



**CHAPIN**  
**ACADEMY**

**Parent/Student  
Handbook**





## PARENT/STUDENT HANDBOOK

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### I. PURPOSE

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Mission: Chapin Academy blends the best of homeschooling and private, Christian education by partnering with families to develop college-worthy disciples of Christ for future generations.

### II. CONTACT INFORMATION

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Director: Rebecca Davis  
Email: [admin@chapinacademy.com](mailto:admin@chapinacademy.com)  
Emergency Cell: (803)566-2933

Director: Shawn Hammond  
Email: [fivehammond@gmail.com](mailto:fivehammond@gmail.com)  
Emergency Cell: (803)400-8284

Chapin Academy Mailing Address:  
P.O. Box 185  
Chapin, SC 29036

Physical Location:  
Chapin Presbyterian Church  
600 Old Lexington Highway  
Chapin, SC 29036

### III. STATEMENT OF BELIEF

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Chapin Academy is a private, non-denominational, Christian ministry. We adhere to traditional, conservative Biblical principles such as, but not limited to:

We believe that salvation is by grace alone, through faith alone, in Christ alone. There is no other way by which to enter into a relationship with God.

We believe the Bible to be the only inerrant and inspired Word of God, our ultimate authority in matters of doctrine and holy living.

Our beliefs are further represented in the Apostles Creed and the Westminster Confession of Faith and its catechisms.

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ALL TEACHERS AT CHAPIN ACADEMY MUST BEAR TESTIMONY OF BELIEF IN ACCORDANCE TO OUR STATEMENT OF FAITH. ALL FAMILIES ATTENDING MUST SUBSCRIBE TO A CHRISTIAN WORLDVIEW AND BE SUPPORTIVE OF THE TEACHINGS OUTLINED IN OUR STATEMENT OF FAITH.

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## IV. ADMISSION PROCECURES

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1. Submit an Application for Admission along with the application fee
2. Participate in a Family Interview
3. Upon acceptance, complete and return the Registration packet, along with the supply fee

Chapin Academy does not discriminate on the basis of race, color, gender, nationality, or ethnic origin. However, because Chapin Academy is a distinctly Christian organization, the administration reserves the right to discriminate in areas of religious beliefs and affiliations.

Acceptance for enrollment in Chapin Academy is at the discretion of the Administration. It is based upon the satisfactory completion of all application requirements and a thorough review of all responses on the application forms and family interview.

Chapin Academy reserves the right to take whatever steps it deems necessary toward any individual or family in order to ensure that the school's reputation and purpose are not hindered. Such action includes, but is not limited to, the denial of enrollment or removal of any student or family.

## V. DROP-OFF/ PICK-UP PROCEDURES

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### **8:15-8:25 Morning car line**

- Parents should enter through the first entrance to Chapin Presbyterian Church (on the bell tower side), drive around the back of the building and pull up to the portico to drop off children. Parents are responsible to assure that their children have entered the building safely to the supervision of a waiting staff member.
- Assembly starts at 8:30am, so drop off should be complete by 8:25am.
- The door will be locked at 8:30 during morning chapel. Students who arrive after 8:30 will be required to wait until after chapel (9am) to be admitted into the building.

### **2:45 Afternoon Carline:**

- Enter and exit the same as morning car line, please have your carline tag visible.

- If you prefer to park and pick up your child, you will need to park and walk to the portico, with your carline tag present, to pick children up.
- There will be a \$1.00 per minute charge after 3:00 for any late pick-ups.
- If you are picking your child up early, or your child is going home with someone other than you, please send a note to school with your child that morning.
- High school students will be released from school at 3:00pm. Parents should be waiting in the parking lot at that time.

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## VI. SCHOOL CLOSINGS

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In the event of inclement weather, Chapin Academy will follow the cancellation policy of Richland/Lexington District 5. In the rare event of a funeral that must be scheduled at the church on a school day, school may be closed or students may be released early. Parents will be alerted via text, website, and/or Thinkwave.

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## VII. COMMUNICATION

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- In order for your child to benefit the most from Chapin Academy, parent-teacher communication is essential! Your child will bring home a communication folder each day that will contain all of his or her assignments for the week, any checked work, and a space for teacher comments. Please check this each week. Teachers may be contacted via email, or a conference may be scheduled upon request. During car line or at the end of class are **not** good times to discuss concerns.
- In order to streamline accurate and timely communication and in an effort to partner with parents, we use a cloud-based communication software called ThinkWave to communicate homework, grades, missing work, announcements, and assignment details. You will receive log-in information and can view your account on any computer with internet access.

**\*\*Do not depend on the Long Range Plans listed by teachers for homework assignments. While teachers have provided an overview of the year, plans may change and these documents will not be updated on a regular basis. ThinkWave updates will provide the most accurate and up-to-date assignments. **ThinkWave should be checked daily!****

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## VIII. CLASSROOM POLICIES

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## ELECTRONIC DEVICE POLICY

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Phones and electronics are not allowed on campus. If a student brings a phone, iPod, mp3 player, etc., it will be confiscated and returned only to that student's parent. If a student needs a phone for an after-school activity, it may be left with the administration until the end of the school day. Chapin Academy is not responsible for lost or stolen items.

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## MEDIA POLICY

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No DVD's, internet videos, or visual media of any type (other than rated "G"), will be shown in class without parent notification. Any media shown should be listed on Thinkwave in advance to allow parents time to preview it.

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## CLASSROOM DISCIPLINE

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Parents are responsible for the instruction, training, and discipline of their children. Chapin Academy will reinforce biblical values and expectations for behavior while your children are at school. During school hours and at other school related and school supervised functions, students are to respond to school faculty and supervisory staff members with obedience in action and respectfulness in attitude. Failure to maintain an appropriate attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will result in appropriate disciplinary action. The school expects that parents will support the administration of such disciplinary action by encouraging obedience and respectfulness to the authorities in the school as well as the staff of the church who also minister in the facility.

All students are also expected to show respect and kindness to their classmates. We will seek to demonstrate and teach how to relate to others showing the Fruit of the Spirit. Each teacher will have a set of standards and discipline plan for their class. Discipline will be maintained through positive reinforcement, correction, and consequences. Consequences include, but are not limited to: change of seating, written tasks, silent lunch, time-out of an activity, parent notification, or a meeting with the Administration. Continued disciplinary issues may result in expulsion from Chapin Academy.

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## IX. DRESS CODE

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Chapin Academy requires a uniform dress code:

**Tops:** navy, white, or CA logo polos, short or long sleeved. No other logos or emblems, please.

**Pants:** plain khaki pants or Bermuda length shorts. Girls may also wear capris or knee-length khaki skirts. Leggings or shorts may be worn under skirts.

**Shoes:** Any closed-toed, play-appropriate shoes are fine.

**Jackets:** For a jacket that unzips and will be removed, students may wear a jacket of their choice. Hoodies that are worn indoors must be Chapin Academy embroidered hoodies, ordered through the school only. All other jackets must be removed while in the building.

**Hair:** Boys hair must be kept above the collar. For girls and boys, no attention-seeking styles such as mohawks or brightly colored dyes will be permitted.

Any clothing deemed distracting or inappropriate, at the discretion of the Administration, will be prohibited.

\*\*Note: no pocket knives or sharp objects of any kind should be brought to school.

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## X. LUNCH AND SNACKS

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- Student lunches should not include soda or red and/or dye-filled drinks that may stain flooring.
- Due to allergy concerns, parents must send a snack for their own child each day.
- Lunch boxes and snacks should be clearly labeled with your child's name.
- No sharing of food will be permitted.
- Lunch boxes will not be refrigerated, so please pack accordingly.

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## XI. MEDICAL INFORMATION

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\*\*Please indicate on the student's Registration any health information that may affect your child while at Chapin Academy.

**Health:** In the interest of every child's well-being, parents **MUST** keep their child home when he/she is sick. If a child has symptoms such as elevated temperature, rash, vomiting, excessive nasal discharge or diarrhea, please keep your child home.

(continued on following page...)

If a student shows signs of illness, a parent will be notified to pick him/her up from school.

To prevent the spread of the flu, if one member of the household is diagnosed with influenza, please keep all siblings home.

**Allergies:** Students whose allergies may require the use of an epi-pen must turn in a labeled epi-pen to be kept at the school for the duration of the school year.

**First Aid:** Faculty and staff will administer first aid treatment as needed. Emergency medical treatment will be sought for students whose medical needs warrant such action.

**Medication:** Students may not have in their possession any medications, prescription or non-prescription, while at Chapin Academy. Medications must be administered by a parent or guardian.

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## XII. GRADES AND PROGRESS REPORTS

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Chapin Academy provides semester progress reports and annual report cards for our students. Parents can also view their child's grades at any time on their ThinkWave account.

Students in grades **K4-2** will receive a letter showing their progress:

E=Exceeds Expectations

S=Satisfactory

P = Progressing, but not meeting grade level standards

U = Unsatisfactory, not progressing or meeting grade level standards

Students in grades **3 and up** receive a grade based on the standard grading scale:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F= Below 60

For specific grading procedures by class, please refer to the class syllabus posted by the instructor on ThinkWave.

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## XII. EXPECTATIONS

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### CHAPIN ACADEMY EXPECTATIONS

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**Administration:**

- To provide, encourage, and train qualified instructors who are passionate about



inspiring and encouraging students

- To partner with parents in the instruction of Christian values and principles by encouraging and modeling Christ-like behavior.
- To research resources, activities, and curriculum to continuously improve Chapin Academy
- Act as a liaison between parents and staff, when needed
- To promote Christ like behavior and academic excellence

**Chapin Academy Staff:**

- To prepare lessons that are interesting, challenging and appropriate for the students
- To maintain a safe and positive school environment by recognizing each child's value as unique individuals created in God's image and treating each student with respect and kindness
- Rewarding appropriate behavior and academic growth
- To support parents in their instruction at home by communicating honestly and frequently regarding student progress

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PARENT EXPECTATIONS

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- To model attitudes and behaviors that support Chapin Academy's mission by:
  - Showing respect to the teachers and staff in words and attitude.
  - Modeling effective conflict resolution by handling concerns appropriately, directly and honestly, only with those involved
- To show respect for the importance of school by having students:
  - Adhere to the dress code.
  - Arrive on time and remain the full length of the school day
  - Comply with the school calendar for vacations as much as possible
  - Keep their supply box stocked with needed materials
  - Complete and turn in assignments on time.
- To supervise your child's learning by:
  - Checking ThinkWave daily and reading school newsletters in order to stay informed.
  - Monitoring the completion of homework, projects and class work.
  - Assisting with any remedial instruction if such a need is indicated through quiz/test scores or as noted in conferences with teachers
  - Making a plan to obtain make-up assignments and monitoring the completion of those assignments when necessary
  - Keeping open communication with the classroom teacher.

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STUDENT EXPECTATIONS:

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- To strive to honor God with his or her words and actions, both in and out of school.

- To join staff and peers in creating a healthy, supportive and safe environment for learning to take place by:
  - considering the needs of others
  - encouraging the efforts of classmates
  - refraining from behavior that would belittle or discourage others
  - exhibiting attitudes and behaviors that promote a positive learning environment
- To display a good work ethic by being productive and putting forth his/her best effort
- To come to school prepared to learn with necessary materials and completed assignments
- To strive towards regular attendance, as this is necessary for learning! Excessive absences may result in loss of credit from Chapin Academy. High school students must not be absent more that 5 class days per semester, or they may lose credit for the course.
- To communicate honestly and respectfully with the Chapin Academy staff
- To complete and turn in homework and projects as directed and on time
- To adhere to the school’s dress code
- To respect the property of Chapin Academy, our host church, and classmates: I will not damage or take anything that does not belong to me.

FAMILY AGREEMENT

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For the student: I understand the student expectations and will follow them with the help of my teachers and parents as I attend Chapin Academy this year.

Student name or Signature: \_\_\_\_\_

Student name or Signature: \_\_\_\_\_

Student name or Signature: \_\_\_\_\_

Parent agreement: I have read and agree to the parent expectations in the [Chapin Academy Parent/Student Handbook](#). I have also read each of the syllabi for my child(ren)'s classes.

Parent Signature and Date:

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