

COLLEGE LAKES CHRISTIAN ACADEMY STUDENT HANDBOOK

INTRODUCTION

A BASIC UNDERSTANDING

It is understood that attendance at College Lakes Christian Academy is not a right, but a privilege which may be forfeited by any student who does not conform to the standards and regulations of the institution. The Academy may request the withdrawal of any student at any time, who, in the opinion of the principal, does not fit into the spirit of the institution, regardless of his conformity to the specific rules and regulations of the Academy.

The administration may dismiss any student at any time **WITHOUT** prior notice and **WITHOUT** giving the reasons for such dismissal to the student or to the parents of that student.

Neither public policy, parental desires, nor student wishes determine the policies of College Lakes Christian Academy. The administration determines school policies.

We may amend this handbook any time without prior notification. We will tell parents and students of any changes made in the policies and procedures and expect them to comply with all policies as newly stated or seek immediate enrollment in another school.

PURPOSE

College Lakes Christian Academy is an integral, intrinsic, and inseparable part of College Lakes Baptist Church. The Bible mandates that children be reared in a Christian home, attend a Bible-believing church, and be educated in a Christian school. Therefore, College Lakes Christian Academy exists to provide a quality Christian education that enables a student to grow mentally, socially, physically, and spiritually as he prepares to attend a genuine, Bible-believing college.

STATEMENT OF FAITH

Students will recite the following creed daily:

I believe in the plenary verbal inspiration of the Bible, both the Old and New Testaments; the creation of the world in six twenty-four hour days; the creation of man by the direct act of God; the incarnation and virgin birth of our Lord and Savior, Jesus Christ; His identification as the Son of God; His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; the resurrection of His physical body from the tomb; His power to save men from sin; the new birth through the regeneration by the Holy Spirit; the imminent and personal second coming of Jesus Christ; and the gift of eternal life by the grace of God.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and their natural outgrowth, and love for what the flag originally represented.

Pledge of Allegiance to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, a light unto my path and will hide its words in my heart, that I might not sin against God.

ADMISSIONS POLICY

This school admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to students of College Lakes Christian Academy. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational, admissions, disciplinary, athletic, or other school administered programs. Admission is based solely on the parents' and student's willingness to conform to all the policies of this school and directives by the administrator, the pastor/principal.

We require that all parents view the Academy's video, attend the opening night orientation session, meet with the faculty members when called upon, attend the annual graduation and awards ceremony, and attend the two annual Academy worship services--the last Sunday morning in October and the first Sunday morning in February.

General policies for admission:

1. Students must attend a Bible-believing church every Sunday.
2. Students must refrain from improper speech.
3. Students must participate in the 11:00 a.m. service at College Lakes Baptist Church on the two Academy days as listed above and the graduation service and awards night program.

Do not call the school administrators to explain why your student was unable to attend these services. Attendance at these services is a condition of enrollment. If other activities

would prevent your student from attending these programs, please do not enroll your student with us. If your child is enrolled and you make plans that would keep him from these services, do not call. Just kindly withdraw your child from our enrollment.

ATTENDANCE

We expect every student to be in school every day school is in session.

In case of inclement weather, and if the Cumberland County Schools have suspended school for the day or have delayed their opening, parents will personally decide if the roads are clear enough to bring their children to school.

If a student is ill, a written excuse, signed by a parent, must be presented to the supervisor when the student returns to school. If an absence is foreseeable, you should send a note in advance. Whenever possible, schedule doctor, dental, music, and other appointments after school hours.

An excessive number of unexcused absences could result in a student being reported for truancy.

We do not allow students to leave school before 3:00 p.m. unless an emergency arises. Early dismissals cause disturbance for other students. Moreover, except for emergencies, we count the student leaving early absent for the day.

TARDINESS

Promptness to class is very important. Students are to be at their offices, ready to begin the day's work when school begins. No tardiness will ever be considered acceptable. After his third tardiness of the school year, we will not permit a student into the Learning Center on any subsequent day he may be tardy. Absences because of excessive tardiness will be considered unexcused absences. After the third such absence, the parents must meet the administration to discuss the continued enrollment of the student.

In case of inclement weather when Cumberland County Schools have either canceled or delayed their opening, a student may report to school after the normal starting time without being considered tardy.

STANDARDS OF CONDUCT

Students of this school must refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock music, illegal drugs, or alcoholic beverages.

Any student who sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol either at school or away from school will be dismissed from the Academy and may be reported to the proper law enforcement agencies for possible legal action.

Whenever a student is guilty of cheating in his work or scoring, we may destroy the PACE on which he is working. If this is done, we will then issue a new PACE and charge the parents accordingly. The student will then begin the work anew. We will also give the student the appropriate sentences for cheating or scoring improperly.

Students who participate in activities such as those discussed above are subject to dismissal. We expect that all students act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students must agree to strive cheerfully toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies or spirit of this Academy should immediately discuss the matter with a supervisor. **THIS IS NOT TATTLING.** It has rightfully been said, “All it takes for evil to triumph is for enough good men to do nothing.”

Football players, basketball players, softball players, and cheerleaders who observe unacceptable behavior must report the actions to the principal within 24 hours or risk losing their eligibility to participate in these extracurricular programs.

CLASSROOM BEHAVIOR

This is not a correctional institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, not to take the place of parents who have experienced difficulty in fulfilling their roles.

The student must always conduct himself in a manner becoming to a Christian.

WE DO NOT TOLERATE GRIPING

If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Reread the handbook; it states our policies. You can then remind the student that you both were aware of the policy when he enrolled in the Academy.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules, and we enforce them without partiality.
4. Support and contact the school for all facts. You may talk with the lead supervisor in each Learning Center. Please do not seek to talk with the principal or anyone else because discipline is left to the discretion of the supervisor.

We maintain a discipline that is firm, consistent, fair, and tempered with love. The intended result of the rules and policies is a quiet, orderly environment in which each student can achieve his fullest measure of scholastic and spiritual growth. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the students.

However, when disciplinary action becomes necessary, it is firmly carried out. The penalty for disobedience or failure to comply with a particular policy may be a warning from the teacher, assignment of a prescribed number of sentences, loss of breaks or social privileges, suspension, or expulsion from school.

CLOTHING REGULATIONS AND PERSONAL APPEARANCE

GIRLS

1. All girls must wear modest dresses, skirts or culottes, and blouses. All clothing must be modestly tailored—not tight or form-fitted. No low rise skirts. No slacks allowed.
2. Girls age nine and above must wear skirts that come to the bottom of the knee. Slits must not come any higher than the bottom of knee. Girls below age nine must not wear dresses any higher than the top of the knee.
3. Sun dresses and dresses cut low in front or back are not allowed. Generally, if the collar bone is covered, then the neckline is acceptable. Make sure, however, that the necklines of all tops are such that they do not afford an immodest view of yourself to a teacher standing directly above you, looking down.
4. Crop tops and midriff style blouses are not permissible.
5. Any extremes in clothing and hair styles are unacceptable.
6. Excessive use of cosmetics or gaudy jewelry is inappropriate.
7. We must approve clothes with writing, pictures, or logos before they are worn to school. We do not permit clothes with cartoon characters.
8. Girls may wear culottes if they truly are culottes—not long shorts. Culottes, unlike shorts or gauchos, are full like a skirt and must meet the same length standards as skirts.
9. “See through” clothing may not be worn. Arm holes or sleeves should be designed so they do not allow a view of the body or foundation garments.
10. Girls may wear no more than two pairs of earrings. Earrings must be worn in the ear lobes and may not be worn in any other part of the face or body.
11. Uncommon hair color (orange, purple, green, pink, two-tone, etc.), “fadish” nail polish (green, purple, black, etc.), and jewelry on or in the fingernails may not be worn.
12. Body piercing, tattooing, cutting, mutilating, scarring, and branding are not allowed. This rule includes anything that would damage, deface, or distort the body.
13. Facial cosmetics may not be used until the seventh grade.

BOYS

1. We **DO NOT PERMIT** sleeveless shirts, baggy, cut, frayed, punctured, discolored, faded, holey, or loose-fitting trousers. Trousers that cannot be worn without slipping down below the waist should not be worn to school. Belts must be worn.
2. Only the top button may be left open on dress and sport shirts.
3. Shirts or trousers must not fit too tightly. We allow no shorts.
4. Hair should be cut well above the eyebrows, ears, and collar, and should not be shaggy or extreme in style. The staff members, not the students or parents, will decide upon what is or is not extreme. No designs should be shaved or cut into the hair, and no layers should be cut into the sides. No fad cuts (including “skin heads”) or hair color alteration of any kind will be allowed.
5. Office personnel **MUST APPROVE** clothes with writing, pictures, or logos before they are worn to school. **WE DO NOT PERMIT CLOTHES WITH CARTOON CHARACTERS..**
6. We will not permit jewelry that was formerly considered to reflect femininity. Young men may not wear necklaces, bracelets, earrings, or rings piercing any other body part.

- If it is necessary, a young man may wear “dog tags” or an ID bracelet containing emergency medical information.
7. Young men must always keep their shoe laces tied.
 8. Young men must wear socks at all times.
 9. Young men are to be cleanly shaven. No facial hair (beard or mustache) may be worn. If a young man suffers with pseudofolliculitis barbae (ingrown neck and facial hair) and brings a statement of the fact from a physician, he may wear moderate facial hair.
 10. Sideburns are not to exceed the middle of the ear.
 11. Students will neatly tuck shirttails inside the trousers and may not wear them untucked.
 12. Sweat pants will not be considered as appropriate classroom wear for students above third grade.
 13. Body piercing, tattooing, cutting, mutilating, scarring, and branding are not allowed. This rule includes anything that would damage, deface, or distort the body.

We will send home any student who is dressed inappropriately for school until he can bring the situation into compliance. We will also give the student the appropriate sentences for violating the school’s clothing or hair policies.

Note: We will not allow clothes that reflect a spirit contrary to Biblical Christianity. The administration will make this determination without student or parent consultation.

DISCIPLINE

Students may have to write sentences or copy pages from their PACEs as discipline for misconduct. If your student receives this form of discipline from any member of the Academy staff, these sentences or pages are given as a training tool for your student's benefit. To help in this important aspect of your student's training, consider these six policies:

1. Discipline must be neatly written in the student's own handwriting--not the parent's, not typewritten, copied, or printed on a computer.
2. Discipline must be turned in before the student is allowed to return to the Learning Center. If your child does not complete his sentences or copying, do not bring him to school. Make other arrangements for his care until the disciplinary work is completed.
3. All sentences and copying are to be written on lined paper, one sentence per line, twenty-five lines per page.
4. All sentences and copying must be presented legibly.
5. All sentences are to be written as they were given, not changed or shortened to suit the student's desires.
6. All sentences are to be written individually--not by “grouping” or by using several pens or pencils at the same time. Sentences written this way will be considered as a single sentence, and will result in the student being sent home for not having his sentences completed. If the discipline calls for a student to write sentences, he is expected to write each sentence individually.

Some offenses, by their nature, may result in the student being assigned extra work or payment for damaged property.

The amount of discipline given will be proportional to the child's age and previous behavior.

Never excuse or justify your student's irresponsibility. Help your child and the staff by making your child responsible for his actions. Don't try to "get him off the hook." Discipline is not something you do to a student but something you do for a student. When you try to undermine the authority of the school, you undermine your own authority.

SPECIFICS FOR EXPULSION

The following, but not only the following, activities taking place ON OR OFF CAMPUS, may lead to an automatic expulsion:

1. Semi-nudity.
2. Smoking.
3. Cultism or occultism.
4. Consumption or possession of alcoholic beverages.
5. Consumption or possession of illegal drugs.
6. Blasphemy.
7. Vulgar language.
8. Stealing.
9. Viewing, reading, or discussing vulgar literature.
10. An attitude or action which adversely affects the purpose, reputation, or spirit of the Academy or of College Lakes Baptist Church.
11. Sexual activity.
12. Marriage before graduation.
13. Pregnancy.
14. Failure to participate in the Academy worship services at College Lakes Baptist Church on the last Sunday of October and the first Sunday in February.
15. Failure to participate in the Academy Graduation and Awards Program on the Sunday evening just preceding or the Sunday just following the close of the school year.
16. Defacing or destroying school property.

Any student bringing any knife, any gun, or any other type of weapon to school will be **automatically expelled**. This rule includes pocketknives, toy guns, and any other weapons which could be used as real weapons or could be mistaken for such. This rule is instituted for the safety and well-being of the staff, students, and parents of College Lakes Christian Academy and is **without exception**. We will not tolerate violence or an aura of such on our campus.

If students use book bags or athletics bags, they must be clear and only contain school related items—lunch, school books, athletic clothes, pencils, erasers, homework pad.

Magazines, library or personal books, audio or video cassettes, cordless phones, pagers, pictures, listening devices, receiving devices, televisions, radios, and toys **are not allowed on school property**.

Note: If a student fails to participate in a required school program (the last Sunday in October, the first Sunday in February, and the Academy Graduation and Awards Program in May), he must bring a physician's excuse to stay in school.

GENERAL INFORMATION

SCHOOL/PARENT COMMUNICATION

Each elementary student will be given a homework pad. The student will write his goals for each day in the homework pad. Each evening, the parents are to read the homework pad and sign it so they know what the student should be accomplishing. This provides a ready vehicle for communication between you and the school. All correspondence for the teacher can be written in the homework pad. It will be checked daily. If the student does not bring the homework pad or if it is not signed nightly, he will receive disciplinary action.

Open communication is encouraged between the faculty and parents. If you need to meet with the supervisor, please come by the school early so you can complete your visit before 7:50 in the morning or call the office and make an appointment to meet with the teacher at 3:00 in the afternoon.

MONITORING STUDENT PROGRESS

Whenever a student completes a PACE, he will be given a star to place on his star chart and a Congratulations Slip to bring to you. This Congratulations Slip will tell the PACE completed and the grade. Should a student fail a PACE, he will receive an Oops Slip for you to sign and return with payment for a replacement PACE. Both will give you an idea of what the student is accomplishing and an opportunity to encourage or compliment him.

At the end of each quarter (approximately nine weeks), we will send you a Progress Report (report card). This will list every PACE your child has successfully completed and the grade he received. You should sign this and return it promptly to the school. If your student is not completing at least four PACEs per subject each quarter and you have not met with the teacher, please arrange to come in and discuss your child's progress.

SPECIAL SITUATIONS

If you must bring money, lunch, books, or anything else to the school for your student, bring the items to the office. The secretary will see that your student gets the items.

If an emergency requires you to call for your child at school, go by the office to check him out. Do not go to the Learning Center. The secretary will page the student and have him meet you in the office or the parking lot. Remember, we do not dismiss students before 3:00 p.m. unless an emergency arises.

Unless there is an emergency, do not call the school to talk with your student. Students do not have access to a telephone, so emergency messages must be left with the secretary, and they will be forwarded to your student as quickly as possible.

If a student becomes ill or has a fever, the secretary will call you.

MEDICATIONS

If it is necessary for an elementary student to take any form of medication at school, the teacher will keep and dispense all medicines. The teacher will dispense medications only as prescribed.

ATHLETICS

The school strives to maintain an exciting, varied, and beneficial sports program for its students. However proficient in a particular sport, students are encouraged to participate in all the athletic programs offered by the school.

For a student to participate in our athletic program, he must meet both academic and behavioral requirements. We stress academic balance so students are not completing PACEs in only one subject area just to maintain eligibility.

We will discuss specifics for uniforms with cheerleaders and members of each sports team as equipment varies from sport to sport. Conference guidelines will dictate some particulars.

TEXTBOOKS

The yearly book fee covers only the PACEs your student will use during the school year. In some subjects, a companion text is needed for the PACEs. These texts are available for use in the Learning Center, but the students cannot take them home unless purchased. If you would like to purchase one of these texts for your student to use at home, to mark with his own notes, and to keep for a reference work, please contact the office.

TRANSPORTATION

While College Lakes Christian Academy does not provide a regular bus service to the community, we are always anxious to help parents organize car pools or secure transportation with other students.

Students may drive their own cars to school with parental permission. We will instruct these students where and how they should park. Once a student driving to school has arrived on the property, he is to immediately leave the car and come into the Learning Center. At the end of the school day, the student must leave the school grounds immediately. No other student is to be in the car with him unless the parents have arranged it, and they have notified the office that the other student is to be riding with him.

Once any student has arrived at school, he is not to leave the school property unless he leaves with his parents for a physician, optometrist, or dentist visit. Students cannot leave to go to a store and then return to school.

Students who do not have transportation at dismissal time will be checked into the daycare center at 3:00. We will then bill parents through the office on an hourly rate for any daycare supervision.

INCLEMENT WEATHER

Since our academy is also associated with our daycare center, whenever it is possible, College Lakes Christian Academy will be open. We do offer the following guidelines that may help you during times of inclement weather.

- If the Cumberland County School system has announced that they will be open, then College Lakes Christian Academy will be open.

- If the Cumberland County School system has announced that they will be open on a delayed schedule, College Lakes Christian Academy will be open on a regular schedule. Students who must come in later on such days will not be considered tardy.
- If the Cumberland County School system has announced that they will be closed due to the weather, College Lakes Christian Academy may still be open. To verify school opening, call the church after 7:00 a.m. (488-8344). If school is open, parents must decide if the roads are passable. The school will never decide for you that the roads are safe for travel. Students arriving at school on a delayed schedule will not be considered tardy on such days.
- If inclement weather requires the cancellation of school, makeup days shall occur during the Easter holidays.

EDUCATIONAL STANDARDIZATION

By law, we are required to test students in certain grade levels each year to measure their academic progress. College Lakes Christian Academy has always been proud to use nationally standardized tests to show how well our students are doing. We will continue to use these nationally recognized tests and administer them to the appropriate grade levels each year.

If your child is absent from school on the testing dates and does not have a physician's excuse, you must pay \$125.00 to cover the cost of administering the test or remove the child from school.

NON-SCHOOL RELATED FUNCTIONS

No student will be allowed to sell anything on campus, whether it be for personal gain, Scouts, churches, or any other organization.

No student will be permitted to distribute literature, handbills, posters, or advertisements at school.

No student is to invite another student at school to any function not related to College Lakes Christian Academy or College Lakes Baptist Church. If there is an activity you feel would merit consideration by the Academy, contact the school office and the administration will decide whether it should announce that activity and offer an invitation on behalf of your student.

No student or other individual will be allowed to promote any church or religious cause on the property of College Lakes Christian Academy other than College Lakes Baptist Church. Since College Lakes Christian Academy is owned and operated as an inseparable ministry of College Lakes Baptist Church, the faculty and staff will seek to direct the students to the only God [the Lord Jesus Christ], to the services of College Lakes Baptist Church, and to the doctrine taught by College Lakes Baptist Church.

No student should bring to school any magazine, reading book, puzzle book, cassette, or CD player, cassette tapes, records, CDs, or toys of any kind that the supervisor has not approved in advance.

GRADUATION AND AWARDS CEREMONY

Each student must attend the graduation and awards night ceremony. This ceremony will be at College Lakes Baptist Church, 7:00 p.m., on either the Sunday just preceding the close of school or the Sunday just following the closing of the school year. We will announce these dates before the beginning of each school year.

GRADUATION REQUIREMENTS

In order to receive a diploma from the Academy, candidates must meet the following requirements.

COURSES

COLLEGE PREPARATORY

English	4	Units
Math	4	Units
Science	4	Units
Social Studies	4	Units
Health & Physical Education	..	1	Units
Foreign Language	2	Units
Electives	13	Units
Total	32	Units

VOCATIONAL/CAREER

English	4	Units
Math	3	Units
Science	3	Units
Social Studies	3	Units
Health & Physical Education	..	1	Units
Electives	14	Units
Total	28	Units

COMPETENCY

Students must pass the competency test.

FINANCES

All fees must be paid.

INVITATIONS

Invitations must be printed in black or royal blue ink on white or ivory paper. Wording for the invitations must be pre-approved by the office.

CAP, GOWN, TASSEL

The traditional cap, gown, and tassel must be purchased through the office. Any disfigurement of these items disqualifies the student from graduation participation.

REHEARSAL

Students must attend the 5:00 P.M. rehearsal the night of graduation and pass the appearance and dress inspection.

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