



KNIGHTS

SHINING LIGHT ACADEMY

Pastor...Bro. Gary Blalock

Principal...Miss Lyndsey Blalock

Assistant Principal...Mr. Danny Robinson

Financial Manager...Mr. Tim Bradshaw

School Secretary...Ms. Gayle Queen

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Shining Light Academy is a ministry of
Shining Light Baptist Church

4530 W. Wendover Ave.
Greensboro, NC 27409

Phone (336) 299 9688
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Dear Parents:

As you search for the ideal place for your child education, we are so grateful you would consider us at Shining Light Academy.

We understand that “paying twice” for your child’s education is a great sacrifice, and it is one that you make so that your child can receive a great education in an atmosphere that is centered around Christ. At SLA, that means we will:

- teach your child about the Bible, Jesus Christ, and developing a walk with God
- provide your child with a top notch education that is taught through the lens of Christianity
- help your child set high academic goals for their future and reach those goals
- allow your child to develop socially in a safe environment

This handbook has been prepared to assist you in understanding Shining Light Academy’s policies and procedures. You should find the answers to most of your questions here; however, if you have additional questions, do not hesitate to contact the school office at (336) 299 9688.

God Bless,

Shining Light Academy

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 the 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 had been a burden on the heart of the late pastor Jimmy Dillon for many years. God allowed this dream to become a reality, and we praise Him for granting us with this immense opportunity. The academy seeks to fulfill the church's God-ordained role of providing Christian education and evangelism.

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 Christ Jesus. 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, throughly 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 into each subject. We desire to exemplify Christian standards of that which is true, honest, just, pure, lovely, and of good report (Phil. 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.

1.3 Shining Light Academy Objectives

Our objective: Training Christians who are prepared spiritually, academically, and socially to be shining lights in the world around them.

Matthew 5:14 “Ye are the light of the world. A city that is set on an hill cannot be hid.”

How will we fulfill the spiritual component of our mission?

1. We will provide our students with instruction in God’s Word
2. We will provide students with a moral learning environment where spiritual growth is encouraged
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 and serve others
7. We will provide our students with opportunities to share their faith with others
8. We will help students learn to interpret the world around them through the lens of the Bible
9. We will give students access to mentors and leaders in our church
10. We will give them access to a church family

How will we fulfill the academic component?

1. We will provide our students with a balanced education that prepares them for college and meets college requirements
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 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 comprehension manner
6. We will provide our students with the instruction necessary for them to develop creative and higher order and critical thinking skills
7. We will provide our students with opportunities to be involved in challenging academic classes, technology, athletics, and fine arts.
8. We will put teachers in front of our students that are qualified and looking to grow as educators
9. We will pursue the best tools to most adequately instruct our students
10. We will differentiate instruction within our classrooms and capitalize upon our small class sizes

1.4 Shining Light Academy’s Philosophy

Shining Light Academy operates with a modern approach toward education.

1. The teacher is in charge of the classroom, but should be a facilitator more than a lecturer
2. The teacher is responsible for providing a structured atmosphere that includes: debate, discussion, Q&As, writing exercises, speaking exercises, technology-based assignments, etc.
3. The teacher has authority to discipline within the confines of the handbook
4. Homework is viewed as a necessity. Students should use class time to complete their work, but if they are not done, should finish at home
5. Our textbooks are God-centered
6. Our curriculum is paced for the average student, but teachers should find ways to teach to slower-paced and advanced learners within one classroom (differentiated learning)
7. Helping students to “discover information” and learn in their ideal manner is more effective than memorization, though some memorization of facts is necessary to establish higher learning
8. Technology plays a key role in modern learning and should be incorporated as is possible
9. Collaboration is an important tool in the classroom

10. The teacher is not to “stand on a platform” but “be the platform that others may stand”

1.5 School Board

The School Board will consist of the Pastor, Principal, Vice Principal, Head Deacon, one faculty member.

2.0 Admissions Policy

2.1 Requirements for Admissions

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 support of the school.
2. We desire that all our students at some time receive Jesus Christ as their personal Savior and be living a life of discipleship.
3. The student should express a desire to be at SLA and demonstrate that desire through willingness to live in accordance with the spiritual, academic, and behavioral standards of the school.
4. A student 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 respectively by August 31st of that school year. Children being enrolled in K5 must be 5 by November 1st of that school year.

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 or children to attend SLA.
3. 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.
4. 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 test results and academic records, final placement by grade rests with administration.
5. Students will start the day after their enrollment process has been completed. This enables teachers to be notified and prepared with necessary items in a timely manner.

2.3 Other Requirements

1. Birth Certificate (K3-K5) with the official seal embossed thereon.
2. Immunization records—signed by the physician (K3-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-K5)
5. These requirements for (K3-K5) are required to be returned to the school prior to your child's first day 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 the class is full.

3.0 Financial Policy (Please pick up a financial sheet in the office for prices)

1. Matriculation fees cover a wide variety of expenses depending on the grade level. This fee covers consumable books, rental books, students accident insurance, achievement tests, and other testing materials, school grounds upkeep, yearbook. Also, as it applies, cot rental, morning snack, art supplies, PE uniforms and equipment, fine arts, lab fees, graduation fees, dues for the NCCSA, etc. Matriculation is non-refundable after school begins.
2. Tuition is due the first of the month beginning in August and running until May.
3. School tuition payments are set up on a ten month payment schedule. 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.
4. All monthly payments must be made on time. Monthly payments are due by the first of each month. Payments made by the fifth are not considered late. After the fifth, 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 record, 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.
5. Methods of payment: personal check, cashier's check, or money order, online bill pay through your financial institution. NO CASH PLEASE.
6. Tuition payment options: turn into office (if you need a receipt), have a teacher turn in to office, payment drop box.
7. After School Care:
 - A. Our school day runs 8:00 AM-3:00 PM. We have after school care available for K3-12th grade students needing care beyond school hours.
 - B. After school care is available from 3:30 PM- 6:00 PM for a fee of \$10/child
 - C. These fees are paid weekly to the After School Care workers on duty.
 - D. 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.
 - E. 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.
8. 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.
9. 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 future payments be made by certified funds or money order for the balance of the school year.
10. Withdrawals
 - A. Once school begins there will be a \$150.00 early withdrawal fee per student should you choose to withdraw your children.
 - B. 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.
 - C. Matriculation is non-refundable
 - D. Please allow two weeks from the date a withdrawal form has been turned in to the office for a refund check to be available
 - E. No school records will be sent if there is an outstanding balance on the student's account

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 be in their cars during the day without written permission by staff.
4. Shining Light Academy will be in session from 8 AM-3 PM for grades K3-6th. Grades 7-12 will be in class from 8-3:15.
5. Students in grades K3-12 should arrive no earlier than 7:30 AM. They are permitted to go to the SLA cafeteria until the 7:45 AM bell, when they should head to their classrooms.
6. K3-2nd grade parents should escort their child to the cafeteria and sign the appropriate class sheet.

4.2 After School

1. Please pick up your children on time. K3-6th grade students who are not picked up by the grace period of 3:15 PM are required to be in After School Care and will be charged \$8 per child for the day. The same applies to 7th-12th grade students who are not picked up by 3:30 PM.
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 per family for every 30 minutes past the 6:00 PM 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

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

6.0 Attendance Policy

6.1 Responsibility

Regular school attendance is essential for learning. Sporadic or irregular attendance can cause the student to get behind, thus endangering their progress. 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 (25) school days (excused or unexcused absences) and pass for the year. Only the administrator can make exceptions in extreme cases. 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. Students 9-12 grades can miss no more than twelve days per semester.

6.4 Excused and Unexcused Absences

1. Excused Absences—In order to gain the most from school, each student must be a regular in attendance. "Excused" absences are listed as follows:
 - a. Illness
 - b. Court proceedings
 - c. Quarantine
 - d. Death in the 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 (Pre-Excused Absence)—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 (3) days prior to the absence. Students will be given a form to be signed by each teacher. The teachers will also write down any work to be missed. Missing tests or special programs should be avoided. Students having academic difficulty should also avoid being absent.
4. Students must be in at least four (4) hours during the day to be counted present for the day.
5. Starting in ninth grade, absences will be recorded in individual classes. Students will be required to take summer school for classes in which they surpass twenty (20) absences, barring any reason deemed exceptional by administration.

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. Students will also be permitted two (2) traffic tardies per quarter.) If a student arrives on the campus after the 8:00 AM bell, they must come to the school office to sign in. (This includes students who have arrived on campus late to traffic or inclement weather). Upon signing in, the student will be given a permission slip to enter their individual class.
2. Any student who has ten (10) tardies in a quarter may be required to meet with administration along with a parent or guardian. If any student has an unexcused tardy after ten (10) in a quarter, they 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.
4. Starting in ninth grade, tardies will be recorded in individual classes. Three (3) tardies to an individual class, will result in an absence.

5. Starting in seventh grade, subsequent to one verbal warning, tardiness to any individual class will result in a demerit.
6. Being more than 15 minutes late for a class will result in absence from that class (9th-12th grade).

6.6 Early Dismissal

1. 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 on campus for at least four (4) hours of the school day, the student will receive a full day absence on their attendance record.
2. 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.
3. 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.
4. Seniors will have special privileges and opportunity to leave campus for lunch or during their free periods. Parents with seniors will be able to fill out a form that allows their student permission to leave campus, provided they sign out and sign back in when they return. Seniors may also ask permission on a day-to-day basis, provided that parents give written permission that day or call in to the school office to give permission.

6.7 Make-Up Work

1. If a student misses class for an excused absence, they are to secure missed class work from the teacher or a fellow student and complete it in the amount of time missed, plus one (1) day. Failure to make up work in the allotted time will result in a zero (0).
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.

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, possesses worth, dignity, and reason, and is capable of living their lives making wise choices. Wise choices are those in agreement with the counsel of God. Therefore, the purpose of discipline 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 code and hair code.
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 the campus.

7.2 Discipline System—Pre-School (K3, K4, K5)

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

7.3 Discipline System—Elementary (1-5 grades)

Discipline in the elementary grades will be handled by the teacher. Our discipline will revolve around reinforcement and punishment as our primary method of discipline. Reinforcement, or rewarding good behavior, will be a key in the way we help shape student behavior. Studies show it provides better results for the overall class situation and better results for the child. So, we will attempt to "catch" good behavior, and in doing so, motivate students to continue in patterns of good behavior. In the event students make poor choice, we will be forced to punish. This may take place through positive punishment, adding averse consequences for poor behavior, or through negative punishment, that is, taking privileges away. Teachers will be encouraged to develop methods for classroom management that function the best for them. This may be "pulling a card" or "moving a clothespin," etc. If a child fails to respond, he will be sent to see administration. Parents may be called in to assist with the discipline of their child. Elementary students may be disciplined under the middle/high school detention, suspension, expulsion policies if deemed necessary.

Further 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 administration, 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 administer internal classroom discipline. These guidelines will be pre-established by the teacher and explained to the students the first week of school.
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 infractions. 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 assistant principal. The assistant principal will handle it. If the problem persists, the principal

will be called in on the situation. The student will be dealt with appropriately. The parent will be notified by a letter informing them of the infraction and requesting reinforcement at home.

4. Should a child be sent to the administrator's office a second time for the same offense, the parents 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 that govern every type of infraction. Good behavior must come from the heart motivated by love and obedience to Jesus Christ. It 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 behavior will not be tolerated at any time.
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 for 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 alone.
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 our 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.

It should be said that at SLA, faculty, staff, and administration are entering an understanding that CONSISTENT discipline is the key to deterring behavior. Students will be held accountable for their actions; however, the authority acknowledges that when discipline is inconsistent or varies from classroom to classroom, it provides confusion and chaos among students. For that reason, the faculty and staff pledge to hold themselves accountable to address issues as they arise, and in a manner that is deemed correct by the handbook. The expectation of the student should be that, when their behavior is out of line, they will receive an understood result. One that will not be different depending on who sees it, but one that is afore stated and agreed upon in this handbook.

For further explanation please refer to the Code of Conduct.

Demerit/Detention 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, they should then discipline themselves 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 demerits, they must sign the demerit slip. Demerit totals will be recorded on report cards. Students begin each semester with no demerits.

Demerits will add up into detentions. At fifteen demerits, the student will serve after school detention from 3:30-4:30 pm. Students may also be issued an After School Detention for certain offenses (listed below in 7.5).

Students serving After School Detention will be charged the After Care fee.

Students who are sent from class for dress code infractions will serve a Lunch Detention. (See below for more detail in 7.12).

Demerit Penalty Guideline

ONE (1) DEMERIT OFFENSES

- Dress code violation (writing on shirt, no tie, no belt, wrong color pants, etc.)
- Chewing gum
- Tardy to class
- Disorderly conduct
- Excessive noise in the hallway or lunchroom
- Class disruption
- Hair code violation (too long on young man, facial hair, colored, etc.)
- Failure to follow instructions
- Littering
- Unprepared for class
- Excessive talking
- Possession of inappropriate music

TEN (10) DEMERIT OFFENSES

- Use of unauthorized electronics during school hours (cell phone, iPod, iPad, etc.)

FIFTEEN (15) DEMERIT OFFENSES

- Cheating
- Fighting
- Inappropriate personal contact
- Pornography
- Forgery/plagiarism
- Tobacco/alcohol/drugs
- Direct disobedience
- Inappropriate language
- Lying
- Profanity
- Defacing property
- Stealing
- Skipping class
- Disrespect
- Bullying

In addition to the previously mentioned detention system, the following will take place as demerits are accumulated:

FIFTEEN (15) DEMERITS: Email to parents

TWENTY (25) DEMERITS: Face-to-face meeting between administration and parents

THIRTY (35) DEMERITS: One day in-school suspension. To be served in the office with work assignments from each class. Reduction of test and quiz grades for that day by 15%.

FORTY (45) DEMERITS: One day out-of-school suspension. Will receive zeros for all work on said day.

FIFTY (55) DEMERITS: Face-to-face meeting between administration and parents and two days of out-of-school suspension. Will receive zeroes for all work on said day.

SIXTY (65) DEMERITS: Automatic expulsion

Demerits reset at the semester.

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 acts" is: bodily contact 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 action 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)

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.

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, can lead to expulsion. Students should avoid attendance at functions or events that would draw into question the testimony of a student at SLA.

For further explanation, please refer to the Student Code of Conduct.

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

The following things may automatically warrant After School Detention:

1. Disrespect
2. Out of class without permission
3. Direct disobedience
4. Inappropriate behavior in chapel
5. Improper dress
6. Bad attitude/uncooperative
7. Students serving After School Detention will be charged the After Care fee.

7.6 Detention Policy

1. Failure to be present for detention (of any variety) at the time assigned will result in two automatic detentions.
2. When either the principal or teacher imposes a detention on a student, notification via email will be made to the parents stating the reason for the detention and the date served or to be served.
3. No special transportation will be made for those who must attend.

4. Parents must provide transportation.
5. Detentions may be physical work or classroom work at the discretion of administration.
6. Detentions may require the student to write an essay or scripture. Work will always be inspected for correctness and completeness. Failure to submit satisfactory work may result in an additional detention.

7.7 Suspensions

Suspensions may be in-school or out-of-school. The following infractions will typically result in 3 strike policy. See Code of Conduct for further explanation.

1. Stealing (must make restitution)
2. Any act of disrespect to the staff
3. Profanity or obscene language and gestures
4. Public display of affection/inappropriate physical contact between sexes
5. Entering another student's locker without permission
6. Spitting on another person
7. Skipping school
8. Skipping detention
9. Bullying & intimidation
10. Fighting

7.8 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 substances, drug paraphernalia, alcohol, or tobacco products
3. Possession or use of firearms, dangerous toys, knives, fireworks or other weapons, or threat to bring any object intended as a weapon
4. Indecent behavior, harassment, molesting student
5. Sexual assault against anyone
6. Riot participation or inciting a riot
7. Vandalism, arson or attempted arson, theft
8. Bomb threat
9. Any known act of immorality

These offenses are 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 law. The school is not a sanctuary from prosecution in 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.

7.9 Office Discipline Referrals

A student may be sent to the office if the teacher has already assigned demerits and contact the parent or if it is a serious offense. 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.
2. Disciplinary action will be imposed.
3. The student will be dealt with from a spiritual standpoint.

7.10 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 about a teacher, go first to the people directly involved. Most problems are resolved at this level. If no satisfactory solution is reached, you may then arrange a conference with the person and the administration. If satisfaction is still not achieved, the school board may be involved. The school board will make the final decision.

In other words, please do not go over a teacher's head to their boss (administration). Give them an opportunity to explain the situation and hear your thoughts. Understand that if you make an appointment for the sole purpose to discuss a teacher, you will be asked if you have spoken to them directly and then will be asked to join for a meeting with them.

7.11 Dress and Hair Code

The key words in describing what are acceptable as school clothing are: modesty and neatness. Students should avoid clothing that is sloppy, baggy, clingy, or tight fitting. Dressing appropriately is a part of the disciplined life that God requires from each of us. I Timothy 2:9 speaks about modest apparel for women; I Corinthians 11 speaks about hair. Close study of such passages teaches us that immodesty is an indication of an inward heart condition. I Samuel 16:7 says "...for man looketh on the outward appearance, but God looketh on the heart." For these reasons, standards of modesty and neatness will be applied to the dress and hair code for both male and female students.

It is admitted that many of the standards have little to do with issues of "right or wrong." The standards become an attempt to establish some uniformity in dress and hairstyles and to teach responsibility. There is no desire to place undue hardship on parents, and for that reason, we have updated the handbook to reflect a more relaxed dress code. However, reasonableness will still be applied, and the principles of modesty will be applied to young men and women 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.

1. GENERAL

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. Writing in general is not permitted. **No partisan or political clothing** (US flags or stars & stripes are fine). Small manufacturer logos are acceptable (about the length and width of a thumb). Students must be in dress code for school trips and extra-curricular activities unless otherwise noted or authorized. All school functions, church and school programs, any trips off-campus, athletic events, and while on campus before and after school are included.

We reserve the right to add policies on new fads/changes throughout the school year as issues arise.

2. BOYS—GENERAL GUIDELINES

1. No body piercings are allowed on boys.
2. No jewelry except for rings and watches are permitted.
3. If a boy needs a haircut, a note may be sent home with a reasonable amount of time allotted to get one.
4. Hair must be neat and well groomed. Hair should not be in the student's eyes. Dreadlocks or mohawks are not permitted.
5. Hair must not touch the top of the ears, collar, or eyebrows and have a reasonable degree of taper and thinning completely around.
6. Hair should be a natural color and neatly combed.
7. Sideburns may not be longer than the middle of the ear.
8. Shoes must have backs and be appropriate for play. No roller wheels.
9. No beards or mustaches. Boys must be clean-shaven at all times.
10. Young men may be asked to shave at school in the bathroom if they come to school unshaven.
11. Clothes should not be excessively wrinkled.

12. No camouflage.
13. No hats worn in school.
14. Students are not to write or draw on themselves or other students.
15. No hoods may be worn on head in class.
16. Students should not get tattoos while attending SLA. Any old tattoos should be covered.
17. No temporary tattoos.

SHIRTS

1. Monday, Tuesday, Thursday are normal school days. On these days young men are permitted to wear polos (collared shirts). They may be any color or design, but should not have writing as mentioned in the General Guidelines.
2. Shirts are to be buttoned and tucked in at all times.
3. No t-shirts, tight shirts, or jerseys may be worn (except for spirit days or other approved exceptions.)
4. A sweater or sweatshirt may be worn (and may have writing on the front, provided it does not break any of the general guidelines) AS LONG AS there is a dress code approved shirt underneath. Outer coverings may be any color or pattern, but again, they should not break the general guidelines about slogans and logos.
5. Wednesdays are chapel days. These are “dress-up” days. On these days, young men should wear dress shirts and a tie or bow tie. The shirts should not have writing, but may be any color or pattern. The same is true for tie and/or bow tie. No writing, but patterns and pictures are allowed.
6. Fridays are casual day. On Fridays, young men may wear SLA t-shirts. If they do not have an SLA t-shirt or t-shirt of SLA colors, they must wear a polo as on a normal school day.

PANTS

1. Monday, Tuesday, Wednesday, Thursday young men should wear dress pants. These may be any color EXCEPT DENIM.
2. Pants should fit properly. They should not be too long, short, not too tight, or oversized.
3. Pants must be worn on the waist.
4. Pants that have belt loops must have a belt. Pants without loops should fit secure around waist and not sag.
5. Pants should be in good condition with no fraying or holes.
6. No shorts are allowed except in PE during class or participating in a sport practice or event.
7. On Fridays, young men may wear denim pants (blue jeans). They should still wear a belt.
8. No athletic pants are permitted unless otherwise authorized for travel or spirit days. This includes sweatpants, wind pants, and joggers.

ELEMENTARY BOYS (K3-5th Grade)

1. Elementary boys may wear denim all week. But no shorts.
2. They should wear polos Monday, Tuesday, Wednesday, and Thursday. These may be any pattern or color. (No writing or political messages) Fridays, they may wear SLA t-shirts or SLA color t-shirts.
3. Their shirts should be tucked in at all times.
4. If they would like to bring a pair of shorts for their PE day, they may change into them and then back into school attire before returning to class.
5. All other rules apply.

3. GIRLS—GENERAL GUIDELINES

1. Hair should be neat and maintained. Hairstyles should be conservative and out of the eyes.
2. Hair should be a natural 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. No hats should be worn in school.
6. No roller wheels or Crocs or beach shoes.
7. No thong flip flops (between-the-toe). Sandals and similar dress shoes are permitted.

SHIRTS

1. Monday, Tuesday, Wednesday, and Thursday girls are permitted to wear polos or blouses. These may be any color or pattern but should not have any writing. They may have designs like flowers, animals, fruits, etc. They should not have inappropriate images or political messages and images. The shirts should be dressy/business casual blouses.
2. Shirts should adequately cover the waistline and should not expose the midriff while the student is performing normal school related activities.
3. No athletic t-shirts, crop tops, short tops, spaghetti straps, cold shoulder sleeve, or sleeveless.
4. Cap sleeves are allowed.
5. Fridays are casual days. Girls may wear SLA t-shirts or school color t-shirts.
6. Shirts should not be lower than 3 finger width from the collarbone. They should not be revealing.
7. Shirts should fit loosely and not cup or accentuate the body in any way.

SKIRTS

1. No pants are to be worn on campus at any time, including after school activities.
2. Monday, Tuesday, Thursday, and Friday girls may wear any color skirt, including denim.
3. Wednesdays are chapel days and therefore dress up days. Girls may not wear denim on this day.
4. Skirts should be to the middle of the knee when standing. Top of the knee when sitting, walking, etc.
5. Skirts should be loose enough to pull away from the body. They should not cup or accentuate in any way.
6. Dresses are allowed, permitting they are modest in all guidelines. Long enough at the knee, loose enough on the body, and high enough at the top. They should either cover the shoulder, or a sweater may be worn.

ELEMENTARY (K3-5th Grade)

1. Elementary girls may wear denim all week. But no shorts or pants.
2. They should wear blouses Monday, Tuesday, Wednesday, and Thursday. These may be any pattern or color. (No writing or political messages. Any pictures or images are fine.) Fridays, they may wear SLA t-shirts or SLA color t-shirts.
3. If they would like to bring a pair of shorts for their PE day, they may change into them and then back into school attire before returning to class.
4. All other rules apply.

Dress Code Violations will be dealt with using the demerit system. We reserve the right to ask students to change or have a change of clothes brought to them if they are immodest or out of code. Administration will have a final authority on all matters of dress and hair codes.

Our desire is to have a comfortable and feasible dress code that is not a burden or added expense to the parent. We believe this is reflected in the updates. With that being said, it is trial and error. These are changes that can be reverted or amended if we find that students do not respect the code. It is not our aim to “relax” the dress code, but instead to teach students about personal modesty and responsibility by giving them options about what they wear. We want the students of SLA to look put together and neat and also be able to express their personality within the guidelines of our dress code.

7.12 Dress Code Violations

It is important to note that if a student comes to school in improper dress, they will be removed from class and given the option to change clothes, have an outfit brought to them, or go home. They will be penalized 15% for assignments missed while out of class. This includes immodesty and simple dress code violations. Being asked to leave to change clothes WILL result in an automatic detention.

7.13 Parent 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 to our campus dress in accordance with the school rules if at all possible. Your help in this area will be greatly appreciated in helping us enforce the standards with our students.

If a parent has a questions about the dress code at any time, they should feel free to contact the administration.

7.14 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. No student is allowed to leave campus on foot.
2. Only approved Juniors and Seniors may leave campus for lunch.
3. Students are to be quiet and respectful of other classes while in the hallways.
4. Comic books, iPods, cameras, video equipment, laptops, iPads, toys, radios, tape or CD players, electronic games, dice, beepers and other such devices are not permitted unless explicitly allowed by a teacher or administration. 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.
5. No sunglasses, hats, or other head covering are to be worn inside the school building, unless allowed for Spirit Days or special fundraisers.
6. 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.
7. Students are not allowed to have firecrackers, stink bombs, or explosives of any kind while on campus.
8. Students should no cut any classes for any reason.
9. Questionable or objectionable reading materials, tapes, pictures, etc. are prohibited.
10. Students are not to fight, push, or shove other students or adults.
11. Students are not to use profanity or yell in hallways, stairwell, or classrooms.
12. 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, including any locker, desk, etc, at current value.
13. No public displays of affection are permitted between students on the school campus or school events at any time.
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 weapons of any kind are permitted on campus.
16. No illicit drugs or alcohol are permitted.
17. Students are not to chew gum during school hours.
18. Gambling in any form is not permitted.

7.15 General Classroom Rules

1. Students in grades 6-12 are late for class if they are not in their desk when the bell begins to ring.
2. Students are not dismissed by the sound of the bell, they are dismissed by the teacher.
3. Students are not allowed to walk out of the classroom for any reason without permission.
4. Students are expected to do their best in all classes and to do all of their homework assignments.
5. Students are expected to allow the teacher to teach and students to learn.
6. Student shall pick up all trash around their desks at the end of each period.
7. Students are expected to bring to class all necessary books and supplies.
8. Students are responsible for keeping all books and belongings in their locker except for what is needed for class. Any books found on campus will be sent to the office. Students shall pay \$1.00 each 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 Abeka Books 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 because of our small class sizes, teachers are able to differentiate the learning occurring in the classroom, meeting the slower-paced and faster-paced student where they are. SLA 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.

Our updated system puts emphasis on individual classes taking subjects that are customized for their age and moving away from combination classes where multiple grades take similar classes. This also helps each grade develop their own identity.

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 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 phonic/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 & HIGH SCHOOL (6-12)

Bible, English, Math (Pre-Algebra, Algebra I, Algebra II, Geometry, PreCalculus), History (World History, Geography, US History, and Government), Science (Physical Science, Biology, Chemistry), Physical Education, Art, Music, Computer, Journalism, Speech, Leadership, College Prep, Shop, Health.

8.2 Grading Scale for K5-5

A+	98-100
A	94-97
A-	90-93
B+	88-89
B	85-87
B-	80-84
C+	78-79
C	75-77
C	70-74
D+	68-69
D	65-67
D-	60-64
F	59 and below

Grading Scale for 6-12

A+	98-100
A	94-97
A-	90-93
B+	88-89
B	85-87
B-	80-84
C+	78-79
C	75-77
C-	70-74
D+	68-69
D	65-67
D-	60-64
F	59 and below

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 and B's during the nine-week grading period.

8.4 Promotion & Retention

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

English & Math must be passed each year before a student's promotion to the next grade level.

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 who fail only ONE course, have the option to retake that course in summer school. Summer school will be a two-week intensive course lasting four hours a day. Students must pass summer school in order to be promoted.

To graduate, a student must pass (25 credits) 4 Math, 4 English, 4 Bible, 3 Science, 4 History, 1 1/2 Physical Education, 1/2 Health, 2 Foreign Language, 1 Computer, 1 Speech

Additionally, when it does not interfere with a student's ability to take these core classes listed above, they should take Leadership as Juniors and College Prep as Seniors.

Students transferring in do not require 4 Bible credits, just 1 per year of attendance.

Students in grades 1-8 can miss no more than twenty-five (25) school days (excused or unexcused) and pass for the year. Students in grades 9-12 can miss no more than twelve (12) 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 hospitalizations 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.

8.5 Progress Reports and Report Cards

Kindergarten and elementary student 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 of their grades and academic progress.

7th-12th grade students will bring home a mid-quarter progress report.

K4-12th grade students will receive a report card at the end of each quarter. There is a space provided for your comments, if needed. Report cards will be held for students who have charges on their account. Report cards are to be signed by the parent and returned to the homeroom teacher within three school days of the issuance date. If not returned:

- Day 4: Warning
- Day 5: Teacher call to parents
- Day 6: Lunch detention
- Day 7: Elective detention
- Day 8: After School Detention

While we do not send home tests and quizzes at the high school level, this is accessible per your request and online through Headmaster.

8.6 Exam Schedule

Semester exams in December and May

8.7 Homework

Homework is only given as a last resort or if students fail to complete work in the classroom. They may also receive additional work as extra credit or as extra practice if they are struggling. Projects are given as an alternative learning style to avoid penalizing students who aren't great test takers and reward students who are strong creatively. Students should purchase a steno pad or a planner to write their assignments and tests/quizzes.

No Wednesday night homework is to be assigned so that our students can attend their mid-week prayer meetings.

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 days to accomplish this task. On the third 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 K5-11. SLA consistently averages above the national norm. SLA requires 10th & 11th graders to take the PSAT test. Students in the 12th grade may take either the SAT or ACT, but should organize this through College Board. Fees for these tests are paid by the student.

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.

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 vehicle during the day with 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.
10. Leaving campus for lunch is a privilege reserved for 11 & 12 graders.

11.0 Inclement Weather Conditions

In the event of inclement weather, please watch TV Channels 2, 8, or 12 for SLA 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 TV and radio stations.

12.0 Lunch Program

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 use better stewards of God's money. This also helps keep your lunch costs as low as possible. The lunch prices are as follow:

K3-K4 lunches are \$63 monthly (required to be paid with monthly tuition payment on the first of each month)
K5-12th lunches are \$3.50 daily (optional)

K3 & K4 Lunches: Due to state guidelines, we require all K3 & K4 students to purchase hot lunches. These lunches are to be paid with monthly tuition payments on the first of each month. New or transferring K3, K4 students 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

orders 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.

K5-12 Lunches: These students are offered a pre-order lunch program. Lunch is only available 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 homeroom 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.

K5-12 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 from 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 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 you 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 than 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

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 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 student, 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 99 degrees and above may not come to school. If a student becomes ill during the 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 parents. 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, rasher, etc.

Each child enrolled at SLA must have received all immunizations at entry and must remain current according to the age level as prescribed by the NC Department of Health.

Many faculty members of SLA are CPR & 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 test, consumable textbooks, and rental of other textbooks. No refund 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 he 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.

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 the 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

examinations 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 the SLA rules while on any SLA sponsored trip. SLA provides van certified drivers and CDL 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 teacher each day. Parents may view them online at www.slanc.org after 12:00 PM.
2. Parent/Teacher Conferences are at your discretion. You have a right at anytime to reach out to your student's teacher and/or administration for a meeting.
3. The administration, teachers, and coaches will send home various notes throughout the school year. Students are asked to deliver these to their parents.

20.0 Student Activities

20.1 Listing of Athletic Participation

SLA participates in the NCCSA Athletic Association in some sports and the CSAA in others. Listed are the current sports SLA engages in.

1. Men's Soccer
2. Women's Volleyball
3. Men's & Women's Basketball
4. Baseball
5. Softball
6. Golf

20.2 Eligibility Requirements for Athletics

All athletes, must receive no lower than a C average in all class combines. This will be determined by the progress reports and report cards.

If the student's average is lower than a 70, that individual will be benched until their grades return to appropriate level.

According to the NCCSA academic requirements, a student must have a passing grade in each of the four core classes (English, Math, Science, History). Bible will be included within this requirement. This will follow the same condition for being benched until the next grading period for having an average below 70. 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, Driver's Ed, etc, do not take priority over teacher's convenience.

Homework due the day of the game or appointment 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 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 participation in the Fine Arts activities of the NCCSA
2. Participation is open to all students in grades 3-12
3. Fine Arts Festival offer an opportunity for students to be rated in the following broad categories: Bible knowledge, academics, spelling bee, poetry, music, speech, 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. Piano lessons are offered through SLA at an additional charge
6. A Christmas Program and Spring Program are presented during the school year. Programs include a variety of fine arts performances.
7. Sophomores, juniors, 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 into the lost and found area located in the cafeteria. Items found will be donated to the Goodwill at the end of the school year. 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 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 they 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. However, lockers should be kept neat and clean at all times. No student should tamper with another student's locker or belongings. A student must use the lock that the school supplies. Locker doors shall not be forced shut or slammed. No stickers are to be put 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. No political phrases.

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 students' 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 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 to 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. Parents may visit.

1. Please contact the school office in advance.
2. On the day of, sign in at the school office to receive a visitor's pass before entering the classroom.

3. Do not try to “help” the teacher, unless this has specifically been arranged in advance.
4. Be considerate of the teacher’s time.
5. Remember, their primary duty is to conduct the class.

21.9 SLA Website

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

21.10 Policy on Student Websites

As part of SLA 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 on the internet. SLA is committed to work with parents at helping our kids recognize those dangers.

Though we cannot control what students post on their personal accounts and social media, we reserve the right to discipline students whose accounts give proof they are involved in an immoral relationship, drinking, smoking, doing drugs, using e-cig/vapes, etc.

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 phone with them to school; however, cell phones must be turned off. 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 the 3:15 pm bell. Unauthorized use of a phone will result in it being taken and 10 demerits.

21.13 School News

Classroom news will mainly be provided on your child’s teacher’s website and on the main SLA website. 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 website under “Quick Links” – “Join Newsletter.” SLA also provides a separate website that covers all SLA sports. This website 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 changes 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—August 2022

—Modifications required upon moving 6th grade to middle school