



# Parent/Student Handbook & Athletic Handbook 2011-2012

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Fully accredited through SACS CASI and ACSI

*Central Academy at Lake Park*

**Parent Acknowledgement  
Parent/Student Handbook Form  
2011-2012**

This form is for parents or legal guardians of all students attending Central Academy at Lake Park. It is meant to ensure that this **Parent/Student Handbook** has been received and reviewed.

I have received and reviewed the information in the Central Academy at Lake Park **Parent/Student Handbook** for 2011-2012 including the Honor Pledge (pg. 14).

Parent/Guardian Name (print).....

Parent/Guardian Signature..... Date.....

Student Signature (6<sup>th</sup>-12<sup>th</sup> Grade).....Date.....

***Please return this form to your child's  
homeroom teacher no later than  
Friday, August 19<sup>th</sup>, 2011.***

*Central Academy at Lake Park*

Computer and Internet Use Agreement  
**PARENT PERMISSION FORM and USER AGREEMENT**  
2011-12

**PARENT COMPUTER/INTERNET PERMISSION: (K-12)**

As a parent or guardian of a student at school I have read in its entirety the Student Computer and Internet Use Agreement concerning the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school. (Questions should be directed to the Head of School for clarification.)

My child may use school computers **including** online activity while at school according to the rules outlined.  Yes  No

Alternatively, my child may **only** use school computers for offline activity. (Leave blank if "Yes" was checked above)  Yes  No

Parent/Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PUBLICATION OF STUDENT WORK/ PICTURES (K-12)**

I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

My child's work and/or photo likeness can be published on the Internet and photos of my child can be published.  Yes  No

Parent/Guardian Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STUDENT USER ACKNOWLEDGMENT OF COMPUTER USE AGREEMENT**

As a user of the School computer network, I have read and understand the Computer and Internet Use Agreement, and I agree to comply fully with the stated rules and to use the computers in a constructive manner.

Student Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Only after this form is returned with all signatures will a student be allowed access to a computer.**

**Please return this promptly to your child's homeroom teacher!**

# *Central Academy at Lake Park*

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# *Central Academy at Lake Park*

## **Parent/Student Handbook**

2011 - 2012

### **STATEMENT OF MISSION, VISION, PHILOSOPHY, AND GOALS**

#### ***Our Mission***

Central Academy at Lake Park exists to equip each child to reflect Christ and pursue a distinct life and vocation in obedience to God's calling.

#### ***Our Vision***

The vision of Central Academy at Lake Park is to be the recognized leader in the Charlotte-metro area in preparing young people to be responsible adults with a biblical worldview.

#### ***Our Core Values***

Central Academy at Lake Park is committed to:

- Acknowledging Christ as the foundation and motivation for all we do.
- Affirming the Bible as the source of all that is true in and about the world.
- Cultivating strong partnerships with parents and the church.
- Pursuing excellence in every aspect of the Academy.
- Understanding God's unique design and calling for each child.
- Equipping students to think and act biblically.
- Challenging students to achieve their academic potential.
- Providing a godly, exceptional faculty and staff.
- Creating an environment where people are known and loved.

#### ***Our Faith Statement***

We believe:

- The Holy Bible is the only infallible, authoritative Word of God and is the true vantage point from which education can be viewed in proper perspective. From the Bible we learn origins, purpose of life, life's basic value system, true moral standards and the proper integration of all learning.
- There is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- The regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful people.
- In the present ministry of the Holy Spirit, by who's indwelling the Christian is enabled to live a godly life.

- In the resurrection of both the saved and the lost: those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation.
- In the spiritual unity of believers in our Lord Jesus Christ.
- The ultimate purpose of life is to glorify God and attain eternal life through Jesus Christ our Lord, beginning within our own families and then reaching out to a suffering humanity that does not know of His love and sacrifice.
- That children, are a gift of God, a heritage from the Lord. We are, therefore, accountable to God for molding, shaping and preparing them for a life of service to God and others.
- That family is sacred. Marriage is a permanent relationship between a man and a woman. Human life is inestimable in value at all ages from conception to the grave.

### ***Our Goals***

Christian education dictates that goals be established to develop the whole child - academically, socially, emotionally, physically, and spiritually. Central Academy's stated goals foster this development of our students by approaching education from a scriptural worldview as follows:

#### *Academically*

- To realize their full academic potential by developing an understanding of the nature of man and a worldview that holds God's Word as truth
- To develop mastery of core academic subjects, fundamental processes in effective communication, clear writing, and effective listening skills

#### *Socially*

- To develop their full potential as born-again children of the King and encourage them to make the best possible use of the intellectual, aesthetic, physical, social, and spiritual gifts given to them
- To become effective evaluators of issues, both past and present, in light of the truth of the Scriptures, being taught only those cultural values leading to excellence that are compatible with corollaries to biblical virtues

#### *Emotionally*

- To grow in their understanding of their place in God's kingdom and their responsibilities to their fellow human beings

#### *Physically*

- To be involved in activities, both structured and unstructured, where they are able to put their commitment to the Lord Jesus in practice
- To acquire the skills necessary to promote a lifestyle of physical fitness, good health, and wise use of the body as the temple of God

#### *Spiritually*

- To become contributing members of the community, by treating others, as they would want to be treated as they demonstrate a biblical view of life and work
- To recognize their sinfulness and acknowledge God's free gift of salvation to them, privately and publicly acknowledge Jesus Christ as their personal Savior, and share the gospel message with others

***Our Governance***

Central Academy at Lake Park is locally governed by a Board of Trustees. The Board bestows upon the Head of School the authority to oversee the day-to-day activities of the Academy.

***Our History***

Central Academy at Lake Park, formerly known as Lake Park Christian Academy opened its doors at the Lake Park Community Center for kindergarten through third grade in the fall of 1996. In 1998, classes moved to the current location on Lake Park Road when the new building was completed. In 2001, a new middle school wing was built and two years later the Academy became fully accredited by the Association of Christian Schools International and the Southern Association of Colleges and Schools. A decision to start high school was soon made, and the Academy welcomed its first class of 9<sup>th</sup> graders in 2004.

A capital campaign began in 2007 and the new gymnasium wing was dedicated in February 2008. One month later the Academy was purchased by Central Church of God in Charlotte, and the name was changed to Central Academy at Lake Park. In May 2008, the Academy's new gym was the setting for a graduation ceremony honoring its first two high school graduates.

In 2010, the Academy received its dual accreditation through ACSI (Association of Christian Schools International) and AdvancED (parent organization of SACS/CASI) through June 30, 2015.

***Our Philosophy***

The overarching purpose of Central Academy at Lake Park is to provide excellence in academic education based upon scriptural principles and values in an environment that encourages personal commitment to Jesus Christ, and continually reinforces that commitment. Consistent with this is the training of students to be citizens of integrity, dedicated to seeking their God-given roles in service to God, country and others. In order to achieve this purpose, the Academy is committed to excellence in leadership, quality teaching in a Christian environment, personal integrity in all relationships including administration, teachers, students, family and financial matters, prayer and spiritual guidance in decision making, and parental support in training their children in harmony with scriptural principles.

Scripture clearly states that we are to teach our children the ways of the Lord. (Deuteronomy 11:18-19, Joshua 1:8, Ephesians 6:4) At Central Academy, we understand that parents, as the primary educators of their children, are commanded to "train up their children in the way they should go so that when they are old they will not depart from it." (Proverbs 22:6) We, at the Academy, fulfill the role of assisting parents by serving as an extension of the home in daily presenting to children the consistency of the Word of God, its truth, and its timeless relevance to our everyday lives. This directive gives us several basic understandings that guide our Academy philosophy.

We understand that God, as revealed in His infallible Word, is true, eternal and present. He is personally involved in our everyday lives and it is our responsibility to seek His presence continually. (Psalm 119:2)

We understand that God created humankind in His own image, and that man, through a willful act of sin, broke that relationship. But God, rich in mercy, so loved the world that He gave us His only begotten Son that whoever believes in Him should not perish but have everlasting life (John 3:16). We understand that we are sinners saved by the grace of God through faith in Jesus Christ (Ephesians 2:8-9).

We understand that apart from Christ there is no hope (Acts 4:12, Romans 6:23, John 15:5).

We understand that apart from Christ there is no true knowledge, for the fear of the Lord is the beginning of wisdom (Psalm 111:10, Proverbs 1:7, Proverbs 9:10). In Christ are hidden all the treasures of wisdom and knowledge (Colossians 2:2-3). He is the same yesterday, today and forever (Malachi 3:6, Hebrews 13:8, Job 23:13, James 1:17).

We understand that such wisdom, knowledge, and truth form the heart of true Christian education, and thus, form the heart of Central Academy at Lake Park's philosophy. Therefore, Christian education at Central Academy encompasses the entire spectrum of human reality, directing and guiding children as they grow in the grace and knowledge of the Lord as we, together, both student and teacher, present ourselves as living sacrifices, holy and acceptable in the sight of the Lord, which is our spiritual service of worship. (Romans 12:1)

We understand that God's Word instructs us to make disciples of all people (Matthew 28:19), and that we are to assist parents as they train up their children in the way they should go (Proverbs 22:6).

We affirm that:

- Godly *knowledge* comes from revelation through formal and informal study in pursuit of an academic curriculum, through the contemplation of nature and the human condition, through the study of God's Word and through inquiring in prayer.
- Godly *wisdom* comes by special revelation through the Person of Jesus Christ, Holy Scripture, and the whole counsel of God given through the church.
- Godly *understanding* comes, as life's experiences are comprehended through a Christ-centered, scriptural worldview understanding that all truth is God's truth.

## FINANCIAL INFORMATION

### ***Financial Aid***

Financial aid awards are based on a family's demonstrated need as determined by FACTS Management Company (FACTS). FACTS is a third party agency that makes financial needs assessments for Christian schools. FACTS uses information supplied by the applicant to assess need. Application can be made on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). Each award is made for one year only, based on availability of tuition assistance funds. Current families will be given priority consideration in the aid allocation process. The deadline for initial rewards is March 31. Applications submitted after that date will be reviewed and awards will be based on the amount of assistance remaining.

#### How to Apply for Financial Aid:

To apply for need-based financial aid, visit [www.factstuitionaid.com](http://www.factstuitionaid.com).

#### How Need is Determined:

- The Financial Aid Committee prayerfully reviews and evaluates each application.
- The Committee will analyze a family's financial information and recommendation by FACTS.
- The Committee will award financial aid based on family need, not to exceed 50% of total tuition.

Questions regarding financial aid should be directed to the Business Office.

### Scholarships

Central Academy at Lake Park does not offer academic, athletic, or merit scholarships at this time.

### Government Aid

Government aid for general operations is not accepted by Central Academy at Lake Park. Students, whose families qualify for public assistance, are accepted provided such aid would not have direct influence on the Academy's mission in any way.

### ***Tuition and Fees***

#### Application and Registration Fees

<b>2011 – 2012 Application and Registration Fees</b>	
New Student Fees	<ul style="list-style-type: none"> <li>✓ Application - \$ 50.00</li> <li>✓ Testing - \$ 125.00</li> </ul>
Annual Registration Fees (for all students)	<ul style="list-style-type: none"> <li>✓ Kindergarten - \$ 550.00</li> <li>✓ 1<sup>st</sup> – 8<sup>th</sup> grades - \$ 550.00</li> <li>✓ 9<sup>th</sup> – 12<sup>th</sup> grades - \$ 650.00</li> </ul>

Graduation Fee	✓ 12 <sup>th</sup> grade - \$75 (due January 20, 2012)
Overnight Field Trip	✓ 4 <sup>th</sup> – 5 <sup>th</sup> grades – \$170.00 - \$200.00 (50% due August 15 – balance due September 15) ✓ 6 <sup>th</sup> – 8 <sup>th</sup> grades – \$185.00 - \$200.00 (50% due August 15 – balance due August 30) ✓ 9 <sup>th</sup> – 12 <sup>th</sup> grades – \$185.00 - \$200.00 (50% due August 15 – balance due August 30)

- The application fee is due with the application form.
- Application and registration fees will be applied to the administrative costs associated with application and registration, and, therefore, are not discounted, prorated, or waived.
- New families are required to pay the registration fee within two weeks of date on acceptance letter.
- Current families must pay 50% the registration fee by February 28 and the balance by March 31.
- Application and registration fees **are non-refundable**.

### Tuition

Tuition is established each January by the Board of Trustees based upon the projected operating costs of the Academy and total enrollment. Monthly or semi-annual tuition payments are automatically drafted by FACTS, a third party agency. Late charges are assessed for delinquent and/or non-sufficient funds. Parents will be contacted by the Business Office if their account is past due or if two FACTS drafts are returned unpaid.

2011 - 2012 Tuition		
Grade Level	Tuition	10 Month Plan
Kindergarten	\$ 4,720.00	\$ 472.00
Elementary (1 <sup>st</sup> – 5 <sup>th</sup> )	\$ 5,165.00	\$ 516.50
Middle School (6 <sup>th</sup> – 8 <sup>th</sup> )	\$ 5,610.00	\$ 561.00
High School (9 <sup>th</sup> – 12 <sup>th</sup> )	\$ 6,725.00	\$ 672.50

### Discounts

- 10% for the first younger sibling of an enrolled student.
- 15% discount for the second sibling.
- 20% discount for the third sibling.
- Confirmed Central Church of God members receive a 10% discount off total tuition. (Note: Church membership must be confirmed by May 1<sup>st</sup>.)

Payment Options

<b>2011 – 2012 Tuition Payment Options</b>	
<b>Payment in Full</b>	Payment must be received at the Academy by July 1. <b>A \$250.00 discount is applied per family for payment in full.</b>
<b>Semi-Annual Payment Plan</b>	Semi-annual payments will be due by July 1 and December 30. <b>A \$125.00 discount is applied per family for semi-annual payment.</b> An annual processing fee of \$10.00 will be charged by FACTS Management.
<b>Monthly Payment Plan</b>	Ten monthly payments will be deducted by automatic draft beginning in July 2011 and ending in April 2012. An annual processing fee of \$41.00 will be charged by FACTS Management.
<b>Tuition Payment Arrangements</b>	Must be made by March 31 for current families. New families must make arrangements at time of enrollment.

Refund Policy

In the event of a job relocation (50 miles or more from the Academy) or family medical emergency a partial refund may be granted. If a partial refund is deemed appropriate it will be calculated as follows:

- Monthly Payment Plan - No refund granted
- Semi-Annual Payment Plan – Tuition refund is prorated
- Full Payment Plan – Tuition refund is based on the number of full quarters remaining in the school year.

Parents who withdraw their student for other reasons are responsible to pay tuition up to the departure date along with a withdrawal fee equivalent to the family's established tuition rate for one academic quarter (44) days.

In all cases, any outstanding activity fees, late fees, book fees, registration fees or other balances, which are owed to the Academy, is deducted from the refund prior to payment. Student records are not released to parents or schools unless accounts are in good standing with the Business Office.

**Fund Raising Policy**

Each year, Academy staff, faculty, families, volunteers and friends are given an opportunity to contribute to the annual fund, which is called the Soaring Higher Fund. The Academy relies on these tax-deductible gifts to help to create, maintain, and enhance important functions of the school since tuition dollars alone do not cover the full cost of educating our students.

The Parent Association has traditionally coordinated various fundraising efforts for special projects at the Academy, such as the new playground equipment and SMART Boards. Academy groups planning additional fundraisers should coordinate these through the Development Office.

***Tax-exempt Status***

Central Academy at Lake Park has been assigned an exempt status for franchise and income tax purposes under Sections 105-125 and 105-130.11(3), respectively, of the General Statutes of North Carolina. Central Academy at Lake Park is also exempt from federal income tax under Section 501(a) of the Internal Revenue code as an organization described in Section 501(c)(3). Donors may deduct contributions to Central Academy at Lake Park as provided in section 10 of the Code. This deduction does not apply to tuitions or fees.

## GENERAL STUDENT INFORMATION

### ***Absence Policy***

Absences are only permitted with parental permission and are recorded by the homeroom teacher and noted on quarterly progress reports. Tests and assignments missed during absences remain the student's responsibility. Students should realize that being absent is always to their disadvantage and that teachers will not be able to re-teach the lessons missed. In addition, excessive absences may result in lower grades.

High school students with more than ten (10) absences from a specific class during an academic year may not receive academic credit, unless acceptable make-up work is completed and the majority of the absences are *excused*. This decision is at the discretion of the Upper School Principal.

High school students with more than ten (10) *unexcused* absences from a specific class during an academic year will not receive academic credit for courses, unless the missed instructional time is made up by attending Saturday School. Saturday School sessions are conducted 8:30 am to 12 noon and incur a fee of \$70.00 to cover the expense of the supervising teacher.

### ***Excused absences***

When students have excused absences, full make-up privileges are permitted for missed assignments. It is the responsibility of the student who has an excused absence to make up all missed work. The deadline for completing make-up work is at the discretion of the teacher. A student who is absent 3 hours or more on a given school day incurs an absence. Students absent 1 hour 45 minutes on a designated half-day also incur a recorded absence.

- **Sickness or injury:** A parent must call the Academy the morning of the absence. Students must bring a note from a parent upon return.
- **Medical or dental appointments:** Students should bring a note from home prior to the appointment. For appointments due to an unexpected illness/injury, a note from a parent is expected the first day the student returns to class.
- **Family emergencies involving serious illness, injury, or death:** Parents should call the Academy as soon as possible. Students should bring a note from a parent upon return.
- **College visits for juniors and seniors only:** High school students are permitted up to two (2) excused absences for approved college visits. A note from home is required in advance of the trip. If the Upper School Principal approves the trip, the student is given an absentee form to take to his or her teachers to sign. The absence is excused as long as the absentee form is fully completed and returned to the Upper School Principal before the absence occurs. The maximum number of days approved for any one college visit is two consecutive Academy days.
- **Two family days per year:** Students must submit a note from home in advance of the absence.

**Unexcused absences**

Students who have unexcused absences may not be permitted to make up missed assignments.

- **Skipping**: Classes missed without permission; subject to additional disciplinary action
- **Off campus**: Off campus without permission, even if missing an assembly period, an activity period, a lunch period, a chapel period, etc.; subject to additional disciplinary action
- **Extending vacations**: Extending any vacation or holiday period beyond the two family days allowed
- **Suspensions**: Suspensions are treated as unexcused absences

**Academic Calendar**

The annual academic calendar, published prior to the end of the school year for the following year, is provided to all prospective and current families during the application and reenrollment process.

**Academy Rock**

Only high school students are permitted to paint the rock. Only words/symbols/phrases that provide an appropriate Christian witness to the community are permitted.

**Academy Schedule****School Office Hours**

8:00 am - 4:00 pm

**Start Times**

- Elementary (K-5<sup>th</sup>), Middle School (6<sup>th</sup>-8<sup>th</sup>), and High School (9<sup>th</sup>-12<sup>th</sup>) classes begin at 8:30 am.

**Dismissal Times**

- Kindergarten – 2:00 pm (Students must be picked up no later than 2:10 pm if they are not enrolled in kindergarten extended care, which dismisses at 3:00 pm)
- Elementary (1<sup>st</sup> – 5<sup>th</sup>), Middle and High School – 3:00 pm.

**Morning Arrival and Drop Off**

- Parents should drop off their children at the walkway of the circular driveway. A staff member will supervise the drop off in order to keep the traffic flow moving as smoothly as possible.
- Students are permitted to arrive as school no earlier than 8:00 am. Teachers are available to supervise students at that time.
- Elementary students arriving before 8:30 am must report directly to the gym.
- Middle and high school students arriving before 8:30 am are required to report directly to the Fellowship Room.
- Elementary students arriving after 8:30 am must be escorted with their parent to the School Office for a tardy pass.
- Middle and High school students arriving after 8:30 am must report directly to the School Office for a tardy pass.

**Early Dismissal**

- Excused early dismissals include the following: illness, medical appointment, family emergency, or funeral attendance.
- Elementary and middle school students who need to leave early must be signed out in the School Office by a parent/guardian. Students are responsible for making up missed assignments.
- High school students who leave campus (except in emergencies) must submit a written permission from their parent to the School Office staff when the student signs out.
- Middle and high school students must inform their teachers in advance of a planned early dismissal.
- Students are responsible for turning in assignments that will be due during their absence and must obtain missed assignments and complete them in a reasonable time frame, as specified by the teacher.
- Students who are ill must obtain permission from a teacher to go to the School Office. An Academy staff member will then contact the parent to inform them of the student's condition. Parents must sign out their K-8 child out in the School Office before leaving campus. High school students may sign themselves out provided the office staff has received verbal and/or written permission from the parent or legal guardian. Parents should not pick up their children or give them permission to leave the campus without first contacting and notifying the office staff.

**Afternoon Dismissal and Pick Up**

- Elementary students (1<sup>st</sup>-5<sup>th</sup> graders) and 6<sup>th</sup> graders will be dismissed from the gym. 7<sup>th</sup>-12<sup>th</sup> graders will be dismissed from the USB (Upper School Building). Students will remain inside the Academy until released by a teacher to either walk to their vehicle or walk home.
- Students must be picked up no later than 3:10 pm.
- Parents and/or legal guardians must display their family number in the windshield so it is visible in the carpool traffic line. Parents who do not have their carpool number must park their car in the parking lot and come into the School Office to pick up their child.
- Students are not allowed to get into a car with anyone besides their parent unless the School Office receives verbal or written notification. Families are to make arrangements with others prior to dismissal time. Students are not allowed to call home to make different arrangements.
- Parents are not permitted to leave their car unattended and parked in the traffic line.
- A fee may be assessed to parents who are late in picking up their child at dismissal on a regular basis.

**Academy-Sponsored Trips**

Students must have an Annual Field Trip form on file in the School Office. Because academics are a top priority at Central Academy at Lake Park, no student may take an Academy-sponsored trip, including trips for athletic contests, if the trip involves missing a class in which the student has either an "F" or an incomplete on his or her report card from the previous quarter. When the work has been completed or the grade has been raised to passing, the student may resume his or her normal travel activities.

Students may not leave the Academy for a trip if they have work that is overdue for a teacher. The Administration will consider exceptions. Students going on Academy-sponsored trips should tell teachers at least two days in advance that they are going, and make an honorable attempt to turn in all assignments before departure.

### ***Administration of Medications***

The administration of medication to students is only permitted with written parental and/or guardian authorization, including instructions for such administration. School personnel may administer emergency health care when circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the student. Prescription and non-prescription medications, including antibiotics, must be carried in to the School Office by an adult. Students are not to transport medications at any time and may not administer medication to themselves or to other students.

### ***Admission Requirements***

The process for new students enrolling at Central Academy at Lake Park is as follows:

1. Satisfactory completion of all application forms
2. Satisfactory scores on entrance examinations of aptitude and achievement
3. Satisfactory grades on previous academic work
4. Transcript of academic records from the last school attended, if applicable
5. Personal interview with parents and Admissions Director, Upper School Principal, Upper School Assistant Principal and/or Head of School
6. Signed *Parental Agreement and Commitment* form
7. An up-to-date certificate of immunization and completed emergency information
8. Payment of application and enrollment fees

The Admissions Committee will determine final acceptance and grade level placement of each student. Special circumstances may arise upon review of materials received for a student application. In these situations, the Admissions Director, in collaboration with the Admissions Committee, will determine the necessary steps needed to make acceptance possible, with the parents and students agreement. Enrollment is understood to be for the full year.

Kindergarten students should be five years of age on or before August 31. It is understood that the parents agree with the policies of the Academy as stated in the Parental Agreement and Commitment Form.

### ***After Hours on Campus***

When students are on campus after class hours to attend a specific Academy event or a designated activity, they are to remain at the site of the event or activity for safety and security reasons. Both students and parents should know in advance the time and place of the activity and the expected time of completion. Faculty members and coaches who accept responsibility for the safety and welfare of the students participating in after-class activities require parents to pick up their children immediately upon completion of the activity and must remain on campus to supervise students until all are picked up by their parents. Students may not remain on campus after hours without adult supervision.

### ***Civility Policy***

All members of the Central Academy at Lake Park community (administrators, Board members, faculty, staff, students, parents, visitors, and guests) are expected to treat each other with courtesy and respect at all times. Each member of the Central Academy at Lake Park community shares an obligation to keep our campus and our interactions on behalf of students free from disrespect and disruption. Students are expected to address adults with proper titles. "Thank you," "Please," and "Yes, sir" are examples of courtesies that should be exercised. Students should demonstrate respect towards each other.

The purpose of this policy is to promote mutual respect, civility, and orderly conduct among employees, students, parents, and the public. This policy is not intended to deprive any person of the right to freedom of expression. Rather, we seek to maintain to the extent possible, a reasonable, safe, harassment-free workplace that represents Christlikeness for our students and staff. We encourage positive communication and discourage actions that are hostile or aggressive in nature. Teachers and administrators have procedures to follow in the event that a person becomes disruptive. Disruptive persons may have future access to campus and classrooms limited or denied.

### ***Co-curricular/Extracurricular Activities***

All extracurricular activities are to support the philosophy and mission of the Academy in training the whole child. Any activities that bring glory to the Lord Jesus, encourage teamwork, good sportsmanship, and a healthy lifestyle may be considered. Faculty, parents or students who wish to facilitate an extracurricular activity must make a request, in writing, to the administration noting dates, times, facilities, supplies, and equipment needed. The Head of School must authorize and approve all requests. Parents and community members who desire to facilitate an extracurricular activity must submit a volunteer application, which includes a background check authorization.

In order to participate in co-curricular/extracurricular activities (including athletic practices and competitions), students must be in attendance for at least half a day of classes on a full school day. On school days that are official half-days, students must be in attendance at all classes. If a student is not well enough to attend classes, he or she may not take part in afternoon or evening rehearsals, athletic practices or games or other Academy-related activities.

### ***Drug, Tobacco or Alcohol Use***

Unauthorized drug use is not permitted on campus. The use or possession of tobacco or alcohol is also strictly prohibited. Any abuse of such drugs will be reported to the proper legal authorities for action. While care and compassion will govern all actions in ministering to the student and his or her family, dismissal may result from any single occurrence.

### ***Extended Care for Kindergarten Students***

After school extended care is available for kindergarteners for one hour from 2:00 to 3:00 pm for a nominal fee. This service is made available particularly for families who have children in other grade levels who dismiss at 3:00. Parents who are interested in enrolling their kindergartener in this service should contact the Business Office.

***Facilities and Care of Campus***

Central Academy at Lake Park has been blessed with excellent facilities. God continues to graciously add to the modern and spacious campus through the sacrifice and diligence of many dedicated people. Through cooperation and consideration, students and staff are to practice scriptural stewardship in caring for the buildings and grounds God has entrusted to our care.

***Family Vacations***

While family vacations are expected to take place during scheduled student holidays, occasionally the opportunity arises for a trip during regularly scheduled class time. Parents must notify teachers in advance of any such trips so that assignments can be made and classroom pacing can continue without disruption. Up to two Academy days are permitted as excused absences.

***Fireworks/Toxic Chemicals/Weapons***

Fireworks, toxic chemical, and weapons are not permitted on campus or on Academy-sponsored trips or activities. When necessary, chemicals are used under direct supervision of a faculty or staff member. Students who are aware of any fireworks, toxic chemicals or weapons on campus should report it immediately to a member of the faculty or staff.

***Honor System***

Students are expected to maintain honor and integrity as Christ-like individuals. To that end, by enrolling at the Academy, students commit to upholding and promoting honesty, trust, and respect for self and others.

***The Honor Code***

*As a member of Central Academy at Lake Park and of the family of God, I commit to uphold the honor and integrity of Christ. I will not cheat, lie, steal, plagiarize, nor disrespect another individual.*

***Immunization Policy***

Certificates of immunization must be on file in the School Office by the end of the first week of classes. Students may not be admitted to class without complete records after that time. Health records must be signed and dated by a licensed physician and a parent.

***Inclement Weather***

The Academy follows Union County Public School's schedule for school closings and delays during inclement weather. The Academy's closings and/or delays are also posted on the following TV stations: News 14, WBTV (channel 2), WSOC (channel 4), and WCNC (channel 6).

***Infectious Diseases***

Students with infectious diseases are not permitted on campus without a physician's written permission that the disease poses no harm or threat to students or staff.

## ***Learning Disabilities and Multi-Handicapped Guidelines***

These guidelines apply to all students and teachers at the Academy.

### *Definitions:*

*Severe/Profound Disability, Multiple Handicaps and Disabilities:* Any condition in a potential student which would require a separate classroom, program, and staff or highly specialized staff in order to provide the educational services desired by the parents (e.g. Down's syndrome, deaf/mute, blind, behavior and personality disorders, etc.)

*Specific Learning Disability:* Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents (e.g. hyperactivity, attention deficit disorder, dyslexia, autism, etc.). For the purposes of these guidelines, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

- Students with a severe/profound disability, multiple handicaps and disabilities, and/or a severe learning disability will not be admitted to Central Academy at Lake Park, due to the lack of adequate staff, funding, and facilities.
- Students diagnosed with a learning disability are required to meet the same academic and behavioral standards as all the other students in their grade level and are given as much individualized instruction, accommodations, and encouragement as their classmates.
- Due to limited specialized resources and staff, only students with learning disabilities whose learning needs can be met through the current academic program may be offered admission to the Academy.

### ***Locked Doors***

Students are not to open a locked exterior door to permit any individual into the school whom they do not know. Students should ask a faculty or staff member to assist the individual attempting to get into the building. Students should not prop open a locked exterior door for any reason. Any student caught propping open a locked exterior door is subject to disciplinary action.

All exterior doors are designed for immediate egress in case of emergency. Locking the doors does not hinder this emergency feature.

### ***Lockers***

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at anytime when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

#### *Guidelines:*

- Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule are subject to discipline.

- Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
- Lockers may be inspected and searched at any time by the Administration.
- Lockers must be kept clean inside and out.
  - No items are permitted to be placed on the outside of lockers.
  - Stickers are not allowed on any part of the lockers.
  - Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - Writing or painting on any part of the lockers is not allowed.
- It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
- Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
- Students are responsible to pay for any locker damage they do in violation of the above rules.
- Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
- Any problems with a locker should be reported to the office.
- The school is not responsible for lost, stolen, or damaged goods belonging to students.

### ***Lunch Program***

Students may bring a lunch from home or purchase a lunch. Affordable catered lunches are available up to five days a week, as long as volunteers are available to assist with serving lunches. Orders are placed online on the Internet a month in advance and payment is required to be submitted by a specified due date. A snack break is generally scheduled for elementary students at the discretion of the teacher.

### ***Mascot and Colors***

The Academy mascot is the eagle. "But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." Isaiah 40:31 (NIV)

The Academy colors are BURGUNDY, representing the blood of Christ and GOLD representing Christ's royalty.

### ***Money/Valuables***

Students are discouraged from bringing large sums of money and very valuable items to class. The Academy is not responsible for lost or misplaced money or valuables.

### ***Notice of Nondiscrimination***

Central Academy at Lake Park admits students, hires faculty, and elects Board members of any race, color, national or ethnic origin providing them with all the rights, privileges, programs and activities generally accorded, or made available at the Academy. It does not discriminate on the bases of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other Academy administered programs.

**Off-Limit Areas**

During Academy hours, students are to remain in the designated classroom building areas of the campus, unless involved in an activity under the supervision of a staff or faculty member. Students are not permitted in the USB (Upper School Building) during non-class times, teacher workroom, janitorial closets, storage areas, or the woods unless under the direct supervision of a staff or faculty member.

**Public Display of Affection**

Romantic public displays of affection between students are not permitted on campus or at Academy-sponsored activities.

**Recess/Play Time**

Regularly scheduled, supervised recess time is provided daily for every K-5 class, weather permitting. Students should be dressed appropriately for outdoor play in winter weather or must provide a note from their parent to be excused from outdoor activities. A physician's excuse is required for prolonged restrictions from outdoor activity.

**School-wide Scripture**

"For I am confident of this very thing; that He who began a good work in you will perfect it until the day of Jesus Christ." *Philippians 1:6*

**Senior Privileges**

**Early Dismissal:** Seniors are permitted to dismiss after all core and elective classes are completed, with parental permission. Parental permission must be provided in writing for the school year. Students must sign out at the School Office each day when they leave campus early.

**Late Arrival:** Seniors are not required to arrive at school until the beginning of their first core or elective class of the day. Attendance at first period study hall is not required. Written parental permission is required and the seniors must sign in at the office each day they opt out of first period study hall.

**Dress Code:** Seniors are permitted to wear jeans on Fridays with a uniform shirt. Jeans must be modest, neat, in good repair, not frayed, free of holes, not too tight and not excessively loose. Belts are required but boys may wear shirts un-tucked. If this privilege is abused or if a student wears inappropriate clothing on any school day (including chapel days and athletic game days), the privilege of wearing jeans will be revoked for the offending student.

**Student Drivers**

Student driving on campus is a privilege. Privileges come with responsibilities. The following are guidelines governing student drivers:

- All cars driven to school by students must be registered with the School Office.
- Any student operating a vehicle on school property must have a valid driver's license as well as insurance.
- Students are to park vehicles in designated parking spaces for students. Failure to do so may result in the loss of parking privileges.

- All students must drive safely.
- When arriving at school, students are to immediately leave their vehicles and not return to them for the remainder of the school day. This includes breaks between classes and at lunch.
- Students must secure permission from a teacher or an Administrator before going to the parking lot.
- Students are not permitted to drive to and from school-sponsored functions during the school day or school-sponsored athletic events.
- Students who drive must enter and exit the building through the main doors along with the rest of the students.
- Playing unacceptable music on school property may result in a loss of parking privileges.
- Any student who drives discourteously or dangerously (screeches tires, speeds, etc.) or carelessly (loud, blowing horn unnecessarily, etc.) will lose his parking privilege for a minimum of nine weeks. A second offense in the same year would warrant the loss of one's parking privileges for the remainder of the school year.
- Upper school (middle & high) students who are tardy to school ten times or more during any 30-day period may lose their parking privileges and will serve an after school detention.

### ***Student Parking***

Students may park in designated student parking spaces, adjacent to the Upper School Building, during the academic day. Students returning to the Academy after 3:30 pm may park in any available parking space. Student parking is not permitted at any time on Lake Park Road (in front of the Academy). Handicapped spaces and no parking zones are to be respected at all times.

Cars parked on campus should be locked at all times and valuables should be kept out of sight. The Academy is not responsible for vehicles or for valuables left in vehicles.

### ***Student Records***

Student records are confidential and secured in a locked, fireproof file cabinet. Records include student files (applications, statements of faith, and other Academy generated documents), cumulative records (immunization record, report cards, standardized tests, and transcripts from former schools), and birth certificates. Student records will not be released to parents or other schools unless accounts are in good standing with the Business Office.

### ***Tardiness***

Tardiness is disruptive and is counterproductive for the student entering the class late and robs his or her fellow students of valuable learning time. Students must be at the Academy by 8:30 am. Homeroom teachers escort their students from morning supervision areas to their classrooms before 8:30 am. A class roll is taken at that time. K-5 teachers escort students to the atrium for morning assembly. Students arriving after 8:30 must obtain a tardy pass from the School Office. The tardy pass will state whether the tardiness is excused or unexcused. The teacher maintains discretion as to whether missed in-class assignments may be made up. A student who arrives to school at 11:30 am or later (on a

full day of school) incurs an absence. Arriving to school at 10:15 am or later on a designated half-day incurs an absence.

Parents of elementary students must escort their students into the Academy and sign them in when arriving to school late. Middle and high school students do not need to be accompanied by an adult, but must have a note from a parent in the case of excused tardies.

Any student receiving five (5) or more unexcused tardies in a quarter will be ineligible to receive the Perfect Attendance Award. Excessive tardies may result in lowered grades and disciplinary action.

Five tardies will be equivalent to one absence. Excessive absences will result in mandatory attendance at Saturday School, which incurs a fee of \$70 per required session. High school students arriving 30 minutes or more after the start of class will receive an absence for that class. Upper school (middle & high) students who are tardy to school ten times or more during any 30-day period may lose their parking privileges and will serve an after school detention.

Excused tardiness may be granted for the following reasons:

- Illness
- Car trouble
- Accidents
- Medical or dental appointments
- Family emergency

Unexcused tardiness includes:

- Oversleeping
- Late start
- Forgetting Academy items and returning home for them
- Failure to bring a written note (or verbal explanation by parent) for a tardy that would otherwise be excused
- Socializing instead of going to class

### ***Telephones and Electronics***

As a general rule, students are *not* permitted to make phone calls. Telephones in the School Office are for emergency use only. A staff person will call on behalf of the student. Any emergency calls concerning a student or family member will be delivered promptly according to the urgency of the message. Parents should refrain from calling the school with non-emergency messages. Students are not to make phone calls home unless they are sick and need to be picked up or an after-school school activity has been canceled. Students should not call for forgotten items. Parents may leave lunch money or personal items that their child needs at the School Office and a staff member will notify the student at the appropriate time to pick the item up.

Students may not have activated cell phones or pagers, head or ear sets, personal electronic games, iPods or laser pointers in their possession during any part of the

academic day. All such devices should be deactivated and stored in the student's locker. Violations will result in the confiscation of the device and disciplinary action.

### ***Toys from Home***

Students are not allowed to bring toys from home. Each elementary teacher has the option of designating "Show and Tell" days for children to bring interesting things from home to share (shells, rocks, souvenirs, photos, etc.) and may establish his/her own policy about toys to leave at school in the classroom for rainy day play. Toys brought to school without prior permission are collected by the teacher and are returned directly to the parent.

### ***Transportation of Students***

Transportation of students is the responsibility of the parents. Parents must drop off their child promptly by 8:30 am in the morning and pick them up at dismissal. Kindergarteners should be picked up promptly at 2:00 pm and 1<sup>st</sup> through 12<sup>th</sup> graders no later than 3:10 pm, unless students are involved in after school extracurricular activities or other arrangements have been made with the School Office. A fee may be assessed to parents who are late in picking up their child at dismissal on a regular basis.

### ***Van Shuttle Program***

The Academy offers two van shuttles for families to assist them in the transportation of their child to and from school. The pick-up/drop-off points are at Central Church of God (5301 Sardis Road, Charlotte) and at First Baptist Church of Weddington (348 Providence Road, Waxhaw). Both vans depart promptly from these locations at 7:45 am in the morning and return by 4:00 pm in the afternoon.

Students who participate in the van program must abide by the standards of conduct as set forth in the Academy handbook at pick-up/drop-off locations and while riding on the van.

Families who utilize the van service are required to sign a transportation contract with a commitment for an entire semester and must pay a ridership fee through FACTS Management.

### ***Visitors/Student Guests***

As a general rule, students are not allowed to have guests (other than parents or grandparents) on campus during the Academy day, including having visitors for lunch. Although generally discouraged, with a written request from a parent in advance of the specific day, the Administration may grant permission for a student to have a guest on campus during the student's lunch period. If permission is granted, the guest must sign in at the School Office and agree to abide by the Academy rules and procedures, including a reasonable compliance to the dress code. No visitors are permitted during the first two weeks and final week of the school year.

***Withdrawals***

In the unlikely event of a student withdrawal, parents should complete a notice of withdrawal form. This form may be obtained from the Admissions Office. After such written notification, student records are released directly to the school designated by the parent. Before all records are released and official withdrawal takes place, all financial and classroom obligations must be met. All textbooks must be returned to the Academy as well as any other material that belongs to the Academy.

## Standards of Student Conduct and Appearance

### ***Philosophy of Discipline***

The goal of Central Academy at Lake Park is to educate the whole student. Thus, the Academy is committed to providing a safe environment where optimum learning can take place for each student. The faculty and staff encourage and instruct in many ways student self-discipline, helping each student to concentrate on beneficial habits that develop sensitivity to others. Self-discipline is necessary for a student to achieve his or her full potential in Christ Jesus.

Discipline is necessary in a Christian's life to effectively hear the Lord. Students are encouraged to be self-disciplined and to govern their actions in a God-pleasing manner. Genuine love and concern are the hallmarks of Christian conduct. Care for one another is essential on a Christian school campus as each student grows in an understanding of what it means to mature in body, mind, and spirit.

Discipline is a lifestyle (Psalm 94:12, Proverbs 6:23, 2 Timothy 1:7) in which each student is encouraged to develop daily, growing in self-discipline that pleases the Lord in actions, in words, and in thoughts. When a student deviates from a disciplined lifestyle, correction is needed (Proverbs 15:32). While correction is primarily the parents' responsibility, both parents and the Academy must cooperate to assist children toward immediate repentance and redirection, emotional and spiritual healing, restitution, and positive self-discipline.

Students should be mindful that, on and off campus, they represent Christ, their families, and the Academy. Administration reserves the right to make discipline decisions on an individual basis. At the discretion of the Administration, the Academy reserves the right to investigate and discipline behavior that is in violation of the Central Academy Code of Conduct whether the behavior occurs on campus or off campus. It is the expectation of Central Academy that a student honor Christ in all behavior and activities 24/7/365.

### ***General Behavioral Guidelines (K-12)***

- Model neatness, modesty, and cleanliness at all times. (1 Corinthians 6:9-20)
- Respect and love for fellow students should be demonstrated at all times, using the Golden Rule as a model. (1 Peter 2:17)
- Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (Hebrews 13:17 and 1 Thessalonians 5:12–13, Ephesians 5:6.)
- Exhibit good sportsmanship in the classroom, on the playground, and at athletic events. (Romans 12:1-2)
- No running or excessive noise is permitted in the hallways or indoors.
- Keep hands to oneself at all times.
- Demonstrate respect at all times towards oneself and others, including the respect all property. (Ephesians 4:28–32.)
- Abstain from critical language, profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (Ephesians 4:29.)

- Leave potentially harmful items such as lighters, matches, knives, including toy and water guns at home.
- Radios, CD players, MP3 players, video recorders, and tape recorders are not permitted at school. Pagers and cell phones are prohibited in class. Cell phones are to remain off; they must be in students' lockers between 8:00 am and 3:00 pm.
- Avoid cheating and plagiarism, which are serious offenses. Students must not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Since honesty is a Christian virtue that should be displayed by all students, cheating is considered a serious offense. During a test, a quiz, or an exam, it is the students' responsibility to avoid every appearance of cheating. All books and papers must be out of sight. Talking is not permitted and talking during a quiz or a test may be dealt with in the same manner as cheating.
- All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

**The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school Administration and/or Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.**

The following are general guidelines of conduct for all students and Academy family members.

- *Assemblies and Chapels*  
During assemblies and chapels, students should be attentive and respectful. No talking, studying, walking around, or otherwise leaving their seats or assigned positions is permitted.
- *Athletic and other Competitive Events*  
Students must display proper sportsmanship toward the Academy teams, officials, coaches, and opponents. Disrespectful behavior, jeering, mocking, or taunting is not tolerated.
- *Gum and Tobacco*  
Neither gum nor tobacco chewing are permitted on the Academy campus. Any use of tobacco products is strictly prohibited when attending or participating in Academy sponsored events held off campus.
- *Other Individuals*  
The Academy family members (i.e., administrators, faculty, students, parents, Board members) are expected to treat one another with respect and courtesy. Students are expected to address adults with proper titles. "Thank you", "Please" and "Yes, sir" are examples of courtesies that should be exercised. Students

should demonstrate respect towards each other. Also, respect and courtesy should be extended to visitors to the Academy.

- ***Bullying Behaviors***

Bullying behavior will not be tolerated. Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

The following actions in an ongoing form may be forms of bullying:

- physical aggression – including hitting, punching, kicking
- teasing or verbal abuse – including putdowns, insults, name calling or racial/sexual remarks
- unjustified exclusion from activities or friendship groups
- gossiping or slandering
- the setting up of humiliating experiences
- damaging a person's property/possessions or taking them without permission
- threatening gestures, actions or words
- written or electronic (e-mail, camera, video, internet messaging, chatrooms, blogs, mobile phone) messages that contain threats or put downs

Incidents of suspected bullying will be fully investigated, documented and disciplined appropriately. Parents of the victim and the perpetrator will be informed. Normally, a first offense will result in the assignment of demerits, steps toward reconciliation and parent notification. A repeated incident will result in disciplinary action that includes demerits that may lead to suspension from the Academy and a referral for mandatory counseling for the perpetrator (and victim as appropriate).

### ***Pregnancy Policy***

When the Administration becomes aware of a pregnancy, the students involved will be suspended for an indefinite period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the students involved, and the appropriate response of the school. Continued enrollment at Central Academy will be conditional upon the approval of the Head of School, Upper School Principal and the Academy's Board. Such approval will include the following stipulations:

- The students must reside with parents or a legal guardian under ordinary circumstances. Married students are not permitted to continue enrollment at Central Academy.
- Under ordinary circumstances, the students and parents must be willing to enter into a working relationship with the school and their church. The Administration will make contact with the students' pastors to assess the spiritual condition of

the students and their parents, and to form a cooperative plan with the intention of bringing the students into a proper relationship with the Lord while encouraging appropriate behavior.

- Students involved in a pregnancy and their parents must support open, timely, factual communication with the Central Academy community.
- If the indefinite suspension of Central Academy students continues beyond one week, Central Academy will, under ordinary circumstances, help students fulfill their academic responsibilities.
- In addition, students involved in a pregnancy may later be asked to pursue home-bound instruction and/or be suspended from the privilege of representing Central Academy in school-sponsored performances, including athletics, music, drama, and leadership positions. Normally, those students will be permitted to participate in graduation and receive all appropriate academic honors.
- In order to be considered for continued enrollment, the students and parents must fully cooperate with the school's attempts to fulfill these conditions.

### ***Profanity/Vulgarity/Derogatory Language***

Students are expected to use encouraging, wholesome speech (Ephesians 4:29) in their interaction with others. Those who profane the Lord's name, "put down" others, or who use vulgarities are subject to disciplinary action. The practice of double meaning words or "*replacement*" words that suggest immoral or impure ideas are not permitted. This policy includes both written and oral communication.

## **Disciplinary Guidelines and Code of Conduct for Upper School (Grades 6-12)**

It is the responsibility of each middle school and high school student to follow the code of conduct at all times. At the discretion of the Administration, the Academy reserves the right to investigate and discipline behavior that is in violation of the Central Academy Code of Conduct whether the behavior occurs on campus or off campus. It is the expectation of Central Academy that a student honor Christ in all behavior and activities 24/7/365.

Classroom corrective policies are determined by individual teachers. The teacher is given full discretion in the correction of students under the guidance of the administration. The faculty and staff do not administer corporal correction. Administration reserves the right to treat each disciplinary action separately, and may, at its discretion, bypass some of the steps in the corrective process in favor of stronger measures.

Parents should feel free to discuss with the teacher the methods of correction and encouragement that work best in the home so that, as much as possible, those same methods can be implemented in the classroom.

Because of the concern for the spiritual life and growth of each student, all middle and high school students must observe the following general standards of conduct:

- Model neatness, modesty, and cleanliness at all times. (1 Corinthians 6:9-20)
- Respect and love for fellow students should be demonstrated at all times, using the Golden Rule as a model. (1 Peter 2:17)
- Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (Hebrews 13:17 and 1 Thessalonians 5:12–13, Ephesians 5:6.)
- Exhibit good sportsmanship in the classroom, on the playground, and at athletic events. (Romans 12:1-2)
- In concern for the facilities (i.e., floors, outside walkways, etc.) chewing or bubble gum is not allowed at any time.
- Excessive noise and running are not permitted indoors and in the hallways.
- Keep hands to oneself at all times.
- Respect must be demonstrated at all times towards oneself, others, their property and Academy property. (Ephesians 4:28–32.)
- Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (1 Corinthians 6:19–20.)
- Abstain from profanity and vulgar language.
- Abstain from abusive and critical speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (Ephesians 4:29, 2 Corinthians 6:17.)
- Refrain from a public display of affection on campus. Students are expected to conduct themselves in a discreet and Christian manner.

- Leave all annoying or dangerous items such as knives, water pistols, lighters and matches at home.
- Radios, CD players, MP3 players, video recorders, and tape recorders are not allowed at school either. Also, pagers and cell phones are prohibited in class. Cell phones are to remain off; they must be in your lockers between 8:00 am and 3:00 pm.
- Cheating is strictly prohibited. Students must not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Since honesty is a Christian virtue that should be displayed by all students, cheating is considered a serious offense. During a test, a quiz, or an exam, it is the students' responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
- Avoid plagiarism, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
- All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

In order to minimize any disruption for other students, the following corrective policy is established for middle and high school students to help correct inappropriate and disruptive behavior.

### **Definition of Terms:**

#### **Demerit**

Issued for disruptive, disrespectful, or dangerous behavior as determined by Administration, the teacher or staff member.

#### **Lunch Detention**

The student will spend the entire lunch period under the supervision of a teacher and separate from other students.

#### **After School Detention**

The student is required to remain after school to do a reasonable amount of manual labor around the Academy, such as washing lunch trays, emptying trash, and other duties that may be appropriate to the violation. After School Detention is usually held on Thursdays from 3:15 pm – 4:15 pm

#### **In-School Suspension**

The student is required to spend the entire school day under supervision of a staff member. A fee of \$70.00 is charged to the student's account to cover the cost of supervision by a substitute teacher. The student is not permitted to attend class or to interact with other students during lunch and recess. Teachers assign work for the student to complete during the school day. The privilege of submitting or making up other assigned work is at the discretion of the teacher and Upper School Principal. No athletic practices, competitions, field trips or other Academy-sponsored extracurricular activities

may be attended by the student on that day. In-School Suspensions are recorded on the student's permanent record. Students may be assigned to ISS for behavior that happens off campus during non-school hours.

**Out-of-School Suspension:**

If a student is suspended from school, he/she will not be allowed on campus for the duration of the suspension. Privileges such as athletic practices and competitions, field trips, etc. scheduled on the same day of the suspension are forfeited. Long-range privileges may be jeopardized as well. Off-campus suspensions are recorded on the student's permanent record. Students may be suspended for behavior that happens off campus during non-school hours.

**Academy Expulsion**

The Academy Administration realizes that expelling a student from school is a very serious matter and should always be carefully and prayerfully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to discipline guidelines; however, if a student, under parental and administration direction, is unable to change or correct his/her behavior expeditiously, the student will be expelled. Once expelled, the student will not be permitted on campus for at least the remainder of the year. All privileges associated with that student's grades are forfeited. Expulsions are recorded on the student's permanent record and no refunds are given for prepaid tuition. Students may be expelled for behavior that happens off campus during non-school hours.

**Note: The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately.**

***Demerit System for Grades 6-12***

A demerit is given when, in the teacher's estimation, a student's behavior is disruptive, rude, or dangerous and/or impedes other students from experiencing a safe and quiet environment conducive to learning and co-existing with peers/teachers in a Christ-like manner. Demerits for disruptive behavior in the classroom, bathroom, hallway, or playground, may, if the situation is deemed necessary, be issued by a teacher other than the student's homeroom or classroom teacher. Warnings may be issued prior to assigning a demerit, but warnings are not required. Discipline notices of warnings or demerits are issued to students and require a parent signature and must be returned the following academic day.

The following is a **general list** of offenses and demerits associated with them.

<b>Demerit(s) Issued</b>	<b>Offense</b>
1-10	Any act that is detrimental or potentially harmful to the school staff or students
1-10	Any act that is detrimental, disruptive or potentially harmful to the school environment
1	Cell phones/ unauthorized electronics (possession/use of)
1	Chewing gum
3-10	Cheating/plagiarism
1	Coming to class unprepared
2-6	Disrespectful behavior toward any individual
2-10	Disrespectful, harassing or threatening behavior via electronic media or devices, social networking tools, such as, but not limited to blogs, Facebook, etc.
2-6	Disruptive behavior
2-4	Disruptive, disrespectful behavior in chapel
1	Dress code violation
1	Eating in class at inappropriate times without permission
2-4	Entering someone else's locker
6-10	Fighting
3-6	Forgery on report cards, progress reports or other school documents
2-10	Harassing behavior toward another student
2	Hateful/disrespectful language
1	Head on desk/ slouching/sleeping
9-30	Improper sexual behavior
1-2	Inappropriate display of affection
2-9	Inappropriate use of technology, including computers, the Internet cell phones and PDAs
1-3	Inappropriate restroom behavior
2-6	Inappropriate touching
3-6	Leaving school grounds without permission or unauthorized class or activity absence
2-6	Lying
1	Misuse of school property (includes sitting on desks, tables, leaning back in chairs)
1	Not working on task at hand (doing work for another class)
1-10	Off-campus behavior that violates the code of conduct
1	Opening locked outside doors to anyone
1-10	Physical endangerment of self or others
2-6	Possession of or detonating fireworks, chemical devices or explosives
3-10	Provoking a fight
2-6	Profanity/ vulgarity
1	Running inside a school building
2-10	Stealing
1	Talking during silent times
1-6	Talking during tests or quizzes
1	Tardies (3 unexcused; to class)
2-6	Threatening another student
2	Touching building security panel in any way
1-3	Unauthorized access to teacher's desk or belongings
2-6	Unauthorized setting off of fire alarm; destroying; disabling fire extinguishers
1-10	Vandalism
1-6	Violating another's personal property
1-30	Violating any local, state or federal law
1-30	Any behavior not described above that violates the letter and spirit of the Academy Code of Conduct and Appearance

**Academic related offenses** may carry an additional consequence (e.g., earning a zero on an assignment or an F in a class) as deemed appropriate by a teacher and/or Upper School Principal. Academic offenses include, but are not limited to cheating, plagiarism, talking during tests or quizzes.

### **Consequences Associated with Earned Demerits**

**1 - 2 Demerits** earn lunch detention.

**3 Demerits** earn an after school detention. The student is required to attend the next scheduled session. The student is required to submit a written apology when appropriate. Parents must make arrangements to pick up their student promptly at 4:15 pm on the Thursday assigned.

**6 Demerits** earn an after school detention and conference with the Head of School or Upper School Principal. Both the student and a parent must attend the conference. The student is required to attend the next scheduled after-school detention. Parents must make arrangements to pick up their student promptly at 4:15 pm on the Thursday assigned.

**8 Demerits** earn an in-school suspension and conference with the Head of School or Upper School Principal. Students are not be permitted to make-up in-class class work. The privilege of submitting or making up other assigned work is at the discretion of the teacher and Upper School Principal.

**10 Demerits** earn an off campus suspension and conference with the Head of School and/or Upper School Principal. Unless otherwise noted, the one day suspension is for the next academic day. The absence is recorded as unexcused. Students are not permitted to make-up class work. Homework assignments due on the day of an out-of-school suspension may be accepted for full credit if brought/sent to the teacher by a parent or sibling by 3:00 pm on the day of the suspension.

**30 Demerits or 3 One Day Suspensions** result in Academy Suspension. The term of the suspension is at the discretion of the Head of School or Upper School Principal.

Demerits are cumulative throughout the academic year and carried over to the next academic year.

**Note:** *Disruptive behavior impedes a student's own learning and adversely affects the learning of others. Disruptive behaviors that do not lead to a demerit may earn lunch detention at the teacher/administrator's discretion. A demerit is issued at the teacher's, Upper School Principal's, or Head of School's discretion. Verbal warnings may be used but are not necessary prior to a demerit. Students who make the choice to be disruptive are corrected and given opportunities to change their behavior. Teacher/parent/student conferences may be scheduled at any time when deemed necessary.*

*The intent of the demerit system is to help correct inappropriate actions and to break disruptive habits. The purpose of all corrective measures is to create consistency and reflect a sense of equity to all students, while underscoring each student's need for an understanding of God's unconditional love and acceptance.*

*Mutual respect is essential in every corrective measure. Emphasis is placed on correction with the least amount of disruption to the rest of the students. Oftentimes, this is done in a private matter where other students do not necessarily see the consequences. It is important to understand that every student situation that needs correction, and is brought to a teacher's or an administrator's attention is addressed. All conduct is focused on pleasing the Savior.*

### **Dress Code for K-12**

Central Academy at Lake Park operates within a written dress code and code of conduct and appearance that all students must follow. It is the parent's responsibility to insure that the Academy dress code is being followed and that students are properly dressed for school and field trips. A written procedure is in order for flagrant violations. If a student is not properly attired he/she must change clothes or the Upper School Administrators and/or Head of School will contact parents for a change of clothing otherwise the student will be dismissed.

In addition to the stated code of colors for clothing, high school students are permitted to wear the following colors for shirts, blouses, sweaters, sweatshirts or outwear that complies with the policy: burgundy, maize, white, navy blue, light blue, black, and heather gray. Central Academy at Lake Park's dress code for all other wear is stated on the following pages 31-37.

### General Guidelines for Dress Code and Appearance:

- Every school year, the Academy designates a uniform provider or providers for school uniforms.
- The Central Academy at Lake Park logo may only be applied to clothing by the designated uniform provider(s).
- Dress should comply with the Academy's dress code during the academic day.
- The Appearance Code applies at all times while students are on campus (during class and non-class hours) and while participating in school functions off campus.
- Clothing must be in good repair, neat, and fit properly.
- Tight-fitting or excessively loose-fitting clothing will not be permitted.
- Pants, slacks, shorts, skirts, and skorts should be worn at the waistline and must not be frayed at the bottom.
- Clothing that exposes the midriff is not permitted. Undershirts must be tucked in.
- Shoes are to be worn at all times.
- Appropriate undergarments must be worn at all times and should not be exposed.
- No visible body piercing or tattoos are allowed.
- Camouflage clothing of any kind is not permitted.
- Clothing that displays name brands, logos, animal figures, college names, slogans, and other such decorations are not permitted.

*Head and Hair*

- No hats, caps, hoods, sweatbands or other head coverings are permitted anywhere inside school buildings during the academic school day.
- Hair styles/designs should not include designs cut or shaved into the head or unnatural hair color hues.
- Hair should be modestly styled, neat and clean. Hair length should be above the eyes in the front. For males, hair may not fall below the collar.
- Males - Facial hair (except for medical necessity) is not permitted.
- Males - Sideburns should not extend past the bottom of the ear.

*Face, Neck and Ears***Females**

- No rings/jewelry in nose, tongue or other parts of the body.
- Jewelry should be modest and in good taste.
- Make-up should be natural and modest.

**Males**

- No rings in ears, nose, tongue or other parts of body
- Chains and other non-traditional jewelry are not to be worn visibly. Modest Christian symbols or crosses may be worn visibly.
- No make-up.

*Tops/Chest/Torso***Females**

- Girls may wear dresses and blouses that are neat, clean, and in compliance with the Academy dress code. Blouses may have feminine collars.
- Halter tops, see-through material, tank tops, strapless, open-back, or low-neck blouses or dresses are prohibited.
- Mock turtlenecks are permissible.
- Undershirts must be tucked in. They may not be visible.
- Visible cleavage is not appropriate. Shirts should be buttoned to within one button from the top.

**Males**

- All boys must wear shirts tucked in during the academic day.
- Mock turtlenecks are permissible.
- Shirts should be buttoned to within one button from the top.

*Waist, Legs and Feet***Females**

- Girls may wear skirts, dresses, walking shorts, skorts, capris or pants that are neat. Cargo pants are permitted from the appropriate uniform supplier.
- Elementary girls may wear jumpers. Jumpers must be worn with blouses or shirts.
- Elementary girls may wear white or navy blue tights.
- Leggings are not permitted.

- Dresses or skirts with slits may be worn provided the slit does not rise above mid-knee.
- Skirt lengths must be no higher than two inches (2") above the midpoint of the knee for third graders and higher.
- Shorts and skirt lengths must have a six inch (6") minimum inseam for third graders and higher.
- Heels on shoes may not be more than one inch.
- If open in back, footwear must include a strap above the heel.
- Crocks are not permitted.
- Shoes and socks must be neutral in color, such as brown, black, white, beige or navy.

### **Males**

- Boys may wear walking shorts and slacks that are neat. Cargo pants are permitted from the appropriate uniform supplier.
- Belts must be worn with pants with belt loops.
- Heels on shoes may not be more than one inch.
- If open in back, footwear must include a strap above the heel.
- Crocks are not permitted.
- Shoes and socks must be neutral in color.

### Outerwear

Outerwear includes all jackets, sweaters, vests or sweatshirts. If intended to be worn indoors, outerwear must match the outlined school uniform colors and must have the Academy logo. Name brands and logos, animal figures, college names and other such decorations are not permitted.

### Dress Code for Physical Education (Girls and boys grades 5-12)

Students in grades 5-12 are required to purchase a PE uniform which includes an Academy t-shirt and pair of shorts. PE uniforms must be worn for PE classes. During cold weather, students may wear black, white, gray, navy or burgundy sweat pants and sweat shirts. Sneakers in a neutral color must be worn for PE classes.

### Dress Code for Special Occasions

- **Athletic Game Days** - Middle and high school student athletes must wear dressy church attire. Boys must wear slacks, a dress shirt and tie. Girls must wear a dress or a skirt and blouse. Dresses and skirts must be modest and no higher than two inches above the knee. No visible cleavage is permitted. Spaghetti straps are not permitted. Boys and girls must wear dress shoes, not athletic shoes.
- **Chapels** - Middle and high school students must wear dressy church attire during chapel services with an invited guest speaker. Boys must wear slacks, a dress shirt and tie. Girls must wear a dress or a skirt and blouse. Dresses and skirts must be modest and no higher than two inches above the knee. No visible cleavage is permitted. Spaghetti straps are not permitted. Boys and girls must wear dress shoes, not athletic shoes.

- **Field Trips** - Students must wear khaki bottoms and a burgundy Central Academy logo collared shirt.
- **Free Dress Days** - On days that students are not required to wear their normal school uniforms, they are still required to dress appropriately. The items mentioned, are not meant to be exhaustive, but to give guidelines for student dress on these days. Students are permitted to wear jeans or shorts of modest length (no more than 3" above the knee). Students are permitted to wear t-shirts that do not contain offensive graphics, symbols or wording. All clothing should be free of holes or ragged/frayed edges and must be worn in good taste and modesty. Undergarments may not be visible. Clothing must fit properly; not too tight, too baggy, too short or too long.

The following are **not permitted** on Free Dress Days:

- gym/athletic shorts
  - jogging/sweat pants
  - flip-flops
  - skinny jeans
  - ripped/torn/frayed jeans
  - camouflage clothing or paraphernalia
  - pajama type clothing or slippers
- **High School Graduation** - Chapel attire is required for all students.
    - *Graduating Females Only:* Spaghetti strapped dresses are permissible. Clear straps are not permissible unless a covering for the shoulders and back is worn. A shawl, jacket, sweater or some type of covering for the shoulders must be worn if backless, strapless or lace-up dresses are worn. Visible cleavage is not appropriate.
  - **Non-dress Code Days** - Clothing must be respectful and modest.
  - **Special Ceremonies/Banquets/Prom** - For girls, spaghetti strapped dresses are permissible for formal ceremonies such as high school grade level banquets and homecoming. Clear straps are not permissible unless a covering for the shoulders and back is worn. A shawl, jacket, sweater or some type of covering for the shoulders must be worn if backless, strapless or lace-up dresses are worn. Visible cleavage is not appropriate.

### ***Enforcement and Consequences for Repeated Dress Code Violations***

The codes are deemed as vital for insuring an environment that promotes these ideals. Therefore, a system of enforcement will help to maintain the integrity of the code.

Students who do not comply with the code of conduct and appearance will receive the following consequences:

- Written warning and call to parent to bring change of clothes
- Demerit
- Lunch detention
- After-school detention

- Parent conference
- Further disciplinary action taken as necessary.

The Academy's Administration may make changes to the student code of conduct and appearance at any time it is appropriate and/or necessary. The Head of School and Upper School Principal are the final authority for interpretation of the codes.

## 2011-12 Central Academy at Lake Park Quick Dress Code Reference Guide

	K-8	HIGH SCHOOL	PROVIDER
<b>Tops</b>	<ul style="list-style-type: none"> <li>▪ Logo required on all</li> <li>▪ Collared polos, mock turtlenecks, pull-over vests, oxfords, Peter Pans</li> <li>▪ <u>Colors</u>: burgundy*, navy, white, maize *Burgundy required for field trips.</li> <li>▪ Outermost garment must have Central Academy logo</li> </ul>	<ul style="list-style-type: none"> <li>▪ Logo required on all</li> <li>▪ Collared polos, mock turtlenecks, pull-over vests, oxfords, Peter Pans</li> <li>▪ <u>Colors</u>: burgundy (required for field trips), navy, white, maize, black, light blue, heather gray</li> <li>▪ Outermost garment must have Central Academy logo</li> </ul>	Educational Outfitters  EmbroidMe  S'cool Outfitters  <b>ONLY</b>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>▪ Khaki or navy</li> <li>▪ Shorts, pants, cargo pants/shorts, skorts</li> <li>▪ For girls - capris, jumpers</li> <li>▪ Skirts – no shorter than 2 inches above the knee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Khaki or navy</li> <li>▪ Shorts, pants, cargo pants/shorts, skorts</li> <li>▪ For girls - capris</li> <li>▪ Skirts – no shorter than 2 inches above the knee</li> </ul>	Educational Outfitters  EmbroidMe  JC Penney <b>(no cargo, skorts, skirts, jumpers)</b>  Kids Uniforms <b>(no jumpers)</b>  Lands' End <b>(no cargo shorts/pants)</b>  S'cool Outfitters
<b>Shoes/Socks</b>	<ul style="list-style-type: none"> <li>▪ Offensive symbols, graphics or wording are not permissible.</li> <li>▪ Sandals must have straps for heels</li> <li>▪ No crocs permitted</li> <li>▪ No heelies</li> <li>▪ Properly laced/tied</li> </ul>	<ul style="list-style-type: none"> <li>▪ Offensive symbols, graphics or wording are not permissible.</li> <li>▪ Sandals must have straps for heels</li> <li>▪ No crocs permitted</li> <li>▪ No heelies</li> <li>▪ Properly laced/tied</li> </ul>	Any
<b>Belts</b>	<ul style="list-style-type: none"> <li>▪ Required for boys if belt loops on bottoms</li> </ul>	<ul style="list-style-type: none"> <li>▪ Required for boys if belt loops on bottoms</li> </ul>	Any
<b>Hair</b>	<ul style="list-style-type: none"> <li>▪ Neat, no extreme colors or styles</li> <li>▪ Bangs must not cover eyes</li> <li>▪ Boys: no longer than collar of shirt or ear lobes</li> <li>▪ No facial hair permitted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Neat, no extreme colors or styles</li> <li>▪ Bangs must not cover eyes</li> <li>▪ Boys: no longer than collar of shirt or ear lobes</li> <li>▪ No facial hair permitted</li> </ul>	N/A
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>▪ Colors permitted: burgundy, white, navy, black, white, gray (if worn inside the Academy)</li> <li>▪ <u>If worn indoors</u>, must have Central Academy logo</li> </ul>	<ul style="list-style-type: none"> <li>▪ Colors permitted: burgundy, white, navy, black, white, gray (if worn inside the Academy)</li> <li>▪ <u>If worn indoors</u>, must have Central Academy logo</li> </ul>	With Logo: Educational Outfitters  EmbroidMe  S'cool Outfitters  Central Academy <b>ONLY</b>
<b>PE</b>	<ul style="list-style-type: none"> <li>▪ K-4: None required</li> <li>▪ 5<sup>th</sup>-8<sup>th</sup>: PE Uniform (i.e., Academy shorts and t-shirt) are; purchased at the school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PE uniform (i.e., Academy shorts and t-shirt); purchased at the school.</li> </ul>	EmbroidMe <b>ONLY</b>

Uniforms must only be purchased from the following Academy-endorsed providers:

- Educational Outfitters, 624 Tyvola Road, Charlotte, NC 28217 (704)525-3344
- EmbroidMe, 5850 Hwy 74 W., Suite 130, Indian Trail, NC 28079 (704)684-0301
- JC Penney, various locations; [www.jcpenney.com](http://www.jcpenney.com)
- Kids Uniforms, 1857 Dickerson Blvd., Monroe, NC 28110 (704)289-3064
- S'cool Outfitters, 7210 Matthews Mint Hill Rd., Charlotte, NC 28227 (704)573-7575
- Lands' End, Sears Dept. Store at Carolina Place Mall, Pineville, NC; Online ordering:  
[www.landsend.com/school](http://www.landsend.com/school)

**Uniforms purchased from other vendors or stores are not permissible.**

***We appreciate the consistent Christ-honoring message parents send to their students when they purchase school attire from the approved vendors.***

## ACADEMICS

### ***Achievement Standardized Testing***

Students are required to test annually against national norms. The Academy provides nationally standardized tests for each student, sets aside scheduled time for testing, submits tests for off-site, professional evaluation; and provides copies of tests results to parents, student files, and permanent records. Teachers are informed of individual and class results to determine overall weaknesses and strengths and to evaluate student abilities with student accomplishments.

In accordance with the recommendation from the North Carolina Department of Non-public Education, Central Academy requires all juniors to take the nationally recognized Scholastic Aptitude Test (SAT) or the American College Test (ACT) for competency. The required passing score for the SAT is 750 on the critical reading and mathematics sections. The required passing score for the ACT is a composite score of 15. Either test may be re-taken during the senior year to obtain a passing score.

### ***Cheating and Plagiarism***

Students and staff are held to a scriptural standard of honesty and integrity. Cheating is viewed as a serious breach of trust that usually indicates a deeper condition. When cheating or plagiarism is exposed, the teacher will schedule a conference with the parent to determine (1) the reason and (2) strategies to deter future incidents. Disciplinary action will result, which may lead to suspension from the Academy.

### ***Controversial Subject Guidelines***

Objective: To establish a guideline that helps the Academy respect the convictions of parents and teachers in various academic and/or sensitive areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

Scope: This guideline applies to all staff in the course of their duties.

Definition: A controversial subject is a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student. Examples: Environmentalism, the War Between the States, old earth/young earth, partisan politics, human sexual relations, etc.

### Guidelines:

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will attempt to discourage discussion of the topic.

2. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:
  - a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
  - b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
  - c. As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable to the most widely held views on the topic.
  - d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
3. Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic is generally limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.
4. The teacher is to remember that according to Scripture he/she is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

### ***Curriculum Guide Policy***

Under the direction of the Board of Trustees, the classroom teacher, who makes written notations, revisions, and corrections throughout the year, regularly reviews the curriculum guide. Annually, in the spring, the entire faculty, Administration (or a Head of School appointed committee) will review all such notations, revisions, and corrections for consistency and accuracy with the appropriate changes made at that time.

### ***Curriculum and Textbooks***

Textbooks are on loan to students for use during the year. Students must take proper care of books in their possession. Students are required to cover hardcover textbooks. Teachers assess the condition of books when distributed so damage may be evaluated upon their return. Students will be charged the replacement cost of lost or damaged books.

Textbook and curriculum selection is a unified effort among the faculty and Administration and is reviewed on a rotating basis. Curriculum and textbooks must support the

philosophy and mission of the Academy and present their respective subjects accurately. Biblical truth and the teaching of Christianity is intentionally integrated throughout the curriculum to form the basis for the student's development of a scriptural world and life view.

#### Rotational Schedule for Curriculum Review:

Odd Year – Bible/Math

Even Year – Social Studies/History/Foreign Language

Next Odd Year – Language/Literature/Physical Education

Next Even Year – Science/Computer Technology/Fine Arts

#### **Grading Policy**

Kindergarten utilizes teacher comments and a simplified evaluation system to communicate student progress. The grading standard for elementary through high school is as follows:

<b>A+</b>	<b>99-100</b>
<b>A</b>	<b>95-98</b>
<b>A-</b>	<b>93-94</b>
<b>B+</b>	<b>91-92</b>
<b>B</b>	<b>87-90</b>
<b>B-</b>	<b>85-86</b>
<b>C+</b>	<b>83-84</b>
<b>C</b>	<b>79-82</b>
<b>C-</b>	<b>77-78</b>
<b>D+</b>	<b>75-76</b>
<b>D</b>	<b>72-74</b>
<b>D-</b>	<b>70-71</b>
<b>F</b>	<b>0-69</b>

#### **High School Graduation Requirements**

Twenty-six academic units/credits are required for high school graduation. A unit/credit is equivalent to one academic course or two academic semesters. Students are required to serve a total of 100 hours of volunteer work prior to graduation. Service hours must be approved, preferably prior to completing them. Students must have a Community Service Verification Form completed by an official at the location where the hours were earned.

Detailed requirements are outlined in the High School Handbook.

#### **Homework Policy**

Teachers assign homework as needed for successful progression through the approved curriculum. Administration supports the teacher's assessment of necessary, out-of-class work. Questions concerning homework should be addressed to the child's teacher as a first line of communication and then to the Upper School Principal or Head of School.

**Honors Program**

*Honors courses* in the Upper School are designed to enhance a student's learning experience by offering academic challenges that surpass normal coursework. Course work for the Honors Program is qualitatively different in design and content from the standard course requirements.

Students may be selected to participate in the Honors Program as early as 6<sup>th</sup> grade. The criteria for selection to the Honors Program include teacher recommendations, an academic average of 95 or above (93 or above for high school), acceptable scores on standardized achievement tests and acceptable adherence to the Student Code of Conduct. Newly enrolled students may be selected at the discretion of the Upper School Principal.

Students who are selected for the Honors Program are extended an official invitation from the faculty and Upper School Principal. Students who accept the invitation to participate in the Honors Program must maintain a minimum cumulative grade average of 95 (93 for high school) and achieve satisfactory conduct ratings at each official grade reporting period.

In addition, any student who commits a serious violation of the *Academy's Student Code of Conduct and Appearance* will be suspended from the Honors Program. An academic violation such as cheating or plagiarism will lead to automatic suspension from the program. Suspension and re-instatement are at the discretion of the Upper School Principal.

Honors students wear an honor designation during their high school graduation ceremony.

**Promotion Criteria**

Successful advancement to the next grade requires maintenance of an overall minimum of a 70% yearly average in each of the following core subjects: math, language arts, science, and history. Tutoring or other remedial work is required for any student who receives less than a 70% yearly average in any core subject in order to re-enroll for the fall. Recommendation for retention or promotion is noted on each student's report card and included in his or her permanent record. Students receiving a final grade below 70% in two or more core subjects will not be promoted.

**Reproductive Education**

At Central Academy at Lake Park, science and health classes cover basic body systems. Elementary and middle school teachers do not specifically teach sex education, but rather encourage parents to make this a part of family instruction and discussion centered on the Word of God. Middle school science and health classes address reproductive systems of various life forms. Bible classes and the integrated curriculum teach moral issues and personal moral standards. High school science expands to address both human anatomy and physiology. Topics related to purity, dating, sex education (including STDs), conception, prenatal development, abortion, homosexuality and God's plan for sex for married couples may be addressed in various areas of the high school curriculum.

***Society for Servant Leaders (SSL)***

The Society for Servant Leaders is an honor society for any high school students who complete at least 200 hours of community service during at least two of their high school years. Guidelines for consideration for the Society are outlined in the High School Handbook.

***Testing Schedule***

Barring extraordinary circumstances, tests are allowed in only two major subjects on any given day, for middle and high school students. Students should refer to their syllabi and the Major Assignments Calendars as a reminder of upcoming tests.

## COMPUTER AND INTERNET USE POLICY

Central Academy at Lake Park High School is pleased to offer students and staff access to classroom computers, most of which are connected to the Internet. To use these technologies all students must obtain parental permission as verified by the signatures on the form enclosed in this handbook. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing and curriculum-based instruction. All users must acknowledge having read this policy and agree to adhere to its contents.

### ***What is Possible?***

Access to e-mail and the Internet will enable people to explore thousands of libraries, databases, museums, and other repositories of information and to exchange communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, we support and respect each family's right to decide whether or not to apply for access.

### ***What Supervision is Provided?***

Technology is a powerful tool – and while it is useful, it can also be dangerous. The Academy makes a good-faith effort to provide proper supervision of student use of technology. If adequate supervision is not possible, Internet access will be disabled. All computer screens are located where they can be viewed by the teacher and others; appropriate blocking software and monitoring software are implemented to prevent inappropriate use. These safeguards and controls while effective, are not fail-safe and require active responsibility from all users.

### ***What is Expected?***

All computer users are responsible for appropriate behavior on school computers just as they are in any school activity. Communications on the Internet are often public in nature. General school rules for appropriate behavior with regard to communications apply. It is expected that users comply with school standards and the specific rules set forth below. The use of a computer in the school is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Users are never to access, keep, or send anything that they would not want parents or teachers to see. Copyright law regarding electronic media is understood and followed. All users should have no expectation of privacy while using school technologies as all use may be monitored and logged.

### ***Student Laptops***

High school students are permitted to use their personal laptops during the school day for purposes related to completed school-related tasks, such as note-taking, project presentation or completion, working on online school approved courses. This privilege may be revoked if a student's personal laptop is used for entertainment purposes or those not related to completing school work. All *Rules for Appropriate Use* apply to students using their own laptops with the exception of saving information.

**Users need to be prepared to be held accountable for their actions and for the loss of privileges if the RULES FOR APPROPRIATE USE are violated.**

### ***What are the rules for appropriate use?***

1. ***Privacy*** – Electronically stored information may be treated like school property. School officials may examine contents of any technology tool or storage media to maintain system integrity and to ensure that all users are using the system responsibly.
2. ***Storage*** – Users are provided with 2 MB of space on which they may store files which cannot be accessed by other users (except the administrators), and they are encouraged to backup their files onto a USB drive or floppy discs, which they must supply.
3. ***Illegal copying and intrusion*** – Users may not download or install any commercial software, shareware, or freeware onto workstation drives or disks, unless they have written permission from the Administration. All users must not copy other peoples' work or intrude into, alter, disturb, move or erase other peoples' files without permission. All suspected misuse must be reported to the system administrator.
4. ***Inappropriate materials or language*** – No profane, abusive or impolite language should be used to communicate, nor may materials be accessed, which are not in line with the rules of school behavior. A good rule to follow is to never view, send, or access materials which you would not want teachers and parents to see. Should a user encounter such material by accident, they must report it to their teacher or system administrator immediately.
5. ***Workstation use*** – Each workstation contains software that has been installed for learning purposes only. Users may not attempt to alter system settings including, but not limited to, background patterns and colors, screensavers, and sounds, and may not attempt to defeat or alter network or system security or in any way disrupt system function by any means including malicious code or viruses.
6. ***Purpose*** – School technologies are provided to students and staff in support of the curricular goals of the school. School computer technology is to be used only for such tasks and not for personal communication, entertainment or non-school-related tasks or purposes.

## ***Use of School Computer Workstations and Personal Laptops***

The following are guidelines to follow to prevent the loss of computer privileges at Central Academy:

### ***Prohibited Uses:***

- Violating, through technology, the spirit or mission of Central Academy at Lake Park.
- Saving work on a school computer.
- Listening to music on a school computer or personal laptop unless it is related to a school project.
- Using a computer or technologies to vandalize, harm, threaten or harass other people or their work.
- Degrading, disrupting or damaging equipment or system performance in any way.
- Interfering with the operation of the workstation by installing illegal software, spyware, shareware, freeware, viruses or Trojan horses or software to defeat system controls or security.
- Viewing, sending, displaying, creating or causing any illegal, pornographic, slanderous, rude, offensive or inappropriate activity.
- Viewing social networking sites such but not limited to Facebook, MySpace, LinkedIn, Twitter and the like, without permission from a teacher for school-related purposes.
- Violating copyright laws.
- Wasting limited resources such as disk space or printing capacity, bandwidth and other resources.
- Gaining unauthorized access to resources or trespassing in another's folders, work, or files or records, or reading another's e-mail or documents without their permission. Any attempt to circumvent blocked websites is prohibited. This includes the use of so-called "anonymous proxy" services, the use of any browser but Internet Explorer, and typing in the numeric IP address of any website.
- Posting or disseminating communications or information not meant to be made public.
- Using school resources for financial gain or initiating any financial transaction.
- Misrepresenting oneself on the network; using another person's account(s) or password(s).
- Using school technology for personal communication, entertainment or other non-school-related tasks or purposes.
- Using computers and other school equipment without the supervision of a teacher.
- E-mailing communications that are not for school purposes is prohibited, and students must seek permission for each use.
- Using portable storage devices that contain any "executable" files. This includes applications that will run without having to be installed on the local hard drive. Files with extensions of .cgi, .exe, .ini, .zip or .bat are all examples of this type of file. Any portable drive or CD-ROM with these files will be confiscated, and the student may lose the privilege of bringing any USB drives or floppy disks or CD-ROMs to the school.
- Interfering with others' ability to send or receive e-mail.
- Bringing food and drink into any computer area.
- Behaving inappropriately or disrespectfully at any time.

- Disseminating personal identification information about oneself or others, including personal address, social security number, and phone number.
- Vandalizing technology equipment. Vandalism is defined as any malicious attempt to alter, harm, or destroy data of another user, computers, accessories, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

***Encouraged Behaviors:***

- Using technology resources to strengthen one's mind and soul in truth. Internet use is strictly for academic, informational or self-improvement purposes. Any questions about what this includes can be directed to the classroom teacher or parent.
- Using school technologies for school tasks.
- Notifying an adult immediately if one encounter's materials which violate the rules of appropriate use.
- Helping others understand how to use technology to learn.
- Protecting the integrity of the school, fellow classmates and technology systems.
- Making use of e-mail attachments for handing in assignments to teachers whenever the assignment is in electronic format. Students are required to keep a USB drive (or flash drive) for bringing documents to school to be printed or displayed.
- Making backup copies of all work done in school by saving documents and projects onto a USB drive that the student will provide.

***Restitution and Consequences of Contract Violation***

Students may be suspended or subject to other disciplinary actions for violation of this agreement as provided in the current Parent-Student Handbook.

Students will be required to provide restitution for damages to school equipment while the student is logged into any computer. In the case or situation requiring professional computer tech staff, Academy staff, or student aide time to reconfigure a system, students will be charged at the rate of \$150/hour for a minimum of one hour.

***Sexting***

In keeping with the school's responsibility to provide a safe learning environment for all students, the following policy regarding the issue of "sexting" is in effect. *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## PARENT INFORMATION

### ***Church Attendance and Spiritual Growth***

As a Christian academy, Central Academy at Lake Park desires a strong, Christian base of families to carry out its vision and mission, but also embraces the opportunity to share Jesus with those who do not yet know Him. Student applications require parents to denote church membership and if attendance is regular. Families are encouraged to worship on a consistent, weekly basis. Through bi-weekly, student-led chapels at the Academy, families are exposed to the Gospel and given the opportunity to see students demonstrate their faith.

Chapel services, devotional times, and Bible classes are an important part of the Academy. Each morning, elementary students and teachers gather for the Pledge of Allegiance to the American and Christian flags, and the Bible. Students begin the Academy day with devotions and prayer. Every other week, group chapels are held with each class given the opportunity to lead. Guest speakers also share. Family members are invited and encouraged to attend.

Students are taught that the Scriptures are the revealed Word of God and that they are created in the image of God (Genesis 1:26-27), that each must confront the issue of sin and redemption (Romans 3:23, 1 John 1:9), and that each can know God, as revealed in His Son, Jesus Christ, and made present through the Holy Spirit (Luke 11:13, John 20:22).

### ***Communication***

The Academy has Internet and email capabilities to help teachers and parents “connect.” In addition, our educational database provides a reporting module, InfoDirect, via the Internet. InfoDirect allows parents to access homework assignments, grades, and calendars. Information and password rights are provided to enrolled students/parents at the first of the academic year.

The Academy’s website is [www.centralacademyatlakepark.org](http://www.centralacademyatlakepark.org). Faculty and staff email addresses are published annually.

### ***Field Trips***

Expanding the walls of the classroom include off-campus activities that underscore the philosophy and mission of the school. Field trips that meet this criterion are to be determined by the faculty and administration with consideration and care given to consistency and equity among grade levels.

Permission slips are issued for every field trip notifying parents of the activity and its details. These forms must be signed and returned to the Academy prior to the event. Students who do not return individual permission slips are not permitted to participate. In addition, each parent or guardian must sign the Annual Field Trip Release Form, which is part of the enrollment packet, when a student enrolls. This form gives faculty and staff general permission for medical attention and provides necessary medical information about each student.

The Academy has policies and procedures governing the safe transport and chaperoning of students during off-campus activities. Parents, grandparents, or other adults who wish

to participate in field trips must read and adhere to the Driver and Chaperone Instructions, carry an activated cell phone, have proper child restraints, and favorably represent the school with a Christian attitude toward students, parents, and the public.

The Village of Lake Park is a community adorned with pocket parks, common areas, and walking trails. Physical and service activities within the community are part of a student's education at the Academy. Walking trips around the Lake Park community require permission slips from parents.

### ***Grievance Procedure***

The Academy's policy to follow a workable and successful process for handling problems between people, in any community, has been given by the Lord in Matthew 18:15-17, which is known as the "Matthew 18 Principle." This biblical principle should be adhered to in the application to a school setting when there is a question, concern, or grievance that arises between parties.

When a serious problem arises between people in the school (i.e. parent-teacher, parent-parent, student-teacher, parent-administrator, etc.), the parties involved are to meet to seek the Lord's solution in the matter. The matter should be taken to the person(s) most directly involved who can resolve it, rather than bystanders who are not responsible for taking action to solve it. If there are questions or concerns about a specific classroom action or procedure, parents must contact the appropriate teacher.

- Guidelines for a "Matthew 18" meeting:
  - ✓ Keep the matter confidential
  - ✓ Be humble and submissive
  - ✓ Keep the circle small
  - ✓ Be quick to forgive
  - ✓ Be sure you know all the facts
  - ✓ Pray and work for a solution
  - ✓ Be straightforward in love
- Issues which are not resolved at this level are taken to another person, usually the Upper School Principal or Head of School.
- Beyond third-person mediating, the matter may go to the Board.

Actions which do not follow the Matthew 18 guidelines could potentially damage relationships, one's personal testimony, and may result in dismissal from the Academy. The complainant should not speak critically of the other person to anyone, within or without the school family.

It is God's will that we live and work together in harmony. Faculty and administration are committed to assisting parents in resolving any concern or issues that may occasionally arise; however, parental support is required to accomplish this goal. When Matthew 18 principles are followed in the right spirit, issues can be resolved in a peaceful and harmonious manner.

### ***Parent Association and Parent Involvement***

The family environment and atmosphere is one of the primary reasons Central Academy is a great place to educate children. Parental involvement is a key to the success in maintaining such a coactive relationship.

Recognizing that parents are a child's primary teacher, the Board, Administration, and faculty of Central Academy desire parental involvement to enhance each child's Academy experience. Assisting in the classroom, driving on field trips, volunteering in the media center, attending parent meetings, helping in Academy fund raising, and daily praying for the children and faculty are invaluable ways of continuing to help the Academy maintain unmatched quality. In addition, Central Academy's Parent Association is instrumental in creatively finding ways to raise funds and further enhance students' educational experiences. This group organizes events throughout the year and encourages parent participation.

### ***Parent/Teacher Conferences***

Open communication is key. Parents and teachers are encouraged to confer as often as necessary to insure academic success for the student. A mandatory parent/teacher conference is required at the end of the first nine-week grading period. Report cards for the first quarter are not issued until a parent/teacher conference is held. Middle and high school students are expected to attend conferences that address their school performance.

### ***Visitors***

Visitors requesting information or a tour of the facilities should schedule an appointment with the appropriate staff. All visitors must report to the School Office. Available staff members facilitate unscheduled tours in a timely manner.

Recognizing that situations arise where a friend or family member of a student has been asked to provide assistance (i.e., deliver lunch or other items, transport to or from the Academy, chaperone a field trip, etc.), the Academy requires parental or guardian permission. Authorization may be given in person, in writing, by email, or by telephone to the teacher and/or School Office. No visitor to Central Academy will be permitted to contact a student without proper authorization.

For the security of our students, all visitors (parents included) must sign in at the School Office and obtain a visitor's badge. Visitors are not permitted during the first two weeks and the final week of school.

### ***Volunteers***

Volunteers may assist the Academy in a variety of ways, from assisting teachers with clerical activities to answering telephones to serving lunch to students.

All volunteers are required to:

1. Complete a Volunteer/Supplemental Instructor Application.
2. Undergo a criminal background check.
3. Adhere to and uphold the mission statement of Central Academy at Lake Park.
4. Understand that their assigned duties are at the discretion of the teacher and Administration.

## **SAFETY POLICIES**

### ***Crisis Management Plan***

Central Academy at Lake Park maintains a Crisis Management Plan. Students and faculty practice regular drills on a monthly basis. The Head of School monitors and maintains the plan along with local law enforcement agencies.

### ***Student Safety Policies***

Students and staff recognize that the Lord Jesus is true safety. His Word promises, "The angel of the Lord encamps around them who fear Him, and rescues them." (Psalm 34:7) Having this confidence, the following are practical requirements regarding a safe environment for students, parents, faculty, and staff.

### ***Disaster Drills***

As required by the state, fire drills are held monthly at various times during the Academy day. Additionally, other disaster drills (i.e. severe weather, lock down, etc.) are held at various times during the school year. Directions are posted in each classroom and teachers and staff acquaint students with the proper procedures to be followed during such drills. A map of the evacuation plan hangs in each classroom, and teachers are required to ensure that students fully understand both primary and secondary routes.

In the event of an actual lock down, when the entire Academy is put on alert due to an external or internal emergency or threat to the safety of school population, students will not be released from the Academy until authorized authorities have given an "all clear" that it is safe to do so. Parents are asked not to come to the School Office during this time as faculty and staff will be preoccupied ensuring the safety of the students. Parents will be notified via email or phone as soon as students and staff are safely secured.

### ***Health Inspections***

The Union County Health Department regularly conducts inspections and the Academy consistently receives high marks for cleanliness.

### ***Morning Supervision***

Beginning at 8:00 am, students who need to arrive early are supervised teachers in the gym and Fellowship Room. Parents who drop off students before 8:00 am must make arrangements with before/after school caregivers.

### ***Rainy Day Weather***

Students and parents need to be alert to traffic coming and going in the carpool line during rainy days during morning drop offs and afternoon pick up. Teachers and staff will escort younger students to their cars on rainy days.

## Chaperone and Driver Instructions

Central Academy at Lake Park depends on the involvement of our Academy parents and grandparents for the chaperoning of field trips and other off-site events. The Academy owns an activity bus, and this vehicle is generally used to transport students for classroom field trips and athletic events. However, in certain circumstances, parents may be asked to transport students in their personal cars. The following are guidelines that we ask our drivers and chaperones to follow.

### **General Instructions**

- A cell phone is required with each group/vehicle on the trip. In case of an illness or emergency, the Academy must be notified immediately.
- To be eligible to provide transportation, a background check authorization form and a copy of the driver's automobile policy must be on file with the School Office.
- Volunteers must realize that they are acting as Christian role models for our students as well as emissaries of the Academy to the public, and must be an example by demonstrating maturity in actions, attitudes, and dress. The classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
- Only those parents/grandparents who have signed up in advance as drivers or chaperones may attend. THERE WILL BE NO LAST MINUTE SIGN-UPS.

### **Chaperones and Drivers:**

1. Teachers will make vehicle or group assignments. If a chaperone has a suggestion or preference, he/she should let the teacher know A DAY IN ADVANCE so this can be taken into consideration. Teachers often have reasons for their assignments that they are not free to explain and chaperones should support their decisions. A list of students per each chaperone group (for the bus or individual cars) will be provided the day of the trip.
2. Chaperones should arrive at the Academy at least twenty (20) minutes before departure time. Schedules are sometimes tight.
3. Only children enrolled in the class or activity may participate. Younger children (i.e. siblings) are not permitted to attend field trips unless specifically invited. Parents cannot give their younger children proper attention while supervising a group of field trip students. The first responsibility of a field trip chaperone is to Academy students.
4. Children must enter and leave the bus (or car) from a curbside unless vehicle is in a protected parking area or driveway.
5. Seatbelts must be worn at all times. It is for this reason that children may be transported ONLY in the CABS of a pickup or other type of truck. Note that only one child is permitted per working seatbelt.
6. AT NO TIME may children be left unattended in a vehicle.
7. Chaperone drivers must understand the route to be taken. A map and/or directions will be provided by the teacher and the assigned route to and from the field trip must be followed. Drivers should not take a different route or make any other stop that is not part of the supervising teacher's itinerary.

8. It is expected that drivers obey all traffic laws and maintain posted speed limits, serving as a Christian role model in all actions and attitudes.
9. While traveling in cars, vehicles will “caravan” together. At no time should vehicles pass the “lead car” or take side trips away from the caravan. Drivers should not take “chances” to keep up with the caravan, such as speeding through yellow lights or making difficult or hasty lane changes.
10. Drivers should call the lead car and/or the Academy immediately if they get lost from the caravan, experience car trouble, or a student becomes ill.
11. Supervising teachers will bring copies of the Emergency Medical Release Form for each student.
12. Students may not eat or drink in the bus or car without the driver’s and/or supervising teacher’s permission. Chaperones must inform the teacher if any student does not comply.
13. Chaperones should refrain from purchasing special treats or souvenirs for any child unless all the children in the class benefit equally.
14. Chaperones are responsible for the behavior of the students assigned to them. They should remain with their assigned students and resist the temptation to group with other adults. In private vehicles, the driver is responsible for children’s behavior. Children should be reminded to use quiet voices and keep their hands and feet to themselves. Rowdiness, disrespectfulness, inappropriate voices or conversation are not allowed. Should discipline problems arise, it should be reported immediately to the student’s teacher and the supervising adult.
16. Chaperones must know how many students are in their small group and should periodically check that every student is accounted for throughout the trip and as they move from place to place. They should ensure that all students are present when returning to the vehicle(s). Once the bus or vehicle is loaded, a final verification of the driver checklist must take place to ensure all students are present for departure.
17. Students are to return in the same vehicle that transported them for this event or with the same chaperone. Exceptions to this can be made only by the supervising teacher in charge. Exceptions are reserved for emergency situations only.
18. Questions regarding any aspect of the field trip should be directed to the faculty member or the supervising teacher.

# Athletic Handbook

## Athletic Program Philosophy & Expectations

### I. Philosophy and Goals

*“For bodily discipline is only of little profit, but godliness is profitable for all things, holding promise for both the present life and the life to come.” I Timothy 4:8*

We are instructed in I Timothy 4:8 that the development of the body without regard to godliness is of little value. Sports have been compromised by the world to glorify man, increase pride, nurture unhealthy aspects of human relationship and have become an end in themselves. The follower of Christ must be challenged and trained to see and use sports as a means or tool to properly reflect, in action, the character of God. This is done as the Christian athlete submits him/herself to the authority of the Holy Spirit, God’s Word, and fellow Christian believers. The goal is to transform the heart of the athlete to beat with the rhythm of God’s heart, to use the discipline of sports to train us from the heart outward, to show the character of God and the fruits of the Spirit in the crucible of competition and training. Participation on any athletic team at Central Academy at Lake Park is considered a God honoring privilege.

This philosophy is designed to integrate the following spiritual truths:

- Identification with Christ
- Accountability within the body of Christ
- Respect for authority
- Glorification of God rather than man
- Discipline of faith
- Diet and training

### II. Expectations

#### A. General Expectations

Student athletes will be expected to train conscientiously, practice diligently, and play every game to the best of their ability. Athletes will be quick to encourage and build up their teammates.

All Academy student athletes must commit to:

- Being a team player which is essential to being a good teammate.
- Living Christ-like lives and being leaders on and off the field.
- Participating in an entire season, if selected to play on an Academy team.
- Apologizing to anyone they have offended, whether the offense is intentional or unintentional.
- Abiding by the rules of the game.
- Praying for the team and coaches on a regular basis.

#### B. Team Commitment Expectations

Central Academy at Lake Park students will not be allowed to play two team sports in the same season.

**C. Practice Expectations**

- Give the coach undivided attention and respond immediately when he/she speaks.
- Work diligently to improve oneself personally and contribute to helping the team.
- Be serious and exercise proper self-control.
- Listen and receive correction and instruction from coaches.

**D. Parent Expectations**

- Instruct son/daughter to respect their coach as an authority over them.
- Be responsible in getting son/daughter to and from practice on time.
- Resolve concerns, questions and problems by talking with the appropriate coach. (Note: It is strongly suggested that parents wait 24 hours before approaching the coach with their concerns.)
- Encourage son/daughter to make a positive contribution to the team.
- Make every effort to participate and contribute to team responsibilities.
- Parents should leave the coaching to the coaches during the games so as not to confuse the athletes.
- Support and adhere to the decisions of the coaches in team related matters.
- Integrate with opposing team parents.

**E. Athlete, Coach, Parent, and Spectator Expectations**

- Be an encouragement to Academy teams, players, coaches and officials.
- Refrain from booing, yelling, or criticizing the officials. The officials' decisions may only be questioned by a coach who will do so in an appropriate manner.
- Respect all opponents and treat them as we would have them treat us.
- Consider every visitor, opponent, or official as a partner in Christ or potential partner in Him.
- Demonstrate graciousness to the loser and not boastfulness or arrogance.
- Refrain from demeaning the achievement of the opponent or criticizing the coaching or officials.
- Encourage and affirm positive play on both teams.
- Varsity boys' basketball practices will be closed to the public.

**F. Athlete Attendance Expectations**

- Attend every practice session and game unless excused by the coach. Middle and high school athletes can expect to meet at least four (4) times per week including games and practices.
- Recognize that unexcused absences may result in disciplinary action and recurrences may lead to dismissal from the team.
- Be dressed and punctual for practice. Tardiness may result in disciplinary action at the discretion of the coach.
- Be responsible with academic class assignments. Academic responsibilities take priority over extracurricular responsibilities. Thus, if a student is absent from school, he/she are excluded from participating in ALL extracurricular activities for that day. Absent also includes arriving after 11:30 a.m.

If a student arrives with a doctor's note, he/she must still arrive by 11:30 a.m. to participate that day.

#### **G. Behavioral Expectations**

- Athletes must not participate in the use of illegal drugs, alcohol, tobacco or the misuse of any substance at any time. This includes steroids and any other illegal substances or performance enhancing drugs. Use of any of these substances will result in dismissal from the team and could result in school disciplinary action according to the Central Academy Student Handbook.
- Athletes must refrain from improper or questionable speech including swearing, cursing, negative or hurtful comments and taunts.
- Athletes must not engage in fighting, hazing, bullying, and other improper activities during practice, games or team trips.
- Athletes are highly encouraged to participate in pre-game chapels and warm-ups with opposing team as opportunities arise.

#### **H. Observance of the Lord's Day**

No practices or games will be held on Sundays. Players are encouraged to rest, be with their families and attend church on the Lord's Day.

## **Athletic Program Policies**

### **Academic Eligibility**

- Athletes must be enrolled at the Academy for the semester in which they wish to participate on a Central Academy team. To remain eligible to participate, all student athletes must maintain a grade average of 70% or above in all core subjects.
- Student athletes with a grade average of 69% or below in a core subject are not eligible to participate in athletic competitions until the grade average improves to 70% or above. During a period of ineligibility, a student may participate in team practices at the discretion of the coach and the student's parent.
- Tutoring is available for those attempting to improve grades. This time is coordinated with the coach and parents so that the athlete can, hopefully, improve his/her grades over the course of the season while remaining active with their team.

### **Awards**

- Varsity and JV awards will be presented at a designated athletics banquet.
- The following special awards will be given:
  1. Most Christ-like spirit voted by teammates.
  2. Most improved player voted by coaches.
  3. Team MVP voted by coaches.

4. Best defensive ball player voted by coaches (select sports).

### **Away Games and Practice Transportation**

- All athletes will travel in pre-approved and designated vehicles or activity buses to and from away games or practices. Any athlete leaving an away game or practice with their parents or other approved drivers must notify their coach prior to leaving. Students are always to wear seatbelts while traveling to and from away games and practices. Parents may be asked to provide transportation if Academy transportation is not available. To be eligible to provide transportation, a background check authorization form and a copy of the driver's automobile policy must be on file with the school office. See the school office for minimum requirements.
- *Other Requirements for Drivers (parents and coaches)*  
Since the safety of employees, students, and volunteers is our first priority, drivers operating a motor vehicle in the conduct of school-authorized business are prohibited from employing mobile communications or computing equipment while the vehicle they are operating is in motion. If such use is required by circumstances, the vehicle must be first brought to a full stop safely out of the way of hazards prior to operating such mobile equipment.

### **Competition and Playing Time**

#### **I. Varsity/JV**

Coaches will use their best judgment in utilizing players to compete at the highest level during games. Some players will start, some will be subs, and some may not receive much playing time. It is important to note that playing time does not reflect negatively on the character of any student athlete. All players contribute to the team even if it is only during practice where they make their major contribution to the team. However, playing time is at the complete discretion of the coach and will not be discussed with parents.

#### **II. Middle School**

Emphasis in middle school competition is on fundamental skill development at this level. Coaches will make every effort to allow each athlete to play in every game. Equal playing time for all participants is not guaranteed.

### **Directions to Away Games**

- Directions can be found on the Academy website and on the "Eagle's Eye" bulletin board located in the Upper School Building hallway.

## **Dress Policy for Athletic Events**

### ▪ **JV / Varsity**

For all home and away games, matches and meets, athletes will be required to wear the following dress while on campus and/or at school:

Boys: A dress shirt and tie with slacks (no cargo pants or shorts)

Girls: A dress or skirt with appropriate top.

For all away events or travel to an event the above dress policy will be in force.

## **Full Participation Program**

- Athletics is an important element in the education of young people, and the athletic programs at Central Academy at Lake Park are an integral part of our educational process. Properly developed, directed, and coached, interscholastic athletics provides experiences and lessons one cannot duplicate in the classroom. Participation in athletics promotes a positive self-image, development of physical, mental, and social skills, understanding of team cooperation, and a sharing of personal experiences. Central Academy at Lake Park believes that the opportunity to join an athletic team should be afforded to all students rather than to the talented athlete alone.
- In selected sports where space and participation opportunities are limiting factors, roster caps will be placed in order to limit these team rosters to realistic numbers.

## **Game Schedules**

- Game schedules will be published prior to the start of every season. Occasional changes may occur. Every effort will be made to keep parents and players informed of all changes as soon as possible. Up-to-date information will be posted on Info Direct and also on the "Eagle's Eye" bulletin board located in the Upper School Building (USB) hallway.

## **Medical Insurance**

- Students must have current medical insurance to participate in the Academy's athletic program. Proof of insurance must be submitted with the physical form.

## **NCISAA Eligibility Policies**

- To be eligible for any level of the North Carolina Independent Schools Athletic Association competition, a student must be enrolled as a full-time student in a NCISAA member school.
- To be eligible to participate in interscholastic varsity competition, students must be

enrolled in grades 7 through 12. Individual conferences may further restrict eligibility.

- No player shall have reached his/her 19th birthday on or before August 1 of the current school year.
- No player may receive any form of financial aid for athletic participation.
- No student who has received a diploma or its equivalent from a school in the United States is eligible unless every team in any conference in which that student competes endorses his/her eligibility. The student must be successfully progressing toward graduation with the expectation of meeting all graduation requirements. Under special circumstances, a student may also take college courses while pursuing his/her high school diploma.
- Home schooled students are not eligible for NCISAA competition.
- *Six semester rule.* Students may participate in athletics in no more than six consecutive semesters or nine trimesters after enrolling in the 10<sup>th</sup> grade of any NCISAA member school, no more than four consecutive semesters after enrolling in 11<sup>th</sup> grade of any NCISAA member school, and no more than two consecutive semesters after enrolling in the 12<sup>th</sup> grade at any NCISAA member school, regardless of whether he/she remains continuously enrolled. A student transferring from one NCISAA School to another mid-year would be considered to have used up one semester of athletic eligibility for that school year.

## **Physicals**

- All athletes are required to have an annual physical examination, valid for one calendar year, by a medical doctor at the beginning of the school year or prior to trying out for a team. (There will be no exceptions). In addition, team physicals will be offered at the Academy once a year before school starts. The results of the athlete's physical must be submitted on the official Academy form available on the school's website or from the Athletic Director.

## **Quitting a Team/Squad**

No athlete is allowed to quit a team or squad once he/she has been selected, without a parent conference with the coach. Once a team is selected the coach plans his/her season based on a complete team. All coaches expect each athlete selected to play the entire season.

- A player is permitted to drop off a team if a serious injury dictates or if it is in the best interest of his/her academic success. No athlete who quits will be allowed to rejoin the team that season.
- If an athlete quits without the consent of the coach and Athletic Director, he/she will not be eligible to play a sport in the following athletic season. The athlete also forfeits all awards and/or letters for that sport. (Note: Becoming ineligible due to academics is not

considered quitting. See Academic Eligibility section – page 5.)

## **Sports Offered**

### ▪ **Fall**

Volleyball – middle school and high school (girls)  
 Cross-Country – middle school and high school (boys)  
 Cross-Country – middle school and high school (girls)

### ▪ **Winter**

Basketball – varsity (boys)  
 Basketball – middle school (boys)

### ▪ **Spring**

Flag football – high school (boys)  
 Flag football – middle school (boys)  
 Tennis – middle school and high school (boys)  
 Tennis – middle school and high school (girls)  
 Intramural basketball – elementary school (boys and girls)

## **Team/Player Selection**

- All teams shall have a published tryout period to be determined by the head coach. A coach will decide the method of communicating who has or has not made the team. The coach will follow up personally with those that did not make the team. Players will be selected based on attitude, grades, athletic ability, game skills, and potential. The number of players on a team will be determined by the coach in consultation with the Academy Athletic Director.

## **Team/Captains Selection**

All team captains will be determined by the Head Coach or the Athletic Director. Team captains will be selected based on the following criteria:

- overall positive attitude on the court and off of the court
- acceptable grades
- ability to lead in practice and in games
- positive relationships with teammates, coaches, faculty, administrators, and school community
- display of qualities of a servant leader
- represents the Academy in a positive light at all times, on and off campus

At any given time, if a team captain violates the Academy's code of student conduct that

captain may be asked to resign his/her position by the Head Coach or Athletic Director. The coach may decide to appoint another team captain if there is another candidate worthy of the position.

## **Team Rosters**

<b>SPORT</b>	<b>TOTAL</b>
Basketball (boys JV)	12
Basketball (boys MS)	12
Cross-Country (MS & HS)	No cut
Flag Football (boys HS)	No cut
Tennis (MS & HS)	8
Volleyball (girls MS)	12
Volleyball (girls HS)	9

## **Technical Fouls / Cautions / Ejections**

- Any athlete receiving a conduct technical foul in basketball, a caution (yellow card) in soccer, a caution (yellow card) in volleyball, or a verbal caution in baseball will be removed from that game/match and will not be permitted to play that game or any time deemed necessary by the head coach.
- Any athlete receiving a caution or technical in two consecutive games will be removed from the remainder of that game and suspended from the following game.
- Any athlete receiving two technical fouls in one game, an ejection (red card) in soccer or volleyball, or an ejection in baseball will be suspended from the following game.
- Any athlete who is suspended from two games for cautions or ejections will be removed from the team for the remainder of the season.

## **Uniforms / School Property**

- School property, facilities and equipment belong first to the Lord and He has provided them to Central Academy. Good stewardship is required regarding the care of all facilities. Facilities and equipment are to be used only with permission and/or supervision of the Academy Athletic Department, coaches or staff.
- School team uniforms will be distributed at the beginning of the season. It is the responsibility of the player to take proper care and cleaning of the uniform and to bring designated uniform colors to games. All school team uniforms must be cleaned and returned at the end of the season.
- Team uniforms may only be worn during the game or to school on game day. Athletes may not wear the uniform around the house, to restaurants, PE class, etc.

## **Parent/Student Pledge**

- Parents and students athletes must check with their in-season coach to sign a Parent/Student Pledge acknowledging that they have read and agree to abide by the Central Academy at Lake Park Athletic policies.
- Students and parents are required to sign the Statement of Agreement each year.

*Central Academy at Lake Park*

**Parent Acknowledgement  
Athletic Handbook Form  
2011-2012**

This form is for parents or legal guardians of Middle and High School students participating in the Athletic program at Central Academy at Lake Park. It is meant to ensure that this **Athletic Handbook** has been received and reviewed.

I have received and reviewed the information in the Central Academy at Lake Park **Athletic Handbook** for the 2011-2012 school year.

Parent/Guardian Name (print).....

Parent/Guardian Signature..... Date.....

Student Signature (6<sup>th</sup>-12<sup>th</sup> Grade)..... Date.....

***Please return this form to your child's  
homeroom teacher no later than  
Friday, August 19<sup>th</sup>, 2011.***



**“See, I am doing a new thing!...”**

***Isaiah 43:19***



*Central*  
ACADEMY  
AT LAKE PARK

*3624 Lake Park Road Indian Trail, NC 28079 704-882-6267 [www.centralacademyatlakepark.org](http://www.centralacademyatlakepark.org)*