



**SouthLake
Christian Academy
Parent/Student
Handbook

2020/2021**

SouthLake Christian Academy is a ministry of SouthLake Church PCA

(Updated August, 2020)

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INTRODUCTION

The following information is designed to assist our students and parents in the successful completion of the school year. We at SouthLake Christian Academy (SLCA) firmly believe that a major ingredient for a successful year is a mutual understanding of how the school operates. If you have any questions, please call our office.

As the year progresses, the Head of School may announce additional guidelines to the student body. Parents and students are responsible for and have agreed to follow all policies set forth in this handbook. The SouthLake Christian School Board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice.

STATEMENT OF EDUCATIONAL PHILOSOPHY

SouthLake Christian Academy is dedicated to educating the whole person: spiritual, intellectual, emotional, and physical. Because humans were created as spiritual beings whose chief purpose in life is to glorify God and enjoy Him forever, SouthLake Christian Academy is committed to leading each student into a vital personal relationship with Jesus Christ as Lord and Savior and to training the student to serve Christ in every area of life. Such service will encompass family, church, nation, and world.

Because humans were created as rational beings, SouthLake Christian Academy is committed to teaching and training the student “to think God’s thoughts after Him” and to “bring every thought captive to the obedience of Christ.” This will be accomplished by comprehensive biblical integration in every academic discipline and a focus on understanding the Scriptures and applying them to every facet of life. Moreover, students will be prepared through a rigorous and comprehensive academic program and extracurricular activities to fulfill their calling as they take their place in home, church, and state and determine their profession. Each teacher will seek to develop within students an inquiring mind and a mastery of the necessary skills for the purpose of applying their knowledge to the service of both God and humanity. Because learning is a lifelong process, the educational program at SouthLake Christian Academy seeks to foster in students a love of learning and a desire to know God more fully as He has revealed Himself in both nature and the Scriptures.

Because humans were created as emotional beings, SouthLake Christian Academy is committed to developing within students an emotional and psychological wholeness as reflected by appropriate self-assessment. This means that students are taught to recognize the unique capabilities and limitations with which they have been endowed by their Creator. They are also taught to respond biblically in their actions and interactions with others in the diverse circumstances of life. The students are taught to be obedient to the two greatest commandments as set forth by Christ: “You shall love the Lord your God with all your heart, and with all your soul, and with all your mind...you shall love your neighbor as yourself.” (Matthew 22:37, 39 NASV)

Because God created humans as physical beings, our bodies are gifts from God. Therefore, the body is not to be rejected, nor is it to be worshiped. Rather, the Christian’s duty is to understand, care for, and develop the body to God for His use in discipline. The body of the Christian is the dwelling place of God’s Holy Spirit. The

educational program at SouthLake Christian Academy is dedicated to doing all things for the glory of God. Therefore, students strive for excellence in every part of the school program. All members of the staff and student body will be expected to perform their responsibilities to the best of their God-given abilities. We recognize that parents have primary responsibility for their student's education, and we are merely assisting them. Thus, we encourage a close relationship between parents and the Academy to accomplish all our spiritual and academic objectives.

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STATEMENT OF FAITH

We believe the Scriptures of the Old and New Testament are verbally-inspired by God, wherein He reveals Himself to humankind, reveals His will and ways for all men and women; and which are of supreme and final authority in faith, life, and standards of education. The Scriptures teach:

That there is one God, the Creator of heaven and earth and all things in them, Who eternally exists in three persons: Father, Son, and Holy Spirit, Who are the same in essence and equal in every divine perfection.

That God has a perfect knowledge of all His works, of the final issue of every event and of the end life condition of every intelligent creature; consequently, a concerted plan in relation to creation, providence and grace, from eternity.

That God created man in His own image, holy, upright, and constituted him, regarding the moral state of his posterity, their public head and representative. That God created mankind male and female in complementarity for companionship and bringing forth progeny.

That man fell from his state of innocence and holiness through disobedience to God's command. That consequent upon man's fall and apostasy from God, lost his spiritual life, becoming dead in sin, and that he became subject to the power of the devil. This spiritual death has been transmitted to the entire human race so that every person comes into existence with a heart deceitful above all things and in a state of entire moral depravity, under God's wrath and judgment; and needs regeneration of soul, body, and mind.

That Jesus Christ, the only begotten Son of God, is the eternal Word manifested in the flesh; He was conceived by the Holy Spirit and born of the Virgin Mary; He is true God and true man. That for the purpose of carrying forward the work of man's redemption, the Lord Jesus Christ has suffered and died for our sins according to the Scripture, as a representative and substitutionary sacrifice; that He arose from the dead in His glorified body, ascended into heaven and as our great High Priest and Advocate He ever lives to make intercession for

us; He lives on high as Head of the Church, and shall return to earth to judge the world and reign over all.

That all who place full faith on Christ's name are justified on the ground of His shed blood and receive the gift of eternal life by the grace of God, thus becoming children of God.

That the Holy Spirit, the Third person of the Godhead, convicts men of sin, and regenerates believers unto a holy life; He is the Teacher of the Word of God; He is the Light of our minds, our affections, and our morals.

That sanctification is a divine and progressive work of the Holy Spirit whereby God sets the believer apart and works out, in, and through him by means of a submissive will that which is well pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body. The renewed man in Christ is enabled to worship and serve God and to enjoy Him forever.

While the above is a summary of the beliefs of SouthLake Presbyterian Church, as a congregation of the Presbyterian Church in America we affirm and embrace the fuller expression of the church's doctrinal position as found in the Westminster Confession of Faith, the Larger Catechism and the Shorter Catechism, which together are the final arbiter of doctrinal disagreement.

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MISSION, VISION, AND VALUES STATEMENTS

Mission Statement: SouthLake Christian Academy exists for the sake of God's glory and mission, proclaiming the gospel and disciplining the whole person in all aspects of God's reality.

Vision Statement: that Christ may be preeminent in all things (Colossians 1:18)

Values: Respect, Integrity, Kindness, Joy

ARBITRATION AGREEMENT

Whenever possible, problems should be solved at the level at which they occur. Therefore, we ask that when a problem arises within the classroom regarding a student, parents contact the teacher to discuss the problem and seek a solution. If the problem persists or the family is not satisfied with the response, please contact the school principal for that grade. A meeting with the teacher and principal can be scheduled to help resolve the issue. After that, parents may seek assistance from the Head of School to resolve the issue. Only after all other attempts to resolve grievances are exhausted, appeals concerning unresolved issues then may be submitted in writing to the SouthLake Christian School Board.

ARRIVAL/DEPARTURE FROM CAMPUS

Morning Drop-Off

Reminder: no left turns onto Highway 73 from the Denver side.

Arrival time for students is 7:25 a.m.-8:00 a.m. High School students (grades 9-12) arriving before 7:30 a.m. should be dropped off at the main entrance of Wilcox Building (the Upper School) by the flagpole entrance and wait in the gym until classes are dismissed at 7:30 a.m. Upon arrival, Upper school students may go to their lockers and immediately return to the gym to wait. Students may not loiter in the hallways. JK-8th grade students arriving before 7:30 a.m. should be dropped off at the Hampton Hall covered entrance and proceed to the lower level of Hampton Hall until classes are dismissed at 7:30. All students arriving after 7:30 will go directly to class, stopping at their lockers if needed.

HUNTERSVILLE TRAFFIC/ALL GRADES

All families traveling west on Hwy 73 from Huntersville must turn right onto Hagers Ferry Rd., then turn left into third driveway (labeled "Main Entrance") and queue up around the Upper School to drop-off students at the specified location.

DENVER TRAFFIC/ALL GRADES

All families traveling east on Hwy 73 towards Huntersville should turn left onto Hagers Ferry Rd. (using the left turn lane), and then turn left into the third driveway (labeled "Main Entrance"). There will be no separate drop off for Denver students at the church entrance of Wilcox. All students must enter the main buildings as described above for health screening. Students will not be allowed to enter the buildings from the side entrances.

Afternoon Pick-Up

Dismissal 1: Students in grades JK-6th will be dismissed from classes beginning at 2:30 p.m. Bus riders and parent riders will dismiss at 2:30. After School students in JK-6th grade will dismiss for the lower level of Hampton Hall at 2:40. Late Wait students will remain in classrooms until 3:10 if they ride with a parent or 3:20 if they ride with a sibling driver.

Dismissal 2: Students in grades 7th-12th will be dismissed from classes beginning at 3:10 p.m. Bus riders and parent riders will dismiss first at 3:10. Student drivers or siblings riding with a student driver will dismiss at 3:20.

HUNTERSVILLE TRAFFIC/ALL GRADES

All families traveling west on Hwy 73 from Huntersville must turn right onto Hagers Ferry Rd. then turn left into the third driveway (labeled "Main Entrance") and queue up around the upper school to drop-off or pick-up your students at one or more of the designated locations.

DENVER TRAFFIC/3:10 Carline Only

Denver car riders will be dismissed for pick-up at the Church entrance. All families traveling east on Hwy. 73 towards Huntersville must turn left onto Hagers Ferry Rd. then turn left into the third driveway (labeled "Main Entrance") and queue up around the upper school, peeling off the queue near the football field to pick-up your students by the Church office.

Because of safety issues, parents are not allowed to park in the carline to pick up their child. If the parent must come inside, they must park in a parking space, not in the drive through.

STUDENT VEHICLE AND PARKING POLICIES

Students in grades 11-12 are permitted to drive a private vehicle and park on campus as long as the following criteria are met:

- The student must have a valid NC driver's license.
- The vehicle must be insured as required by the state of North Carolina.
- The student must register with the school all vehicles that will be driven to school by completing a parking application, which requires parental permission and signature.
- A school-issued parking permit must be displayed on the vehicle driven on campus at all times. Vehicles not displaying the school-issued parking permit may be towed from school property at the owner's expense.
- Student vehicles parked on the SLCA campus are subject to search.
- Students may only park in the lot with their assigned number.
- Upon arriving, students are expected to lock their cars. Permission must be obtained from the office for students to access their vehicles during school hours.
- Students should obey traffic laws, heed campus traffic signs, and drive safely while on campus.
- Violation of the above policies will result in a one-week suspension of parking privileges. Repeated violations may result in the permanent suspension of parking privileges.
- Student drivers are expected not to leave campus until indication from a staff member that carpool traffic has subsided at approximately 3:25.
- Parents and student drivers are NOT to use cell phones while in carline.

STUDENT LOCKERS/CUBBIES

GRADES JK-4: CUBBIES/LOCKERS

Students in grades JK-4 will be issued cubbies/lockers for their personal use. These cubbies are provided for student use to store books, supplies, and other items required for a successful educational experience. We ask students to keep their cubbies clean. Students may decorate the locker/cubbie if nothing displayed is inconsistent with the policies of the school and no stickers are used. All bookbags must fit into cubbies/ lockers as they are not allowed inside the classrooms. Students and parents are on notice that the school reserves the right to search any locker at any time.

GRADES 6-12: LOCKERS AND LOCKS

Students are issued lockers and locks for their personal use. These lockers and locks are the sole possession of SLCA and provided for student use to store books, supplies, and other items required for a successful educational experience. Locks belonging to students are not allowed. If a student's school-issued lock is lost, the student's account will be assessed a fine for the replacement of the lock. Students are not allowed to use other students' lockers or locks at any time, as students are liable for all contents located within assigned lockers. We advise that students utilize locks, but this is not required. We advise that students utilize the locks at all times, but this is not required. Students and parents are on notice that the school reserves the right to search any locker at any time. Students may decorate the inside of the locker if nothing displayed is inconsistent with the policies of the school, and the decoration does not inhibit entry into the locker.

ITEMS NOT TO BRING TO SCHOOL

The following items are not to be brought to school and are subject to immediate and permanent confiscation: alcohol, tobacco, unauthorized drugs or medications, weapons, drones, knives, multifunction tools, or any object prohibited by law. This includes but is not limited to e-cigarettes, Juuls, or associated products.

ON-CAMPUS MEDICATIONS/ADMINISTRATION

Students taking prescription and/or non-prescription medication or supplements on campus or under school supervision should have written documentation from their physician. Students are not allowed to self-medicate at any time while on the campus. Any needed medications during the school day (including field trips) must be provided by students, through their parents, and delivered to the appropriate school office for administration. All medications (including “over-the-counter”) must be in their original packaging with printed directions as to its administration. It is the student’s responsibility to request the medication from the school office. Special procedures apply to students who are diabetic or use inhalers or EpiPens. Students using dietary supplements while on campus may not distribute to others.

STUDENT CELL PHONE USAGE

Cell phones should be silenced or powered off during school hours. Students may use their cell phones before school and after school or times as specified by a teacher. High school students may also use their cell phones during lunch and break. Videos, photographs, and audio recordings may not be taken during the school day. This policy will be strictly enforced, and any device on a student’s person during unapproved times will be confiscated. Confiscated devices will be held by administration until the end of the day. Depending on the offense, the device may be released to the parent only.

Disciplinary action may result if a student’s phone contains profane, abusive, sexually explicit, or otherwise inappropriate content. Likewise, students who share inappropriate content also may face disciplinary action. This policy will be enforced as outlined in the Student Conduct and Discipline section. Parents are encouraged not to receive text messages sent during the school day as the final source of information about school operations. The school will contact parents directly with all pertinent information.

LUNCH ROOM/FOOD AND DRINK POLICIES

Students are expected to order lunch in advance, bring their own lunch or pay for any available lunches with cash, debit or credit card. Hot lunches are pre-ordered monthly by submitting an online lunch order form. This form can be found by following the links on www.southlakechristian.org or RenWeb. Students may not charge lunches or snacks.

Students will eat lunch in classrooms or designated areas with teacher supervision. A table is available for students with food allergies in all common areas. In classrooms, desks for students with food allergies will be labeled with purple tape on the legs.

Food and drink are to be consumed only in designated areas. Water and sport drinks are allowed, but they must be in plastic containers with lids. Until further notice, water fountains will be used only for filling water bottles.

COMMUNICATION WITH TEACHERS POLICY

Open and unhampered communication between parents and teachers is an integral ingredient for a successful school year.

- Teachers and administrators are expected to respond to parental communication within 24 hours, excluding weekends and holidays. If it is an emergency, parents should contact the school office.
- Parents are not allowed to visit classrooms before or after school without an appointment.
- All parents of students in grades JK-4 will have a scheduled Parent/Teacher Conference at the end of the first quarter during the dates designated on the student calendar.
- Parents of students in grades 5-12 who are new to the school are required to participate in the scheduled Fall Parent/Teacher conference day, as well.
- Families with students who are in danger of failing also will be asked to conference.
- To schedule a conference with a teacher, a parent should contact the teacher directly or call the school office.

INCLEMENT WEATHER

SLCA's population draws from six counties, and our main concern is student safety. School administrators will monitor weather and road conditions as well as the closure decisions of local schools. SLCA, however, will make its own decisions regarding schedule adjustments for inclement weather. If inclement weather, local flooding, or a weather-related power outage forces a closing or delay of school, this decision will be announced via the SLCA text alert system, email, social media, the school's website, and local media outlets. Because road conditions differ from place to place, parents are always free and responsible to make whatever decision they think is in the best interest of safety for their family.

SOLICITATION/PARTY INVITATIONS

Solicitation is prohibited at SouthLake Christian Academy without the permission of the administration. This includes using the parent/student directory for the following purposes: the selling of tickets, candy, etc.; the distribution of political, religious, or commercial materials; and the circulation of petitions, flyers, or other materials. This policy also includes the distribution of party invitations or similar correspondence by students while on campus.

CONTINUING ENROLLMENT POLICY

Students are enrolled at SouthLake Christian Academy on a continuous basis, meaning that parents must indicate their intentions to un-enroll prior to the effective date of the next year's tuition contract. Students and parents are expected to be positive and contributing members of SLCA by their adherence to the policies and procedures of SLCA and by their reflection of Christian values both on and off campus. Students who demonstrate values or behaviors that are not consistent with the policies of the school can be expelled or asked to withdraw prior to the end of the year. The faculty and administration review students at the end of each semester and make recommendations to the Head of School regarding students who are performing below school expectations. Students will be allowed to continue their enrollment for the next academic year if they are succeeding academically and their behavior is consistent

with what is expected by SLCA. Parents and students will be notified when a student is placed on probation. Students may not be invited back to SLCA if their parents, at the sole discretion of the school administration, engage in behavior inconsistent with SLCA's policies and procedures.

ATTENDANCE

Every effort should be made for students to attend school to ensure they have the full benefit of the educational opportunity available at SLCA. SouthLake Christian makes no distinction between excused and unexcused absences as it pertains to the attendance policy. Students are allowed 20 absences for a year-long class and 10 absences for a semester-long class. Absences in excess of this may result in a student not being promoted or require a class be repeated.

- Students with a long-term illness will be dealt with on a case by case basis.
- Students arriving after 10:30 a.m. or leaving school before 11:30 a.m. will be marked absent for the day.
- Students who are absent due to illness must be free of fever, vomiting, or diarrhea for 24 hours before they can return to school.
- Students are on campus from the beginning of the school day to the end of the school day unless given permission to leave for employment or off-campus courses as their class schedule permits.
- Students who test positive for COVID-19 or must miss classes while in quarantine with a positive family member will be extended additional absences and offered online support until they are able to return to classes. Documentation of a positive COVID-19 test is required to receive attendance accommodations.

TARDIES

Students are tardy to school if they are not in their first period classes when the first bell rings. If students are tardy to school, they must first come to the office, sign in and receive a tardy/admit slip before going to class. Tardies will be excused only when the cause for the tardy was illness, doctor's appointment, or traffic delays due to accidents or severe weather conditions. Students will be considered tardy for class if they are not in the room when the tardy bell for that period rings. Students accumulating 3 tardies in any one class will receive lunch detention and will receive lunch detention for each offense after 3.

STUDY HALLS

Students in grades 9-12 may have study hall scheduled. This time is set aside for students to begin to complete homework, prepare for class, or make up tests.

REQUIREMENTS DUE TO ABSENCE

1. When five days or fewer are missed, the student will have one school day for each day he/she missed to make up the work. This work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.
2. When more than five days are missed, the teacher, student, and parent(s) will work out a schedule that will give the necessary time needed to make up the work.
3. If a student misses only the day a project or assignment is due, he/she is responsible to submit the work the first day he/she returns regardless of whether that class meets every day or not, provided he/she was informed of the due date in advance of his/her absence. Upper School students must submit

projects or writing assignments the day they are due regardless of attendance.

4. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given, unless prior arrangements have been made with the teacher.
5. If a student comes into school late and as a result has missed a test, the student should report to the office immediately to arrange to make up that test. Students have one day for each day absent to makeup all tests and quizzes missed during their absence. Students should meet with their teacher(s) ASAP to request alternative arrangements if they do not have a study hall or have multiple assessments to complete.
6. All tests/quizzes are made up during enhanced learning block, study hall, or before/after school. Students may NOT miss a scheduled class to make up a test.

CONTINUAL ENROLLMENT/EXCESSIVE ABSENCES

A student's continual enrollment at SLCA will be reviewed at the end of each semester with respect to all areas, including academic, behavior and attendance. A student who has been absent from any class more than the allotted number of absences, may not receive credit for taking the class and be placed on probation to address the excessive absenteeism. Make-up time for classes missed may be required. If excessive absenteeism continues for non-COVID-19 related reasons, the student's enrollment may be terminated by the administration. The school in its sole discretion will make the final determination as to whether cumulative absences are excessive and require intervention or withdrawal of the student.

WITHDRAWAL FROM SCHOOL

If withdrawal from school is necessary, parents must notify the business office in writing. At that time, all outstanding bills are to be paid and all textbooks and materials of SLCA returned. For all students leaving the school, permanent records (transcripts or report cards) will not be released until all outstanding balances due to the school are collected. SLCA reserves the right to withdraw students from school for non-payment of tuition or fees, for inappropriate conduct, or for other reasons deemed to have a negative impact on the safety, security, or educational effectiveness of the Academy.

FINANCIAL AID

On average, approximately 25% of SouthLake families qualify for financial aid. If you think you may qualify, including those who have received financial aid in the past, you must apply online at <https://online.factsmgmt.com/aid> for consideration. No financial aid will be awarded without a completed and verified financial aid application. The cost to apply is \$35 and that payment goes directly to FACTS to verify your uploaded tax documents. The FACTS system takes into account your income and expenses, and generates a recommendation to our Financial Aid Committee. The maximum financial aid award families may receive is 70%, but award amounts may decrease as class sizes increase. This means that it is to your advantage to apply early. The deadline to apply for financial aid for the 2019-20 academic year is October 1, but once a grade is full, no additional aid will be awarded for that grade. If you have any questions about financial aid, you may contact our Senior Accounting Clerk Janice Duggan at 704-949-2221.

OBLIGATION TO REPORT SUSPECTED CHILD ABUSE

Pursuant to North Carolina state law (7B-101), school personnel are required to report any suspected cases of child abuse or neglect to the Department of Social Services. North Carolina law mandates that if school personnel have reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the local law enforcement agency, or the Department of Social Service.

ACADEMY-WIDE ACADEMIC POLICIES

TEXTBOOK POLICY

Any textbooks issued by SLCA to students are the property of SLCA. The expense of supplying books is included in the annual tuition. Students who lose or damage textbooks may be assessed the partial or full replacement cost of the text. Some Advanced Placement classes will require students to purchase the textbook or other materials for that class.

ACADEMIC COMMUNICATION POLICY

SLCA uses RenWeb, an academic communication portal, for scheduling and for reporting academic progress.

ACHIEVEMENT TESTING

SouthLake Christian students take part in standardized testing.

- CTP-5 will be administered to students in grades 2-9.
- The PSAT 8/9 will be administered to students in grades 9.
- The PSAT/NMSQT will be administered to students in grades 10 and 11.
- The Pre-ACT will be administered to students in grade 10.
- Students enrolled in AP classes will be required to take AP exams at the end of the course.

ACCOMODATIONS FOR STUDENTS WITH DIAGNOSED ISSUES WHICH AFFECT THEIR LEARNING

SLCA strives to provide an environment conducive to the spiritual and educational development of all its students. The **Academic Development Center** at SLCA provides specialized assistance for students with documented learning disabilities and works with teachers to provide reasonable classroom and testing accommodations. Because SLCA does not receive federal funding, academic accommodations are provided not out of legal obligation, but because we are committed to seeing all our students succeed academically regardless of their backgrounds and experiences.

LOWER SCHOOL ACADEMICS

Junior Kindergarten

Ongoing progress is monitored, and formal evaluations are conducted mid-year and at the end of the year. Mid-year and end-year evaluations are published in Renweb.

Kindergarten

Evaluation standards are performance-based and not published on RenWeb. Parents receive quarterly hard-copy report cards.

Grading Scale for Grades 1-8

For most subjects except Art, Music, and P.E., the following scale is utilized:

Grade	
98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 or below	F

For Art, Music, and P.E., students may receive one of two grades:

S (Satisfactory)

N (Needs Improvement)

Homework, Quizzes, and Tests

Homework

Students at SouthLake Christian Academy are expected to apply themselves consistently to achieve their best potential in all subjects. Due to the work pace of SLCA, it is not possible for the students to achieve satisfactory performance without extra effort outside the classroom. Students should plan to study each evening in preparation for the next day of school. All homework assignments are to be completed and turned in on time. The amount of time necessary to complete homework assignments will vary according to the grade level and the ability of the student. For the Lower School, homework and classwork are assessed based on the subject and grade level.

Test Make-Up Policy

Teachers will work with students to make up tests during the course of the school day, if at all possible. Assessments will be limited to two tests and one quiz per day.

Conduct Evaluations

All students in grades 1-5 will be assessed in their development of work habits and social skills. The evaluation rubric is as follows:

Excellent (E), Satisfactory (S), Progress Shown (P), or Needs Improvement (N)

Work and Study Habits	Social Development
Prepared for class Listens to and follows directions Neat and organized Works independently Works cheerfully Does not disturb others Uses time effectively	Cooperative Respects authority Courteous and kind in speech and actions Accepts correction Respects the rights and properties of others Practices self-control

Quizzes

Quizzes are designed to encourage students to study and be prepared for class. Students are given no fewer than five quizzes per quarter per subject.

Tests

Tests, projects, and similar assignments will be valued at 100 points. A minimum of three tests/major assessments are given per quarter per subject.

Practice Exams

Students in grade 7 will be administered a practice semester exam in the Spring semester. Students in grade 8 will be administered a practice semester exam and final exam in both Fall and Spring semesters. These exams are designed to prepare students for Upper School exams, are cumulative in nature, and will count as one test grade.

Test Make-Up

Grades 1-8: Teachers will work with students to make up tests during the school day.

Incomplete

Students receiving an incomplete (“I”) for a grading period will have one week from the time the period ends time to complete their work. After that time a grade of zero will be entered for the missing work and a final grade will be compiled.

Seventh Grade Math

Students in seventh grade have two math options available.

Option 1: Pre-Algebra

This course is designed for students who excelled in Math 6 and are ready for the challenge of Pre-Algebra. Students are expected to show strong mastery of basic skills and concepts taught thus far. Students who take this course in 7th grade are likely to take Algebra I in 8th grade which is on the path designed to take AP Calculus as a senior in high school.

Eligibility will be contingent upon success in Math 6 (at least an 85-overall average), a review of standardized testing scores, parent input, and teacher recommendation.

Option 2: Math 7

This course is designed for students who are not yet ready for the rigors and/or pace of Pre-Algebra. Basic skills and concepts will be reinforced. New Algebraic concepts will also be introduced. The goal of this course is to equip students for Math 8 the following year.

Eight Grade Math

Option 1: Algebra I

This course is designed for students who excelled in Pre-Algebra and are ready for the challenge of Algebra I. Students are expected to show mastery of basic skills and concepts taught thus far. Eligibility will be contingent upon success in Pre-Algebra (at least an 85-overall average), a review of standardized testing scores, parent input, and teacher recommendation.

Option 2: Math 8

This course is designed for students who are not yet ready for the rigors and/or pace of Algebra I. Basic skills and concepts will be reinforced. New algebraic concepts will also be introduced. The goal of this course is to equip students for Algebra I the following year.

PROMOTION POLICY FOR ENTERING NINTH GRADE

Eighth-grade students intending to enter the ninth grade must have a combined average of at least a C- (70), with no failures, in all core subjects taken in the eighth grade and demonstrate acceptable behavior to be promoted.

UPPER SCHOOL ACADEMIC ASSESSMENT

To ensure the credibility of our grades from year to year, we require teachers to follow a standard procedure to compute grades. Understanding this policy will help students and their parents understand how to generate improvement in their grades.

Grading Scale

The following system will be used to grade student performance:

Grade		Weighting					
98-100	A+	<i>College Preparatory</i>	4.00	<i>Honors</i>	4.50	<i>Advanced Placement</i>	5.00
93-97	A		4.00		4.50		5.00
90-92	A-		3.70		4.20		4.70
87-89	B+		3.30		3.80		4.30
83-86	B		3.00		3.50		4.00
80-82	B-		2.70		3.20		3.70
77-79	C+		2.30		2.80		3.30
73-76	C		2.00		2.50		3.00
70-72	C-		1.70		2.20		2.70
67-69	D+		1.30		1.80		2.30
63-66	D		1.00		1.50		2.00
60-62	D-		0.70		1.20		1.70
59 or below	F		0.00		0.00		0.00

Note: Letter grades will be reported on transcripts

Homework

Students at SouthLake Christian Academy are expected to apply themselves consistently to achieve their best potential in all subjects. Due to the work pace of SLCA, it is not possible for the students to achieve satisfactory performance without extra effort outside the classroom. Students should plan to study each evening in preparation for the next day of school.

Homework will be assigned and checked for completion. Students must have completed an assignment fully and with evidence of diligence. No partial credit is earned. Homework is the responsibility of students enrolled in Upper School Honors and AP courses but is not part of the grade calculation.

Quizzes

Quizzes are designed to encourage students to study and be prepared for class.

Tests

Tests, projects, and similar assignments will be valued at 100 points. A minimum of six (only one may be a project) and a maximum of eight (two may be projects) tests/major assessments are given per semester in all course levels. Exceptions may apply to Senior Level courses.

Semester Exams

Upper School students will take semester exams at the end of the first and second semesters. The exams will be ninety minutes in length and cover all material taught in class per semester as explained by the teacher. These exams are given during the last week of the semester and are completed within the exam schedule. They are calculated as 20% of the semester grade. Seniors will be exempt from semester exams if they have an

average of 90% or higher for the semester and have fewer than 5 absences in the class. This exemption policy does not apply to seniors enrolled in AP courses; they will be required to take the national AP Exams scheduled in May.

Semester Grades

Semester grades are computed as follows:

Semester progress grade = 80%

Final semester exam = 20%

Semester grade= 100%

Parameters for promotion: GPA only (1.8/1.9/2.0)

At the end of each semester, academic probation will be assigned for students falling below a 1.8/1.9/2.0 GPA for semester and for any failures. Students will have to work on academics as part of probation. A cumulative GPA of 2.0 is required for graduation.

INCOMPLETE

Students receiving an incomplete (“I”) for a grading period will have a limited amount of time to complete their work, as determined by administration. After that time a grade of zero will be entered for the missing work and a final grade will be compiled.

UPPER SCHOOL COURSE CREDIT

Students in grades 9-12 receive credit towards graduation. Classes are structured with 0.5 or 1 credit earned. The following general guidelines apply:

- Students are expected to make satisfactory progress toward earning credits in order to graduate from SLCA in a period not to exceed four academic years beginning with the student’s ninth grade year.
- Credit is awarded only if the course is passed with a grade of 60% or higher.
- All students must take a Bible class each year.
- Freshmen will be required to have a fine arts class. Students must have 1 (2 x 0.5 credits) fine arts credit to graduate. All students are required to have at least 0.5 credits by the end of junior year; they are advised to have 1 by end of junior year.
- Required courses, if failed for the year, must be repeated at SLCA or through an SLCA-approved course provider. For year-long courses, only the semester failed must be recovered. A student may have only four semesters total of credit recovery over four years.
- On an SLCA transcript, credit recovery will show under the Non-Traditional heading (NT). A student’s first semester, second semester, and Non-Traditional grades are averaged into his/her GPA.
- SLCA’s writing curriculum is part of the language arts requirement for graduation. Failure in any of these courses will need to be recovered. Senior Writing must be passed to for a student to graduate.
- Students may be allowed to repeat a grade if they have maintained an average of 69 or below in core classes the prior year. If a family chooses to have a student repeat a grade, the student is not eligible for athletic participation until second semester. The impact on college admissions or NCAA eligibility cannot be predicted.

- Credit for high school coursework completed prior to 9th grade may be rewarded at the sole discretion of the Academy. However, the grades received for this coursework is not calculated as part of a student's high school GPA.

AP COURSES

SLCA offers Advanced Placement courses for those students in grades 11 and 12 who desire the opportunity to potentially earn college credit while also meeting requirements for high school graduation. In some rare cases, a 10th grader may be allowed to take an AP class with the express permission of SLCA administration and at their sole discretion. AP courses are college courses that, by their very nature, are academically rigorous. Due to the challenging content of AP courses, students may not be permitted to take no more than three AP courses per year. Students are required to take the AP exam in May. The costs for the AP exam and course materials are the responsibility of the student. Students not taking the exam will have the course re-classified as an Honors course. Pre-requisites for AP courses vary by class; students should review course requirements.

COLLEGE PREP/HONORS/AP COURSES

Students meeting requirements will follow an appropriate academic flow and are able to move from College Prep courses to Honors courses or from Honors courses to AP courses. Students are unable to move from College Prep courses to AP courses without special permission from administration. Students will be evaluated and recommended to an honors section of a course at the sole discretion of the school administration. Course pre-requisites and teacher recommendations will be used to determine a student's entry into an honors level class.

DROP/ADD AND WITHDRAWAL

Upper School students have a limited time determined by the administration to drop or add a course following the beginning of the semester. Any withdrawals from a course must be completed before the end of the first nine weeks. They will be recorded as "Withdrawn Passing (WP)" or "Withdrawn Failing (WF)."

EXTENDED CURRICULUM COURSES

Extended Curriculum Courses are ones that a student might take from an on-line classroom or at a nearby community college. All such coursework must have SouthLake Christian Administrative approval and parent signature agreeing to the SLCA policy for such coursework before the student may register for the course. Acceptable Extended Curriculum Courses will only be courses not offered at SLCA or ones in which a student is not able to sequence in his/her required schedule of courses for graduation. Extended Curriculum Courses have numerous variables (teachers, hours, requirements, etc.) and are not guaranteed to meet the prerequisite knowledge level for the next sequenced SLCA course of study. For example, an Extended Curriculum Course of Pre-Calculus may not be the same level for the following SouthLake Christian Calculus course, which may impact the student's success in Calculus. These courses are not incorporated in the SLCA transcript and will require a transcript from the crediting institution, which can be provided as part of the supplemental materials sent by SLCA for college applications.

GRADUATION AND JUNIOR MARSHALS

Junior Marshal is a SouthLake Christian Academy academic and service honor; those ten individuals selected are the guides for senior graduation activities and the graduation ceremony. Any junior who has attended the Academy for five high school semesters, has earned a weighted GPA of at least 3.75, and is available to participate in all graduation activities is encouraged to apply. Application materials include a one-page, single-spaced introspective writing, a service and leadership resume, and a non-academic letter of recommendation. Junior Marshals will be selected in the spring of junior year by an independent committee and announced during assembly.

SouthLake Christian Academy does not rank its students for the purpose of college admissions but does recognize a Valedictorian and a Salutatorian as part of graduation ceremonies. Any senior earning an Honors Diploma who has attended the Academy for six consecutive semesters through senior year is eligible to earn these honors. Valedictorians give the Valedictory Address; Salutatorians give the Invocation and lead the Pledge of Allegiance and the Pledge to the Christian Flag.

Graduation Requirements

SLCA confers three diplomas with the following credit requirements:

For the Graduating Classes of 2020 and 2021

	<u>HONORS</u>	<u>ACADEMIC</u>	<u>GENERAL</u>
Language Arts:	6	6	6
Math:	4	4	3
Science:	4	3	3
History:	4	3	3
Foreign Language:	3	2	0
Religious Studies	2	2	2
Health & Physical Ed:	1	1	1
Fine Arts:	1	1	1
Electives:	0	1	4

For the Graduating Classes of 2022 and 2023

	HONORS	ACADEMIC	GENERAL
Language Arts:	6	6	6
Math: (includes Alg I, Geom, & Alg II)	4	4	3
Science: (includes Chem & Bio)	4	3	3
History: (includes World, US & Gov/Econ)	4	3	3
Foreign Language: (consecutive years, same lang)	3	2	0
Religious Studies	2	2	2
Health & Physical Ed:	1	1	1
Fine Arts	2	2	2
Electives:	1	2	5

Note: Credits could vary for transfer students based on course availability from previous schools.

OTHER ACADEMIC POLICIES**SLCA TESTING POLICY**

The following will govern the administration of tests given at SLCA:

- Tests must be completed during the allotted time unless formal accommodations permit otherwise.
- Students are not allowed to leave the room prior to the completion of the test.
- A teacher may cancel a test on or before the end of the school day preceding the scheduled date of the test. Teachers will communicate the change to the students in the classroom and via RenWeb.
- Tests will have a value of 100 points.
- No communication among students is allowed during testing. Students should raise their hand to communicate with the teacher.

ACADEMIC PROBATION

This status is applied to a student who has demonstrated an inability or unwillingness to maintain passing grades in all subjects. Students will be placed on academic probation at the end of the semester when there is a course failure for the semester, or their cumulative grade point average is less than 2.0. Academic probation will result in the student being removed from extra-curricular activities until the probation period has ended.

HONOR ROLL

Students are eligible for the SLCA Honor Roll at the end of each grading period in grades 1-8 and at the end of each semester in grades 9-12. Students will be recognized through local papers and on campus. Students must meet the following criteria:

A Honor Roll: The student must have earned an A (90 or higher) in all courses.

A/B Honor Roll: The student must have earned an A (90 or higher) or a B (80-89) in all courses.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular probation applies to all SLCA-sponsored sports and extra-curricular activities including, but not limited to, drama productions, student missions, show choir, ACSI or off-campus competitions, and pit orchestra.

Students desiring to participate in extra-curricular activities are required to maintain a cumulative average of 75% in all coursework in which they are enrolled and have no failures in any course. Students not meeting this expectation throughout the semester at the 6, 12, and 18- week checkpoints are not eligible for activities and will be placed on probation. Students remain ineligible until the next checkpoint. Then, if a student has successfully earned the cumulative average of 75% and has no failures in a course, he/she will be eligible to participate until the next checkpoint.

Students on probation can practice (unless they have an upcoming test) but they may not play, participate in outside school events, nor travel with the team or group.

ENROLLMENT

All students are required to be full-time students. "Full-time" means being enrolled in a minimum of five credits per year.

SCHOOL DRESS CODE AND APPEARANCE

General Expectations and Accountability

- Student dress should always be neat in appearance. All articles of clothing should be worn appropriately.
- Particular attention should be given to the appropriate fit/size/length of all items.
- Students should avoid wearing outdated uniform items, or those that are excessively worn or faded. Clothing with rips, tears, and/or holes are not allowed.
- School faculty and administration reserve the right to determine the appropriateness of items worn to school. School administration has the final say in making a fair and consistent determination about clothing standards.
- For first-time violations, students will be asked not to wear the out of compliance item in the future. For repeated violations, students will receive a disciplinary consequence, and parents will be notified.
- Uniforms may be purchased from Lands' End via landsend.com or procured from the Clothes Closet by appointment only. Email [Allison Burnham](mailto:Allison.Burnham) to set an appointment time.

“DRESS” UNIFORM REQUIREMENTS

Girls

Boys

Grades JK - 4
<ul style="list-style-type: none"> ▪ Classic Navy Solid Jumper (#068176) w/ school logo (#1398420K) ▪ White Ruffle Collar Peter Pan shirt: long-sleeved (#489152) or short-sleeved (#489154) ▪ Dark-colored dress shoes
Grades 5 - 8
<ul style="list-style-type: none"> ▪ Any Lands’ End Classic Navy Solid Skirt or Skort ▪ White Oxford shirt w/ school logo (#1398420K): long-sleeved (#458434) or short-sleeved (#458431) ▪ Dark-colored dress shoes
Grades 9 – 12
<ul style="list-style-type: none"> ▪ Any Lands’ End Khaki long pant ▪ White Oxford shirt w/ school logo (#1398420K): long-sleeved (#458434) or short-sleeved (#458431) ▪ Deep Navy Hopsack Blazer (#473114) w/ school crest ▪ Dark-colored dress shoes

Grades JK - 4
<ul style="list-style-type: none"> ▪ Any Lands’ End Classic Navy long pant ▪ Solid, dark belt (unless wearing elastic-waisted pant) ▪ Blue Oxford long-sleeved dress shirt (#458479) w/ school logo (#1398420) ▪ Dark-colored dress shoes
Grades 5 - 8
<ul style="list-style-type: none"> ▪ Any Lands’ End Navy long pant ▪ Solid, dark belt ▪ Blue Oxford long-sleeved dress shirt (#458479) w/ school logo (#1398420K) ▪ Dark-colored dress shoes
Grades 9 - 12
<ul style="list-style-type: none"> ▪ Any Lands’ End Khaki long pant ▪ Solid, dark belt ▪ White Oxford long-sleeved shirt (#458479) w/ school logo (#1398420K) ▪ Deep Navy Hopsack Blazer (#406157) w/ school crest ▪ Yellow/Navy Striped Tie: (#IS57NA-0369 at TieMart.com) ▪ Dark-colored dress shoes

Casual Uniform SHIRT Requirements for JK – 11th Grades

- Monday through Thursday, students should wear the official SLCA polo shirt with logo purchased through Lands’ End.
- Only SouthLake Christian Academy affiliated outerwear is allowed inside school buildings (sweatshirts, hoodies, jackets).
- No writing should be visible on any shirt worn under a school polo.

Casual Uniform SHIRT Requirements for Seniors

- Seniors for the 2020-21 academic year may wear SLCA spirit wear, athletic team apparel or approved school event shirts (such as Windy Gap, Mission Week, or Fall Festival, etc.) Monday through Friday in lieu of the SLCA Lands' End polo shirt.
- *During the Spring semester only*, seniors may wear college/university T-shirts or sweatshirts in addition to SLCA spirit wear.
- T-shirts or sweatshirts purchased on spring break trips or leadership trips are not allowed.
- Seniors are required to follow all other uniform requirements and policies.

Casual Uniform PANTS/SHORTS/SKIRTS Requirements for JK – 12th Grades

- Monday through Thursday, students should wear khaki or navy uniform shorts/pants/skirts from Lands' End or of nearly identical style/color/fit.
- Jeggings, spandex, and leggings are not allowed in Grades 5-12. Girls in Grades JK-4 may wear leggings as a layering piece under a dress or jumper (white, black, or navy only, no prints).
- Jean shorts and cargo shorts/pants are not permitted at any time.
- Students in Grades 5-12 may not wear athletic shorts/pants, wind pants, warmup pants, sweatpants, or joggers. Students in Grades JK-4 may wear these items only on Uniform Pass days.

PE Uniform

- Students in grades 7-12 must dress out for physical education classes such as PE, weight training, fitness training, etc., in the SLCA-approved PE uniform from Lands' End.
 - PE shirts should be purchased in navy or gray. The school logo is optional.
 - Girls (#393746), Boys (#393752)
 - PE shorts should be purchased in navy.
 - Girls (#470331), Boys (#470207)
- JK-6th grade students do not need to change clothes for their PE Special.

“Spirit Friday” Dress Guidelines

- Every Friday at SLCA is a “Spirit Friday” unless otherwise directed.
- Students may wear SLCA spirit wear, athletic team apparel, or approved school event shirts (such as Windy Gap, Mission Week, Fall Festival, etc.) with jeans or uniform bottoms.
- Students may wear jeans on Fridays. Jeans must be free from holes or frays and have appropriate fit/size/length.

Footwear

- Any shoe worn should have a back.
- Flip flops, athletic slides, and slippers are not allowed.
- Shoes with lights are not allowed.

- Students in Grades JK - 6 should wear socks.
- Students in Grades 9 - 12 may wear sandals with a back.

Hats, Jackets, Sunglasses, Backpacks, and Miscellaneous Items

- Students are not allowed to wear sunglasses, hats (including hoods), or other kinds of headwear while inside school buildings.
- Only SLCA-affiliated outerwear may be worn inside school buildings at any time of year.
- Heavy winter jackets and outerwear that is not SouthLake-affiliated should be kept inside a school locker during the day. Students may retrieve and wear these jackets only when outside of the school buildings.
- No blankets or pillows are allowed in classrooms or in hallways.

Hair, Tattoos, and Piercings

- Hair is to be neat and clean and should not hamper vision or distract students from the learning environment. SLCA administration has the sole authority to determine if a student's hair meets that standard.
- Existing tattoos and body art should remain covered while at school and while participating in any SouthLake Christian activities.
- Teachers reserve the right to ask students to remove any jewelry they deem to be a safety hazard or a distraction to the learning environment.

DISCIPLINE POLICIES

PHILOSOPHY OF DISCIPLINE

SouthLake Christian Academy seeks to embrace the fullness of discipline by the means of counsel, encouragement, teaching and correction. The commitment of the faculty is to have a relationship with our students that will encourage the students by example, teaching and correction through the same relationship examples shown by Jesus.

VIOLATIONS OF CITY, STATE, OR FEDERAL LAW

Behavior that is a violation of city, state, or federal law is a violation of our code of conduct and subject to consequences including suspension and expulsion. Consequences are at the discretion of the administration. We reserve the right to impose disciplinary action pending the outcome of legal proceedings.

UPPER SCHOOL LEVELS OF DISCIPLINARY ACTION

Disciplinary actions are divided into two levels, Major Violations and Minor Violations. Each level is determined by the seriousness of the problem. When a Minor Violation has been committed the process may be carried out by peer mentors, teacher or team of teachers, or administration. Teachers have the authority to manage problem behaviors in their classroom. An immediate response from the administration and office referral will be used for a Major level if a behavior **1)** interferes with on-going education of others **2)** threatens safety of anyone on campus, or **3)** is of a severity requiring the teacher extended intervention time away from the education of others.

Minor Violations include but are not limited to the following:

Class disturbances
 Disobedience
 Dress Code violation
 Inappropriate use of electronic devices

Teachers steps of action:

Teacher Intervention, during or after class.
 "Request for partnership" is sent through RenWeb to notify parent/guardian of situation
 Notification sent to Administration

Consequences may include but are not limited to:

Lunch Detention
 After School Detention
 Administrator Conference
 Parent Teacher Conference
 School Community Service

Major Violations include but are not limited to the following:

Accumulation of Minor Violations
 Cheating/Plagiarism
 Dangerous use of a vehicle
 Dishonesty
 Disrespect
 Mistreatment of another student
 Public display of affection
 Uninvited physical contact
 Bullying-repetitive mistreatment of another student on or off campus
 Sexual acts, including physical and possession of any sexual content or postings on social media.
 Possession, use, sale, storage or distribution of any weapon or incendiary device, including fireworks or other explosive items.
 Possession, use, sale, storage or distribution of drug or tobacco-related products including, vaping, e-cigarettes, and associated paraphernalia
 Possession, use, sale, storage or distribution or purchasing of alcohol, drugs, controlled substances, counterfeit controlled substances, or prescription medications
 Threatening behavior and/or communication of a threat towards any person, including but not limited to digital/social media communication.

Steps of Action:

Any Major violation will have a referral submitted to administration via RenWeb and will have immediate response depending on the severity of the issue. A student ALWAYS has the option to seek counsel or report themselves to teacher or administrator FIRST before further escalation or getting other students involved.

Consequence may include but are not limited to the following:

Parent/Teacher/Administrator Conference

After School Detention
 Saturday School
 School Community Service
 Community Service
 Out of School suspension
 Requested withdrawal from SLCA

Cheating

Any student who intentionally gains improper access to answers before or during a test will be considered by the administration to have cheated on the assignment, quiz, or test and will incur possible consequences of 0% on the assignment, 50% on the assignment, suspension, or expulsion. This includes copying information, looking on someone else's work to use those answers as one's own, and/or attempting to gain or give advantage by any method other than memory or the proper procedure for the assessment. Students caught with any information on their persons, devices used to hold information (such as a cell phone or other electronic device), or unauthorized notes will be assumed to be cheating.

Plagiarism

According to dictionary.com, plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" and "a piece of writing or other work reflecting such unauthorized use or imitation".

All students in grades 9 – 12 are expected to use the resources of www.turnitin.com when preparing and turning in any written assignment that is prepared outside of the classroom. This website may also be used as an excellent resource for students who wish to check their own work for plagiarism before turning any assignment in for grading.

BULLYING

"Bullying" is defined by SLCA as systematically and chronically inflicting physical hurt or psychological distress on one or more students. The term "bullying" may also imply prolonged and repeated behaviors, which is not tolerated. Students, faculty, staff, and parents should notify a member of the Administration immediately when there is a suspicion or report of such activity.

The Administration reserves the right to use any disciplinary action, up to and including expulsion, in such cases. This includes amending consequences listed in the parent/student handbook when behavior is proven to be "systematic and chronic."

Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited. The Administration reserves the right to use any disciplinary action, up to and including expulsion, for such an act.

SLCA Approach to Bullying

We partner with parents to approach all interactions in a way that instills confidence in our methods. Our strategy relies heavily upon the student and family's recommendation as to the best course of action. Families should feel confident that the administration will handle situations in ways that not only make things better, but that also avoid making them worse.

Students and parents are encouraged to come in and speak with the respective Principal or the Dean of Students to relay what is happening. Two primary options are available:

Immediate Confrontation

- Calling in the student in question and dealing with him/her. In order for this to happen, allegations have to be verified or there has to be information that will lead to the ability to verify information.
- Meeting without proof with a student who is allegedly active in bullying another student often leads to further bullying. The Administration is very sensitive to this and careful to approach these matters in a careful way so as not to make things more difficult for the student who is being bullied.

Increased Supervision and Education

- Determining the activity, time, location, and frequency of the offending behavior.
- Alerting staff to this information and the activity that has been taking place. Instructions are then given to the staff for what to do regarding specific behaviors.
- The Administration will work with the student victim to understand how to handle situations that may not be observed by the faculty or staff.
- This approach allows faculty and staff to observe the behavior naturally, rather than the student being seen as a “tattletale.”

Online Bullying

- In all cases of bullying via social media, texting, or other electronic means, please take screenshots or pictures of items when they are available. These types of items are easily erased. Unfortunately, the school Administration must act upon factual information to be able to discipline a student for bullying.

Retaliation

- Southlake Christian Academy will not tolerate any acts of retaliation toward faculty, students or their family members.

Potential Outcomes

- While some bullies are removed from the school environment, some may not be. This is a decision that must be made by an Administrative Review and possibly the Discipline Committee. If redemption and repair of a relationship is possible, then it should be pursued. However, if the damage to the relationship will make it too difficult for the student who has been bullied to continue, then we will do everything possible to make sure the environment is emotionally safe.

School-Sponsored Trips

Expectations and Behaviors

- All school standards and expectations still apply while attending SLCA-sponsored trips, events, or activities. Faculty, Students, and Chaperones are expected to comply with SLCA policies, follow the directions given by school leaders, and model appropriate behaviors. (*Colossians 3:15-17*)
- All Students are still under the authority of SouthLake Christian Academy, and thus any and all behaviors that are not tolerated here at SLCA will not be tolerated while on a school-sponsored trip trip. All of these

behaviors are outlined in detail in the Parent/Student Handbook.

- Violations of the expectations and behaviors, per the Parent/Student Handbook, are divided into two levels, Major Violations and Minor Violations. Each level is determined by the seriousness of the infraction at the discretion of the Leadership Team and Administration. For Minor Violations the process may be carried out by the Trip Leadership Team, a Chaperone, or SLCA Administration. For a Major Violation the process may be carried out by the Trip Leadership Team and Administration. Major violations threaten not only the safety of the individual but often threaten the safety of others. Major violations are listed in the Parent/Student Handbook, some of which that pertain to a school-sponsored trip are as follows:
 - Mistreatment of other students
 - Uninvited physical contact
 - Public displays of affection
 - Dishonesty
 - Bullying-repetitive mistreatment of another student on or off campus
 - Sexual acts, including physical and possession of any sexual content or postings on social media.
 - Possession, use, sale, storage or distribution of any weapon or incendiary device, including fireworks or other explosive items.
 - Possession, use, sale, storage or distribution of drug or tobacco-related products including, vaping, e-cigarettes and associated paraphernalia
 - Possession, use, sale, storage or distribution or purchasing of alcohol, drugs, controlled substances, counterfeit controlled substances, or prescriptions medication
 - Threatening behavior and/or communication of a threat towards any person, including but not limited to digital/ social media communication.
- School-sponsored trips should not be viewed as a personal trip for the purpose of pleasure, relaxation, and spending time doing whatever is desired with a circle of close friends.
- The Trip Leadership Team is the final say. This includes nightly curfew, departure times, schedule/itinerary adjustments, free-time allowances, discipline issues, and contact of SLCA Administration.

Consequences

Should any student choose to engage in any of the any of the above expectations or any of the behaviors, the follow consequences will be implemented by the Trip Leadership Team, as well as the SLCA Administration.

- Immediate call home to Parents
- Immediate call to Administration
- Immediate *Restitution* and *Reconciliation* with trip students and chaperones.
- In addition to the above consequences, the Faculty and Administration have at their discretion to choose to implement the following additional consequences:
- Student may not be allowed to **attend** nor **participate** in the May 31st Graduation Ceremony.
- Student may be sent home immediately at their parent's expense. This will include purchasing all travel arrangements necessary.
- Student may be expelled from school, which will involve communication with university, college, trade school, or military branch of your expulsion and withholding of final transcripts.

Prior to participation in a school-sponsored trip, parents or legal guardians may be asked to sign the following: I acknowledge that I have received, reviewed the copy of the School-sponsored Trip Covenant", and I agree to comply with the guidelines articulated above.

Name _____ Date _____

Student Signature

Name _____ Date _____

Parent(s) Signature

ITEMS NOT TO BRING TO SCHOOL

The following items are not to be brought to school and are subject to immediate and permanent confiscation: alcohol, tobacco, unauthorized drugs, weapons, drones or any object prohibited by law. This includes but is not limited to e-cigarette, Juuls, or associated products.

STUDENT CELL PHONE USAGE

Disciplinary action may result if a student’s phone contains profane, abusive, sexually explicit, or otherwise inappropriate content. Likewise, students who share inappropriate content also may face disciplinary action. This policy will be enforced as outlined above.

DRESS CODE FOR FIELD TRIPS

School administrators and supervising faculty members may use appropriate discretion and allow more casual clothing to be worn on field trips where suitable conditions exist. These expectations will be communicated to students and parents in the days leading up to the trip/event via email or the permission slip.

SCHOOL TECHNOLOGY USE AND ELECTRONIC COMMUNICATION POLICY

Use of technology and electronic communication by students of SouthLake Christian Academy is subject to the following policies:

- Students should never use school technology in a way that would negatively impact the SLCA computer network or negatively impact other students, parents, teachers, or staff members.
- The following activities are never permitted: spamming, hacking, spoofing, spying, harassment, threats of harm or violence, bullying, access or distribution of obscene or offensive material, or solicitation.
- Email is the official means of communication of SouthLake Christian Academy. Students and parents are expected to attend to the details contained in official communication from SouthLake Christian Academy.
- Students may not use email in an attempt to forge a communication or impersonate another person.
- Students using email while on campus should not open email attachments from unknown users or attempt to send files with large attachments unless instructed by a teacher or staff member.
- Students should restrict their use of WIFI to the appropriate SLCA Guest network only.
- SLCA has web filtering technology in place and regularly updates that technology, but it is impossible to block or filter all offensive material on the internet. Students should refrain from accessing any obscene or objectionable content while using the school’s internet and should report any accidental access of such content to a teacher or administrator.
- Access to social media during class time is strictly prohibited.
- Photography, video recording, or audio recording during class time without teacher/administrator permission is strictly prohibited.

USE OF SOCIAL MEDIA AND GROUP COMMUNICATION

SouthLake Christian Academy students, parents, faculty, and staff use social media networks as a means of connecting with others, sharing educational information and resources, and enhancing classroom instruction.

Social media platforms also hold the potential to harm others and to disrupt the educational and spiritual environment of SLCA. Popular social media tools include Facebook, Twitter, LinkedIn, TikTok, Snapchat, GroupMe, Flickr, and other apps, blogs, and internet tools. Use of social media at SLCA is subject to the following policies:

- Be respectful. All members of the SLCA community are expected to use respect and good judgment at all times in their use of social media.
- Be accurate. All members of the SLCA community should be sure that information they post about school matters is accurate.
- Be honest. No student or parent may create or operate a social media account that uses the SouthLake Christian Academy name, logo, or likeness without the express written permission of school administration.
- Students may not use any form of social media or other forms of public or private communication in a way that violates SouthLake policies.
- Posts to social media or group communication applications of any kind, whether public or private, that violate school policies as outlined elsewhere in this Handbook may result in disciplinary action.
- Social media or group communication posts that violate school policies may result in disciplinary action even if the post was made off campus, after school hours, or by another party using your phone or social media account.
- Always protect your account passwords and never share them with other students.

UPPER SCHOOL LEVELS OF DISCIPLINARY ACTION

Disciplinary actions are divided into two levels, Major Violations and Minor Violations. Each level is determined by the seriousness of the problem. When a Minor Violation has been committed the process may be carried out by peer mentors, teacher or team of teachers, or administration. Teachers have the authority to manage problem behaviors in their classroom. An immediate response from the administration and office referral will be used for a Major level if a behavior 1) interferes with on-going education of others 2) threatens safety of anyone on campus, or 3) is of a severity requiring the teacher extended intervention time away from the education of others.

Minor Violation

Examples include but are not limited to:

Class disturbances
 Disobedience
 Dress Code violation
 Inappropriate use of electronic devices
 Parking lot/Driving violation

Teachers steps of action:

Teacher Intervention, during or after class. "Request for partnership" is sent through Renweb to notify parent/guardian of situation Notification sent to Administration.

Major Violation

Examples include but are not limited to:

Accumulation of Minor Violations
 Cheating/Plagiarism

Dangerous use of a vehicle
 Mistreatment of another student
 Public display of affection
 Uninvited physical contact
 Dishonesty or disrespect
 Bullying-repetitive mistreatment of another student on or off campus
 Sexual acts, including physical and possession of any sexual content or postings on social media.
 Possession, use, sale, storage or distribution of any weapon or incendiary device, including fireworks or other explosive items.
 Possession, use, sale, storage or distribution of drug or tobacco-related products including, vaping, e-cigarettes and associated paraphernalia
 Possession, use, sale, storage or distribution or purchasing of alcohol, drugs, controlled substances, counterfeit controlled substances, or prescriptions medication
 Threatening behavior and/or communication of a threat towards any person, including but not limited to digital/ social media communication.

Steps of Action:

Any Major violation will have a referral submitted to administration by a teacher via RenWeb and will have immediate response depending on the severity of the issue. A student ALWAYS has the option to seek the consul or report themselves to teacher or administrator FIRST before further escalation or getting other students involved.

Attorney Participation in School Meetings

SouthLake Christian Academy prohibits the participation of attorneys in student discipline hearings, parent-teacher conferences, or other school meetings that administration may schedule to address student academic, emotional, or behavioral concerns. This policy does not apply in cases when a student has a parent or legal guardian who happens to be an attorney.

Policies Not Otherwise Included in this Handbook

Some school policies may not be covered in this Handbook. SLCA Administration reserves the right to enact and enforce policies not explicitly stated in this handbook when the safety, security, or operational effectiveness of the school requires it. SLCA will update this handbook periodically and post it online, indicating the most recent date the document was edited.