

Christ the King Christian Academy

Student Handbook

Purpose:

Christ the King Christian Academy was founded to provide a sound Christian education for the children and youth of Stanly County and surrounding areas. This education will be holistic in its approach, focusing on the mental, social, physical, moral, and spiritual development of each child.

It is the spiritual aspect that sets Christian schools apart from other forms of education in today's society. The spiritual dimension of education forms the foundation upon which the other disciplines are taught and equips individuals with the inner resources required to meet challenges in life. It is this spiritual foundation which adds depth and perspective to all areas of learning. Education which neglects an individual's spiritual nature is inadequate.

It is the goal of this school to instruct the children in basic Christianity (those things which are common to the Body of Christ and supported by Scripture) and at the same time respecting the denominational differences which may be present in the classroom. Teachers are expected to pray with, for and in front of their students and students in turn are expected to not only learn to pray but also to lead prayer in front of their peers such as prior to a meal or at the beginning of the school day.

The students and parents should be familiar with the contents of this handbook. It is the parents' and child's responsibility to understand, accept, and follow the rules, policies, and procedures contained in the Student Handbook. It is important that the parents support the school and its faculty in educating the children. With the churches, pastors, school, and parents working *together*, much more can be achieved to benefit the children of our community than if all are working separately or against one another. The school's statement of faith and purpose are contained in the appendix.

School Policy:

The School Board expects the Principal to govern the day-to-day operations of the school and will support him in his efforts and decisions as to the implementation of school policy. The Principal, in consultation with the Board, will interpret the Board's intentions, expectations, and definitions regarding policy. Within this mutual dialogue his interpretation and decisions are final.

Any changes in this handbook will be disseminated in a newsletter and will remain in effect until the end of the school year or until subsequently changed. This handbook supersedes any policy stated in prior newsletters or handbooks.

Age Requirements:

Kindergarten: Applicant must be 5 years old by October 15th or, if birth date is between October 15th and December 31st, be evaluated during the Summer Program or the Summer Orientation Camp for readiness to enter Kindergarten. Parents need to provide a copy of birth certificates to the school for children entering Kindergarten and First Grade.

Acceptance of a student at CTKCA is based on the following criteria:

1. Previous school records (if applicable) – a willing attitude towards work and cooperative behavior
2. Previous teacher recommendation (if applicable)
3. Completed application for admission

4. Payment of all applicable fees

First Day of School:

We recommend that the parent leave the child with the teacher on the first day of school. When the parent remains in the classroom, the period of adjustment is more difficult for both child and teacher.

Non-Discrimination Policy:

CTKCA admits students of any race, color, sex, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate in administration of its educational policies, admissions policies, athletic policies, or other school administered programs.

Attendance:

CTKCA is scheduled to be in session about 180 days during the school year. A school day is at least 5½ hours in length. To be considered in attendance, a student must be present in the school for at least one-half of the school day or at a place other than the school attending an authorized school activity. These activities include field trips, athletic contests, student conventions, music festivals, or similar activities. An accurate attendance record will be maintained.

From time-to-time students and/or the person bringing them to school run late. A student is considered tardy when entering the classroom after 8:10am for grades 5-12, 8:15am for grades 1-4, or 8:25am for Kindergarten. Numerous tardies will be dealt with by the teacher on the classroom level. Continued tardiness may necessitate a conference between the parent and teacher. If this does not resolve the issue, a meeting with the principal may be warranted.

Please follow this procedure for absences:

1. Students must present a note to the teacher after being absent from school or when they must be dismissed from school other than at the usual dismissal time. Students arriving after the start of school or being picked up early should be signed in or out by the authorized person.
2. The teacher will be informed at least one day in advance of all doctor or dentist appointments or other reasons necessitating absence or early dismissal. This will enable the teacher to plan activities in advance and to see that each student can make up lost instructional time.
3. Assignments missed because of absences must be made up. This is the responsibility of the student and parent in cooperation with the classroom teacher. A student is allowed to make up work for each day missed.
4. Excused absences still count as the student being absent from school, but time will be given for homework, quizzes and tests to be made up. An unexcused absence can result in zeroes being given for grades.

Any student who misses 25% or more of the yearly scheduled days for any reason and who has not been tutored privately for at least 50% of those missed days will not be permitted to the next grade. Likewise, missing 25% of a particular course will result in a failure in that subject. For students that change classes, attendance will be taken for each class. Failure to attend at least ½ of that class period will be marked as an absence. Students who are physically present in class but unable or unwilling to participate may still be regarded as absent from class.

If a situation arises that would prevent a student from being on time or present, the school should be notified.

Excused absences are as follows:

- ◆ Illness or injury preventing the student from being physically able to attend school.
- ◆ The local health officer or the State Board of Health order the isolation of the student.
- ◆ The student is absent due to the death of a member of the immediate family.
- ◆ The student has an emergency medical or dental appointment or such an appointment which has been approved in advance by the Principal.
- ◆ The student is a party to or is under subpoena as a witness in the proceeding of a court.
- ◆ The student has obtained prior approval by the Principal to be absent due to the observance of an event required or suggested by the religion of the student or the student's parents.
- ◆ The student obtains prior approval for valid educational opportunities, such as travel.

Arrival and Dismissal Policy:

Transportation arrangements and carpools are the responsibility of the parent. The school is not responsible for notifying SCUSA or other pickup services for school holidays, early releases, field trips, sicknesses, etc. School hours are considered to be from 7:30am until 3:30pm unless a child is in the after school program which concludes at 5:30pm. A monitor will be available every day to supervise those who have arrived before the start of classes and the departure of the children from the school.

Classes will begin as stated above every scheduled school day. The children will be released from the school at 2:25pm for kindergarten, 2:30pm for grade 1, 2:35pm for grades 2-4, 2:56 for grades 5-12. It is possible that these times may be adjusted based on the structure of the classes which is yet to be determined. That information will be provided at the beginning of the year.

Children who are not picked up within 20 minutes of their release time will be charged a fee in accordance with the after-school program rates. After school care is available for \$6.00 a day, 2:30 – 5:30.

Visitors:

If you have to get out of your vehicle and come into the school, please use one of our parking spaces perpendicular to the building, so as not to hold up the drop off/pick up line. The front doors will be locked at 8:30. A doorbell has been installed to summon assistance. Parents should not go past the glass doors without permission. Upon entry, do not go past the office area without permission during school hours. Once permission is given to go past the office, you will be given a visitor's badge to wear so that others will know that you have checked in. Please stop at the door to your child's classroom without entering and ask for the teacher. This minimizes any disruption. The morning is not the appropriate time to carry on a conversation with your child's teacher except for emergencies. Send a note to relay pertinent information. This will help our morning routine go more smoothly. Help make your child independent by not needing to walk them into the school each day.

Former students and siblings not enrolled are not authorized to be at the school during school hours without prior permission.

Address or Phone Number Change:

Any time an address or phone number (home or work) is changed, please notify the school office so that we can update our records and notification cards.

Inclement Weather Policy:

In case of excessive rain, snow, ice, sleet, or any other such weather condition, the school may be delayed or closed. Such a decision will be made by the Principal of the school in consultation with the

President of the Board. Tune into local radio or TV stations to keep informed of school closings. Last year the closings and delays were posted on WSOC channel 9 (ABC), WBTV channel 3 (CBS), www.gocarolinas.com, www.wsoc.tv, Facebook, and on the school's answering machine. The following alternative day schedules may be used: 1) 10:00am start time, 2) 2-hour delay – dismissal for K-4 will be at 2:45 and 5-12 will be at 3:00, 3) Afternoon schedule – school starts at noon and dismisses at 4:00pm. If an afternoon schedule is implemented, students should eat lunch prior to arrival and the morning snack (for children that normally receive it) will be provided in the afternoon. No lunchtime will be provided for in this schedule.

Dress Policy:

School is a place of work for students and faculty alike. Clean, neat, and appropriate attire enhances the learning atmosphere and process. Dress reflects an attitude, and CTKCA seeks to establish an atmosphere which reflects a positive learning environment. A neat, clean appearance and the absence of extremes are expected.

The following are guidelines for proper dress at the school:

KINDERGARTEN- 4th GRADE:

All Students:

- ◆ **Wear neat, clean clothes in a good state of repair (no holes or fray marks) and the proper size.**
- ◆ **Shoes** are to be always worn. Athletic shoes worn to class must be laced and tied. Flip-flops, Croc-style rubber clogs, hunting and work boots, shoes with wheels, and shoes without backs are not acceptable. **Kindergarteners** are asked to wear soft-soled shoes such as sneakers or sandals with backs instead of boots.
- ◆ **Shirts** should not expose the midriff when a hand is raised or while stretching. *Shirts, sweaters, and jackets should not be worn around the waist.* If a **jacket** needs to be worn in the classroom for warmth it may not extend below the inseam. The shirt worn underneath must meet dress code standards. Shirts that should be tucked in underneath the jacket must remain tucked in.
- ◆ **Pants** should not drag the ground and should not be frayed or have holes. Pants should be worn at the waist or slightly below and should not be excessively baggy or excessively tight. A belt must be worn if needed to keep the pants from slipping. Pants with Velcro flaps often disrupt the class when used at inappropriate times. **K-2** may wear nylon-type athletic pants.
- ◆ Neat **shorts** may be worn year-round. Jean cutoffs are not appropriate. Students who wear inappropriate shorts twice will lose the privilege of wearing shorts for the remainder of the semester. Parents will be called to bring a change of clothing for each offense. (If the offense occurs during the last two weeks of the semester, the consequence carries over to the next semester.) **K-2** may wear basketball style shorts, but the elastic waist bands should be tight enough to hold the shorts in place and not let them slide down.
- ◆ **Army fatigues, sweatpants, jerseys, bandannas, and sweatbands are examples of unacceptable clothing to wear to school.** Camouflage patterns may be worn on one item of clothing, assuming it meets the intention and criteria of other types of clothing. Neither occultic symbols (such as the ying-yang, pentagrams, etc.) nor rainbows or other symbols intended to make a moral or political statement on clothing, bookbags, lunch boxes, etc. are permitted.

- ◆ Students may not wear **hats**, baseball caps, or other head coverings while in the school building. Hats may be worn when outside during colder weather.
- ◆ **Hair** should be clean and neat. Extremes in hair length such as shaved heads, razor rows, spikes, mohawks (hair is longer on top and significantly shorter on sides) and non-traditional hair color are inappropriate.
- ◆ Bars, spikes, and gauges are prohibited. Visible tattoos or body piercing are not appropriate. Necklaces and make-up are discouraged in the lower grades as they become a distraction for the children. If jewelry becomes disruptive, it will be taken away from the student and returned to the parent at the end of the day.

Boys:

- ◆ Boys may not wear any form of sandal to school.
- ◆ **Shirts** should be tucked in all the way around the waist and should be long enough to stay tucked in during the day. Such shirts include (but are not limited to) t-shirts, turtlenecks, polo/golf shirts, button-down dress shirts, flannel shirts, other collared shirts, and all shirts with a tail. Shirts not designed to be tucked in (sweaters, fleece shirts, and other shirts of heavy materials) should be an *appropriate length*. **An appropriate length is defined as no shorter than 2 inches below the waist/belt line and no longer than the top of the inseam.** Boys' shirts without sleeves must have normal size arm holes. Undershirts, such as plain, white t-shirts, are not acceptable as the primary shirt.
- ◆ Boy's hair should be above the collar, above the eyebrows, and above the middle of the ear. Ponytails, rat-tails, or braids on boys are not acceptable.
- ◆ Boys should have no facial jewelry, including earrings. Necklaces on boys should be tucked inside the shirt.

Girls:

- ◆ Girls may wear dress sandals providing they have a strap around the back.
- ◆ Girls should wear **shirts** and **blouses** with modest necklines and modest sleeves. A modest neckline is defined as when the hand (fingers together) is laid on the collarbone below the chin, the neckline is no lower than the lowest finger. Girls' shirts without sleeves must cover the majority of the shoulder, and cover undergarments at all times. Shirts should not slip off the shoulder. Tank tops, camisoles, racerbacks, and undergarment straps should at no time be visible.
- ◆ *Modesty and discretion should be taken into consideration when wearing **dresses, skirts and shorts**.* Very short dresses, skirts and shorts are not acceptable. Leggings, jeggings, and other "stretch pants" type of clothing should be worn with a top that is long enough to appropriately cover below the private areas front, back and sides when standing up, bending over, or sitting down.
- ◆ Girls may wear up to two pair of earrings with no more than two earrings per ear.

As a variety of types of accidents or spills may occur during the day, please pack a change of clothes for **Kindergarteners** (or others prone to accidents) in their book bags or leave an extra set in a plastic zip lock bag with the teacher.

5th-12th GRADE:

All Students:

- ◆ **Wear neat, clean clothes in a good state of repair (no holes or fray marks) and the proper size.**
- ◆ **Shoes** are to be worn at all times. Athletic shoes worn to class must be laced and tied. Flip-flops, Croc-style rubber clogs, hunting and work boots, shoes with wheels, and shoes without backs are not acceptable. Students should have athletic shoes for P.E. classes.
- ◆ **T-shirts, baseball style shirts or other athletic-style shirts, sweatshirts (without a visible collared shirt underneath), shirts made of waffle or long underwear material, tight Under Armor style shirts, and shirts with t-shirt style necklines (defined as unhemmed ribbed material) even with buttons or V-necks are not allowed for either boys or girls.** Shirts should be free of phrases, advertisements and inappropriate logos and should have no writing or pictures on the front or back. Patterns that are part of the material are acceptable. **Shirts should not expose the midriff when hand is raised or while stretching.** *Shirts, sweaters, and jackets should not be worn around the waist.*
- ◆ **Pullover hoodies are not acceptable.** If a jacket, hooded or not, needs to be worn in the classroom for warmth, it must have a zipper and remain unzipped to at least mid-chest. The jacket may not extend below the inseam. The shirt worn underneath must meet dress code standards. Shirts that should be tucked in underneath the jacket must remain tucked in.
- ◆ **Pants** should not drag the ground and should not be frayed or have holes, even with patches underneath or when designed that way. Pants should be worn at the waist or slightly below and should not be excessively baggy or excessively tight. A belt must be worn if needed to keep the pants from slipping. Pants with Velcro flaps often disrupt the class when used at inappropriate times.
- ◆ Neat **shorts** may be worn year-round. Basketball style shorts and jean cutoffs are not appropriate for either boys or girls. Students who wear inappropriate shorts twice will lose the privilege of wearing shorts for the remainder of the semester. Parents will be called to bring a change of clothing for each offense. If the offense occurs during the last two weeks of the semester, the consequence carries over to the next semester.
- ◆ Army fatigues, sweatpants, jerseys, bandannas, and sweatbands are examples of unacceptable clothing to wear to school. Camouflage patterns may be worn on one item of clothing, assuming it meets the intention and criteria of other types of clothing. Neither occultic symbols (such as the ying-yang, pentagrams, etc.) nor rainbows or other symbols intended to make a moral or political statement on clothing, bookbags, lunch boxes, etc. are permitted.
- ◆ Students may not wear **hats**, baseball caps, or other head coverings while in the school building. Hats may be worn when outside during colder weather.
- ◆ **Hair** should be clean and neat. Extremes in hair length such as shaved heads, razor rows, spikes, and non-traditional hair color are inappropriate.
- ◆ Bars, spikes and gauges are prohibited. Visible tattoos or body piercing are not appropriate. If jewelry becomes disruptive, it will be taken away from the student and returned to the parent at the end of the day.

Boys:

- ◆ Boys may not wear any form of sandal to school.

- ◆ Shirts should be tucked all the way around the waist and should be long enough to stay tucked in during the day. Such shirts include (but are not limited to) turtlenecks, polo/golf shirts, button-down dress shirts, flannel shirts, other collared shirts, and all shirts with a tail. Shirts not designed to be tucked in (sweaters, fleece, and other shirts of heavy materials) should be an *appropriate length*. **An appropriate length is defined as no shorter than 2 inches below the waist/belt line and no longer than the top of the inseam.**
- ◆ Boy's hair should be above the collar, above the eyebrows, and above the middle of the ear. Ponytails, rat-tails, or braids on boys are not acceptable.
- ◆ Boys should have no facial jewelry, including earrings. Necklaces on boys should be tucked inside the shirt.

Girls:

- ◆ Girls may wear dress sandals providing they have a strap around the back.
- ◆ Girls should wear **shirts** and **blouses** with modest necklines and modest sleeves. A modest neckline is defined as when the hand (fingers together) is laid on the collarbone below the chin, the neckline is no lower than the lowest finger. Girls' shirts without sleeves must cover the majority of the shoulder, and cover undergarments at all times. Shirts should not slip off the shoulder. Tank tops, camisoles, racerbacks, and undergarment straps should at no time be visible.
- ◆ Modesty and discretion should be taken into consideration when wearing **dresses** and **skirts**. Short dresses and skirts are not acceptable. Skirts and dresses should be a hands-width above the knee or longer. Girls' **shorts** and **skorts** should not be shorter than what is allowed for skirts.
- ◆ "Excessively tight" pants include leggings, jeggings, and other "stretch pants" type clothing (anything other than denim or dress pants). If this type of clothing is worn then the shirt/tunic worn with it must reach at least midway down the thigh all the way around, and the upper part of the legs should not be observable while the student is sitting, bending over, or stooping.
- ◆ Girls may wear up to two pair of earrings with no more than two earrings per ear.

The dress code interpretation is at the discretion of the school staff. For any dress code violation, the administration has the right to have the student change into provided clothing that does meet dress code or have the student not attend class until a parent brings an appropriate change of clothing. Demerits may also be given in the 5th-12th grades. The school administration reserves the right to initiate policies concerning new fads or changes in style which occur during the course of the year.

If an article of clothing becomes a distraction or disruption the student may be asked to remove it where possible or asked to change.

Students who come to school not complying with the above dress code on the last day of the year will be excluded from any parties, award ceremonies, or other activities that may be held.

Exceptions to the standard dress code are permitted on specially designated days. Such days will be specified in advance and guidelines for that day will be made known.

Classroom Rules:

Teachers have the prerogative of making classroom rules not mentioned in this handbook, that are consistent with school policies and approved by the principal.

Emphasis of Holidays and Other Special Days:

We stress the religious meaning of holidays and not the secular. Thus, during the Christmas season our crafts, stories, bulletin boards focus on the birth of Christ and not Santa Claus, elves, reindeer, etc.

The same guidelines apply for Easter. Halloween is discouraged altogether. Please keep this in mind for class parties and various things brought or worn to the school. Regardless of what your family or church does regarding these traditions, please respect those who desire to keep the focus on Christ. Parents are discouraged from treating their child to the exclusion of the others in the class on special days, such as Valentine's Day, St. Patrick's Day, etc. If a gift or treat is given to one it should be given to all. For birthdays, school is not the place for opening presents. However, it is acceptable to have a class party for a child. In any of these circumstances, the parent should coordinate with the teacher.

Parental Involvement:

Teachers are encouraged to involve parents in the educational process of their child and to communicate regularly with them. It is expected that the parents will take an active role in this school. Volunteers will be sought and utilized. However, it is realized that they are volunteers and therefore should not be taken for granted, overworked, or burned out. Volunteers which are involved in the educational process of the students (as opposed to helping with a birthday party, for example) are expected to be Christian in belief and conduct. A Volunteer Application Form may be obtained through the office. Copies of the school's Statement of Faith and the Statement of Purpose are contained at the end of this handbook. **Those that are assisting in school activities**, are expected to be dressed appropriately for the activity and consistent with the school's dress code policy.

Parent/Teacher Conferences:

A teacher/parent conference may be initiated by either party and are expected to occur at least twice a year. A conference should not occur while the teacher is responsible for children in a classroom.

Discipline:

Discipline is both the correction of improper behavior and the reinforcement of appropriate behavior. Paul's admonition to the Philippians serves as a model,

Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things. The things you have learned and received and heard and seen in me, practice these things, and the God of peace will be with you. (Phil. 4:8-9 NAS95)

The emphasis regarding discipline is to employ strategies to encourage godly behavior.

The purpose for all discipline is to correct an unacceptable behavioral pattern and guide a child toward a proper behavior. The ultimate goal of all discipline is for complete restoration of the violator with his peer group, with the staff and, most importantly, with God.

The discipline philosophy and practice of Christ the King Christian Academy are based on God's Word as written in the Bible. Discipline is godly training and correction of the child intellectually, socially, emotionally, physically, and spiritually. (Proverbs 22:6) The purpose of discipline is reconciliation with God. (Hebrews 12:10, 11) Because God loves us, He disciplines us. (Hebrews 12:6) Discipline can be affirmative or punitive: affirmative in that God's expectations will be taught and affirmed; punitive in that detrimental behaviors will be confronted. Discipline can be self-motivated or imposed by an authority. Nevertheless, all correction is designed to show the child the sin of his behavior and lead him to repentance and trust in the Holy Spirit to keep him from sin. The intended outcome is for the child to experience God's forgiveness and to become a self-disciplined student who desires to do God's will. It is essential that each family discipline since the major responsibility rests with the home.

The school hopes to cooperate with the home in forming positive habits in the student such as the following:

- ◆ Cheerful obedience to authority (parents, teachers, aides, etc.).
- ◆ Responsibility in doing assigned or expected tasks.
- ◆ Cooperation with others in playing and working at school and at home.
- ◆ Courtesy and respect for others.
- ◆ Cleanliness in person and property.
- ◆ Truthfulness and honesty in work and life.
- ◆ Respect for the property of the school and of others.

The emphasis at Christ the King Christian Academy is in preventing punishment. Listed below are some strategies that are used to encourage godly behavior:

- ◆ Praying for specific needs of the children.
- ◆ Maintaining well-organized classrooms.
- ◆ Stating classroom rules positively.
- ◆ Reinforcing appropriate behavior.
- ◆ Recognizing and affirming each student.
- ◆ Being sensitive to the needs of each student.
- ◆ Teaching students at their instructional level.
- ◆ Implementing challenging and motivating curriculum.
- ◆ Communicating regularly with parents.
- ◆ Presenting a godly example to the students.

In the best interest of the entire school community, so that all might live harmoniously and function as smoothly as possible, certain guidelines of conduct must be maintained by all students. The following personal virtues are required of all students and serve as the social code regulating life at CTKCA.

- ◆ Kindness
- ◆ Truthfulness
- ◆ Respect for and courtesy towards the person and property of others
- ◆ Punctuality in attendance and work
- ◆ Respect for and obedience to those in authority
- ◆ Diligence in effort and attention

◆ Proper care for and attention to the buildings which house the school

The Principal expects the faculty to uphold school policies and to implement classroom policies to enable an orderly, disciplined classroom. The Principal will support the teacher in regard to reasonable classroom policies and discipline, and the **parents are expected to do likewise**. This school *does not* administer corporal punishment either with or without parental permission. For those who feel that this type of discipline is necessary for the correction of their child, they will be asked to come to the school to administer reasonable corrective measures if so needed.

It is a privilege, not a right, to attend this school. As such, any child or family who does not respect this school's spiritual standards, abide by its disciplinary code, or cooperate with the school in the educational process will be asked to leave this school. Should a child have difficulty with repeated offenses, rebellion, or disrespect for authority, the steps in the disciplinary procedure will include the following:

- a. Student meets with teacher.
- b. Student is separated from rest of class.
- c. Student calls home; teacher follows up.
- d. Student, teacher, and parents meet together.
- e. Student serves detention next day.
- f. Student, teacher, parents, and Principal meet together.
- g. Student receives suspension and automatic probation.
- f. Student receives expulsion. (If a child is reconciled with God and this school, he may return after a reevaluation by the Principal and the Board.)

For younger children who may not equate a suspension with punishment, an in-school suspension may be implemented whereby the child is separated from the rest of the class throughout the day and is still given seatwork to complete. Parents will be informed prior to the use of an in-school suspension.

A child who is being disruptive in the class to the detriment of the other students can be removed from the class. Any quizzes or tests that are given during the child's absence will be graded as a zero.

With the exceptions listed below, only the Board may expel a student from attending this school. All cases that are potential expulsion offenses will be reviewed and determined by the Board. Any automatic expulsion will be reviewed by the entire Board at the next regularly scheduled Board meeting.

Grounds for automatic suspension:

- ◆ Bringing, possessing or using a computer to access pornography.
- ◆ Bringing or possessing knives or other violent weapons on school grounds.
- ◆ Fighting or provoking a fight.
- ◆ Defacing school property or vandalism.
- ◆ Coming to school intoxicated or under the influence of illegal drugs, vaping or smoking on school grounds or encouraging other students to do so.

Grounds for automatic expulsion include:

- ◆ Bringing a firearm, alcohol, or illegal drugs on school grounds.
- ◆ Assaulting a member of the faculty.

- ◆ Premeditated assault upon another student with the intent to do bodily harm.

The above are not inclusive lists of offenses that may result in immediate suspension at the discretion of the Principal or expulsion at the discretion of the Board

When a student is expelled both parents will be notified in person and in writing for the reason of the expulsion. A student may be expelled for any reason that the Board deems necessary, with or without the consent and/or agreement of the parents.

Expulsion may result from:

- ◆ Repeated misconduct or disrespect for authority.
- ◆ Failure to respond positively to repeated efforts at correction by the school's personnel.
- ◆ A serious breach of the school's code for student conduct, including the use or possession of drugs and/or alcohol, whether on or off campus, and weapons; secreting the same in any place on the school grounds, vaping or smoking on school grounds or encouraging other students to do so.
- ◆ Threatening or bringing harm to the person or property of a teacher, administrator, or staff member.
- ◆ An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community; an attitude not in harmony with the goals and spirit of the school.
- ◆ Any action by a parent or guardian which seriously interferes with the school's ability to accomplish its educational purposes.
- ◆ Willful intent to not abide by school policy or continued disregard for school policy.

Cheating: Cheating is a serious offence. Whether a student gives or receives information, the offense is the same. During a quiz, test, or exam, it is the student's responsibility to avoid every appearance of cheating by not talking, covering papers, and keeping books out of sight.

Chewing Gum: The chewing of gum is not allowed during school hours. It is not a healthy habit when gum is left around, and it is an unpleasant, difficult, and expensive task when others have to remove the gum from desks, chairs, and carpeting.

Eating: Eating food is only to be done in the areas so designated. Any spillage, trash, debris, crumbs, etc., must be properly cleaned up and disposed of.

Stealing: Students should be taught the proper care of and responsibility for others possessions. Stealing will not be tolerated and will be dealt with severely, including possible expulsion.

Demerit System:

The demerit system is independent of the homework policy. Though both policies can lead to a detention, demerits will not be issued for homework offenses. Demerits can be issued for tardies, dress code violations, coming unprepared for class, passing or receiving notes, disrespect or other such issues.

Tardies – a student is expected to be in class on time both at the beginning of the day and during class changes. Being late disrupts the class and causes the tardy student to miss important material that is presented or reviewed at the beginning of the class period. A demerit can be issued for each class during the day for which the student is late. The student is expected to be in class at his/her desk to be considered on time.

Dress Code Violations – a demerit can be issued for any dress code violation. If the demerit is issued for something that cannot be immediately corrected (shirt/shorts/skirt not proper length, holes in pants, frayed hems, improper shoes, etc.), that will be the only demerit issued for that offense during the day. If the demerit is issued for something that can be corrected (tucked in shirts, etc.), multiple demerits can be given during the day. Two demerits may be given if an untucked shirt hangs out under a jacket.

Coming Unprepared for Class – a student is expected to use the time before school and between classes to get the materials needed for their next class. This will usually include such items as their textbooks, lab manuals, two pencils, a pen, an eraser, homework/note-taking book, and assignment book. Coming without the items needed for that class can result in a demerit being issued.

Passing or Receiving Notes – attention that is focused on giving or receiving notes is not being given to the presentation of the teacher for that subject. In addition, notes are often not written in a spirit of kindness and love. Up to two demerits can be issued depending on the nature of the note.

Disrespect – a demerit can be issued for a student that is not demonstrating proper respect toward those in authority. This can include such things as intentionally dropping a book on a desk, loud groans or sighs, walking away when being talked to by a teacher, etc.

Physical Contact – Aggressive physical contact can lead to more than one demerit, including a full detention, suspension or expulsion, depending on the severity of the incident or the repeated nature of the action, at the discretion of the principal.

Miscellaneous – a demerit can be issued for a student that violates other policies such as bringing chewing gum to school, using electronic devices during school hours, or engaging in “horseplay” or other behavior that could result in injury a student or damage to school property.

The number of demerits that a student has been given during the week and cumulatively will be written on the weekly grade sheet that is sent home in order that the parent can be aware of the issues involving their child. Every fifth demerit a detention will be assigned.

Only the principal can forgive a demerit in consultation with the teacher who issued it.

Detention Hall:

Detention will be served from 3-4pm in the classroom of the teacher assigned detention duty for that day. Detentions must be served in the week following parental notification or an additional detention will be assigned. It is required that the student work on homework assignments. If there aren't any assignments or they have already been completed, additional work can be assigned. A student can be issued additional demerits for any of the offenses listed above including being late, not coming prepared, and disrespect. If a student has a detention to be served, they are not to go outside after school, but must wait in the cafeteria until their ride comes or stay in the classroom to serve the detention. Students with unserved detentions may be restricted from participating in field trips, field days, parties, and/or other such activities

Homework Policy:

Homework is an integral part of the school program. Teachers are expected to assign homework appropriate for the class and individuals. Each student is required to complete the homework assignments on time and it is expected that parents ensure that this is done. Homework is given for several reasons.

1. **For reinforcement:** Most students require adequate review to master material essential to their educational process.
2. **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignment, and projects are some of the activities that are frequently the subject of homework attention.

We request the parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a student's suspension.

Failure to complete a homework assignment may result in additional work being assigned and a homework violation being recorded. Not completing the additional assignment can result in another homework violation. Five homework violations per subject will receive a detention and a zero quiz grade in that subject. Each time five more homework violations are recorded, the initial penalty will be doubled.

We will make copies for homework purposes only (no personal copies) for 5¢ per b/w copy and color copies are 25¢.

Damage to School Property:

The parents of a student who damages school property by vandalism, horseplay, mischief, or abuse are expected to compensate the school for any cost of repairs.

Curriculum:

The Board of CTKCA is responsible for selecting the curriculum. From time to time a curriculum review committee may be formed to consider the appropriateness of the materials and to review other materials available. Parental input is welcome. For the 2025-2026 school year, the *Bob Jones University Press* curriculum is the primary curriculum used, supplemented by the *A Beka Book* curriculum. This is subject to change with future evaluations.

Library:

As the library is established and grows, children with the necessary reading skills will be allowed to visit the library and check out books. Books not returned by the due date will be charged a \$.20 per day late fee (weekends excluded). Compensation for lost books is expected at the cost to replace the book. **Please treat the books with care** to enable them to have the longest life possible.

Field Trips:

Field trips will be arranged for the children to have a learning opportunity away from the classroom. Specific details and costs will be provided prior to those times. Chaperoning on a field trip is a privilege, not a right. Only responsible adults will be considered for this task. Students who are failing in their subject, delinquent in their work, or whose behavior is sub-standard (including unserved detentions) may not be permitted to participate in the field trip.

While on a field trip, the faculty of CTKCA is still responsible for discipline and order. Chaperones are expected to support the teachers' interpretation of behavioral conduct and consequences for misbehavior. Those who cannot be an asset to the school's discipline structure will not be invited to attend the field trips. Chaperones with DVD players in the cars are asked not to use them while transporting children. Since interpretations of what is acceptable music to listen to can vary widely, we also ask that

during the travel time that if music is played, it be either Christian or classical. While on the field trip the student is governed by school hour rules until released from school authority.

Physical Education:

Education will be approached in a holistic manner that includes the spirit, mind, and body. Physical exercise and education is important for growing children. Therefore, physical education is a required part of the curriculum. Children in the lower grades will have the opportunity for both structured and free play with all students from Kindergarten through 4th grade having one scheduled recess per day. Students in grades 5-12 may have a physical education course or period. They should have a PE uniform to change into. The PE uniform consists of a plain goldenrod, maroon or black t-shirt or school shirt, and maroon or black shorts for warmer weather, maroon or black sweat pants for colder weather, and athletic shoes to run in. School shirts and sweat shirts can be ordered at the beginning of the year. Appropriate PE attire may also be purchased at local retailers. Deodorant may need to be kept in the locker for use after the PE period.

It is recognized that occasions will arise when students have legitimate reasons for extended or temporary non-participation in the regularly scheduled physical education program. Following are the excuses that are approved:

Medical Excuses: 1) Permanent Excuses – These must include a description of physical disabilities which would prevent participation of any kind. Permanent excuses are to be filed in the student's cumulative folder. 2) Extended Time Excuses – These are for non-participation during an extended time period because of temporary physical disability (e.g. broken bones, surgery, severe illness, etc.). The attending physician should provide written verification.

Parental Excuses: Parental requests covering a particular minor ailment (flus, colds, headaches, minor injuries, etc.) will be accepted for up to three consecutive class periods. Thereafter, medical excuses are required. A child with parental excuses will be expected to attend class to watch and keep up to date. If the faculty observes a pattern developing whereby a student is habitually misusing this privilege, no excuse other than those validated by a physician will be accepted.

Medical Concerns:

Records: All children entering school for the first time in Kindergarten or First Grade must have a physical examination by a physician, and it must be reported on our school medical form. This form must be completed and submitted to the school prior to the beginning of classes. Students transferring from another school should have their medical records transferred before the first day of classes or new records must be furnished by the child's physician.

Specific information concerning the required immunizations for children going into Kindergarten, 7th grade and 12th grade is available at <http://www.immunize.nc.gov/schools/k-12.htm> or the Stanly County Health Department. Contact your physician or other authority to be aware of the latest requirements.

Illness: For the welfare of your child and others in the school, all children who are sick must be kept at home. Unless instructed otherwise, a child will be sent home when his temperature approaches 100°F, or if a child vomits and sickness is believed to be the cause. When the child is well enough to participate in a normal school day, please send the appropriate clothing for the weather conditions as an aid to prevent future illness. Weather permitting, the class will go outside each day for various activities.

Communicable Diseases: In the desire to maintain a healthful school environment, controls will be instituted to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

The school reserves the right to conduct head checks for lice. This may be done at the beginning of the year and at intervals deemed necessary. Students found with evidence of lice will be immediately excluded from the school and will not be permitted to reenter their class until cleared by a person designated by the school. That student is expected to return lice and nit free. It is not the school's responsibility to remove lice or nits. It has been the school's past experience that notes from doctor's offices or the health department are insufficient to ensure that a student is free from this parasite. For a student that has been infected and subsequently cleared, continued head checks will be performed to ensure that a re-infestation has not occurred.

School faculty who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Principal. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an examination of the student or employee by an independent physician or the Health Department to verify the diagnosis of communicable disease may be required. CTKCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

Children who have conditions that become disruptive to the classroom teaching environment may be separated from the class not as punishment but as a means to proceed with the education of the other students. If this condition persists longer than is reasonable or expected, the Principal may exclude the child from school until provided with a doctor's note stating that this condition is non-communicable AND advice to school personnel as to what actions should be taken if the symptoms reoccur.

Administration of Medicine or First Aid: Faculty can administer oral medicine to a child providing the following conditions are met:

1. A form to administer the medicine is filled out and signed by the parent.
2. The dosage of the medicine requires that the medicine be given during school hours.
3. The medicine must be in its original container with the child's name and directions clearly visible.
4. Over the counter medicines must state the dosage recommendations for the age of your child.

The school carries certain OTC medications such as Tylenol, ibuprofen, etc. to be used as needed as stated above. However, when students need or request such medication frequently, the parents are expected to provide these medications for their child. This includes both prescription and OTC medications. These will be kept in the office only for the use of the student the medications were intended for. The parents/guardians should include a note with the medicine to indicate when and why the medicines should be given, the dosage that the child should receive, and if prior notification is needed before giving it to their child. This note must be signed and dated by the appropriate legal parent/guardian of the child. Those with seasonal allergies and frequent runny noses should bring their own box of Kleenex and not rely on the classroom supplies which were intended for infrequent use by any student.

A first aid kit will be available to take care of minor cuts and abrasions. Appropriate precautions will be taken to safeguard the well-being of the injured, the classmates, and the person administering first aid. When first aid has been given, the parent of the child will be informed as to the nature of the mishap and the care rendered. Unless instructed to do otherwise prior to the occurrence, a staff member will remove minor splinters, dust/eyelashes from eyes, etc., from a child without seeking parental permission.

"In emergency situations where a patient is unconscious, confused, or so severely injured that a clear decision cannot be made, you have the right to provide care based on **implied consent**. The law assumes that the patient, if able to do so, would want to receive care and treatment. A form of implied consent is used in most states when a minor is involved and the parents or guardians are not on the scene and cannot be reached quickly. The law assumes that they would want care to be provided for their child. This is

called **minor's consent**. The same holds true in cases of mentally or emotionally disturbed or retarded individuals. It is assumed that their parents, legal guardians, or family would give consent.” (First Responder, J. David Bergeron and Gloria Bizjak, 4th edition, Prentice-Hall, Inc., 1996, p.12) Although the minor's implied consent authorizes reasonable medical attention, a Medical Authorization Form is to be completed by the parent/guardian prior to classes beginning for a child. This form is required by some organizations with which our school is associated and provides further detail regarding medical authorization for the students under our charge.

Tobacco/Alcohol/Drugs: No tobacco use or vaping of any kind by students will be permitted. No alcohol is permitted on the premises of the school. Neither should any student come to the school under the influence or with the aroma of alcohol or illegal drugs.

Fire, Tornado, and Emergency Drills:

Fire drills are required during the first week of school and monthly thereafter. These drills are essential to teach the students how to respond in an emergency, and to safely and orderly leave the building or seek a place of safety. There is to be no talking among the students during the drills. Fire evacuation routes are posted in each room.

Prevention of Sexual or Physical Abuse:

CTKCA recognizes that minors are entrusted to the care of adults in school programs and activities both on and off school property. We are committed to maintaining a safe Christian environment in which children are protected from abuse and neglect and in which their caregivers are protected from potential allegations of child abuse or neglect.

To achieve the goals of preventing any incidents of abuse/neglect or the unfounded assertion of such conduct, CTKCA will:

1. Make our commitment known to the faculty and staff of CTKCA and to those involved in its programs through newsletter articles, the Faculty Manuals and Student Handbooks, and workshops (available as needed).
2. Screen faculty by means of a confidential background form. The Principal is the only person who will read the background forms. The Principal will decide who and when any other checks are deemed appropriate/necessary for the protection of children/youth in our care.
3. Make the Principal available for supervision and assistance in the children's/youth ministries of CTKCA.
4. All incidents of suspected abuse or neglect will be reported to the Principal of CTKCA as soon as possible and definitely within 24 hours of suspicion of such abuse or neglect. If the Principal is a suspect, the Executive Committee of the Board is to be contacted.
5. Respond to all reports of suspected abuse or neglect by doing the following:
 - a) All reports of actual or suspected abuse/neglect shall be taken seriously but shall not be judged prematurely.
 - b) We will listen completely and caringly while also asking for pertinent information.
 - c) All reports and steps in responding to the reports will be made in writing and involve a second person.
 - d) An initial investigation will be done by Board personnel. If the abuse charge is deemed warranted, the Principal or appropriate people will take the following steps (e-j).
 - e) The parents/guardians of the suspected victim shall be notified immediately.

- f) Incidents/allegations shall be reported to Board and/or legal counsel as well as the proper governmental officials as necessary.
- g) In-depth investigations, when warranted, shall be carried out by civil or legal representatives rather than by CTKCA personnel.
- h) The safety and security of the child will be safeguarded before the person accused of abuse/neglect is informed/confronted.
- i) All persons involved must be treated with dignity and support. Still, the welfare of our children/youth is paramount; therefore when an outside led investigation is deemed warranted, the person(s) accused shall be relieved of responsibilities with children/youth until the allegations are dealt with. All reasonable steps shall be taken to preserve the confidentiality of the accused by CTKCA personnel.
- j) The President of the Board or his designated person shall be the sole spokesperson for CTKCA insofar as media inquiries are concerned. Confidentiality of all persons involved shall be safeguarded.

Enrollment and Re-enrollment Procedures:

Students who desire to return to *Christ the King Christian Academy* for the following school year, as well as their siblings and any child of a member of the faculty or staff, will be given priority enrollment followed by those people who are members of the Supporting Churches in accordance with their category of standing (discussed below). Third priority will be given to people on the waiting list. After a period of priority enrollment, applications will be open to the general public. A waiting list shall be maintained for those desiring enrollment but for which there are no vacancies. This school reserves the right to request a family conference to consider re-enrollment if difficulties have arisen during the school year.

Tuition and Fees:

There is an enrollment fee of \$300 at the time of application. A non-refundable payment of \$100 is due with the application form, and the balance of \$200 is due within 7 days after acceptance of application to hold your place in the classroom.

Re-enrollment for the forthcoming year will be accepted pending current payment of the past year's tuition and fees. Enrollment will be canceled without refund if past tuition and fees are not paid in full.

Tuition will be \$800 per student for 10 months, August through May for a total of \$8,000.00 per year. Our tier levels will remain the same as our 2025/2026 year. Parents are expected to equip their child with the appropriate and necessary school supplies. A list of such items will be given to the parents prior to the beginning of school.

A student may enroll in CTKCA in order to take specific classes. The cost will be \$150 per class per month for up to three classes plus lab fees (if any). Students taking more than three classes are considered full-time students and are subject to the regular tuition rate.

It is the commitment of CTKCA to make this school affordable. The tuition is divided into ten equal portions. August's tuition is due the last week of July and tuition for September through May is due on the 1st of each month. If the 1st falls on a weekend or holiday, payment is due the next day that the school is in session. This method is for your convenience and to establish a consistent method of payment. The payment does not necessarily correspond to the actual number of days in the calendar month that school was in session. Tuition for the coming school year will be set by enrollment time.

The monthly bills and salaries of the faculty and staff are dependent upon tuition payments. A late fee of \$10 may be assessed for failure to pay tuition by the due date with an additional \$10 charged for each week thereafter. Any account that is 30 days past due is considered a delinquent account. Any person with a delinquent account must make arrangements through the office immediately. Any account that remains delinquent for an additional 30 days without contacting the Board will result in an automatic

suspension of the student until satisfactory arrangements have been made. Delinquent accounts will have all fees consolidated with their tuition instead of itemizing the different amounts owed. There is a \$20 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. Please do not send postdated checks.

There is no book fee. The school will supply the necessary textbooks. The use of eBooks will be determined by the principal. They may be restricted in use to certain grades, subjects, or students. At the principal's discretion, use of eBooks may be limited to those students who have proven themselves to be diligent in their studies, proper in the behavior, and not have previously violated the guidelines. All books supplied by the school remain the property of the school upon transfer, withdrawal, or at the end of the year. At the school's discretion, consumable books may be given to the child at the end of the year or released upon withdrawal or transfer. All books remain school property if money is owed the school. Children who return a non-consumable book with excessive wear may be charged a fee to replace the book. Some students may be assigned books that have been previously used.

Scholarships:

Scholarships will be awarded as they become available. Preference will be given to families with financial need and to those with more than one child enrolled in the school. Families that are awarded scholarships are expected to be active in school functions such as SPIRIT meetings and open houses. Their child is expected to earn the scholarship through proper conduct, godly behavior, and diligent academic effort. A scholarship may be revoked in part or in full if the child cannot comply with these standards on a consistent basis. Any scholarship given to a child is in effect for that school year only. It should not be assumed that the scholarship will carry over from one year to another. If a scholarship is requested for either the current or the coming year, an application must be submitted via an independent financial needs assessment survey which can be completed online. We are contracting with *Financial Aid for School Tuition* (FAST) to provide this service. A small fee is required by FAST. The website is www.ismfast.com.

Those who have been awarded scholarships will be credited on a monthly basis when tuition is paid on time. If this is not done, the scholarship credit for that month will be lost and the full tuition amount will be charged. The scholarship credit will be given the following month, assuming the previous month has been paid, and the current month is paid on time. Further delinquency may result in loss of scholarship altogether.

If two months are not paid, the student will be automatically suspended in accordance with paragraph six under Tuition and Fees. Operating as a quality school is not an inexpensive endeavor. We realize many people may feel that it is not possible to have their child educated at CTKCA at the current tuition rate. If this is your situation, please ask us about our scholarships. We hope that anyone who wants to attend CTKCA and is willing to abide by the policies in this handbook, that financial assistance can be provided for them.

Release of School Records:

For families leaving CTKCA, transcripts will be forwarded to the receiving school pending written receipt from the school with the parent's consent and full payment of all financial obligations to CTKCA.

For those who are delinquent in their payment of tuition and fees, the school reserves the right to withhold official copies of the report card and achievement test scores until the account is current. Parents will be made aware of their child's grades and are welcome to review the achievement test scores, but any grades that may be provided will be unofficial (only course and grade listed on an otherwise blank page).

Situations arise in which the custody of the child may reside with either one or the other biological parent as determined by the legal system. Sometimes in cases of divorce or separation, joint custody is awarded. Other times another individual or relative may have custody of the child on a temporary or

permanent basis. We hope that all parents are interested in the academic progress and develop of their children, and would want to have access to their child's academic records. If a parent has sole custody of a child and *does not* want academic or other records released to the other parent, we must be notified in writing what restrictions are placed on the release of school records along with the court order specifying that the other parent should not have access to such information. In such a case, the non-custodial parent must also provide us with a court order or written request from an attorney stating the legal grounds for the request that would then authorize us to release these records to them. The custodial parent would then be informed that the non-custodial parent is being granted access to the child's records. It should not be left to the school to determine whether or not a biological parent is permitted access to their child's records.

Standardized Testing:

State law requires the testing of students in grades 3, 6, 9, and 11 using a nationally accepted standardized test. The current school policy is to test all grades using a test such as the California Achievement Test, Terra Nova Achievement Test, the Stanford Achievement Test or the Iowa Test. The school reserves the right to change to another comparable standardized test provider. All student's receiving funds from the North Carolina Opportunity Scholarship program are required to be tested. Starting with the 2024-2025 school year, the North Carolina Opportunity Scholarship is requiring all 11th graders to take the ACT test.

Searches:

All school-owned equipment, such as lockers, desks, and computers, are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or book bag for school personnel. If the suspicion involves a substance or object that may injure the student or other students, the search may include a bodily search of the student in the presence of an appropriate adult and the student's parent.

Surveillance:

The school reserves the right to use video or other monitoring systems to observe and record activity within common areas such as classrooms, hallways, and outside areas.

Reporting to Governmental Entities:

Instances may arise where either the school or a particular individual of the school may be required by law or feel compelled to file a report with a governmental entity regarding a parent, student, teacher, faculty, employee, volunteer, principal, or board member. To protect the confidentiality and integrity of all such reports, the school including all its members will neither confirm nor deny that such a report has been made by anyone associated with the school.

Lockers:

Students in grades 5-12 will be assigned a locker upon receipt of the Locker Covenant signed by both the student and the parent. Personal and school items should be kept in the locker unless with the student. Opened food items are not to be kept in the locker.

Driving Privileges:

Students eligible to take a driver's education class may do so through the Stanly County School system. Experience has shown that a student should register for a class well in advance to secure a spot. A *NC Driving Eligibility Certificate* is required and may be obtained from the office. All drivers must remember that small children may be around the cars especially at the morning and afternoon drop-off/pick-up times. Diligence, safety, and courtesy should be maintained at all times. The following guidelines should be observed:

- ◆ The pedestrian always has the right of way.
- ◆ Reckless driving will not be tolerated.
- ◆ Students are not allowed to go to their cars during school hours without the permission of the office.
- ◆ Students will observe parking regulations and are to park in the designated areas.

High School Graduation Requirements:

In order to graduate from high school at CTKCA with a college preparatory diploma, a student must complete at a minimum the following courses: English – 4 units emphasizing grammar, composition and literature; Foreign Language – 2 units in same language; Mathematics – 4 units including Algebra I, II, Geometry & one beyond Algebra II (Pre-Calculus is offered and meets this requirement); Science – 3 units including Physical Science, Biology, and Chemistry or Physics (one of which must be a lab course); Social Studies – 4 units including Government & Economics, United States History, World Studies, Geography; Health & Physical Education – 1 unit; Electives – 3 units. In addition, the minimum level of academic achievement for graduation based on nationally normed standardized test is a ninth grade equivalency in both mathematics and English for those finishing the eleventh grade. This criterion is based upon typical college entrance requirements for the State of North Carolina. These may be changed as college entrance requirements change; however, provisions will be made for those who have been on track to complete our prescribed course of study.

For students planning to attend a University of North Carolina school or a school with similar entrance requirements, they must also have a minimum GPA of 2.5. In a letter explaining their requirements, it states, “Students also must demonstrate their ability to master the material in a college preparatory curriculum.”

Students who do not begin the 9th grade here or who enroll without adequate progress toward these goals by this school’s standards may have to complete these courses in another manner to receive the college preparatory diploma.

To graduate with honors, a student must complete the highest mathematics class offered, take both Chemistry and Physics, maintain a cumulative GPA above 3.4, and complete a senior thesis on an assigned topic. Graduates with a cumulative GPA of 3.9 or above will graduate *summa cum laude*, between 3.6 and 3.89 *magna cum laude*, and between 3.4 and 3.59 *cum laude*.

A valedictorian will be named for a student with at least a 3.0 cumulative GPA and who exhibits the qualities of a student worthy of such an honor. Those who exhibit or express a lack of motivation or desire to learn or excel will not be considered. For the end of the year academic awards, a student must have at least a B average in the subject and exhibit a behavior and attitude worthy of the award.

Full time high school students must also be enrolled in a Bible/theology class.

Electronic Devices:

Cell Phones: Classroom teachers have the option of having students keep their phones in a designated box at the beginning of the day. **Incoming and outgoing calls should be made through the office.** A cell phone may not be used, without permission of a faculty member, except in the case of an emergency. Using a cell phone includes but is not limited to talking on the phone, sending, or receiving texts/pictures, taking pictures, or making videos and playing games. Students using cell phones during school hours without permission will have them taken away and returned to the parent. Continued violations may result in losing the privilege of bringing a cell phone or confiscation of the phone for a period of time possibly up to the end of the school year.

Electronic Music Devices: CTKCA considers listening to inappropriate music to be detrimental to the spiritual, moral, and intellectual life of a young person. Although it is realized that CTKCA cannot dictate the type of music that is played or the type of material that is viewed in one's home, it is strongly encouraged that parents monitor what their child listens to and watches. Paul's advice to the Philippians is relevant, "whatever things are true, whatever things are noble, whatever things are just, whatever things are pure, whatever things are lovely, whatever things are of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things." (Phil 4:8). A steady diet of inappropriate music and/or video can have an adverse spiritual effect on people. Because we do not desire to have to clear every CD that might be brought to school as appropriate/inappropriate, and because CDs can be so easily hidden, disguised, copied, swapped, etc., it is asked that no CDs, tapes, or their players, iPods, radios, MP3s, etc., be used at school during school hours.

Computers: Students accessing the internet must keep their computer screen in plain view of a faculty member. If an inappropriate site happens appear on the screen, the student should immediately close the screen and notify the teacher. If a child intentionally goes to inappropriate sites or aids another student in doing so, computer privileges will be revoked. For those using school computers, a jump drive should be brought to school to enable the student to save their work onto the jump drive in order to resume their work at home. Projects should be printed at home and brought to school. A charge of 5¢ per page will be charged for any projects printed at school. A student may bring a personal laptop computer to school to be used only for class-assigned projects or for a computer class. CTKCA assumes no liability for any damage which may occur to a computer brought to the school.

Game Devices not intended for classroom use are not to be used during school hours.

Social Media Policy:

*Get rid of all bitterness, rage, and anger, brawling and slander, along with every form of malice.
Be kind and
compassionate to one another, forgiving each other, just as in Christ God forgave you. Eph.
4:31-32 (NIV)*

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff.

The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts.

Under no circumstances should disrespectful or offensive comments be made about staff, students, parents, or the school in general. Parents are requested not to comment upon or forward unsupported information, such as rumors concerning the school or comment or post material that might otherwise cause damage to the school's or a staff member's reputation.

Parents or guardians should make complaints through official school channels rather than posting complaints or concerns on social networking sites. Due to confidentiality reasons, differences of opinion, or varying perspectives, issues may not be handled or resolved in the way a parent thinks they should be. This does not mean it was not dealt with or that the parent's concerns were not heard. We will absolutely address these concerns; however, a social media forum is not the appropriate place to defend or talk about private, confidential issues involving students nor is it the place for venting or ranting one's disapproval.

Parents or guardians are to immediately bring any social media policy violations or concerns to the school. Responding in kind to uncharitable communications through social media channels e.g., Facebook, merely perpetuates divisiveness.

The school will not mediate social media issues between students or parents unless it directly affects the school.

The school considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- ❖ Making allegations about staff or pupils at CTKCA/cyber-bullying
- ❖ Making complaints about the school or staff at CTKCA
- ❖ Making defamatory statements about the school or staff at CTKCA
- ❖ Posting negative/offensive comments about specific students or staff at CTKCA

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media.

Once a post is brought to the attention of the principal and meets one or more of the criteria set forth, the originator will be contacted by the school.

The principal will explain why the post is deemed inappropriate and request that the offending post be taken down or retracted if necessary.

Refusal to abide by or violation of this policy could lead to appropriate measures being taken, including legal action and/or removal of students from CTKCA.

Remote Learning Policy:

In the event remote learning becomes a necessity, we intend to continue with your child's education. We know it is not easy, but your cooperation is essential. Please remember that this is school and wherever your child is, that is their classroom. You will be given a schedule of their classes. Please try to refrain from interrupting. Be aware of what can be seen and heard by others via your child's device.

Students are expected to have an email account for school use. We ask the parents to also set up an account to be used only for communication with the school. Those email addresses need to be provided to the school. The parent should monitor their child's account to ensure that it is being used properly.

You should have or be prepared to purchase or rent a device capable of connecting with the programs necessary for the remote learning software. Though phones can be used, a device with a larger screen is preferable. Your internet needs to be fast enough to make this possible.

Dress Code: Whatever we can see on the monitor needs to be in dress code as stated in the handbook for your grade level.

You should be visible from the shoulders up, not just the top of your head. How you appear on your screen is how others see you. Do not be embarrassed about how you look or sound on the computer; everyone else is already used to it.

Classroom: You should have a quiet place to have class inside your house with the lights on. Please do not sit in front of a bright window as that will make the student appear too dark. You need to be seated, preferably at a table of some sort. No lounging in the bed, no pillows, no cuddling with blankets. There should be no other activities going on while you are in class, such as TV, gaming, watching videos, listening to music, playing with toys, or outside activities.

Be prepared for class – computer charged, pens, pencils, books, homework, etc.

You should be there in video with the microphone able to be turned on by the teacher so that you may participate in class.

Make eye contact.

Do not eat or fix something to eat during class. You are provided with breaks between classes to do that. Your normal classroom rules regarding drinks are the same. Chewing gum is not allowed.

No socializing with your pets during class. Since you do not bring your pet to school, neither should your pet(s) be part of the remote classroom.

Due to audio feedback, please do not use Bluetooth speakers; Bluetooth headsets are acceptable for class.

Logging on: Log in with your correct name. Teachers are not obligated to allow you in if you change your name. Do not change other students' names.

School Work: For homework, quizzes, and tests we expect integrity; no sharing answers or using internet sources. You need to have a way to receive and send tests and quizzes. Printer and scanners are recommended. If you have to take a picture, please write on white paper with a dark pen.

Consequences: Failure to abide by this policy may result in the student being removed from class and be given an absence for that class. The parent will be notified that an absence was recorded and the reason it was done.

Weekly grade slips will inform parents of issues for the upper grades (5-12).

Use of School Photos:

Christ the King Christian Academy intends to produce brochures, websites, yearbooks, and other media presentations to represent the school. Pictures of the students involved in school activities will be included in such projects. Photos may be cropped or altered in a variety of artistic manners. Student images are intended to be used in a manner that does not embarrass either the child or the family although it cannot be guaranteed that errors in labeling or photo selection may do so. It is also understood that posting an image on the web cannot guarantee that another person won't download or/and manipulate the image in unauthorized manners. Unless the school receives a written request from the parents of the child not to use their picture in any or all of such media presentations, the school has authorization to do so.

Lunches and Snack-time:

Preparation and serving of food as part of the school program is governed by the appropriate Health Department guidelines and regulations. Students should bring a balanced lunch in an appropriate container. We ask that student lunches and drinks not be expected to be refrigerated while at school. Also, it is impractical to expect your child's teacher to microwave lunches. Students will be allowed to use the microwaves once they demonstrate that they can use one properly. Students bringing their lunch are expected to provide their own spoons, forks, condiments, etc.

It is anticipated that arrangements will be made with local restaurants to provide catered meals at a reasonable cost for many of the school days. Fees and menus will be provided to the parents.

A snack consisting of a cup of water or juice and a type of crackers (or similar type snack) will be offered in the mid-morning for the K-1 grades. Instead of the cracker snack, the K-1 teachers may coordinate with the parents to arrange a schedule for fruit with each parent responsible for bringing fruit for their class(es) once a month. The snacks are not intended to fill the children up but rather to tide them over until lunch. The staff reserves the right to withhold the privilege of snack-time from a child for disciplinary reasons.

If a child brings lunch and/or a snack, they should be clearly marked as to what items are to be eaten at the snack time and which are to be eaten at lunch. Snacks brought from home should be consistent in nature with what is offered by the school.

A blessing will be said before all meals and snacks to thank God for the gift of food. Examples of the blessings used are:

Jesus bless what Thou has given,
Feed our souls with bread from heaven.
Guide and lead us all the way
In all that we may do and say. Amen.

God is great, God is good.
Let us thank Him for our food.
By His hand we are fed.
Give us Lord our daily bread. Amen.

Thank You for the world so sweet,
Thank You for the food we eat,
Thank You for the birds that sing.
Thank You, God, for everything. Amen.

School Colors and Mascot:

The primary colors of the school are crimson and golden rod. These symbolize the blood of Jesus the *Christ* and the royalty of Jesus the *King*. Our mascot is the Lion which is also symbolic of the Messiah (Rev. 5:5 see also Prov. 30:30; Hos. 5:14; 11:10; 13:7). The lion is also known as “The king of the jungle” and the “king of the beasts.”

Required Annual AHERA Notification:

The EPA requires us to annually notify you that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is available for your review during the normal school hours (Monday – Friday, 8:30 AM – 3:00PM).

The US Environmental Protection Agency’s (EPA) Asbestos Hazard Emergency Response Act (AHERA) requires all schools to inspect building materials for the presence of asbestos. AHERA excludes schools from the inspection requirement if the school was constructed after October 12, 1988 and has a signed statement from the architect or project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school. Our school has been provided such a statement, and is, therefore, exempt from the requirement to conduct an asbestos inspection.

Supporting Churches:

Supporting churches are defined as those churches which provide for the ongoing support of its mission. The Board designates these churches. The names of Supporting Churches will be maintained and updated by the Board. Supporting Churches may be divided into categories of standing for the purpose of designating a priority to students being enrolled. A church may request to be included on the list of Supporting Churches or to have its category of standing raised by submitting a written request to the Board.

The role of the supporting church is to:

- ◆ Keep the mission of this school in their prayers.
- ◆ Support this school financially.
- ◆ Nominate members in good standing to serve on the Supervisory and School Boards.
- ◆ Identify individuals and companies who would be interested in furthering the mission of this school.
- ◆ Keep its members informed as to the needs and opportunities of the school.
- ◆ Support the programs of this school.

As some churches may from the outset of learning of this school support it fully while others are divided in their opinion regarding it, it seems appropriate to value such support differently. At the discretion of the Board, categories of standing may be invoked such that the highest standing will receive an “A” category with subsequent letters designating the next highest category. Churches which have supported the formation of this school from the outset would receive a higher category of standing than those churches which have not. This designation of churches shall take into account the ability of a church to contribute such that more is expected from a larger church than from a smaller church. These categories are not meant to be punitive but rather to reward those churches which helped to establish this school and to foster hearty ongoing support.

It is hoped that the role between the supporting churches and CTKCA will be mutually beneficial. The school will benefit from the involvement of local churches. The churches will benefit by their members having priority enrollment.

S.P.I.R.I.T Organization:

Our faculty and parents’ organization is called the S.P.I.R.I.T. organization – Supporting Parents, Interested Relatives, and Inspirational Teachers. They meet several times a year to plan special activities and projects to support the school.

Fundraisers:

In an effort to keep down the cost of tuition and fees, CTKCA may conduct fundraisers during the course of the year. We encourage active participation of each family in connection with the fundraiser. Students are not allowed to do personal fundraisers without the parent requesting permission and receiving approval from the principal.

Gifts to the Faculty:

It is appropriate and thoughtful to remember your child’s teacher on special occasions such as her birthday, Christmas, end of school, etc., with a card or small gift. A monetary gift from a parent to a teacher, though given with purely honorable intentions, may raise ethical concerns especially where grades are concerned. If such a gift is desired to honor the teacher, please do so anonymously through the S.P.I.R.I.T Organization or through the school. This is not written to suggest that such gifts are by any means required, but rather that the ethical implications of a gift be considered before the gift is given. Please do not place a member of the school’s faculty in an awkward position by offering a gift that could be considered to affect the objectivity of that teacher.

Thank you for your involvement with Christ the King Christian Academy. We consider the opportunity to educate your child a privilege. We look forward to the future with eager anticipation of what God is planning to do with this ministry. Together we can work to be faithful to the calling of our Lord and Savior Jesus Christ.

Christ the King Christian Academy

thanks the businesses, churches, and individuals who have supported us financially during the past year:

Jay and Anita Baum
Brian & Sue Baum
Bojangles’ - Richfield

Thurman Burleson & Sons Farm
Culp Lumber Company
Log Cabin BBQ

Mazatlan Mexican Restaurant
New Life Lutheran Church
Pizza Hut Albemarle

Angeline Robertson

Steve & Marilyn Robertson

Robertson Backhoe

And all those who have supported our various fundraisers; helped with various projects around the school; and provided their time, talents, and gifts to help us as we continue to grow our school. May all that we do be done to the glory of God.

Elected portions of Christ the King Christian Academy's Constitution:

Preamble

- ❖ We, the baptized believers of our Lord Jesus Christ and part of His holy body the Church, responding in faith to the call of the Holy Spirit through the Gospel, and desiring to raise our children and the children of this community in the Christian faith, do hereby adopt this constitution and pledge ourselves to be governed by its provisions. This is to be done in the name of the Father and of the Son and of the Holy Spirit and to His glory.
- ❖ Children are a gift from the Lord that He has entrusted to us for a brief time. (Psalms 127:3) Our children not only help to define our family, but in the future, they will also shape society. Children cannot discover God, His Law, His grace, or His love on their own, but must be taught from an early age. Therefore, God has given us the responsibility to bring them up in the training and instruction of the Lord. (Ephesians 6:4) The Old Testament admonishes parents to teach their children God's commands, and to teach them diligently. (Deuteronomy 6:7)
- ❖ But the society in which we live is making this responsibility increasingly difficult. In a world based on humanistic values, Christian parenting becomes a complex task. Our children are subject to many influences beyond our control, and the government, which is steadily removing God (and specifically Christianity) from public life, cannot be relied upon to do what is in the best interests for our family, our children, and our faith.
- ❖ There are many influences in today's world which are beyond our control, and our time to work with our children is so short. Our direct influence may only last some 18 years. Meanwhile, the adolescent years are most strongly influenced by peers.
- ❖ Though we may have more than one child, we can only raise that child one time. Once that time has passed, it cannot be recovered. Formal schooling for most children consists of 30 to 35 prime hours per week spent in schools with humanistic values and principles. Yet, they only encounter perhaps one hour a week learning about their Christian faith in Sunday School.
- ❖ Our primary concern in education is not only that students will learn facts and skills, but that their entire system of values, attitudes, beliefs, and character will be shaped for life, under the daily direction of people who share a common commitment to our Lord Jesus Christ. As Christians we are to live our faith and not be required to abandon our convictions as we enter the public sphere. That faith should guide and inform our studies and not be kept apart from them.
- ❖ Many parents are acutely aware of these issues. The difficulty is that they lack viable options. A quality Christian education is either not available or is not affordable.
- ❖ Christ the King Christian Academy exists for the purpose of helping Christian parents fulfill their God given mandate to teach our children our Christian faith. (Deuteronomy 4:9; Psalms 78:4-6) It is our objective to provide a quality education which nourishes both the mind and the spirit, which fosters love and service to one's neighbor, and which is anchored in the Truth of God's Word. Furthermore, it is our commitment to do this at a cost which the people of Stanly County can afford.

Statement of Faith

- ❖ We believe and confess the one true God who is Triune from eternity as God the Father, God the Son and God the Holy Spirit. They are all of one substance, equal in power and glory. (1 Corinthians 8:4; Matthew 28:19)
- ❖ We believe and confess that God has created all that exists through Jesus Christ in the power of the Holy Spirit. He has given people and still preserves their body and soul with all their powers.

❖ We believe and confess Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe. He is truly God, the Son of the Father from eternity, and truly man, born of the virgin Mary. At a great cost He has saved and redeemed the children of God who were lost and condemned. He has freed them from sin, death, and the power of the devil - not with or for any monetary compensation, but rather with His holy and precious blood and His innocent suffering and death. All this He has done that the believer may be His own, live under Him in His Kingdom, and serve Him in everlasting righteousness, innocence, and blessedness, just as He is risen from the dead and lives and rules eternally.

❖ We believe and confess in the ongoing ministry and presence of the Holy Spirit who dwells in the hearts of all Christians. (1 Corinthians 6:19, John 14:26) He has called the believer in Christ through the Gospel, enlightened them with His gifts, and sanctified and kept them in true faith. Likewise, He calls, gathers, enlightens, and sanctifies the whole Christian Church on earth, and keeps it united with Jesus Christ in the one true faith. Day by day He forgives the sins of all believers. On the last day He will raise the dead and give all believers in Christ eternal life.

❖ We believe and confess that the canonical Scriptures of the Old and New Testaments are the inspired Word of God, given as the only rule of faith and life, inerrant in their original writing. (2 Timothy 3:16) They record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.

❖ The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.

❖ We accept the Apostles', Nicene, and Athanasian Creeds as true declarations of the Christian faith.

❖ We believe and confess that God created the world from nothing and is sovereign in its governing. God's intention is for man to have dominion over creation while being a good steward of it. This life should be lived for the glory of God. (Genesis 1)

❖ We believe and confess that all have sinned and fallen short of the glory of God and rightly deserve eternal punishment. (Romans 3:23; 6:23)

❖ We believe and confess that God sent His Son to suffer and die for all people, thereby bearing their punishment, that those who believe in Jesus Christ as their Lord and Savior may be saved from eternal death and be made new creatures in Christ. (John 3:16, 2 Corinthians 5:17) Salvation is the result of the grace of God through faith, not by any effort or merit on the part of humans. (Romans 3:21-27)

Statement of Purpose

❖ It is the purpose of the school to provide a sound academic education integrated with a Christian view of God and the world. The Bible is clear in stating the principles which underlie Christian education. The apostle Paul gave a comprehensive principle when he wrote of Christ, "For by Him were all things created, that are in Heaven, and that are in earth... and He is before all things and by Him all things exist." (Colossians 1:16,17) The apostle John said, "All things were made by Him and without Him was not anything made that was made." (John 1:3) God must be the starting point for Christian education.

❖ There is an important difference between the Christian and the non-Christian viewpoints on a given subject. Facts are morally neutral. However, the interpretation of the facts may produce diametrically opposed conclusions. It must be recognized that though knowledge is factually the same for the Christian and the non-Christian perspectives, no subject can be taught in the totality of its truth if the Creator, Christ, is ignored or denied. Christ is the key to education.

- ❖ Parents of our students should realize that the Word of God makes them responsible for the education of their children in school, as well as in the home and in the church. Thus, they desire that their children will be educated at school with the consciousness that all truth is God's truth, including history, science, mathematics, language, and the arts. They also want their children to develop a system of values consistent with the Bible, a life-style which will be pleasing to God.
- ❖ The school is committed to assisting parents in instructing their children as to the benefits of embracing and developing a personal relationship with Christ and equipping them to fulfill God's total purpose for their lives, personally, academically and vocationally.
- ❖ In pursuit of these stated purposes this school shall not discriminate on the basis of race, color, sex, nationality, or ethnic origin in the administration of its educational policies, employment policies, admissions policies, or athletic or other school-administered programs, and guarantees to all the rights, privileges, programs, and activities accorded or made available to the students of this school.