



**SOUTHLAKE  
CHRISTIAN  
ACADEMY**

# **SouthLake Christian Academy Parent/Student Handbook 2018/2019**

*SouthLake Christian Academy is a ministry of SouthLake Church PCA*

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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. As such, it is offered up to Him. 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**

SouthLake Presbyterian Church PCA  
(Adopted 9-20-2015)

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 God-head, 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 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.

*That Christ may be preeminent in all things. Colossians 1:18*

## **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 principle for that grade. A meeting with the teacher and principle 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.

If the above channels have been exhausted without satisfactory resolution, the following Arbitration agreement is operative and binding on all parties in all matters, with the sole exception of financial contractual matters:

Any claim or dispute arising from or related to the enrollment contract agreement shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the rules is available at [www.peacemaker.net](http://www.peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes except to enforce an arbitration decision.

### **Morning Drop-Off**

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

Arrival time for students is 7:20 a.m.-8:00 a.m. All students (including Denver students) arriving before 7:40 a.m. should be dropped off at the main entrance of the Upper School (flagpole entrance) and wait in the gym until classes are dismissed. Upper school students may go to their lockers and immediately return to the gym to wait. Students should not loiter in the hallways. JK-2<sup>nd</sup> students arriving after 7:40 may drop off at the Lower School building.

#### **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 must turn left into the first entrance off of Hwy. 73 (using the left turn lane). All students arriving before 7:40 a.m. should be dropped off at the main (flagpole) entrance. All students arriving after 7:40 a.m. should be dropped off at the Church Office entrance. Vehicles will exit by the same drive

### **Afternoon Pick-Up**

Dismissal 1: Students in grades JK-5th will be dismissed from classes at 2:30 p.m.

Dismissal 2: Students in grades 6th-12th will be dismissed from classes at 3:10 p.m.

#### **HUNTERSVILLE TRAFFIC/ALL GRADES**

All families traveling west on Hwy. 73 from Huntersville must turn right onto Hager's 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/ALL GRADES**

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 Hager's 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.

Students with older grade siblings will wait in a designated classroom until 3:10 p.m.

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 always be displayed on the vehicle driven on campus. 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 are not to play excessively loud music while on campus.
- \*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 to leave campus by 3:45 p.m. with the exception of participation in extracurricular activities.

## **STUDENT LOCKERS/CUBBIES**

### **GRADES JK-: CUBBIES**

Students in grades JK-1 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. Lockers are always to be kept clean and locked. 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, the decoration does not inhibit entry into the locker, and no adhesives are used. Nothing should be placed on the outside of the lockers without permission from the school office.

## **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.

## **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 physicians. 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 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.

## **LUNCH ROOM/FOOD AND DRINK POLICIES**

Students will have the option of bringing their lunch or purchasing a lunch. Snacks and drinks are available for purchase à la carte. 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](http://www.southlakechristian.org) or RenWeb. If a student forgets his/her lunch, he/she will be provided a lunch and a drink, and the family account will be charged **\$6.00**

Students will eat lunch in designated areas and with teacher supervision. Students in grades JK-6 will be escorted to lunch; students in grades 7-12 will report to their designated areas for lunch upon dismissal from class. If an Upper School student organization has a lunch meeting, the faculty advisers should always be present with the students.

A table is available for students with food allergies.

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.

## **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-5 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 6-12 who are new to the school are required to participate in the scheduled Fall Parent/Teacher conference days 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. The Academy will make its own decisions regarding schedule adjustments for inclement weather. If inclement weather forces a closing or delay of school, this decision will be announced over select television stations (see below). Please listen for the SouthLake Christian announcement. The decision will be made and posted by 6:00 a.m.

**WBTB** Channel 3

**WCNC** Channel 36

**WSOC** Channel 9

Once a decision is made in response to inclement weather, the announcement will also be available by calling (704) 949-2200 and pressing 8, by checking RenWeb announcements, through the SLCA text notification system and email, and by visiting [www.southlakechristian.org](http://www.southlakechristian.org).

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 for one academic year at a time. 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 reviews students at the end of each semester and makes recommendations to the Head of School regarding students who are performing below school expectations. Students will be invited to enroll for the next academic year if they are succeeding academically and their behavior is consistent with what is expected by SLCA. The Head of School will make recommendations to the SouthLake Christian School Board before the start of the fourth quarter concerning those students who are in danger of not being invited back for the following year. 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 ten absences. 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 class schedule permits.

## **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 will receive warnings for their first two tardies. For the third tardy, a request for partnership will be issued and the student will be required to serve a lunch detention for each offense.

## **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 have missed a test, the student will immediately report to the office to make-up that test. Students have one day for each day absent (excused) to makeup all tests and quizzes missed during their absence. If the test/quiz grade for each class day past the makeup day. 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 H or I block, other study hall, or before/after school. Students may NOT miss a scheduled class to make up a test. If students make up a test or quiz during a study hall other than the assigned test makeup period, they must go with a pass from their study hall teacher to the office to take it.

## **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 ten days in the semester or twenty days for the year, for whatever reason, might not receive credit for taking the class and be placed on probation to address the excessive absenteeism. If excessive absenteeism continues, 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. Permanent records (transcripts or report cards) will not be released until all outstanding balances due to the school are collected.

## ACADEMICS

### ACADEMY-WIDE 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.

#### 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-4 will be administered to students in grades 2-8.
- The PSAT will be administered to students in grades 8-9.
- The Pre-ACT will be administered to students in grade 10.
- The PSAT/NMSQT will be administered to students in grades 10-11.
- Students enrolled in AP classes will be required to take AP exams at the end of the course.

### LOWER SCHOOL ACADEMICS

#### Junior Kindergarten

Ongoing progress is monitored, and formal evaluations are conducted mid-year and at the end of the year. These evaluations are not published on RenWeb but are available during conferences.

#### 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 all 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 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.

### ***Tests***

#### **Test Make-Up Policy**

Teachers will work with students to make up tests during the course of the school day.

Assessments will be limited to two tests 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)*

<b>Work and Study Habits</b>	<b>Social Development</b>
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

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### ***Homework***

Students at SouthLake Christian 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 constitutes 10% of the quarter grade for all core courses.

### ***Quizzes***

Quizzes are designed to encourage students to study and be prepared for class. Students are given between seven and eight quizzes per quarter, computed at 20% of the quarter grade.

### ***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 and are computed at 70% of the quarter grade.

### ***Practice Exams***

Students in grades 7-8 will be administered a practice semester and final exam in order to better prepare them for Upper School exams. They 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 have one week from the time the period ends 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.

### **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.

## 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 7<sup>th</sup> grade are likely to take Algebra I in 8<sup>th</sup> 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.

## 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, 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.

Homework constitutes 10% of the term grade in College Preparatory classes. 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. For Upper School students, quizzes are computed at 20% of the progress grade.

### ***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. These major assessments are computed at 70% of the progress grade in College Preparatory courses and 80% of the progress grade in Honors and AP 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. 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 1.8/1.9/2.0 for semester and for any failures. Students will have to work on academics as part of probation. A 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 semester they are enrolled.
- 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. 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.
- No recognition will be given for courses taken prior to the 9th grade as it pertains to graduation requirements, except Algebra I and Spanish I taken in 8th grade. However, this course is not calculated as part of a student’s high school GPA.

## **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.

### **Honors Courses**

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.

## **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. AP courses are college courses that, by their very nature, are academically rigorous. Due to the challenging content of AP courses, students are 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.

## **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)” and “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 ones 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**

### **Procedures**

All students graduate at the commencement ceremony in May. No early graduation is allowed.

SLCA will recognize Valedictorian and Salutatorian under the same parameters of two SLCA years of attendance. However, SouthLake Christian Academy does not rank students numerically. SLCA’s marking system uses a grade point average computed on a semester basis using grades and Carnegie units earned during that semester. Each full-credit course meets 250 minutes per week. Honors courses and Advanced Placement courses are given additional considerations in computations as noted in the grading scale.

Ten Junior Marshals are determined by the highest student GPAs. Students will draw for the positions to be served at graduation.

## Requirements/Honors

SLCA confers three diplomas with the following credit requirements:

	<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

*NOTE: Credits could vary for transfer students based on course availability.*

## 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.
- 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

### Senior Dress Code for 2018-2019

- Seniors for the 2018-19 academic year may wear SLCA spirit wear or SouthLake athletic shirts in lieu of purchasing the SLCA Land's End polo shirt. Spirit wear is defined as T-shirts purchased for Windy Gap, Missions Week, SLCA athletic teams, etc. 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.

#### Shirts:

- Monday through Thursday, all students in Grades JK-11 should wear the official SLCA polo shirts that are purchased through Lands' End,**
- Students are not required to tuck in their shirts. *The one exception to this rule is the expectation that male students must tuck in their shirts when wearing the Dress Uniform.*
- On Fridays, all students and staff may wear SLCA spirit wear, team, or extra-curricular t-shirts (and jeans or uniform bottoms).
- Only SouthLake Christian Academy (affiliated) hoodies and sweatshirts are allowed.
- No writing should be visible on any shirt worn under a school polo. Only black, gray, white, blue, or red undershirts are permissible, including long-sleeved shirts.
- All shirts should fit appropriately for school wear and be modest.

#### Shorts/Pants:

- Monday-Thursday, students should wear khaki/navy uniform-style shorts/pants/skirts.**
- Cargo style shorts/pants are not allowed.
- Jean shorts are not permitted at any time.
- Pants should be worn at the appropriate level at/near the waistline.
- Belts are not required, except for boys when wearing the Dress Uniform.
- Jeggings, spandex, or leggings are not allowed, except for leggings for girls in Grades JK-6 under a dress and with socks (white, black, or navy only, no prints).
- Students in Grades 9-12 are never allowed to wear athletic shorts/pants, wind pants, warm-up pants, sweatpants, or joggers on any day (including Uniform Pass days). Students in Grades JK-6 may only wear these items on Uniform Pass days.
- All shorts/pants should fit appropriately for school wear and be modest.**

#### Shoes:

- Females in Grades 9-12 may wear sandals.
- Flip flops, athletic slides, and slippers are not allowed.
- Shoes with lights are not allowed
- Students in Grades JK-8 should wear socks.

**Hair, Tattoos, and Piercings:**

- Hair is to be neat and clean so as not to hamper vision. SLCA administration has the sole authority to determine if a student's hair meets that standard.
- SLCA discourages young men and women from permanent tattoos and body art. Existing tattoos and body art should remain covered while at school and while participating in any SouthLake Christian activities.
- Boys may not have visible piercings. Girls may only have ear piercings visible.

- **Hats, Jackets, Sunglasses, Backpacks, & Miscellaneous Items:**

- Students are not allowed to wear sunglasses or hats (including hoods) while inside.
- Only SLCA-affiliated sweatshirts and hoodies may be worn, which are allowed on all school days.
- Heavy winter jackets and outerwear that is not SouthLake related should be kept inside a school locker during the day. Students may retrieve and wear these jackets when outside of the school building but should refrain from wearing them inside the classroom. SouthLake letter jackets may be worn in the classroom.
- No backpacks or book bags are to be taken into the classroom. Students should leave all bags in their lockers.
- No blankets or pillows are allowed in classrooms or in hallways.
- **"Spirit Friday" Dress:**
  - Every Friday at SLCA is a "Spirit Friday" unless otherwise directed.
  - Students may wear SLCA t-shirts/jerseys/tops on Fridays.
  - Students may wear jeans on Fridays in accordance with the expectations listed above.

This includes no rips, tears, holes, and with consideration given to appropriate fit and modesty standards. Jean shorts are not permitted.

**Dress Code for Field Trips:**

- For most SLCA field trips, students will be expected to wear the Dress Uniform.
- 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.

**Dress Uniform:**

- Beginning with the 2018-2019 school year, the Dress Uniform will be worn more frequently than in previous years. Therefore, we highly recommend that families reevaluate current Dress Uniform items and plan accordingly. All Dress Uniform items should be purchased from Land's End.

**Girl's Required Dress Uniform****JK-5<sup>th</sup> Grades:**

- **Navy** Jumper (#068176)
- White Ruffle Collar Peter Pan shirt - long- or short-sleeved (#'s 230939/255160)

**6<sup>th</sup>-8<sup>th</sup> Grades:**

- **Navy** Skirt (#458386)

- White Oxford shirt, long- or short-sleeved (#'s 458434/458431)
- Navy Sweater Vest (#414762)

9<sup>th</sup>-12<sup>th</sup> Grades:

- Khaki skirt (430813-BQ4) Below the Knee or (320089-BQ4) Top of the Knee
- White Oxford shirt, long- or short-sleeved (#'s 458434/458431)
- Navy Blazer (#219458)

**Boy's Required Dress Uniform**

JK-5<sup>th</sup> Grades:

- Any Lands' End **Navy** long pant, worn with a belt
- Blue Oxford, long-sleeved shirt (#458479)

6<sup>th</sup>-8<sup>th</sup> Grades:

- Any Lands' End **Navy** long pant, worn with a belt
- Blue Oxford, long-sleeved shirt (#458479)
- Yellow/Navy Striped Tie (#IS57NA-0369 at TieMart.com; sold at SLCA as well)

9<sup>th</sup>-12<sup>th</sup> Grades:

- Any Lands' End **Khaki** long pant, worn with a belt
- White Oxford, long-sleeved shirt (#458479)
- Yellow/Navy Striped Tie (#IS57NA-0369 at TieMart.com; sold at SLCA as well)
- Navy Blazer (#406157)

## 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.

### 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 of, but 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

### **First Consequence examples but not limited to:**

Lunch Detention  
 After School Detention  
 Peer Mentor Meeting  
 Teacher/ Mentor Meeting  
 Administrator Conference

### **Second Consequence examples, but not limited to:**

Parent Teacher Conference  
 Saturday School  
 School Community Service  
 Community Service

## **Major Violation**

### **Examples of, but 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  
 Disrespect

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 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.

### **Consequence examples:**

Teacher Mentor meeting

Parent/Teacher/Administrator Conference

After School Detention

Saturday School

Discipline Plan/Contract

Counseling

School Community Service

Community Service

Continuing Education

Out of School suspension

Requested withdrawal from SLCA

## **CHEATING AND PLAGIARISM**

### **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 (including homework), quiz, or test and will incur consequences as stated in the Upper School Levels of Discipline. This includes copying information, looking on someone else's work to use those answers as one's own, and/or attempting to gain 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](http://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 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:

### **1. 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.

## **2. 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 in 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 facts and information to be able to discipline a student for an offense like 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.

### **Violations of City, State or Federal Law**

Behavior that is a violation of city, state, or federal law is behavior that we will address as a school. Consequences are at the discretion of the administration. We reserve the right to impose disciplinary action pending the outcome of legal proceedings.

