

Shining Light Academy

2016 ~ 2017

PARENT & STUDENT HANDBOOK



Knight's for Christ

SHINING LIGHT ACADEMY

Dr. Thomas Satterfield

Pastor

Pastor Gary Satterfield

Principal/Administrator

Mrs. Trish Robinson

Elementary Assistant Principal

Mr. Zach Wagner

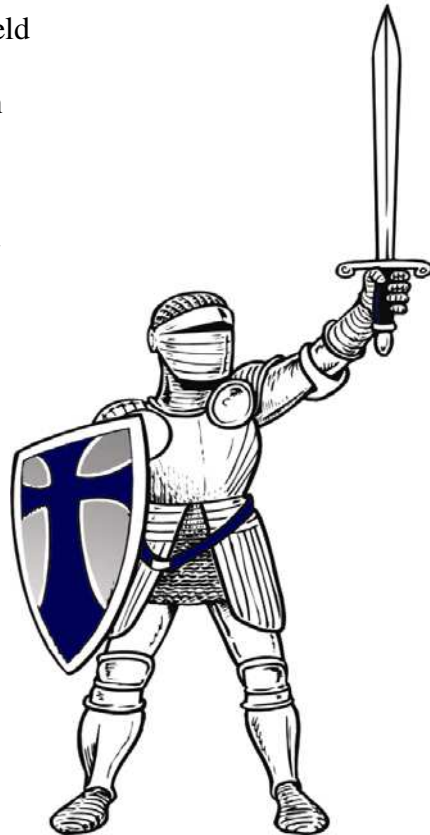
High School Assistant Principal

Mrs. Chasity Ramey

Financial Manager

Mrs. Angela Sexton

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Home of the Knights

Shining Light Academy is a ministry of the

Shining Light Baptist Church

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Dear Parents:

Thank you for considering Shining Light Academy as the place you want your child educated. Why do parents pay twice for their child's education? More and more parents are realizing that the public school system is not teaching the basic skills as it once did. Some parents wish their children to have a Christian atmosphere in which to learn. Others wish to escape some of their pressing problems of public schools, such as a lack of discipline, drugs, theft, fights, size of classrooms, etc.

There are many reasons why parents choose Christian schools over public schools. We exist primarily to teach children about God as He is revealed in the Bible. We hold that the spiritual part of man is to be foremost in his education. We exist secondarily to offer your child a solid academic education. We believe very strongly in maintaining high academic goals at each grade level. All of our teachers are dedicated to giving your child good academic training with a God-centered approach. Every subject will be taught from a God-honoring standpoint in complete agreement with the Bible.

This handbook has been prepared to assist you in understanding of Shining Light Academy's policies and procedures. By reading this booklet you will find the answers to most of your questions. If you have additional questions, please contact the school office at 299-9688.

We thank God for all of our parents who care enough to give their children the very best. May God bless you throughout this school year.

In His Service,
Shining Light Academy

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1.0 INTRODUCTION

1.1 Shining Light Academy Statement of Faith

We believe in:

- One God, externally existing in three persons: Father, Son and The Holy Spirit
- Verbal Inspiration of Scripture
- Total depravity of the natural man
- The virgin birth of Jesus Christ
- The blood atonement
- His bodily resurrection
- Personal and imminent return of Jesus Christ
- Person and work of the Holy Spirit
- Eternal security of the believer
- The separation of church and state
- The autonomy of the local church
- Worldwide missions—the obligation of every church
- Personality of Satan
- Salvation by grace through faith in the finished work of Christ at Calvary, plus nothing minus nothing
- The reality of Heaven and Hell

1.2 Shining Light Academy Mission Statement

Shining Light Academy (SLA) had been a burden on the heart of our late pastor Jimmy Dillon for many years. We feel that God has allowed this dream to become a reality and we praise Him for His blessing in this way. The academy seeks to fulfill the church's God-ordained role in carrying out the Christian education command found in scripture, along with evangelization.

Acts 2:38, 39 "Then Peter said unto them, Repent, and be baptized every one of you in the name of Jesus Christ for the remission of sins, and ye shall receive the gift of the Holy Ghost. For the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call."

Deuteronomy 6:7 "And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou riseth up."

Proverbs 22:6 "Train up a child in the way he should go: and when he is old, he will not depart from it."

II Timothy 3:15-17 "And that from a child thou hast known the holy scriptures which are able to make thee wise unto salvation through faith which is in Jesus Christ. All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: That the man of God may be perfect, thoroughly furnished unto all good works."

Our goal is to aid you as parents in teaching and training your children with the Christian approach to life interwoven in each subject. We desire to exemplify Christian standards of that which is true, honest, just, pure, lovely, and of good report. (Philippians 4:8) Pray with us that God will bless our efforts as we work together in educating young people for Christ.

Shining Light Academy is an extended ministry of Shining Light Baptist Church. The King James Version of the Bible is used in our church, and is the only version used at the academy. We believe that the King James Bible is the closest version to the original manuscripts for the English-speaking people.

1.3 Shining Light Academy Objectives

Our objective: Equipping students academically and spiritually as shining lights who will reflect Christ's glory to the world.

How will we fulfill the spiritual component of our mission?

1. We will provide our students with instruction in God's inspired, infallible Word, the Bible.
2. We will provide students with a moral learning environment where spiritual growth is encouraged and temptations are minimized.
3. We will provide our students with faculty and staff members who model a fervent love for Christ and who present their subject matter from a Biblical viewpoint.
4. We will provide our students with regular chapel service where they can worship and see Biblical worship modeled.
5. We will provide our students with opportunities to respond to the gospel.
6. We will provide our students with opportunities to serve Christ by serving others.
7. We will provide our students with the instruction necessary for them to learn to evaluate academic information by the teachings of the Bible, so they express their view of the world from a Biblical perspective.

How will we fulfill the academic component of our mission?

1. We will provide our students with a balanced Biblically focused educational experience that meets or exceeds state requirements. It will meet general college admissions standards of most colleges or universities.
2. We will provide our students with an academic environment that is conducive to each student doing his or her best.
3. We will provide our students with a consistent challenge to pursue excellence.
4. We will provide our students with instruction relating to good study habits.
5. We will provide our students with research techniques, logical reasoning, and presenting written and oral reports in a concise and comprehensive manner.
6. We will provide our students with the instruction necessary for them to develop creative and higher order and critical thinking skills based solely on Biblical standards.
7. Our goal is to provide our students with opportunities to be involved in challenging academic

classes, technology, athletics, and in the fine arts.

8. We will provide a curriculum that is Biblical, challenging, and that will lead students to make choices in life based on a Biblical view.

1.4 Shining Light Academy's Philosophy

Shining Light Academy operates with a traditional philosophy toward education. By traditional education, we hold to the following:

1. The teacher is in charge of the classroom.
2. The teacher is responsible for providing a structured atmosphere of order in which the students will learn.
3. The teacher has the authority to administer discipline to each child.
4. Homework is assigned regularly and expected to be completed on time.
5. Our textbooks are God-centered, teaching spiritual truths, morality, and patriotism.
6. Our curriculum is paced for the average student.
7. Drill work and memorization are key tools in instruction.
8. Reading is taught by phonics.
9. The teacher is professional in manner, but servant-minded.
10. True learning takes place in this order:
 - 1st Control
 - 2nd Communications
 - 3rd Learning
11. Rules and standards are not obsolete and outdated.
12. God's Word is truth.

We are in opposition to progressive education in which the emphasis is upon the following:

1. Questioning the answers
2. Experimentation
3. The innate goodness of man
4. The suppression of discipline
5. The relativity of all things (including morals)
6. Omitting God and His Word from the educational process

1.5 School Board

The Shining Light Academy School Board consists of the Pastor, Principal/Administrator and Board of Deacons of the Shining Light Baptist Church. The board is answerable to the congregation of the Shining Light Baptist Church in all of its deliberations. The pastor is the under shepherd of the total ministry of Shining Light Baptist Church.

2.0 ADMISSIONS POLICY

2.1 Requirements for Admission

The Staff at SLA views education as a task of edification. In other words, the school exists to aid students who are committed to the Lord as they move forward in their spiritual and academic development. Because the thrust is one of edifying or building up believers, unsaved students tend to see themselves as being out-of-step or even out-of-place if they are enrolled. In admitting students, these general guidelines are followed:

1. Our desire is that at least one of the parents or guardians be saved and live a life that shows a commitment to Jesus Christ and express a sincere commitment of support to the school. This applies, as well, to current students staying in the school.
2. We desire that all our students at some time receive Jesus Christ as their personal Savior and be living a life showing a strong commitment. The final decision on admission is at the discretion of the administrator/principal.
3. If the student is at least twelve (12), that student must express a desire to be at SLA and a willingness to live in accordance with the spiritual, academic, and behavioral standards of the school.
4. A student in 6th -12th grades must have a GPA of 2.0 to be admitted.
5. Children being enrolled in K3 or K4 must be 3 or 4 by August 31st of that school year. Children being enrolled in K5 must be 5 by November 1st of that school year. An assessment will be given before acceptance into kindergarten.

2.2 Procedures for Admission

1. Contact SLA and request a school information packet.
2. After reviewing the information, schedule an interview with the Administration as to why you want your child(ren) to attend SLA. Students in grades 6-12 will be asked why they want to attend SLA as well as their salvation experience. Parents should bring a copy of their child's school records to the interview.
3. The parents and student applicant must attend an interview with the administration.
4. The administration will review the application and inform the family whether the applicant has been granted acceptance or denied acceptance. The final decision on admission is at the discretion of the administration.
5. The non-refundable registration fee will be due at the time of acceptance. Shining Light Academy reserves the right to administer tests and obtain and evaluate test results and transcripts from previous schools prior to a student's acceptance. After reviewing our test results and academic records and teachers, final placement by grade rests solely with the administration. **New students are accepted and placed in a grade on a nine-week probationary period.**
6. Student(s) will start the day after their enrollment process has been completed. This would enable the teacher(s) to be notified and to be prepared for the next day with the necessary items required in a timely manner for them.

2.3 Other Requirements

1. Birth Certificate (K3, K4, K5) with the official seal embossed thereon.
2. Immunization records - signed by the physician (K3, K4, K5).

3. Transfer of Records - provide name, address, and phone number of previous attended school.
4. Complete Physical Examination, less than one year old (K3, K4, K5).
5. These requirements for K3, K4, and K5 are required to be returned to the school prior to your child's first day of school.

2.4 Re-enrollment Policy

1. Re-enrollment for students expecting to return to SLA will occur in the middle of February.
2. Current students will have first access to space available.
3. At the end of the re-enrollment period, classroom space will be open to new students on March 1st.
4. Enrollment will continue until August or until the class is full.

2.5 Discrimination/Statement of Cooperation

1. SLA admits students of any race, color, or national origin to all rights, privileges, programs, and activities generally available to others.
2. Parents are required to sign a Statement of Cooperation when registering their children for the school year. Signing The Statement of Cooperation within the application is stating the parents/guardians and students (grades 6-12) have read and understand the policies and procedures described in this handbook. Also it is understood that you agree to abide by all of these policies and procedures both on and off campus.
3. It is understood that attendance at Shining Light Academy is a privilege and not a right. That privilege may be forfeited if the student or parents are not in harmony with the school or the student is not making satisfactory progress toward graduation.
4. An uncooperative attitude on the part of a student or parent in reference to the regulations and rules of the school and their enforcement will not be tolerated. If an attitude of Christian humility and cooperation is not possible by either a student and/or parent, then the student will be dismissed immediately.

3.0 FINANCIAL POLICY PLEASE GET AN UP TO DATE TUITION FROM THE SCHOOL OFFICE

3.1 Student fees cover a wide variety of expenses depending on the grade level. This fee covers consumable books, rental books, student accident insurance, achievement tests and other testing materials, school grounds upkeep, yearbook, K3 – K4 cot rental, K3 – K4 morning snack, K3 – 5th art supplies, 6th – 9th PE uniforms, PE/Recess equipment, Fine Arts, 9th – 12th Lab fees, graduation fees for K5 and 12th, along with student dues for the NC Christian School Association. **Student fees are non-refundable after school begins. Student fees are due by June 1, 2016.** Students enrolled after June 1rd will pay student fees along with the registration fee at the time the enrollment form is submitted.

3.3 Tuition Fees due August 1st – May 1st: Please get an up to date tuition from the school office

Multi-child discount: 2nd child = \$500 per year
 3rd child and up = \$800 per year
Senior Pastor Discount: \$500 per year per child enrolled in Shining Light. (Discounts
 will be prorated and taken monthly)

School tuition payments are set up on a ten (10) month payment schedule (August 1 through May 1). New or transfer students enrolling after the first day of school will be given a prorated tuition based on the number of days left in the school year.

All monthly payments must be made on time. Monthly payments are due by the first of each month. Payments made by the fifth of each month are not considered late. After the fifth of the month, a late fee of \$5 per school day will be applied to your account. The late fee will be capped at \$25. No student will be allowed to take exams if all accounts are not current. Report cards, as well as all documents contained in the student records, will be held (without the option for reviewing them) until the account is current. Should an account not be paid by the last day of the month, the student will not be allowed to attend classes beginning the first day of the next month. Should legal action be required to collect a delinquent account, the delinquent party will be responsible to pay all attorney fees, collection fees, late fees, or court fees that the school or its agents should incur.

3.4 Method of Payments

1. Personal check, cashier's check or money order (SLA is unable to accept postdated checks or third party checks.)
2. Online bill pay through your financial institution. (Set up online banking with your financial institution to have payment arrive by the first of each month. Your financial institution will mail the payment to our address. Some financial institutions do this at no charge to you. Late fees still apply if the check arrives after the fifth of the month.)
3. No cash please.

3.5 Tuition Payment Options

1. Give your personal check, cashier's check or money order to your child's teacher to turn in to the office.
2. Pay the financial administrative assistant in the office (*if you require a receipt*)
3. Use the payment drop box after hours (*if you do not need a receipt and are paying after hours*)
The payment drop box is located on the right exterior wall as you would enter the main school office doorway.

3.6 After School Care Program Fees

Our school day runs from 8:00 AM until 3:00 PM. We have After School Care available for K3 – 12th grade students needing care beyond school hours. After School Care is available from 3:15 PM – 6:00 PM. These fees are paid weekly to the After School Care worker on duty. A late fee of \$5 per family is incurred when the account is not paid by Monday of the week following when services were rendered. After School Care late

fees will be added for each week that a past due balance remains on the account. Should an After School Care account not be paid by the last day of the month, the student will not be allowed to attend classes beginning the first day of the next month. Refer to section 4.2 for late fees applied if your child is not picked up by 6:00 PM.

3.7 Release of Student Records

All accounts owed to SLA must be paid in full before any and all documents contained in the student records will be released. Please allow one week for the processing of student records, transcripts, or diplomas once all the accounts are current.

3.8 Returned Checks

There will be a \$35.00 handling fee for any checks returned to the school by your financial institution for any reason. If your personal check has been returned more than twice, we must insist that future payments be made by certified funds or money order for the balance of the school year.

3.9 Withdrawals

Once school begins there will be a \$150.00 early withdrawal fee per student should you choose to withdraw your child(ren). To withdraw a student, please fill out a withdrawal form in the office. Once a withdrawal form has been completed, it will be determined whether a refund is warranted or a remaining balance is due. (This is determined by comparing the amount of school days the child has attended versus the amount of tuition already paid. The registration fee is non-refundable. The student fee is non-refundable once school starts.) Please allow two weeks from the date a withdrawal form has been turned in to the office for a refund check to be available. Please note: No school records will be sent if there is an outstanding balance on the student's account.

3.10 Referrals: Please see an up to date Buddy System Form

If a new referral enrolls after the first day of school, the tuition credit will be based on the percentage of school days remaining. If you need referral forms, please contact the school office.

4.0 SCHOOL HOURS

4.1 Before School

1. Students driving to school must park their cars in the parking lot in front of the retention pond, marked as student parking.
2. Speeding or reckless driving of any kind is prohibited whether on SLA campus or attending an away school activity.
3. Students are not allowed to sit in cars after arrival or to be at them during the day without written permission by a staff member.
4. Shining Light Academy will be in session from 8AM-3PM for grades K5-12th, Monday through Friday, and 8AM-2:45PM for K3 & K4.

5. Students in grades K3-12th arriving after 7:30 AM are to go to the SLA cafeteria until the 7:55AM bell rings.
6. Early morning care will be available beginning at 7:30 AM. **We must ask that no student arrive earlier than 7:30AM.** Parents, you may provide a light breakfast for your student during this time.
7. Parents with students in K3-2nd grade are required to come into early morning care and sign your student's name on the appropriate class sheet in the cafeteria.

4.2 After School

1. Please pick up your children on time. K3-12th grade students who are not picked up by the grace period of 3:15PM are required to be in After School Care and will be charged \$8 per child for the day. This includes all students.
2. In case of emergency, please call to let us know if you will be later than your designated time. Parents will be charged a fee of \$12.00 per family for every 30 minutes past the 6:00PM closing time. Let's remember to be considerate of our After School Care workers as they also need to get to their homes.
3. Only the authorized personnel listed on your application will be allowed to pick up your children. If your child will be riding with someone other than their usual ride, please provide advance written authorization to this one time change, otherwise we will not honor your verbal requests.

5.0 SCHOOL SAFETY

5.1 Parking Lot Safety

Please be extra careful in the parking lot to avoid accidents that may cause injury to our students. If you must get out of your car, please make sure you are in a designated parking space and turn off the ignition. Each teacher is asked to remain with their students until the student's ride arrives, in order to assist in getting the children to the cars in the afternoon. Parents of pre-school children must park in the parking lot and come into the building to get their child for safety reasons.

5.2 Parking Lot Traffic Flow



6.0 ATTENDANCE POLICY

6.1 Responsibility

Regular school attendance is essential for learning. Sporadic or irregular attendance causes the student to lag in academics and spiritual growth, thus endangering academic and spiritual progress. Parents should insist on faithful attendance by their children. Parents will be notified of excessive absences.

6.2 Recognition for Faithful Attendance

Special recognition will be given annually for perfect attendance.

6.3 Absences

The NC Division of Non-Public Education recommends that SLA operate for a school term of 180 school days. Students in grades 1-8 can miss no more than twenty (20) school days (excused or unexcused absences and pass for the year). Students in grades 9-12 can miss no more than ten (10) days during a semester course and twenty (20) days for a full year course to receive credit for that class. Attendance will be taken each class period by the teacher. Only the administrator/principal, in cases of accidents, surgery, etc., can make exceptions. Extended illness will be considered if we are provided with a documented doctor's statement. Please contact the school office to schedule a conference for an exception.

6.4 Excused and Unexcused Absences

1. **Excused Absences** - In order to gain the most from school, each student must be regular in attendance. "Excused" absences are listed as follows:
 - a. Illness
 - b. Court proceedings
 - c. Quarantine
 - d. Death in family
 - e. Medical appointments
 - f. Other reasons considered appropriate by the administration

After an absence, a student must have a written dated note specifically explaining the absence. If a reason for absence is not stated, an unexcused absence will be given. This note must be signed by a parent or guardian and sent to the child's teacher the day the student returns to school. Parents are required to send in a note the day the student returns to school explaining the absence. Make up homework will be assigned if a note explaining the excused absence is provided.

2. **Unexcused Absences** - Absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Students with unexcused absences will not be allowed to make up missed schoolwork, tests and quizzes. A zero will be given in every class missed.
3. **Requests by Parents for Students to be Absent** - Parents may request special permission for students to be absent when such absences are required by the family. Permission must be requested in writing to the administration at least three days prior to the absence. Missing tests or special programs should be avoided. Students having academic difficulty shall not be absent.

6.5 Tardiness

1. Students arriving after 8:00 AM are considered late and will be given a tardy on their attendance record. (Exceptions will be made in cases of inclement weather). If a student (grades K3 through 12th) arrives on the campus after the 8:00 AM school bell, they must come to the school office to sign in. (This includes students who have arrived on campus late due to inclement weather). Upon signing in, the student will be given a permission slip to enter their individual class. At 20 tardies, the student may be suspended. At each multiple of 5 tardies to follow, a parent conference will be

required with administration.

2. Students must be in attendance at least four (4) hours during the day to be counted present for the day. Any student who has 10 tardies in a 9 week period will be required to meet with the administration along with a parent or guardian. If any student has an unexcused tardy after 10 in a 9 week period, he/she will not be permitted to make up any work missed as a result of being tardy.
3. **Three (3) Tardies will equal one (1) absence.**

6.6 Early Dismissal

1. Any student needing to leave school early is required to bring a note indicating the time and reason for dismissal. Parents, please report to the school office to sign out your child. We will page the room and have the student released to the office.
2. Early dismissals are defined as those times when a student must leave the school campus early. If the student is in attendance for at least four (4) hours, the student will be counted present for the day. If they have not been in the classroom for at least four (4) hours of the school day, the student will receive a full day absence on their attendance record.
3. Notification of early dismissal needs to be presented to the school office at least three days in advance of a planned early dismissal (i.e. doctor's appointment or a family trip). However, in the event of emergency or last minute change in appointment, the office must be notified by phone.
4. Students are not permitted to leave the school grounds during school hours without permission of the administration and their parents. Students are expected to be on the school grounds from arrival in the morning until school dismissal in the afternoon.
5. **Three (3) Early Dismissals will equal one (1) absence.**

6.7 Make-Up Work

1. If a student misses class for an excused absence, he/she is to secure missed class work from the teacher or a fellow student and complete it as is designated by the teacher. (Usually this would mean one day of makeup time for each day missed plus a day.) Failure to make up work in the allotted time will result in a zero.
2. It is the responsibility of the student to secure missed homework and make-up tests when absent from school. Missed work may be made up for credit if made up within the time frame stated above.
3. Parents may call the school office and request homework information but the request must be made before 9:00 AM on the day of the request, and they need to supply information as to how the homework will be picked up. Homework may be picked up in the office between 3:00 - 3:30 PM.

7.0 STUDENT BEHAVIOR

7.1 Philosophy of Discipline

Leadership and faculty of SLA strongly believe that each student is created in the image of God, is possessed of worth, dignity, and reason, and is capable of living his/her life making wise choices. Wise choices are those in agreement with the counsel of God. It is Jeremiah who says, "O Lord, I know that the way of man is

not in himself: it is not in man to direct his steps” (Jeremiah 10:23). Therefore, the purpose of a discipline system is to teach each child to live a structured life under the counsel of God. All discipline problems will be handled as soon as practical. Discipline will be handled lowest level and will be administered by the classroom teacher whenever possible. All office referrals sent to Administration will be serious in nature and punishment will fit the offense. Any student refusing discipline will be referred to the office immediately for Administration to handle the problem.

The staff of SLA strives to develop a disciplined lifestyle in students. Discipline is viewed as positive training (Proverbs 22:6) that leads to an acceptance of the need for a structure in living for God and in accepting God’s authority over us and His ownership of us (Romans 14:7-8). A disciplined life brings blessing, but there is also a negative side. Poor behavior results in negative consequences and punishments. Examples of typical corrective measures are reprimands, loss of privileges, student/teacher conference, parent/teacher conference, parent/teacher/administrator conference. Students may receive detention, suspension, and/or expulsion for excessive accumulation of infractions or failure to abide by the standards of conduct set forth in this handbook whether attending on or off campus activities. Obedience to a few simple expectations will enable any student to avoid disciplinary probation or more severe consequences.

1. Faithfulness to the school’s provisions to develop suitable spiritual growth and development.
2. Faithfulness to the school’s provision for suitable academic growth and development.
3. Respect for the authority of the School Board, the Administration and the faculty. Proper titles of address should always be used.
4. Respect for the personhood of all students regardless of ethnic or racial origins, economic status of the family, academic ability, or church membership.
5. Acceptance of reasonable rules of behavior in classrooms, hallways, and lunch rooms related to loudness, physical contact between the sexes, and general rowdiness.
6. Observance of the dress and hair codes.
7. Rejection of the fads and practices of the current worldly culture.

Attention to these rules will enable any student to avoid problems of a disciplinary nature. These rules apply to all school functions on or off campus.

7.2 Discipline System—Pre-school (K3, K4, and Kindergarten)

Discipline in the pre-school and kindergarten grades will be handled by the teacher. Difficult cases may be referred to the school administrator/principal. Parents may be called in to assist with the discipline of the child.

7.3 Discipline System—Elementary (1-5 grades)

Discipline in the elementary grades will be handled by the teacher. We will use a positive approach to discipline that involves reward and the loss of reward as our primary method of discipline. Positive discipline provides better results for the overall class situation and better results for the child. If a child fails to respond, he will be sent to the Administrator/principal’s office. Parents may be called in to assist with the discipline of

the student. Elementary students may be disciplined under the middle/high school detention, suspension, or expulsion policies.

Elementary Discipline Guidelines

A disciplined environment combined with a loving attitude creates the most effective learning environment. The teacher is the first-line enforcer of the school's rules and standards. Most minor discipline problems which occur in the classroom are handled by the teacher. If the problem persists, the teacher will send a note home or call the parent. If this does not resolve the above problem, then, the student will be sent to the administrator's office which may impose some form of discipline or counseling. All major offenses such as lying, cheating, stealing, use of bad language, disrespect, and fighting will be sent to the administrator immediately. Any question concerning a discipline problem should first be discussed with the teacher.

1. Classroom teachers are responsible to monitor and administrator internal classroom discipline, i.e. name on the board, loss of privilege, behavioral management systems, etc. A guideline of the maximum number of offenses will be pre-established for each grade level by the teacher.
2. When a maximum number of offenses have been surpassed, a letter will be sent to the parents outlining the cause and requesting reinforcement at home. If the student reaches the maximum number of offenses the second time, the teacher will send another letter informing the parent of the infraction(s). The teacher will also request a conference with the parent.
3. If a student demonstrates direct disobedience or disrespect, the child may be dismissed from class and sent to the asst. principal or administrator's office. The administrator will deal appropriately with the student. The parent will be notified by a letter informing them of the infraction(s) and requesting reinforcement at home.
4. Should a child be sent to the administrator's office a second time for the same offense, the parent(s) will be notified and a conference with the teacher, parents and administrator will be requested.
5. Should a pattern of classroom or school infractions occur, the student's record will be reviewed for possible expulsion from school.

7.4 Discipline System - Middle/High School (6-12 grades)

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ and should not be merely conformed to man-made regulations. However, our young men and women are expected to observe the following general items of conduct:

1. Proper respect: respect of authority to the administration, faculty, and all school and church staff is expected at all times.
2. Proper speech: vulgarity, profanity, and lying have no place in this school. The use of slang and euphemisms is improper and will be corrected.
3. Boisterousness: undue boisterous action or talk will be out of order at all times.
4. Respect for property: mutilation and willful destruction of property that belongs to the school, a fellow student, or staff member will not be tolerated at any time.
5. Proper conduct: High school students are expected to conduct themselves as Christian ladies and gentlemen while in school and on the school campus. They should exemplify Christian unselfishness and kindness in their dealings with faculty and fellow students. Rough-housing,

rowdiness, running on the breezeways, and yelling in school are not allowed.

6. Proper conduct of couples: Proper conduct with the opposite sex is emphasized at SLA while on campus for any reason, school activity, etc. Couples are not allowed to loiter by lockers, the gym, foyers, the parking lot, or other areas of the campus. They are not permitted any physical contact at all; they may not sit together in cars on the school campus.
7. Proper attitude: Attitude is a measure of one's spiritual life. A good attitude is characteristic of someone whose heart is "in tune" with His Savior. A griping, destructive, critical, or cynical attitude grieves the Holy Spirit and is destructive to one's Christian growth and fellowship and will not be tolerated at Shining Light Academy.
8. We desire our young people to maintain high standards of courtesy, kindness, morality, and honesty. We desire our young people to provide good examples of leadership to their peers as well as to our younger students. We expect all of our students to always show respect for those in authority at all times.
- 9.

Demerit Policy

The purpose of the demerit system is to provide a measurable standard of documenting behavior patterns or character problems that are not God honoring and Christ-like. Having the matter called to a student's attention, he should then discipline himself or seek help to overcome this problem in a biblical fashion. It is important that students do not just conform to the "letter" of the law but understand and follow the "spirit" of the law.

When students receive a demerit(s), they must sign the demerit slip. This only acknowledges they have been given a demerit(s); it does not necessarily mean they are guilty of an infraction. Students have three school days after receiving a demerit slip to first appeal to the teacher, then, if necessary, to the administrator. Demerit totals will be recorded on report cards. Students begin each semester with "zero" demerits. Demerits issued by substitute teachers will be doubled.

Demerit Penalty Guideline

Our demerit system addresses, but is not limited to, the following offenses and demerit amounts. The following examples of offenses will be given one demerit penalty on the first and second offense, two demerits on the third and fourth offense, and three for each additional offense per semester for the same type of infraction:

Dress code violation	Hair code violation
Chewing gum, eating candy in class	Lack of attention
Tardy to class	Failure to follow instructions
Disorderly conduct	Note writing/passing notes
Excessive noise in the hall or lunchroom	Improperly disposing of trash
Personal property left on campus	Not prepared for class
Class Disruption	Talking without permission
Facial Hair	

The following examples of offenses are considered very serious and will receive a major demerit penalty of 15 demerits. Suspension or expulsion could become immediate without using the demerit system.

Cheating	Lying
Fighting	Vulgarity or Profanity
Personal Contact	Defacing property
Pornography	Stealing
Forgery/Plagiarism	Skipping Class
Smoking/Alcohol/Drugs	Disrespect to Teacher/Student
Direct Disobedience	Disrespectful Attitude
Suggestive/Inappropriate Language	Bullying

Demerit Process of Discipline

Accumulation of 5 Demerits: Letter to parents

Accumulation of 10 Demerits: Letter to parents and detention

Accumulation of 15 Demerits: Letter to parents and detention

Accumulation of 25 Demerits: Administrative meeting with parents and detention

Accumulation of 35 Demerits: One day out-of-school suspension and any class work on that day will receive zeros. Tests, quizzes, and projects may be made up but the score will be reduced by 10%.

Accumulation of 45 Demerits: Administrative meeting with parents and the student will receive a one day out-of-school suspension. Any class work on that day will receive zeros. Tests, quizzes, and projects may be made up but the score will be reduced by 10%.

Accumulation of 55 Demerits: Expelled from school

“35 Demerit Rule” Any student that has earned 35 demerits or more in both semesters during a school year will be expelled if he reaches 35 demerits during the first semester of the next school year.

Conduct of Students

In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The ***definition of “immoral act” is:*** Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act. The Bible strictly forbids such conduct which includes immoral actions as well as advocating such sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb.13:4)

Physical Contact/Immorality During School Hours: Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Behavior should always be above reproach.

During Non-School Hours: We expect our students to maintain a strong Christian testimony. Inappropriate conduct outside of normal school hours could affect the student’s standing in school. Students are expected to maintain high moral standards. Use of alcohol, drugs, immoral activity, use of tobacco, etc. will lead to expulsion. Students should avoid attendance at functions or events that would draw into question the testimony of a student at SLA.

7.5 School Detention (Demerits continue to stay on student’s record)

Things that automatically warrant Wednesday detention for 45 minutes are:

1. Out of class without permission
2. Disrespect to other students, verbally or to their property
3. Direct disobedience
4. Inappropriate behavior in chapel
5. Improper dress
6. When a child displays a bad attitude and is uncooperative

7.6 Merit: If five or less demerits and student goes Monday thru Friday without receiving any demerits he will lose four demerits. Does not apply if a student has more than five demerits. All demerits are removed at the end of each semester. Remember: “35 Demerit Rule” still applies.

7.7 Detention Policy

1. Failure to be present for a detention hall at the assigned time will result in two automatic detentions.
2. When either the principal or teacher imposes a detention on a student, notification will be made to the parents stating the reason for the detention and the date.
3. No special transportation will be provided for students who must attend.
4. Parents must provide transportation.
5. Saturday detentions may be physical work or classroom work at the discretion of the administration.
6. Detentions may require the student to write an essay citing Biblical passages related to the offense or copy Scripture relating to the offense.
7. Essays will be reviewed and returned to the student. If the essay is found to be unsatisfactory, then the student will serve another detention.
8. Copies of Scripture verses will be inspected for completion.

NOTE: The first detention will be served on Wednesday mornings from 7:00 to 7:45. The second detention will be served on Saturday. Three or more detentions are grounds for suspension or expulsion policies.

7.8 Saturday Detention

Detention: Students may receive a detention for various violations of policies. Such students are required to attend school on Saturday morning from 8 to 9 and pay a \$25 fine. If a student has more than one Saturday detention, the school may extend detention one hour or schedule an additional detention day. An additional \$25 fine will be collected. Some reasons for Saturday detentions are:

1. Defacing school property (plus payment for the cost of repairs or replacement)
2. Third offense of a Wednesday morning detention
3. Lying and/or deception.
4. Cheating, copying, or letting someone copy work.

5. Possession of rock music, rap music, or other questionable music.
6. Plagiarism.
7. The fourth and additional detentions within a 1 week period. (Each will result in one Saturday detention)
8. Third offense of cell phones, iPod's, cameras, video equipment, lap top computers, electronic games, or any other such equipment are not to be brought to school without permission from administration. Any such unauthorized equipment brought to school will be kept until the parent/guardian picks it up in the school office.
9. Unreturned signed report cards.

Saturday detentions will be approved by the administration and parents will be notified. If a student warrants a third Saturday detention, they will be suspended for two days.

7.9 Suspensions

All suspensions will be out-of-school suspensions (OSS) given by the administration, and parents will be notified. Behavior that warrants suspension will not be tolerated. We believe that God is a God of mercy, but we believe that He wants us to walk upright in the world. A discussion with the parent(s) may be held before a suspension is given.

1. Stealing (must make restitution) - two day suspension; no second offense will be tolerated.
2. Gambling - two day suspension; no second offense will be tolerated.
3. Any act of disrespect for a staff member - two day suspension; no second offense will be tolerated.
4. Using profanity, obscene language, and obscene gestures - two day suspension; no second offense will be tolerated.
5. Physical contact between sexes will result in a detention. Any public display of affection will result in suspension. Acts of immorality will result in expulsion.
6. Entering another student's locker without permission - two day suspension; second offense - four day suspension; no third offense will be tolerated.
7. Spitting on another person - two day suspension; no second offense will be tolerated.
8. Skipping school - two day suspension; second offense - four day suspension; no third offense will be tolerated.
9. Saturday detention skipped - two day suspension; no second offense will be tolerated.
10. Bullying, Intimidation - in no case will bullying be tolerated.
11. Fighting - two day suspension; no second offense will be tolerated.
12. Three Saturday detentions will result in a two day suspension.

After a student is suspended for the second time, the student will be dismissed if a third suspension is warranted. With any suspension, the student is notified of the possibility of being dismissed.

7.10 Serious Offenses and Discipline

1. Assault and battery to a student, faculty, or staff member

2. Possession, use, sale, and/or distribution of drugs or drug look-alike
3. substances, drug paraphernalia, alcohol, or tobacco products
4. Possession or use of firearms, dangerous toys, knives, fireworks or other weapons, or threat to bring any object intended as a weapon
5. Indecent behavior, harassment, molesting student, faculty, or staff member
6. Riot participation or inciting to riot
7. Vandalism, arson or attempted arson, theft
8. Bomb threats
9. Any known act of immorality

THESE OFFENSES ARE OF SUCH A SERIOUS NATURE THAT THE CONSEQUENCES WILL RESULT IN MULTIPLE DAYS OF SUSPENSION PENDING IMMEDIATE EXPULSION. THESE MAY BE VIOLATIONS OF CIVIL AND CRIMINAL LAWS. THE SCHOOL IS NOT A SANCTUARY FROM PROSECUTION IN THE COURTS FOR SUCH VIOLATIONS OCCURRING DURING SCHOOL, ON SCHOOL PROPERTY, OR DURING A SCHOOL SPONSORED ACTIVITY.

This list of behavioral problems is not intended to be conclusive as stated. Anything that upsets the educational process will be considered an infraction. Being given the responsibility of overseeing these students, we maintain the right to decide with the wisdom that God gives us the proper correction action for each individual. **Remember:** Attending SLA is not a right, it is a privilege. Detention, suspension, and expulsion only affect a small percentage of our student body.

7.11 Office Discipline Referrals

A student may be sent to the office if the teacher has already assigned demerits and contacted the parent or if it is a serious offense such as using profanity, stealing, etc. When a student is sent to the office for serious discipline offenses, the following steps will be taken:

1. Contact may be made with the parents by the administration, if necessary.
2. Disciplinary action will be imposed.
3. The student will be dealt with from a spiritual standpoint.

7.12 Resolution of Problems

Every effort is to be made to resolve problems at the lowest level possible. SLA believes in following the Biblical solution to interpersonal conflicts which is found in Matthew 18. If you have a complaint, go first to the people directly involved. Most problems are resolved at this level. If no satisfactory solution is reached, arrange a conference with that person and the administration. If satisfaction is still not achieved, the school board may be advised in writing. The school board will make the final decision in such cases.

7.13 Dress and Hair Code

The key words in describing what are acceptable as school clothing is MODESTY, REASONABLENESS,

and NEATNESS. Students should avoid clothing that is sloppy, baggy, clingy, or tight fitting uniforms. Dressing appropriately is a part of the disciplined life that God requires of each of us. I Timothy 2:9 speaks directly to the need for modest apparel for females. I Corinthians 11 speaks to the issue of hair. Close study of such passages would indicate immodest apparel is an indication of a heart condition that is not pleasing to God. I Samuel 16:7 states that “...for man looketh on the outward appearance, but God looketh on the heart.” For these reasons, standards of modesty, reasonableness, and neatness will be applied to both dress and hair styles for both males and females in the student body.

It is admitted that many of the standards have nothing to do with issues of right or wrong. The standards become an attempt to establish some uniformity in dress and hairstyles that are applied equally to both males and females. The faculty and administration of SLA have no desire to place undue hardship on parents. Reasonableness will be applied, and students will be dealt with on an individual basis. However, standards of modesty in dress must and will be applied to males and females alike. Therefore, the support of parents is sought in the matter of dress. Both the principal and the faculty are willing to discuss matters of dress and hairstyles with those who inquire.

I. KINDERGARTEN, ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL BOYS AND GIRLS

All students are to be neatly dressed, a sloppy appearance is unacceptable and must abide by SLA’s school uniform guidelines. Worldly slogans or advertising is not permitted. Small manufacturer logos are acceptable. Students must be in dress code for school trips and extra-curricular activities unless authorized otherwise. ***All school functions, church and school programs, any trips off campus, athletic events, and while on campus before and after school are included.***

Clothing that presents a safety hazard is not to be worn (flip flops, beach shoes, croc’s, over-sized shoes). The school discourages upon extreme fads of any nature. We reserve the right to initiate policies on new fads and changes in the style throughout the school year should we deem it necessary. Decisions will be based on Romans 12:1-2 concerning clothing conformity. Does it reflect Christ or the world?

Romans 12:1-2 “ *I beseech you therefore brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. (2) And be not conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.*”

2. BOYS - GENERAL GUIDELINES

1. No body piercings are allowed on boys.
2. No necklaces or earrings of any kind, including clear earrings, are allowed on boys.
3. No jewelry, except for rings and a watch, may be worn.
4. If a boy needs a haircut, a note may be sent home with reasonable time allotted to get one.
5. Hair must be neat and well groomed. Hair should not be in the student’s eyes. Dreadlocks or mohawks are not permitted.
6. Hair must not touch the top of the ears, collar, or eyebrows and have a reasonable degree of taper

and thinning completely around.

7. Hair must not be cut in such a way that inappropriate attention is drawn to the wearer. Hair should not be of an unnatural color and must be neatly combed.
8. Side burns may not be longer than the middle of the ear.
9. Shoes must have backs and be appropriate for play. No roller wheels.
10. Socks must be worn at all times.
11. No beards or mustaches, and boys that need to shave, must do so, boys must be clean-shaven
12. No flip flops, beach shoes, crocs, sandals, or oversized shoes
13. Uniforms that are excessively wrinkled are not acceptable.
14. No camouflage clothing is allowed.
15. No hats may be worn in school.
16. Students are not to write or draw on themselves or other students.
17. No hoods may be worn on or over the head at anytime on campus.

SHIRTS

1. Students are to follow SLA current uniform policy.
2. Shirts are to be buttoned and tucked in at all times.
3. No tight shirts, athletic shirts, or jerseys of any kind may be worn, except for game days and approved by coaches.
4. Sweat suits, wind suits, and other athletic apparel may not be worn. Shirts cannot be worn as a jacket.
5. A sweater or sweatshirt may be worn but must have an appropriate shirt (as outlined in our school uniform guidelines) underneath since the boy may desire to remove the outer garment when warm. Sweatshirts and jackets worn regularly in class must be school colors and have a school.

PANTS

1. Pants should fit properly. They should not be too long, short, not too tight, or oversized.
2. Pants must be worn on the waist.
3. For boys in K5 through 5th grade, belts must be worn at all times unless their pants do not have belt loops. Pants without belt loops must fit secure around waist and not sag.
4. Boys in grades 6-12 must wear a belt at all times.
5. Pants should be in good condition with no fraying or holes.
6. No shorts are allowed except PE shorts during class and sports shorts if participating in school sporting event.

3. GIRLS - GENERAL GUIDELINES

1. Hair should be neat and attractively maintained. Hairstyles should be conservative and out of the eyes.
2. Hair should not be of an unnatural color.
3. Jewelry should be worn in good taste.

4. Earrings may be worn in the lobe only. No other body piercings are allowed.
5. Must follow school uniforms guidelines
6. Modest shorts may be worn under skirts to provide for more modest play on playground equipment.
7. No hats should be worn in school.
8. Shoes must have backs and be appropriate for play. There will be no flopping shoes. Sandals are permitted, but a strap in the back is required. No roller wheels on campus. No flip flops, beach shoes, Crocs, or oversized shoes.
9. Students are not to write or draw on themselves or other students.
10. No hoods may be worn on or over the head at anytime on campus.
11. No camouflage clothing is allowed.

ALL CLOTHING FALLS UNDER SCHOOL UNIFORM GUIDLINES

1. Must follow school uniforms guidelines. YOU CAN RECIVE A COPY AT THE SCHOOL OFFICE
2. Shirts should adequately cover the waistline and should not expose the midriff while the student is performing normal school related activities (studying, retrieving books, raising hand, etc.)
3. No t-shirts, crop tops, short tops, or spaghetti-strap tops are acceptable.
4. Shirts may be short or long sleeved.
1. Homecoming and banquet dresses are to be approved in advance by administration. These standards also apply to guests of our students.

7.14 DRESS CODE VIOLATION AND DISCIPLINE SEE DEMERIT GUIDLINES

THE ADMINISTRATION WILL HAVE FINAL AUTHORITY ON ALL MATTERS OF DRESS AND HAIR CODES.

7.15 PARENTS' DRESS

In a day of immodest dress, it is difficult to teach young people to dress in a neat and modest fashion. For this reason, we ask that parents who come on our campus dress in accordance with the rules of our students. Please follow this dress standard when coming on campus, attending school functions, or entering the buildings. Your help in this area will be greatly appreciated. It is difficult for us to enforce these standards with our students when parents are in violation.

If a parent has a question about the dress code at any time, they should feel free to contact the administration. Because dress is so important in our identification as Christians, any dress that portrays identification with ungodliness will be unacceptable.

7.16 General School Rules

1. Students are not allowed to leave the school campus during school hours unless they have parental permission and approval from school administration. Parents must sign students out in the main

- office and receive a dismissal pass. No student is allowed to leave the campus on foot.
2. Students are to be quiet and respectful of other classes while in the hallways.
 3. Comic books, iPods, cameras, video equipment, laptop computers, etc., toys, radios, tape or disc players, iPads, electronic games, dice, beepers, and other such devices are not permitted on the school campus and during extracurricular activities. They will be confiscated by school administration and held for parents to claim from the office. If special permission is granted by a teacher to use any of these items for a class assignment, they must be stored in that teacher's room until needed.
 4. No sunglasses, hats, or other head coverings are to be worn inside the school building, unless allowed for Spirit Week or special fundraisers.
 5. Students are not allowed to smoke, have cigarettes, cigars or any tobacco products, matches, or lighters in their possession while on the school campus or while on a school sponsored activity away from school grounds.
 6. Students are not allowed to have firecrackers, stink bombs, or explosives of any kind while on campus.
 7. Students should not cut any classes for any reasons.
 8. Questionable or objectionable reading materials, tapes, pictures, etc. are prohibited.
 9. Students are not to fight, push, or shove other students or adults.
 10. Students are not to use profanity or yell in hallways, stairwell, or classrooms.
 11. Students will not write on or deface any part of the school building, desks, lockers, etc. Students will be required to clean or replace any damaged school property at current replacement value.
 12. Hall passes are required for all students when in the halls or bathrooms while classes are in session. Only faculty, administration, and school office staff can issue passes.
 13. No public display of affection (PDA) is permitted between students on the school campus at any time and/or while on school sponsored activities.
 14. The school reserves the right to search and inspect any of its property, including any locker, desk or room and seize any suspicious or inappropriate items found therein.
 15. No knives, guns, or play (toy) weapons of any kind are permitted on campus.
 16. No illicit drugs or alcohol are permitted.
 17. Students are not allowed to chew gum at any time on the school campus.
 18. Gambling in any form is not permitted. This includes the traditional playing card games.

7.17 General Classroom Rules

1. All pencil sharpening must be done before class begins.
2. Students in 6-12 grade are late for class if they are not in their desk when the bell begins to ring.
3. Students are not dismissed by the sound of the bell, they are dismissed by the teacher.
4. Students are not allowed to walk out of the classroom for any reason without permission.
5. Students are expected to do their best in all classes and to do all of their homework assignments.
6. Students are expected not to hinder their teachers from teaching or other students from learning.
7. Students shall pick up all trash around their desks at the end of each period.
8. Students are expected to bring to class all necessary books and supplies.

9. Students are not allowed to bring book bags into classrooms in grades 6th-12th. Book bags must be kept in lockers. (No pull bags in 6th-12th).
10. Students are responsible for keeping all books and belongings in their locker except for those books and materials needed for each class. Any books found on campus will be sent to the office. Students shall pay \$1.00 each, per occurrence to redeem them.

8.0 ACADEMICS

8.1 Curriculum

Shining Light Academy has a strong academic program beginning with our preschool classes. We use curriculum that is published by A Beka Book and Bob Jones University Press. Our curriculum is planned to fulfill the requirements of North Carolina for high school graduation while meeting the desires for a distinctively Christian education.

Our program is geared toward the average student but produces above-average results. Shining Light Academy students last year tested above the national average on standardized achievement tests and spiritual standards are high with added emphasis on character training. The curriculum at SLA consists of a structured Bible-centered approach with high academic standards for all students.

PRESCHOOL (K3 & K4)

We are committed to nurturing the whole child socially, emotionally, physically, spiritually, and intellectually. A developmentally appropriate learning curriculum will be provided, including large and small muscle activities, readiness, science, art, language, music, literature, and Bible concepts/stories.

ELEMENTARY

KINDERGARTEN (K5)

The Kindergarten program is usually the first experience a child has had with school. Reading readiness, Bible memorization, and math readiness are some of the skills learned in Kindergarten. The reading program is based upon a balanced phonics/sight word approach. The whole Kindergarten program helps prepare students for the first grade, and at the end of the year there is a special graduation program.

GRADES 1-5

The elementary program is designed to develop the foundational learning skills that each child will need in his education. The early grades include instruction in Bible, reading, penmanship, math, science, social studies, spelling, music, art, and physical education.

MIDDLE SCHOOL

6th thru 8th grades: Bible, English, math, pre-algebra, history, science, physical education, and music.

HIGH SCHOOL

9th through 12th grades - Bible 9-12, English 9-12, History, Science, Math, Physical Education, Health, Electives.

8.2	Grading Scale For K-5 thru 5th Grade	6th thru 12th Grade
	A+ 99-100	A+ 99-100
	A 96-98	A 95-98
	A- 94-95	A- 90-94
	B+ 91-93	B+ 88-89
	B 88-90	B 85-87
	B- 85-87	B- 80-84
	C+ 83-84	C+ 78-79
	C 78-82	C 75-77
	C- 76-77	C- 70-74
	D+ 74-75	D+ 68-69
	D 72-73	D 65-67
	D- 70-71	D- 60-64
	F 69 and Below	F BELOW 60

8.3 SLA Honor Roll

It is the policy of SLA to recognize students who have achieved outstanding academic marks. Our A Honor and A-B Honor Roll programs are one of the ways we strive to reward these students and at the same time encourage all our students to work up to their full potential.

1. Recognition of students will be made each nine-week grading period.
2. A Honor Roll is achieved by obtaining all A's during the nine-week grading period.
3. A-B Honor Roll is achieved by obtaining A's or B's, with no C's during the nine-week grading period.
4. Top A Honor Roll students will be based on the two semester averages.
5. These subjects will be counted for A Honor Roll and A-B Honor Rolls...

Grade 1: PHONIC/SPELLING, ARITHMETIC, BIBLE, and READING

Grade 2: BIBLE, READING, PHONICS, SPELLING/VOCABULARY, and ARITHMETIC.

Grade 3 & 4: BIBLE, READING, POETRY, LANGUAGE, SPELLING/ VOCABULARY, PENMANSHIP, MATH, SCIENCE, HISTORY, and HEALTH.

Grade 5 & 6: BIBLE, READING, POETRY, LANGUAGE, SPELLING/VOCABULARY, PENMANSHIP, MATH, SCIENCE, HISTORY, PHYSICAL EDUCATION, HEALTH, and MUSIC.

Grade 7 & 8: BIBLE, LITERATURE, GRAMMAR/COMPOSITION, POETRY, SPELLING, SOCIAL STUDIES, SCIENCE, MATH, PHYSICAL EDUCATION, HEALTH, and MUSIC.

Grades 9-12: BASED ON SUBJECTS CURRENTLY TAKEN BY STUDENT.

8.4 Promotion Retention

In grades 1st- 8th, any student receiving a yearly grade of F in two academic subjects will automatically be retained.

TO BE PROMOTED TO:

10th Grade - A student must pass 5 units

11th Grade - A student must pass 10 units

12th Grade - A student must pass 16 units

For graduation, a student must pass 22 credits that consist of 4 Math, 4 English, 4 Bible, 3 Science, 3 1/2 History, 2 Foreign Languages, 1 Computer and 1 PE/Health.

English must be passed each year before a student is promoted to the next grade.

Failure of BIBLE will prohibit any student's promotion to the next grade level at SHINING LIGHT ACADEMY, but not to a secular institution.

Students in grades 1-8 can miss no more than twenty school days (excused or unexcused absences) and pass for the year. Students in grades 9-12 can miss no more than ten (10) days per semester and gain credit for that class. If work is made up and passing grade is attained, summer school may be used to make up the attendance deficit. Exceptions for hospitalization or serious illness may be made considering work is made up. If attendance deficit is made up during After School Care, parents will be responsible for the After School Care fee of \$8.00 per day.

8.5 Progress Reports and Report Cards

Kindergarten and elementary students will bring home a report folder weekly. This folder will contain papers and tests that have been completed by your child. This is our number one way to keep you informed as to your child's academic progress.

1st through 12th grade students receive a mid-Quarter Grade Check-Up.

K4 through 12th grade students receive a Report Card at the end of each quarter. (9 week period) There is a space provided for your comments, if needed. While we do not send home tests and quiz papers at the Middle/High school level, you may request to see these at any time. Report cards will be sent home at the end of each nine week period. Report cards, as well as all documents contained in the student records, will be held (without the option for reviewing them) for students who have charges on their account until the account is current.

Report cards are to be signed by the parent and returned to the homeroom teacher within three school days of the issuance of the report card. If the report card is not returned by the third school day the consequences are as follows:

- 4th Day: Warning
- 5th Day: Teacher Calls Parent
- 6th Day: 30 Minute Wednesday School Detention
- 7th Day: 45 Minute Wednesday Detention
- 8th Day: Saturday Detention

8.6 Exam Schedule

Semester exams in December and May.

8.7 Homework

Homework is given for the purpose of assisting the student to better understand the subject matter of a particular course. Therefore, it is expected that homework assignments be completed and turned in when due. Each teacher will penalize the student for late or sloppy homework. Students should purchase a steno pad or planner on which to write their daily homework assignments.

Teachers will keep a written record on late homework assignments. If a student fails to do homework, they should make it up during recess (grades 1-6).

No Wednesday night homework is to be assigned so that our students may attend prayer meeting at church.

Homework will not be doubled on Tuesday or Thursday to make up for Wednesday homework.

The average student should spend the following amount of time on his homework:

1st: 30 minutes	6th: 60 minutes
2nd: 40 minutes	7th: 1 hour, 30 minutes
3rd: 45 minutes	8th: 1 hour, 45 minutes
4th: 50 minutes	9th-12th: 2 hours and 30 minutes
5th: 55 minutes	THIS IS COMBINED CLASSES

If there is extra time at the end of the day or class, teachers will allow students to use that time to begin homework.

8.8 High School Failed Test Policy

Students that receive a failed test are required to have their parents sign the test. Teachers are to keep a copy of failed test as backup. Teachers are to give the student two (2) days to accomplish this task. On the 3rd day if the test has not been signed and returned, then the teacher should phone or email the parent and inform them of the failed grade. This action on the teacher's behalf will conclude the matter.

8.9 Achievement and College Testing

Each year, SLA administers the Iowa Achievement Test in grades Kindergarten five through eleven. SLA consistently averages above the national norm. SLA requires all 10th and 11th graders to take the PSAT Test. Students in the 12th grade are required to take either the SAT or ACT Test depending upon the academic

institution they are seeking. The fees for these tests are the student's responsibility.

9.0 GUEST SPEAKERS AND SPECIAL MUSIC

Anyone who wishes to invite special speakers or guest musicians for SLA for any reason must have prior approval from the Administration. Any music that is performed at the school for chapel services or any other activity must conform to the musical standards of the Shining Light Baptist Church and without exception must have the approval of the Administration. This policy includes any recorded music that is played on campus. It should be noted that "Contemporary Christian music and so called "Christian Rock" are inappropriate and may not, under any circumstances, be performed or played anywhere on the campus of SLA.

10.0 TRANSPORTATION

Students traveling to school events will ride in vehicles designated by the school administration and will travel as a group. The only exception to this is when the student rides with their parents, or an adult designated by the parents, after they have made prior arrangements with the coach, sponsor, or the administration.

Student Drivers: Driving to school is a privilege, not a right. All students' vehicles must be registered at the office. No student is to drive or ride in another student's vehicle except with prior arrangements from both sets of parents and a note advising the administration. A five-mile per hour speed limit is to be observed on school campus. Student parking in the school parking lot is authorized only with the following regulations:

1. All cars are to be locked.
2. Students must have a valid driver's license to have driving privileges.
3. No student is to drive or ride in another's vehicle without written permission from parents of all students involved.
4. No loitering in the parking lot and no student may go to a vehicle during the day without permission from their teacher or administration.
5. No vehicle registered to a student may leave during the regular school day except with permission from the parent through the administration.
6. Vehicles brought on campus will be properly parked only in designated spaces.
7. The completed form must be on file in the school office with all information filled in and approved by the administration.
8. Failure to comply with the guidelines set forth for student drivers will result in disciplinary measures and/or suspension of driving privileges.
9. Student drivers leaving campus to purchase lunch for themselves cannot purchase lunch for others.

11.0 INCLEMENT WEATHER CONDITIONS

In the event of inclement weather, please watch T.V. channels 2, 8, or 12 for Shining Light Academy closing announcements. Early dismissal will be rare because of difficulties in getting students home. When early dismissal is demanded by circumstances, however, SLA will announce the school closing on local T.V. and radio stations.

12.0 LUNCHES

Shining Light Academy uses a pre-order lunch program. We purchase supplies and food for each month based on the number of lunches our students order, thereby reducing the waste of food and helping us be better stewards of God's money. This also helps keep your lunch costs as low as possible. The lunch prices are as follows:

K3 – K4 lunches = \$63.00 monthly (Required to be paid with monthly tuition payment on the first of each month)

K5 – 12th grade lunches = \$3.50 daily (Optional)

K3, K4 Lunches: Due to state guidelines, we are requiring all K3, K4 students to purchase hot lunches. K3, K4 lunches are to be paid with monthly tuition payments on the first of each month. New or transferring K3, K4 students enrolling after the first day of school will be given a prorated lunch rate based on the number of days left in the school year. No lunch orders will need to be filled out for K3 and K4; they will automatically receive a lunch. K3 - K4 students' lunch order will be available for view on the school's website, www.slanc.org. From the home page, go to the Resource Links tab and click on "Cafeteria". If parents would like to supplement their child's lunch in addition to what will already be provided for them, they are more than welcome to do so. Please inform the teacher if you are sending additional food.

K5-12th Lunches: K5 – 12th grade lunches are offered on a pre-ordered basis and are available only for those who have filled out a lunch order. Lunch orders are due on the 26th of each month by 8:00 AM to your child's teacher unless the 26th falls on a weekend or a school closing. All lunch order due dates are available on the SLA website calendar. If your child does not order lunch from the cafeteria, he/she must bring a lunch from home. Lunch order forms may be viewed and printed from the cafeteria menu on the website at www.slanc.org.

K5 – 12th Grade Lunch Order Instructions:

1. Circle the lunches you want on both copies (Your copy and the school's copy)
2. Completely fill out the school's copy
3. Turn in the school's copy with your check or cash in correct change only. (You may turn in one check for multiple children families but an order form must be filled out for each child. Please clip them all together with the check and turn them in to the youngest child's teacher)
4. Keep your copy for your records

Your child will need to bring a lunch from home for those days you did not order lunch from the cafeteria. If your child does not bring a lunch home and did not order lunch from the cafeteria, you will be notified to bring a lunch for your child before his/her scheduled lunch period that day. In an emergency, we will provide a sandwich lunch and charge you for a regular lunch. If your child is going to be absent and ordered a lunch from the cafeteria please call the office by 9 am to advise your child will not be needing his/her lunch for that day. Thank you in advance for helping us alleviate lunches being wasted that will not be eaten. If your child is absent and ordered lunch from the cafeteria, he/she will receive a lunch credit to be used on following lunch orders. To use that credit, make a notation at the bottom of your next lunch order "Using credits from absence

on ____”. Fill in the same number of lunches you are ordering but fill in the payment amount less the credits. Any credits left unused at the end of the year that are \$10 and over in total will automatically be transferred to the tuition account to be credited towards any future payments. Any unused credits which are less than \$10 left at the end of the year will become void. Lunch orders and credits are to remain with the individual who ordered. No exchanging of lunches and/or credits will be permitted.

Additional Cafeteria Information for K3-12th Grade:

Parents are welcome to come eat with their children at anytime. You may purchase our student lunch at the \$3.50 price if you would like, but to do so you must call your order in by 9 am. Otherwise, please provide your own lunch.

Ice cream, cookies and drinks will be available daily for \$1.00 for grades 1st - 12th. Money for these items are to be paid to the cafeteria cashier at the time you receive the item. There will be no charges allowed in the cafeteria.

Ice cream and cookies will be available to the K3-K5 classes on Fridays only. A \$10.00 ticket (paying for 10 items) can be purchased in the office and given to the K3-K5 teachers for this purpose.

13.0 CLASSROOM PARTIES

No class parties will be allowed during lunch time.

Parents wishing to have birthday parties for their students may only do so after 2:00 PM and after consulting with the teacher and administration. Set up for parties in the cafeteria should not begin before 1:50 PM.

14.0 HEALTH CONCERNS

For the health and safety of all our students, sick students cannot be cared for at the school. If they are sick in the morning, please keep them at home. Students with a temperature of 100° or greater may not come to school. If a student becomes ill during the school day, the parents will be called to come and pick them up. A student may return to school if they have not vomited or had a fever for 24 hours.

We do not administer medications to any students at SLA without the permission of the parent(s). If your child must be given medication while at school, the parent must come in to the office and fill out a request to dispense non-prescription medication form. Prescription medication must be accompanied by the physicians request and signature.

Any student with a communicable disease should check with the office before attending school. Symptoms may include fever, diarrhea, certain rashes, etc.

Each child enrolled at SLA must have received all immunizations at entry and must remain current according to age level as prescribed by the NC Department of Health. Note: Shining Light Academy’s buildings do not

contain asbestos.

All faculty members of SLA are CPR and First Aid certified. Safety measures will be observed in dealing with student injuries. Parents will be notified immediately when a student is injured. A staff member will complete an Accident Report to be signed by the parent of the injured child.

15.0 TEXTBOOKS AND SUPPLIES

Each student must furnish his own supplies. A supply list for each grade will be available. There is a student fee for each student, which includes the price of textbooks. The cost of textbooks is dependent on the grade of the child. This fee covers the cost of workbooks and tests, consumable textbooks, and rental of other textbooks. No refunds will be given after the first day of school. Students withdrawing from the academy will be given their consumable textbooks and will forfeit all monies paid for rental books. Rental books that are returned in unusable condition will result in the student being charged for the book. Lost or damaged books must be paid for prior to the issuance of the final report card.

16.0 FUNDRAISING

Shining Light Academy endeavors to keep low tuition rates for the benefit of our parents. For this reason, we plan to conduct fund-raising efforts throughout the year. The school receives no federal assistance other than a tax-exemption status.

We anticipate each child and/or parent's participation in helping raise additional funds for designated purposes. Generally speaking, SLA will plan to have a school wide fall and spring fundraiser. Special groups within the school might also initiate their own fundraiser(s).

17.0 PRESCHOOL

All three-year-olds must be completely potty-trained prior to enrollment at SLA. This means no more than two accidents per month. Children must be able to get through naptime with no accident. Pull-ups may not be brought to school for use at naptime. Please remember we are a school and not a daycare. Children are expected to sit quietly for short periods of time.

Children must be able to eat independently and exercise table manners.

Daycare law states that all preschool children must have a medical exam yearly. A report must be on file in the school office for each child enrolled prior to their first day of school. Immunization records must be current at all times and on file in the school office prior to their first day of school. A copy of the enrolled student's birth certificate must be on file in the school office prior to their first day of school. A complete physical examination is required. All preschool parents must come into the building in the mornings to drop off their children. If bringing your child to early stay, parents must bring their child to the cafeteria and sign them in. In the afternoon, they must, again, come into the building to pick up their children.

18.0 FIELD TRIPS

SLA encourages teachers to plan and pursue field trips off campus. Parents will always be provided written notice of a field trip at least two weeks prior to the trip. Parents must sign the permission slip/release form. Students will adhere to SLA rules while on any SLA sponsored trip. SLA provides van certified drivers and CDL bus drivers on all trips with students. Parents are encouraged to volunteer as chaperones. Parents share in the cost.

19.0 PARENT-SCHOOL COMMUNICATIONS

1. Morning Announcements will be given to teachers each day. Parents may view them on-line at www.slanc.org after 12:00 PM.
2. Parent/Teacher Conferences will be held formally twice a year. Check the school calendar for these dates.
3. Faculty members are willing to schedule appointments with parents at other times.
4. Other conferences with teachers or the administration may be arranged by calling the school office with your request.
5. The administration, teachers, and coaches will send home various communiqués throughout the school year. Students are asked to deliver these to the parents.

20.0 STUDENT ACTIVITIES

20.1 Listing of Athletic Participation

SLA participates in the NCCSA Athletic Association. Listed are the current sports SLA engages in. SLA plays Christian schools in this league.

1. Soccer (Grades 5-12)
2. Girls Volleyball (Grades 5-12)
3. Basketball (Grades 5-12)
4. Golf (Grades 5-12)
5. Girls Cheerleading (Grades 5-12)
6. Baseball (Grades 5-12)
7. Softball (Grades 5-12)

20.2 Eligibility Requirements For Athletics and Cheerleading

All athletes, including cheerleaders, must receive no lower than a “C” average (all classes combined). This will be determined by the progress reports and report Cards.

If the student’s average is lower than a 77, that individual will be benched until the next grading period (Mid-Quarter Progress Report, Three Week Progress Report, or Nine Week Report Card) when the athlete’s grades are reevaluated. If the athlete is benched twice for grades, that individual will be off the team for the remainder of the season.

According to NCCSA academic requirements, a student must have a passing grade in each of the four core classes (English, Math, Social Studies, and Science). Bible will be included with this requirement. This will follow the same condition for being benched until the next grading period for having an average below 77. After the next grading period, the individual's grades will be reassessed. Incompletes will follow the same rule as failures with the time limitation set forth in the handbook to take a test or finish a project.

POLICY ON MISSING TESTS OR QUIZZES DUE TO GAMES, DOCTOR, OR DENTIST: (This does not apply to absences due to sickness.)

If a student misses a test or quiz due to ball games, doctor's, or dentist's appointments, etc., since the student knew about the test or quiz in advance, the student will make up the test or quiz after school on the day of return to class or when convenient for the teacher. Sports, Drivers-Ed, etc., do not take priority over teacher's convenience.

Homework due the day of the game or doctor's/dentist's appointments is to be given to the teacher before going to the game or appointment. If the appointment is early in the morning, homework is due when you return to school that day. Homework assigned the day of a sickness falls under the absence policy.

All athletes must stay in athletic dress code until they go into the locker room and change back into school dress attire after practice and games.

20.3 Fine Arts

1. SLA participates in the Fine Arts activities of the North Carolina Christian School Association.
2. Participation is open to all students in grades 3-12.
3. Fine Arts Festivals offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, spelling bee, poetry, music, speech, and art.
4. Music Groups; SLA does offer various ensemble groups in which students may participate; music education is available to K5 through High School grades.
5. A Christmas Program and Spring Program are presented during the school year. Programs include instrumental and vocal music.
6. Sophomores, juniors, and seniors of the SLA student body are eligible for induction into the North Carolina Christian Honor Society.

20.4 Behavior at Athletic Events

Although the tempo of athletic competition often leads itself to becoming emotionally involved, we cannot tolerate unsportsmanlike behavior from staff, faculty, coaches, players, cheerleaders or spectators. Respect is to be shown at all times to game officials, opponents and persons from schools with whom we compete. We shall not "Boo" or ridicule the opposing team of the official because of a call they make or do not make. We must maintain high standards and a good testimony at both home and away games.

21.0 MISCELLANEOUS POLICIES

21.1 Lost and Found

1. Items lost by students, if found, should be turned in to the lost and found area located in the cafeteria. **Items found will be donated to the Goodwill located at 5301 Samet Drive, High Point, on the first of each month.** Students seeking lost items should check the lost and found table in the cafeteria for the missing item.
2. School constituents will be notified about found items. Students or parents will have an opportunity to examine items at that time in hopes of locating items that may have been lost.
3. Students are encouraged to accept responsibility for items brought to school. The student is responsible for items that are lost. Items of considerable value, such as jewelry, should not be brought to the school.
4. The school is not responsible for items lost or damaged.

21.2 Fire Drills

1. Fire drills and other emergency drills will be conducted monthly. Faculty will insure that an evacuation plan is properly posted in each classroom or meeting area.
2. Rooms should be evacuated quickly and orderly. Students are expected to stay in line and refrain from talking during fire drills.
3. Students should go quickly to the designated area for the room they are in and turn to face the building just evacuated.
4. All doors and windows should be closed for fire drills. Teachers will insure that windows and doors are closed and lights are turned off.
5. Teachers should take record books and evacuation backpacks with them when evacuating a building for any fire or disaster drill.
6. Teachers should completely fill out the evacuation roll once their students are safely evacuated.
7. Teachers and students may return to rooms once the all-clear signal is given by administration.

21.3 Lockers

It is recognized that student lockers are an important part of school life. They are part of one's testimony to others. Therefore, lockers shall be kept neat and clean at all times. No student shall tamper with another student's locker or belongings. A student must use the locks that the school supplies. Locker doors shall not be forced shut or slammed. No tape or stickers are to be on locker walls. Magnets may be used, but shall not have off color or suggestive phrases or pictures on them. Pictures, cartoons, etc., may be hung in lockers as they do not convey attitudes or standards contrary to those of the school.

SLA retains the complete control of its facilities and equipment. This includes lockers that are provided as a service to students to store their personal belongings during the school day. The school permits the storing of student's personal belongings in lockers at the student's own risk.

SLA reserves the right to inspect lockers unannounced at any time it deems appropriate. This means assigned school personnel will open lockers for the purpose of enforcing the code, to inspect a locker and its contents

for any contraband that may be there when there is reasonable suspicion. This inspection of contents may include the following representative items but is not restricted by this list: jacket pockets, purses, wallets, bags, boxes, or books.

21.4 Chapel

Chapel is held weekly to give students and faculty the opportunity to meet together for Biblical instruction, prayer, singing, testimonies, preaching, and challenges to service. Parents are invited to attend.

21.5 Student Insurance

The school provides accident insurance for parents to partially cover medical bills resulting from school-related accidents. A complete description of the plan is available from the school office.

21.6 Library

The library is available for study, research, and recreational reading.

Library property shall be carefully used, borrowed material promptly returned, and reference books replaced on the reference shelves.

Reference books are not to be taken out of the Library. Overdue materials may cause forfeiture of library privileges until borrowed materials are returned or replaced. **LOST OR DAMAGED BOOKS MUST BE PAID FOR PRIOR TO ISSUANCE OF THE FINAL REPORT CARD.**

21.7 Visitors

Visitors are permitted in the building only after they have obtained a pass from the office. All visiting adults and children are subject to all school regulations, as listed within the general school rules, including school dress code and the use of any tobacco products are prohibited while on the school campus or while on a school sponsored activity away from school grounds.

21.8 Visiting the Classroom

Our school has an open classroom policy. This means parents are allowed to visit at any time. The following guidelines shall be followed:

1. Please contact the school office in advance, and sign in at the school office to receive a visitor's pass before entering the classroom.
2. Do not try to "help" the teacher, unless this has specifically been arranged in advance.
3. Be considerate of the teacher's time.
4. Remember, their primary duty is to conduct the class.

21.9 SLA Website

Shining Light Academy provides parents with an informative Web site. General information, academic information, calendar, athletic information, etc., can be found at www.slanc.org.

21.10 Policy on Student Websites

As part of Shining Light Academy Mission Statement, it is our goal to aid in the teaching and training of the children with a Christian approach to life. The children should exemplify Christian unselfishness and kindness daily with others. We desire them to maintain the highest standards of courtesy, morality and honesty to all.

In this day of technology which provides information at our fingertips, it is very apparent that Christian homes and Christian schools need to take serious precautions to guard our students from the dangers that lurk from the internet. SLA is committed to work with parents at helping our children stay safe from inappropriate sites, material or information that will bring harm to them spiritually, physically and mentally.

Any student who attends SLA is prohibited to view, copy, surf or download material which includes but not limited to pornography, any form of nudity, profanity, information or pictures about rock music industry or any questionable material viewed as inappropriate for a Christian. Students must register with the school office any and all websites, blogs or any social network sites that they are using. Included but not limited to: Myspace, Youtube, Facebook, Xanga, Blogger, Geocities and Blogspot.

Each student will be required to complete a registration form that will reveal any and all information needed for the school administration to access and monitor their sites. The student is required to update the school office with new information if anything on their form changes (i.e. new memberships, websites, etc.)

Failure to report and register all sites will result in a student receiving equal discipline to that of lying. If inappropriate material is discovered, further disciplinary action will be taken.

SLA reserves the right to view all of the registered websites. A representative from the school administration will routinely monitor these sites for content.

21.11 Telephone

Students may use the office phone only in an emergency (and then only with permission). Students using the office phone without permission (for any reason) will be subject to discipline. The office is closed before 7:30 AM and after 3:30 PM, and is locked and available only to authorized personnel outside of these times.

21.12 Cell Phones

Students may bring cell phones with them to school; however, cell phones must be turned off and placed in lockers upon arrival. If a student must make a phone call during the day, they may use the office telephone. Cell phones may be turned on only after a student has entered a car to leave campus. The first time your child's cell phone is taken it will be held in the office until a parent signs to pick up the cell phone. The second time your child's cell phone is taken it will be held in the office for seven days and your child will serve a 45 minute 7:00-7:45 a.m. Wednesday detention and the parent must sign to pick up the cell phone on or after the seven day period. The third time your child's cell phone is taken it will be held in the office for seven days and your child will serve a Saturday detention as described in the handbook and the parent must sign to pick up the cell phone on or after the seven day period. A fourth time will not be tolerated.

21.13 School News

Classroom news will mainly be provided on your child’s teacher web sites by their teacher and at times on the main SLA web site, www.slanc.org. Teacher web sites links are provided on the main SLA web site under the menu link, “About SLA” then under the sub-link, “Faculty & Staff”. SLA will also send out a newsletter as needed by email to everyone who is registered to receive them. You may sign up to receive these newsletters on the main SLA web site under “Quick Links” – “Join Newsletter”. SLA also provides a separate web site that covers all SLA sports. This web site address is www.slanc.org/knights and includes athletic news, game schedules and results, as well as driving directions to away games.

21.14 Change of Personal Contact Information

Parents are responsible to notify SLA in writing of any change of address, telephone numbers (cell, home, work). It is vital that this personal information be current so we may contact the designated personnel in case of emergency.

22.0 CLOSING REMARKS

The faculty and administration are very excited that you have chosen SLA for the upcoming school year. We pray this year will be a very memorable one. As you continue to grow in truth and knowledge, we ask that you allow the SLA staff to be a blessing to you as you desire to be used of God and to bless others. We will strive to nurture you in the praise and admonition of the Lord. We want to encourage you to be evangelistic and tell others about our Savior, the Lord Jesus Christ.

May this be an enthusiastic and fun-filled year as we learn to serve the Lord together!

23.0 RECENT HANDBOOK REVISIONS AND MODIFICATIONS

Revised for 2016-2017 school year on August 15, 2016