designed with your child in mind. We like to believe that Quality is the word that defines the work we do in the life of children. I believe that the only thing that really matters at the end of the academic day is what we did to improve the life of children we serve. With this said I am committed to the excellence it takes for your child to grow and feel safe in a positive learning environment. We took the time to hire teachers and administrators who care about every child who attends. All of our teaching staff has a passion for Children. We want the very best for your child while in attendance here. Let's work together to ensure that at Sure Promise Christian Academy your child leaves prepared to compete in the global world and with an understanding that excellence is the standard for success and when they do their best work, they can achieve the outcomes of their desires. We know you came to the right school! We look forward to serving you.

Thank you for choosing us,

Dr. Oliver L Pittman Sr.

Dr. Oliver L Pittman Sr.

Superintendent

OVERVIEW

Sure Promise Christian Academy (SPCA) is a non-denominational Christian school, serving students in kindergarten through second grade. The school is a ministry extension of Sure Promise Christian Church and has been in operation since 2019. The Academy is geared to provide academic assistance to students preparing to: (1) continue education in college, (2) continue education in technical school, or (3) obtain employment upon graduation from high school. SPCA is a comprehensive school committed to a disciplined, academic, and creative Christian environment.

MISSION STATEMENT

Sure Promise Christian Academy is an evangelistic school, committed to the holistic development of the child in Christ-spiritually, academically, physically, socially, and mentally, in a balanced, safe and disciplined environment.

PHILOSOPHY OF EDUCATION

Our basic philosophy is that Christian parents and guardians have the primary responsibility for training their children. We believe that the Sure Promise Christian Academy parents have contracted to have the Academy assist them in fulfilling their responsibility. The Academy takes a team approach to education. The team members include the student, the parent, the teacher, staff members, portions of the community (especially the Christian community) and the Church and Academy administrations. As the team works together in unity, everyone benefits. In order for SPCA to properly educate students, the school must be a "safe place physically, psychologically, and spiritually." We respect each student and insist that this respect is mutual and consistent, with all students, parents, teachers, and the administration so that the school will be a safe, secure place for all team members.

The aims of the SPCA education program are:

1. To give God the glory in all things.
2. To teach the core fundamentals of the Bible, language arts, mathematics, social studies, science, and technical technology.

3. To provide an educational experience that is designed to point the child to God.
4. To give the students a Christ-centered education. (Colossians 1:16-18)
5. To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education. (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23).
6. To reinforce the child's obedience and loyalty to his parents and other authority figures. (Malachi 4:5-6; Proverbs 20:20; Isaiah 38:19)
7. To equip children to view and evaluate all of life, experience, and knowledge from a Biblical perspective (Isaiah 55:6-9; Proverbs 16:29).
8. To encourage students to have a personal relationship with God, which manifests itself in knowing, loving, and fearing His authority.
9. To equip each student with the ability to communicate clearly and effectively through reading, writing, listening, and speaking.
10. To encourage creativity.
11. To teach the fundamentals of physical fitness, nutrition and hygiene.

ADMISSIONS POLICIES AND PROCEDURES

The selection of students will be based upon interviews with the administration, student achievement, entrance testing, receiving school records, and the submission of all **fees** and **forms**. A registration fee/tuition deposit is required to hold a place for each child. Furthermore, timely payment of all additional fees is required to keep each registration in good standing. In addition, parents/guardians and students must sign a statement that they will abide by, and cooperate with all rules, regulations and policies of Sure Promise Christian Academy.

The age requirements for students entering school are: 1) a child must be 5 years old by November 15th to enter K-5; (Maturity level of the child as well as the level of academic potential of the child, will also be determining factors), and 2) a child must be 6 years old by December 31st to enter 1st grade. (Maturity level of the child, as well as the level of academic potential of the child, will also be determining factors).

Students will not be admitted into the school program after the fifth day of the fourth quarter of the school year.

Sure Promise Christian Academy (SPCA) located at 4301 Pearl Road, Raleigh, North Carolina, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. However, SPCA does reserve the right to use appropriate selection criteria in fulfillment of its stated goals.

REGISTRATION PROCEDURE

The registration procedure is as follows:

- 1) Submit the following to the school office.
 - a. The full registration fee/tuition deposit
 - b. Completed application form(s)
 - c. Copy of recent physical examination with medical history and immunization record
 - d. A birth certificate (a photocopy is acceptable)
 - e. A current head and shoulder photo
 - f. Copy of Social Security Card

- 2) No student will be allowed admittance to SPCA without going through the registration procedure through the school's administrative office.

- 3) If possible, parents must attend the **parent orientation**. A copy of the school's handbook, supply list(s), course syllabuses, and other pertinent information will be given at this time.

FINANCIAL POLICY

In order for SPCA to deliver the finest possible education, we need parents to cooperate by paying all tuition and fees on time. When money is paid on time, the Academy runs smoothly.

Tuition can be paid by any of the following methods:

1. Installment Payment Plan after tuition deposit of \$250 is made:
\$50 every 2 weeks (11 payments), or
\$100 per month (5 payments and 1- half payment of \$50).
Payments are due on Monday of each week, and the 1st Monday of each month unless otherwise noted. Students will not be allowed to attend school if payment is not received.
2. Lump Sum (\$550) Payment Plan:
The entire tuition can be paid by August 30th. Parents who choose this option will receive a 10% discount off the price of the tuition/tuition deposit. Students whose accounts are not paid in full, their transcripts/report cards or records will not be released until all bills are paid. A 10% late fee will be automatically assessed to your account for all late payments. There will be a charge of \$45 dollars on all returned checks. All fees and tuition payments are non-refundable.

BASIC ACADEMIC MATTERS

We are registered with the North Carolina State Department of Non-Public Instruction. Accreditation by a state or regional agency is a type of quality assurance mechanism by which the services and operations of educational institutions or programs are evaluated and verified by an external body to determine if applicable and recognized standards are being met. SPCA will seek accreditation by the International Christian Accrediting Association (ICAA) for several reasons:

1. Many state-approved and/or state-adopted textbooks are developed by secular authors who reject fundamental Christian principles, resulting in the production of books that are saturated with humanist values. Conversely,

Sure Promise Christian Academy utilizes Christian curricula which are consistent with a biblical world view.

2. Sure Promise Christian Academy believes it is unreasonable for parents desiring an education for their children, which is consistent with a biblical world-view, to enroll them in a private parochial institution with the same curriculum, methods and objectives of a public school. SPCA endeavors to be a viable, Christian education alternative for parents.

Faculty

All staff members of the Sure Promise Christian Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of Jesus Christ as Lord of their lives. The entire staff of SPCA has a personal “born again” relationship with the Lord Jesus Christ and is filled with the Holy Spirit with the initial evidence of speaking in tongues. We attempt to hold our teachers to the following qualifications:

1. A call of God to minister to children
2. To be certified or working towards that end in their particular field of instruction.
3. The ability to convey love and exercise gentleness and patience when relating to students.
4. The ability to lead a student into a personal saving knowledge of the Lord Jesus Christ.
5. The ability to work with and under the leadership of Sure Promise Christian Academy.
6. The ability to maintain a wholesome and Christ-centered working relationship with colleagues.
7. The ability to communicate effectively and establish support with parents.

CURRICULUM STATEMENT

Sure Promise Christian Academy has self-contained, traditional classrooms at the elementary level, with low pupil/teacher ratios in all classes. Heavy emphasis is placed on God's principles through Bible lessons, prayer, memory work, and weekly chapel-time. Academic training, which is Christ-centered, includes a phonics-oriented reading program, English, history, spelling, science, penmanship, mathematics, literature, foreign language, physical education, computer literacy, etc. Content is mostly taught using the Abeka and Common Core curriculum. Supplemental tools will be incorporated to enhance the educational experience as deemed necessary by the staff and Administration of Sure Promise Christian Academy.

The basic instructional approach to learning is the conventional model of demonstration, lecture and discussion. This teacher-directed mode of instruction places accountability with the teacher, the student and the parent(s).

SCHOOL DAYS

The school day starts at 8:00 a.m. and ends at 3:00 p.m. Children will be released only to their legal guardian or parent, or those listed on the restricted pick-up form. A written request must be submitted to the office by the parent or guardian for the child to be released to any person whose name is not listed on the restricted pick-up form. Such persons will be required to show I.D.

HOMEWORK

Homework shall be assigned in such quantities as to provide adequate training in independent study and to practice the skills covered in the classroom without interfering too much with non-academic activities and with meeting a healthy bedtime hour. If a student consistently has difficulty in this area, something is wrong with either the amount of work assigned, with his/her handling of time, or with the amount of time spent in extracurricular activities. Whatever the reason, parents should get in touch with the school immediately so that the matter can be given prompt attention.

Homework is given for the following purposes:

1. To provide essential practice in needed skills

2. To train students in good work habits
3. To afford opportunities for increasing self-direction
4. To enrich and extend school experiences
5. To help students learn to budget their time
6. To promote growth in responsibility
7. To remediate
8. To involve parent(s) with their child's/children's academic achievement

Parents can help their children get the most benefit from homework by doing the following:

1. Cooperate with the school
2. Provide suitable study conditions (desk, light, proper books and resources, supplies, and a quiet place)
3. Schedule a specific time for children to do homework each day and make sure they stick to it
4. Encourage your children, but avoid any undue pressure.
5. Show interest and get involved in what your children are doing, but do not do their homework for them.
6. Understand that the school expects homework to be accomplished.

REPORTING PROCEDURES

1. Report Cards are distributed four times each year at the conclusion of each grading period, no later than five (5) days after the end of the 9-week grading period.
2. Interim Reports are distributed between the fourth and the sixth weeks of each 9-week grading period to each student. These reports are informational only, and will be used at the teacher's discretion.
3. Teachers will contact the parents of students who are having difficulties academically.

PARENT-TEACHER CONFERENCES

When parents desire direct communication with a teacher, they should telephone the school office at (919)890-5639 to make an appointment with the teacher or contact the teacher via email. Conferences may be requested by the parent, administration and/or teacher. All conferences must be scheduled in advance; conferences may not be held during class time. Full cooperation on the part of parents and students is expected and appreciated.

Grading Scale

Number	Explanation
4	exemplary
3	proficient
2	approaching proficiency/needs support
1	not proficient/needs support or intervention

A blank space indicates a non-graded/observed objective for the current grading period

SCHOOL RECORDS

The school maintains a complete record including a cumulative academic and guidance record, for each student. All material in these records are strictly confidential and are available only according to the following policy:

1. No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files, and dates directly relating to their children, including all material that is incorporated into their student's cumulative record folder.
3. When a student becomes eighteen (18) years of age, he/she will be granted the same access to records as parents/guardians.
4. Parental requests to inspect and review the official records relating to a child shall be made in writing to the administration. Such requests will be honored within ten (10) school days following receipt of the request. All records will be

reviewed or inspected in the presence of the principal so that proper explanation can be given.

5. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records and to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

6. There will be no release of a student's personal record or files or any data in those records without the written consent of parent or guardian to any individual, agency, or organization other than the following:

- a. Staff members of the school who have legitimate educational interests;
- b. Court or law enforcement officials, in response to a subpoena or court order
- c. Certain federal, state, or local authorities performing functions allowed by law
- d. Officials of other schools in which the student intends to enroll upon proof of application.

Note: In all such cases, the parents are to be notified of the transfer of records.

7. Release of report cards, etc. to non-custodial parents

- a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child.
- b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the administration if the school is to comply.
- c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent shall be promptly notified by the school of the non-custodial parent's request for information.

Policy Code: [3225/4312/7320](#) Technology Responsible Use

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

For additional information concerning technology acceptable use, click policy code: [3225/4312/7320](#)

PROMOTION POLICY FOR ELEMENTARY GRADES

Elementary students must successfully master phonics, reading, language and math as well as have acceptable attendance throughout the year for promotion to the next grade level. Promotion also includes having a \$0.00 balance owed to the school before release of any report cards.

Bullying and Harassment

Sure Promise Christian Academy forbids all forms of bullying, including cyberbullying. As used in this Article, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on school transportation, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the

conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, socioeconomic status, academic status, physical appearance, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

(a) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

(b) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.

(c) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

(d) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. (2009-212, s. 1; 2009-570, s.39.)

§ 14-458.1 Cyber-bullying penalty.

(a) Except as otherwise made unlawful by this Article, it shall be unlawful for any person to use a computer or computer network to do any of the following:

1) With the intent to intimidate or torment a minor:

- a. Build a fake profile or Web site;
- b. Pose as a minor in:
 1. An Internet chat room;
 2. An electronic mail message; or
 3. An instant message;

- c. Follow a minor online or into an Internet chat room; or
- d. Post or encourage others to post on the Internet private, personal, or sexual information pertaining to a minor.

2) With the intent to intimidate or torment a minor or the minor's parent or guardian:

- a. Post a real or doctored image of a minor on the Internet;
- b. Access, alter, or erase any computer network, computer data, computer program, or computer software, including breaking into a password protected account or stealing or otherwise accessing passwords; or
- c. Use a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a minor.

3) Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a minor.

4) Copy and disseminate, or cause to be made, an unauthorized copy of any data pertaining to a minor for the purpose of intimidating or tormenting that minor (in any form, including, but not limited to, any printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network).

5) Sign up a minor for a pornographic Internet site with the intent to intimidate or torment the minor.

6) Without authorization of the minor or the minor's parent or guardian, sign up a minor for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the minor.

(b) Any person who violates this section shall be guilty of cyber-bullying, which offense shall be punishable as a Class 1 misdemeanor if the defendant is 18

years of age or older at the time the offense is committed. If the defendant is under the age of 18 at the time the offense is committed, the offense shall be punishable as a Class 2 misdemeanor.

(c) Whenever any person pleads guilty to or is guilty of an offense under this section, and the offense was committed before the person attained the age of 18 years, the court may, without entering a judgment of guilt and with the consent of the defendant, defer further proceedings and place the defendant on probation upon such reasonable terms and conditions as the court may require. Upon fulfillment of the terms and conditions of the probation provided for in this subsection, the court shall discharge the defendant and dismiss the proceedings against the defendant. Discharge and dismissal under this subsection shall be without court adjudication of guilt and shall not be deemed a conviction for purposes of this section or for purposes of disqualifications for disabilities imposed by law upon conviction of a crime. Upon discharge and dismissal pursuant to this subsection, the person may apply for an order to expunge the complete record of the proceedings resulting in the dismissal and discharge, pursuant to the procedures and requirements set forth in G.S. 15A-146. (2009-551, s. 1; 2012-149, s. 3.)

Demerit System

Effective the 2020-2021 academic year, Sure Promise Christian Academy has implemented a demerit system. Each discipline report a student receives will be equivalent to one (1) demerit. A student will receive a suspension for every five (5) demerits he/she receives. This does not include the General or Classroom conduct rules, which specify suspension/expulsion for violation. Students who receive suspensions will be subject to the policies and procedures indicated in the Suspension section of this handbook.

Suspension

Suspension from either one class or all classes may be given for 1 to 10 consecutive days. When a student is suspended, the following will occur:

1. Parents will be notified and required to take the child home.
2. The student will not return to school until the school has formally admitted him/her. A parent conference must precede readmission of a student following a long-term suspension of 10 or more days.
3. Students with repeated suspensions in excess of three (3) in any given semester will be brought before the administration for a disciplinary review. At that time the administration will determine whether that student will be allowed to remain enrolled at SPCA.

DRESS CODE

SPCA's uniform includes light blue or gray academy shirts, and tan or navy blue khaki pants or skirts. There may be occasional dress down days throughout the year, but parents and students will be notified of this. Students are expected to adhere to standards of dress and appearance. Our guiding principles for the student dress code are similar to those experienced and expected in the workplace: attire that furthers health and safety of students and staff, enables the educational process, and facilitates the operations of the school. Parents are asked to partner with the school district to monitor student attire to help adhere to the guiding principles set forth in the policy. To promote these goals, students may not wear or carry clothing, jewelry, book bags, or other personal articles that:

1. Depict profanity, vulgarity, obscenity, or violence;
2. Promote the use or abuse of alcohol, tobacco, or illegal drugs;
3. Are prohibited under Policy [4309](#) III-2 (Gang and Gang Related Activity) or any other provision of the Code of Student Conduct;
4. Threaten the health or safety of staff or students; or
5. Are reasonably likely to create a substantial disruption of the educational process or operations of the school.

Specifically:

- a) Students must wear clothing that covers their skin from chest to mid-thigh with opaque (non-see-through) fabric in front, back, and on the sides.
- b) Students must wear shoes at all times except when changing for physical education or athletic practices or events or when specifically directed otherwise by a teacher or administrator.
- c) Clothing must cover undergarments (waistbands and straps excluded).
- d) Breasts, genitals and buttocks must be covered with opaque (non-see-through) fabric.
- e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- g) Head coverings (including hats, hoods, sweat bands, and bandanas) are generally prohibited in the school building. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) or to reasonably accommodate medical or disability-related issues (e.g., protective helmets).

Enforcement: Any school dress code enforcement actions should minimize the potential loss of educational time. When a school staff member or school administrator discusses a dress or grooming violation with a student, the adult should be the same gender as the student if possible. Staff concerns about student attire should be discussed discretely and out of earshot of other students if possible. Teachers or staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., school clothing closet) or otherwise complying with this dress code (e.g., removing a problematic item). School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

Applicability: This policy is to be applied fairly and consistently without regard to race, gender, or other inherent traits or characteristics. Principals or their designees shall

make reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations.

This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

STUDENT CONDUCT

Our goal should always be to obey the Scripture that says, "So then, whatever you do, whether in word or deed, do all to the glory of God." All students of Sure Promise Christian Academy both on and off campus must maintain certain guidelines of conduct, so that we might all live happily together and function as smoothly as possible.

PHILOSOPHY OF DISCIPLINE

Sure Promise Christian Academy must have the full support and agreement of parents and students concerning school policies and procedures. Therefore, all new students are accepted on a probationary status to evaluate their adaptation and attitudes toward our school philosophy and rules. Incoming students will have two weeks to make behavioral adjustments to the school. If the student does not adjust, they must withdraw from SPCA. It is important that students be obedient to authorities for instruction, safety, and learning. Self-control and order are very important to leading a Godly life, and proper discipline will train the students in these areas. SPCA is not a corrective institution. Consequently, parents should not enroll their children with the idea that the school will reform them. The SPCA staff is prepared to work with the home but is not to take the place of parents who have experienced difficulty in fulfilling their role. Discipline will be carried out as instructed by the Word of God. Teachers will administer correction immediately either by verbal correction or extra work (academic or disciplinary). Students will be held responsible for their actions and shall conduct themselves in keeping with the general conduct and classroom policies outlined in this handbook. The process of discipline at SPCA follows a definite pattern and is primarily administered by

the classroom teacher. Principals shall consider all aggravating or mitigating circumstances they deem relevant in determining the appropriate consequence for violating school rules.

Examples of aggravating or mitigating circumstances that may be considered include but are not limited to: • The student's age; • The student's intent; • The student's disciplinary history, including number of infractions and prior discipline for the same violation; • The student's academic history; • Whether the conduct caused a threat to safety; • Whether school property or personal property was damaged; • Whether the conduct caused a substantial disruption of the educational environment; • Whether a weapon was involved and whether any injury resulted.

Infraction Levels

The specific steps and levels of intensity of our discipline process are:

Level 1: Verbal/Written Warning (discipline report issued for infractions)

Level 2: In-School Suspension (parent notified)

Level 3: Suspension—The student is referred to the administrative staff with a current discipline statement. Prior discipline reports are examined also, before the number of days of suspension is given. This will be recorded in the student's permanent record. Students will be allowed to make up missed assignments as a result of a suspension, if the work is submitted upon the student's return to school. (Tests and quizzes are at the discretion of the teacher.)

Level 4: Probation—Probation is invoked by the administration when it becomes apparent that a student has a serious problem abiding by the rules of SPCA. It gives the student an opportunity to correct his/her problem and to assume the responsibilities involved in a more mature and appropriate manner. Any student who receives 15 discipline reports in any given semester will be placed on probation. Violation of probation will result in automatic expulsion.

The problems for which a student can be placed on probation are:

1. Attitude: A rebellious spirit, which is unchanged after much effort by the teacher, or a continued negative or uncooperative attitude and bad influence upon other students.

2. Misconduct: Continued deliberate disobedience to an authority, which has an adverse effect upon the school's Christian testimony.

Level 5: Expulsion -Expulsion is a forced withdrawal from school for disciplinary reasons. A student who has been expelled may be considered for re-admission to the school after the conclusion of the semester in which the expulsion occurred for mitigating circumstances, but will be re-enrolled on a probationary status.

General Conduct

General conduct guidelines are listed below, along with the corresponding infraction level associated with noncompliance where appropriate.

1. Respect the authority of teachers and administration.
2. Be kind and courteous to all students and staff.
3. Adhere to the prescribed uniform standards indicated in the Dress Code section of this handbook.
4. Do not use or possess drugs, alcohol or tobacco products on campus, on school sponsored trips, or at school sponsored functions. (Level 5)
5. Do not use vulgar, abusive, or profane language. The administration reserves the right to determine what constitutes vulgar, abusive, or profane language. (Level 3)
6. Do not engage in public displays of affection with other students (holding hands, embracing, kissing, etc.) Male and female students are not permitted to be alone in unsupervised areas. (Level 3)
7. No gum chewing, candy, or eating in classrooms unless it is a class celebration. (Level 1)
8. No weapons (guns, knives, or facsimiles of a weapon, etc.) are allowed on campus. (Level 5)
9. Do not destroy or deface any walls, fixtures or furniture in the school building or boarding facility. (Level 3—Parents are responsible for repairs.)
10. No horseplay or fighting/instigating a fight is allowed. (Level 3)
11. No food or drinks are allowed anywhere outside the dining rooms unless special permission is granted. (Level 1)

12. Do not bring toys of any kind to school (Before and After School Care) unless faculty or administration grants special permission. Toys will be confiscated and will be released to parents/guardians only. (Level 1)

13. Do not bring electronic devices (music players, cellular phones, cameras, etc.), secular music or literature to school. Such items will be confiscated and will be released to parents only for the first violation. Subsequent violations will result in the device being held in the administrative office for the number of days equal to the number of infractions committed. (Level 2)

14. Theft of school property, or others belongings is prohibited. (Level 5)

15. All medication should be turned in to the school office.

Classroom Conduct

1. Students are expected to report to school on time. Excessive tardies and/or failure to report to school will result in an administrative meeting and potential dismissal from school. (Level 3).

2. Address teachers and administrators as Sir or Ma'am, Mr. or Ms.

3. Students must get a late pass from the school office to enter any classroom after the class period has begun.

4. No talking without the teacher's permission

5. Do not interrupt the teacher while he/she is teaching. Hold your questions until he/she is finished speaking or until the end of class.

6. If a difference of opinion arises between a student and the teacher or between students, all parties involved are asked to remain calm. Disputes should not interrupt class. At the appropriate time, each party should express him/herself with respect and humility, knowing that he/she may be wrong.

7. Disputes should be handled one on one. Only those directly involved in the dispute should be involved in the reconciliation efforts

8. Do not leave the class without the teacher's permission. Teachers must know where students are at all times. Students must leave a given teacher's classroom with a pass signed with the teacher's signature (first & last name).

9. Be sure you have the necessary books and writing tools, paper, etc. for every class.

10. Do not cheat on tests, quizzes, or homework. Those that give or receive information in cheating will both be punished. Offenders will receive a grade of zero, parents will be notified, and suspension or expulsion will be assigned, depending on the circumstance. Students will be allowed to make up missed assignments as a result of a suspension, if the work is submitted within one day of the student's return to school. (Tests and quizzes are at the discretion of the teacher) (Level 3)

11. Keep the classrooms clean. Clean up after yourself.

12. If a student is removed from a class due to disruptive behavior, that student should report immediately to the Assistant Principal's office with a referral form unless otherwise instructed by the teacher.

13. Students have 3 days (assigned by the teacher) to make up work for every excused/unexcused day of absence.

Note: Violation of the General Conduct rules or Classroom Conduct rules may result in a 1-10 day suspension or expulsion.

SEXUAL HARASSMENT

Sure Promise Christian Academy forbids all forms of sexual harassment between and among all students and employees. Sexual harassment includes unwelcome sexual advances and verbal or physical conduct of a sexual nature which may interfere with a student's educational performance or participation in a school-related activity, or create a hostile or intimidating environment. The sexual harassment policy includes a detailed definition of specific behaviors and activities that qualify as sexual harassment.

Complaints of sexual harassment should be made in writing to the school principal.

Disciplinary action for sexual harassment ranges from suspension for students to dismissal for employees.

ATTENDANCE POLICY

It is the responsibility of the student and the parent to establish the habit of being punctual and regular in attendance. Faithful attendance is necessary to maximize the benefits of education.

General Requirements

1. The North Carolina Division of Non-Public Education requires that each child adhere to compulsory school attendance standards.
2. SPCA prohibits its students from missing more than ten (10) days of class per semester to receive a grade/credit. This rule may be waived in the case of extended illness with written documentation from a physician. The student will be responsible for all assignments, quizzes, tests, and exams in order to receive a grade/credit.
3. Five (5) unexcused tardies equal one unexcused absence. Absences accrued from tardiness are included in the calculation of absences per semester.

Minimum Attendance Requirements and Procedures

After five consecutive or ten accumulated absences in a semester, the principal may require a written doctor's excuse for any additional absences attributed to illness.

After five absences have been accumulated, whether excused or unexcused, the school will notify the parent/guardian via email.

When a student has been absent from class or school ten times in a semester or twenty times in a school year, whether excused or unexcused, the principal or designee shall notify the parent/guardian or custodian of the absences in writing. The notice shall include a warning of the possible consequences of additional absences and/or a copy of this policy.

Excused Absences and Early Dismissal

Excused absences include absences due to illness or death in the family. Medical appointments, other appointments and some other reasons may also be excused if the school is notified in writing. The principal reserves the right to deem any absence excused or non-excused. If a student is absent, a written statement from the

parent/guardian giving the reason the student was absent must be presented to the office upon the child's return to school. If the note is not received within two school days after the student returns to school, the student will receive an unexcused absence.

It is the student's responsibility to find out what work was missed in his/her absence. If the absence was excused, the student has one day for every day of absence to make-up the work. If the absence was unexcused, no makeup work or tests will be taken for credit.

Note: Five (5) unexcused tardies equal one (1) unexcused absence. If a student has 10 (ten) or more unexcused absences in any class during the semester, he/she will not receive credit for that class.

Early dismissal will be granted for the same reasons allowable for excused absences. Students are encouraged to schedule appointments with their doctor or dentist during times other than school hours. To obtain an early dismissal slip a student must submit a written note from his parents to the teacher. The teacher will send the student to the school office for checkout. The student should follow the following procedure:

1. Give the written note to the office.
2. The person responsible for the child must sign the child out.
3. Students returning the same day must be sure to sign in before returning to class.

Absence with Parental Permission

The administrative staff shall make the final decision of whether an absence is excused or unexcused. A student who is absent with his/her parent's knowledge may be required to make up the missed time as assigned by the administration.

Medical Excuses

1. Permanent excuses: These must include a description of physical disabilities, which would prevent participation of student in any physical education exercises.

Permanent excuses are to be filed in the student's cumulative folder.

2. If the administration sees a pattern developing whereby a student is habitually absent from school, no excuses other than those validated by a physician will be

accepted. Truancy and class missed for unexcused reasons during the school day will result in a zero for that class or session missed (tests, projects, quizzes, etc.).

BUILDING AND GROUNDS

All school facilities belong to the Lord. Students will refrain from any actions that may result in damage to the property or to the appearance of the building and grounds. Any damage to the building, furnishings or grounds will be repaired and/or replaced at the expense of the parent(s)/guardian(s) of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

PTF PARTICIPATION

All parents are expected to participate in the school-parent group called the Parent Teacher Fellowship (PTF). The PTF helps support the school in various ways to ensure the best possible education for the children. The PTF executes several fundraisers throughout the school year to help defray school expenses. Parents will be notified of meeting dates annually.

Visitors

Students are not allowed to bring visitors to school during the school day. This includes visitors from out-of-state, siblings not enrolled in the academy, and former academy students. Parents/Guardians who visit the school must check.

HEALTH SERVICES

Sure Promise Christian Academy (SPCA) will not dispense any medication (i.e., aspirin, Tylenol, Motrin, etc.). If a student needs to be administered medication during school hours, please notify the administration in writing and submit physicians note. SPCA will have general first aid supplies available for minor injuries.

TELEPHONE USAGE

Students are not allowed to use the telephone without prior permission from the administration. In the case of an emergency, students will be allowed to use the phone

in the school office. Students who are allowed to use the phones in the school offices for reasons other than an emergency, will be limited to three (3) minutes. The administrative staff will make calls for students who are ill.

INCLEMENT WEATHER POLICY

In the event of inclement weather that prohibits Sure Promise Christian Academy from having school, parents/guardians should refer to the news media listed below:

WTVD-TV Channel 11 or WRAL-TV Channel 5

**This handbook states the rules, regulations, expectations, policies, and procedures for Sure Promise Christian Academy as of the time it was written. The principal and others in authority over the academy reserve the right to edit existing rules or add additional rules as necessary to ensure a safe, productive educational environment.