

**STUDENT HANDBOOK**

**2021-2022**

**180 Overland Road**

**Clinton, North Carolina 28328**

**Phone: (910) 592-9591 Fax: (910) 592-0295**

**Table of Contents**

General Information…………………………………………………………………………..………………………………………4

 School Verse

 School Colors

 Team Names

 Administrative Staff

 School Website

 Important Phone Numbers

Admissions to SLCA…………………………………………………………………………………………………………………5-8

 Opportunity

 Biblical Principles

 Non-Discriminatory Policy

 Admission Procedure

 Re-enrollment Information

 Financial Information

 Withdrawal Procedures

Tuition and Fees……………………………………………………………………………………………………………………..8-9

 Application Fee

 New Student Registration Fee

 Student Resource Fee

 Graduation Fees

 Lunch Fees

 Sports Fee

 After School Care

 Debit Card Payment

Attendance Issues…………………………………………………………………………………………………………………9-10

 School Hours

 Daily Tardiness

 Daily Attendance

 Excused Absences

 Truancy

 Early Release Policy

 School Closings

Health and Safety………………………………………………………………………………………………………………13-15

 Health and Safety Issues

 Immunizations and Physicals

 Infectious Disease

 Crisis Management

 Search and Seizure

Medication Administration Policy…………………………………………………………………………………………….15

 Prescribed Medications

 Over-the Counter Medications

Academic Information …………………………………………………………………………………………………………….16

Discipline and Behavior Management…………………………………………………………………………………16-17

Dress Code………………………………………………………………………………………………………………………….17-19

Standards of Behavior and Conduct ……………………………………………………………………………………19-26

 Classroom Expectations

 Rules and Consequences

 Corrective Disciplinary Actions

 Detention/Suspension System

 Honor Code Violations and Consequences

 Sexual Immorality

 Teen Pregnancy and/or Marriage

 Drugs and Alcohol

 Guns and Weapons

 Disciplinary Probation

 Disciplinary Progression

General Information……………………………………………………………………………………………………………26-29

 Campus Visitors/Guest Policy

 Cell Phone Policy

 Drivers Education

 Social Media

 Contact with Teachers/Resolving Problems

 Volunteer Policy

 Fire, Tornado, and Crisis Management Drill

SLCA GENERAL INFORMATION

**School Verse:**

*“Train up your children in the way they should go and when they are old they will not depart from it.”*

**School Colors:**Navy, Silver, and White
**Team Names:**Eagles and Lady Eagles
**Administrative Staff:
Rev. Darian H. Parker**-Founder, Pastor, Administrator
**Mrs. Sharon Jernigan** – Administrative Assistant

**Mrs. Rhonda Parker** - Principal

**Mrs. Heather Thornton** – K3

**Mrs. Carry Jernigan** – K4 / Kindergarten

Mrs. Andrea Litada - K4 / Kindergarten

**Mrs. Betsy Tyner –** First Grade

**Ms. Johnna Wilson** – Second Grade
**Ms. Samantha Lanning** – Third Grade

**Mrs. America** **Kennedy** - Fourth Grade
**Mrs. Lynn Sessoms** – Fifth and Sixth Grade

Mrs. Kimberlie Blades – Fifth and Sixth Grade
**Mrs. Tina Jackson** – Junior High Homeroom /English Instructor 7-12
**Mr. Darian Parker –** High School Math Instructor

**Mrs. Kimberly Jones** –High School Homeroom/ Science Instructor 7-12
**Mrs. Edith Parker –** Junior & High School History Teacher

**School Website:** [**www.slcanc.org**](http://www.slcanc.org)

**Important Phone Numbers:**

**School: 910-592-9591 Fax: 910-592-0295**

# Opportunity

The objective of Spirit of Life Christian Academy (SLCA) is to teach children how to live and equip them for success. Proverbs 22:6 admonishes parents to “train up a child in the way he should go.”

A Christian school is an extension of the home in training young people. The school staff works closely with the parents to train the whole child.

Attendance at this school is a privilege, not a right. The goal of SLCA is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. This school stands without apology for high standards of morality and wisdom.

# Biblical Principles

One of the basic reasons why parents enroll their children in a Christian School is to obtain an education grounded on moral values. This school uses the A Beka Book curriculum, which includes Scripture memory passages and references to God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies, and curriculum continue to build the students’ sense of responsibility and integrity.

# Non-Discrimination Policy

The Spirit of Life Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. Spirit of Life Christian Academy reserves the right to prohibit enrollment of anyone not meeting basic Christian beliefs including to but not limited to beliefs on homosexuality, sexual promiscuity, theft, alcohol consumption, illegal drugs, etc. (1 Corinthians 6:9-10). To this end, the school administrator shall be the sole arbiter of the definitions of those beliefs. The Non-Discrimination Policy of SLCA also includes the hiring of faculty and administrative staff. SLCA makes no distinction concerning an individual’s race or ethnic background because we acknowledge that there is no preferential treatment with God (Romans 2:11).

#

# Admission Procedure

A student is admitted to Spirit of Life Christian Academy on the basis of a personal interview, examination of the student’s past academic record, information learned through the admissions screening process and availability of openings. SLCA reserves the privilege to refuse admittance to anyone without defining reasons and of suspending or expelling any student uncooperative with the overall purpose and program of the school.

A student is enrolled after completing the application process, being notified of acceptance, and having paid the registration fee, materials use fee, and first payment of tuition.

Priority consideration in the admission process is given to siblings of students enrolled in SLCA, and families who are members of Spirit of Life Church. Testing may be required for grades 1 through 12 at the discretion of the Principal. Applicants must submit the following:

1. A completed application package.
2. An official copy of the student’s transcript or school record form.
3. A teacher’s letter of recommendation.
4. A Pastor’s letter of recommendation.
5. A birth certificate or legal copy.
6. A current immunization record.
7. A copy of their social security card.
8. New student fee paid at the time of the interview.

Additionally, the following restrictions/requirements must be met:

1. An interview with the Principal.
2. Any student who is withdrawn (dismissed) from the SLCA due to academic and/or disciplinary reasons must wait one calendar year before making application for re-enrollment.
3. No student with severe learning/disability problems will be accepted.
4. No students with an infectious disease will be accepted.
5. No re-enrollment for students with outstanding debt.
6. No re-enrollment for a student on academic or behavioral probation.

All admissions are tentative pending final approval by the Principal.

It is generally the policy of the school board to discourage the transfer of junior high/high school students from the public schools, unless the student proves to be of exceptional Christian character, and has a strong desire to be at the academy. Experience has taught us that older students must be committed to the decision to transfer for reasons of Christian conviction. We are not able to provide counseling and support needed in the classroom setting for students who are in rebellion against authority or have turned their backs on spiritual issues. The choice of a Christian school must be a positive rather than a negative step in the mind of a student.

All first year students at SLCA shall attend on probationary status for the entire first year and may be subject to dismissal at the discretion of the principal for violation of school conduct code and policy (spirit and intent) as interpreted by the principal.

# Re-enrollment Information

Students currently enrolled are given first opportunity to enroll for the next year. Re-enrollment information, including the tuition rates for the coming year, is sent out the first of April. Parents have until April 15 to respond. After April 15, classroom vacancies will be filled on a first come, first serve basis. The re-enrollment information makes provision for your choice of payment.

# Financial Information

Spirit of Life Christian Academy is an outreach ministry of the Spirit of Life Church of God and is not supported by the church. The school neither solicits nor receives any state or federal assistance. Parents and friends are encouraged to make tax-deductible gifts to the school whenever possible.

PARENTS ARE EXPECTED TO BE PROMPT IN SCHOOL PAYMENTS, WITH PAYMENTS DUE ON THE FIRST OF EVERY MONTH. The school cannot be faithful in paying its debts unless parents are faithful in paying their school bills on time. Accounts 15 days past due are considered delinquent and will have a $25.00 late fee assessed. Students with delinquent accounts may be asked to withdraw. **The school will assess $25.00 on all returned checks.** All records will be withheld until all school fees are paid. Only students whose school bill from the previous year is paid in full by August 1, will be eligible to enter school in the fall. The school will withhold the diploma and transcript from any graduating senior who has failed to pay all school bills in full. Should tuition accounts become 30 days past due, **your student will be withdrawn.** If for any reason there is a balance owed on your account whether lunch OR tuition, no student will be allowed to participate in field trips or other extra outings until funds are paid in full.

# Withdrawal Procedures:

***Withdrawal Fee:*** $500 per student. You are enrolling your child for the entire year; therefore, budgets and teacher contracts are set accordingly. The early withdrawal of a student will create an opening which SLCA may not be able to fill with a viable student. Students who withdraw will be assessed a $500 withdrawal fee through the end of March. Students are not considered withdrawn until the office has been notified by the parent or in the case of dismissal, the parent has been notified and the parents have had an exit phone or office interview with the Principal. It is our policy to not release any report card, etc., if the withdrawing family has an outstanding balance including the withdrawal fee.

***Withdrawal Procedures***: Any family planning to withdraw a student from school should notify the school office and complete the Withdrawal Form to be received by the Principal as soon as possible but no later than 4 weeks prior to withdrawal. All tuition/fees must be paid to include the withdrawal fee of $500. Report cards and school records will be released only when all financial obligations to the Academy have been fulfilled.

# Tuition and Fees

***New Student Registration Fee:*** $125 per student. This fee covers the cost of processing a new student including setting up records, screening, testing, orientation, interviewing, and billing. It will not exceed $300 per family. The New Student Registration Fee is refundable should SLCA deny admission.

***Student Resource Fee:*** $175 per student. New families will remit payment as soon as possible upon acceptance. This fee covers any testing, videos, copy paper, extra art supplies, lunchroom supplies, and any other online activities needed throughout the year.

***Student Book Fee:*** Pre-K and Kindergarten: $200 per student. 1st – 12th Grade: $300 per student. Any high school student taking CCP classes through Sampson Community College will be responsible for all college textbooks.

***Technology Fee:*** $120 per student in grades 7-12. This fee covers the cost of the mobile computer labs, student assigned Chromebooks for CTE courses and student assigned iPads. This fee also covers 2 CTE courses for the year. For any additional course, there will be an additional charge.

***Kindergarten Graduation Fee:*** $75 per student. This fee covers the process of ordering and receiving cap and gown, tassel, Kindergarten diploma and any other items needed for graduation.

***High School Graduation Fee:*** $200 per student. This fee covers the process of ordering and receiving cap and gown, tassel, any Honors items, Senior Class T-Shirt, report card, and 1 official transcript and any other items needed for graduation.

***Sports Fee:*** $50 per sport per student. This fee covers equipment usage, umpire/referee fees, tournament fees, trophies and any other fees needed for sports.

***Debit Card Payment:*** You can pay your invoices using cash, check, or debit cards. If using debit card, you can call the Administrative Secretary in the office and they will take your information over the phone. There is no additional cost for debit card usage.

***After School Care:*** After school care (ASC) will be provided each afternoon for SLCA students. During ASC, students will be supervised in the completion of their homework assignments and will participate in some planned physical activities and a snack time. The hours for ASC are from 3:15 p.m.- 5:30 p.m. Parents are asked to adhere to these hours. ASC is a service for those parents who cannot pick their children up immediately after school. All students remaining on campus after school hours will be signed into ASC at 3:15 p.m. After School Care is $10 per day per child. Parents only pay for the days the service is used; there is no contract. Students may not stay on campus unsupervised. Our ASC program is provided for SLCA students only. A late fee of $1 per minute will be assessed after 5:30 pm when parents are late picking up their child.

# ATTENDANCE ISSUES

Spirit of Life Christian Academy’s attendance policy is based on three objectives: (1) to comply with state compulsory attendance laws, (2) to promote organizational efficiency, and (3) to provide Christian character training. **Prompt and consistent attendance is necessary** to realize all the educational benefits to which the students are entitled. Thus, we request that medical and other necessary appointments not interfere with class attendance if possible. Parental cooperation with our policy is essential - and appreciated.

***School Hours:*** The school day operates from 8:00 a.m. until 3:00 pm. Students may arrive for the day no earlier than 7:45 a.m. each morning. The school office hours are from 8 a.m. to 4 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday during the school year. Summer office hours are TBA yearly.

School hours are as follows:

7:45 a.m. - Doors open

8:00 a.m. - School begins/tardy bell

3:00 p.m. - School is dismissed (1:00 Friday release)

3:15 p.m. - Students are taken to After School Care

5:30 p.m. - Final pick up for After School Care

***Daily Tardiness:*** Students should be in their classrooms ready and prepared for school on time. Tardiness is disruptive to the teacher and the rest of the students. Being tardy is excusable only in cases of illness or emergency. Oversleeping, failure of the alarm clock, traffic or running errands will not be considered acceptable excuses for being tardy and unexcused tardies will be assigned. Students who arrive late should bring a note to the office explaining the reason for being late. All late students MUST sign in at the office when arriving on campus. A tardy slip will be given as a permit to class. Parents who sign in their child may verbally explain their tardiness, rather than having a written note. However, the excuse of the tardy is still subject to the parameters listed above.  Excessive unexcused tardies will result in a Saturday detention at a cost of $30 per hour served.

1. Examples of unexcused tardies are oversleeping, arriving late for any reason not in keeping with reasonable prudence, any tardiness in getting to class during the school day or not bringing a note within three days of a tardy.

2. Examples of excused tardies are student or parent automobile delays or breakdown per quarter (unless habitual), detainment by the office or another teacher, or a temporary illness.

3. In K-6th grade, elementary teachers are responsible for handling their student’s tardiness. Being tardy to school will result in the parents receiving a call from the teacher after 5 tardies and a call from the principal after 10 tardies.

4. Class Tardies: In the 7-12 grades for an academic class, three unexcused tardies in a quarter will result in an after school detention. Three additional unexcused tardies in a quarter will result in a Saturday detention. **In grades 7-12, tardies and absences are assessed per class.**

5. Teachers will keep accurate records of tardiness and they will discipline those who are tardy without excuse.

6. Students in 7th – 12th grades who miss 20 minutes or more of class time will be counted as “absent” for that class period and not merely tardy.

Homeroom is an important part of the day because of devotions, attendance and announcements. As previously stated, middle and high school students accumulating three unexcused tardies, will serve an after school detention for 30 minutes. Three additional unexcused tardies in a quarter will result in a Saturday detention at a cost of $30 per hour served. These absences are assessed on a quarterly basis. Subsequent tardies in the same quarter could result in suspension.

***DAILY ATTENDANCE:*** ***“The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the school to which the child is (would be ) assigned is in session . . . The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy.”***

SLCA believes that regular and punctual attendance is very important for the students to achieve academic excellence. Excessive and/or unnecessary tardies and absences encourage poor work habits and make it difficult for students to keep up with their academic requirements. Therefore, all students should be in school and in class each day unless physically unable to attend. Students should be in school until at least 12:00 noon to be considered present for the entire day.

There is no substitute for the uninterrupted personal contact between teachers and students in the classroom environment where learning experiences are carefully planned by the teachers. Even though students may make up class work missed because of absences, they may never be able to replace the educational, cultural and social contacts which they would have experienced through face to face instruction and class participation. Students with good attendance generally achieve higher levels of learning than those with poor attendance.

A student who accumulates more than 20 absences for the school year puts their promotion in jeopardy. If a student in grades 7-12 accumulates absences in excess of 10 per semester, it will result in a Saturday detention at the discretion of the principal ($30 fee). If a student in grades 7 -12 has more than 5 absences per semester, excused or unexcused, the student will not be exempt from exams. In grades 7-12, absences are assessed per class.

***Reasons for excused absences:***

* Illness or injury of student
* Quarantine
* Medical or dental appointments (see below)
* Death or serious illness in the immediate family
* Funeral of immediate family member
* Pre-approved family vacation

Parents/guardians should send a note, to the school with their child, to include their signature and exact date(s) and times of an absence the first day back after an absence. An official doctor’s note will also be accepted.

It is the student’s responsibility to get a list of work missed from the teacher and to check with the teacher for appropriate due dates for missed homework and tests.

Parents who need to check out their child for doctor’s appointments, etc., should send a note explaining the reason and the time of checkout. Students are to be checked in and out through the office, and parents who need to pick up their child should go to the office rather than going directly to the classroom.

When parents need to take a child out of school for a family trip or extended absence, they should provide a note explaining the reason for the absence and the dates. One week’s notice is appreciated for this. It is also advisable to discuss this with the child’s teacher to make sure it is a wise decision because missed work is difficult to make up.

***TRUANCY:*** North Carolina state law requires students between the ages of 5 - 18 be enrolled in and attend school Monday through Friday. The law allows a 20 day window for allowable absences. Students who fail to attend school regularly are truant and subject to a follow up from officials overseeing student attendance. Younger students with excessive absences will be approached by the teacher and make-up will be handled within the grade. Spirit of Life Christian Academy will implement the following policy for our middle and high school students.

Students in grades 7-12 will have their absences assessed quarterly. **Students with more than 5 absences per quarter will be required to make up days in “Saturday” school.** Students will report to school for 3 hours to make up one day of absence. Multiple days could require more than one Saturday school make up. Excessive absences still remaining when the school year ends, will need to be made up during a summer school session. Promotion and final grades will not be released until all make-up days are complete. Students will be charged $50 to cover the expense of the teacher’s employment for the day. **SLCA is willing to work with students who suffer from a chronic illness, but we are also accountable to uphold the state regulations on attendance.**

***Extracurricular:*** If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school at least 4 hours on the day of the activity.

***Loss of credit for the year due to absences***: For middle-school/high school students to receive credit in any class, total semester absences may not exceed ten (10), or the year absences may not exceed twenty (20). Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the Principal.

***Standards for Exemption from Exams in Grades 7-12:***

1. Students must maintain at least a 95 average for the **semester**.
2. Students must not have more than 4 absences in the class for the semester. **ANY** early checkout or tardy during the class is considered as an absence with regard to semester exam exemptions. Students who are excused from classes by the Principal to leave the Academy or class for approved Academy-related trips (including college days) are not considered absent from the Academy or class on attendance records.
3. Student MUST have satisfactory conduct in the classes in order to be exempt from exams.

***Early Release Policy:*** Recognizing the need for some students to generate income through after school employment and recognizing the positive contribution of employment upon the development of a student, Spirit of Life Christian Academy attendance policy provides for early release of qualifying individuals.

In order for a student to be considered for early release, the following requirements must be met:

1. The student must be a junior or senior on academic balance.
2. The junior/senior must be taking enough units of credit to total 28 from grades 9-12.
3. Full tuition will be required. No tuition refund will be granted for early release.
4. Privileges will be considered on a month-to-month period based on academic balance.
5. BOTH PARENTS MUST SIGN THE EARLY RELEASE REQUEST FORM.
6. The school reserves the right to revoke the privilege at any time.

***Makeup Work:*** Students will be required to make up all missed work, including homework, tests, and/or quizzes. Failure to make up the assignment within the allotted time results in an automatic zero. It will be necessary for missed work, including makeup tests, to be made up during the class missed, before school, or after school. If a student has been approved for an absence and wishes to take a test or turn in homework before the absence, this matter is left to the discretion of the teacher. In cases where the test is available, it is advantageous to both the student and the teacher to take the test early rather than late. It is the student’s responsibility to schedule a time for makeup work. All work missed must be made up within two times the numbers of days the student was absent. This applies only to excused absences relating to illness, injury, and death in the family. Student participating in a previously scheduled athletic or fine arts event are responsible to take the test or quiz the day before or the day following. Projects should be submitted on the due date even if the student does not meet for that class due to an athletic or fine arts event that day. Students absent for other reasons, such as educational trips, college days, appointments, etc., do not have this number of days for makeup. In general, students are expected to have assignments ready for class upon return to school or within a reasonable time frame determined by the teacher. If the homework or tests were assigned prior to the absence, the student is responsible for the test or homework upon returning to school.

***School Closings:*** When necessary to CLOSE SCHOOL because of inclement weather, there will be 3 ways of notifying you.

1. A text will be sent out using Quickschools School Management System.
2. School closing will be placed on WRAL News Channel 5 on your television.
3. Spirit of Life Christian Academy’s School Facebook page.

If you do not receive notification by these 3 ways of communication, we will resume a regular schedule.

HEALTH AND SAFETY

***Health and Safety Issues:*** For the well-being and health consideration of all our students and staff, parents are asked to keep students home with fevers and contagious diseases. When students return to school, they need a signed note from the parents stating the reason for their absence. It is our policy that a student must stay home with:

* Fever - a temperature of 100 F or higher (Students should be fever-free for at least 24 hours without the use of medication like Motrin, Aspirin, Tylenol before returning to school.)
* Vomiting (24 hours free)
* Flu symptoms - diarrhea, colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication)
* Strep throat (Students should not return until they have been on 24 hours of antibiotics.)
* Pinkeye (Students should not return to school until they have been on 24 hours of antibiotic eye drops.)
* Other contagious conditions (for example - chicken pox, impetigo, lice, etc.)

If a student becomes ill during the school day and is too ill to remain at school, parents will be notified so they may come at once to pick up their child.

***Immunizations and Physicals***- North Carolina state law requires SLCA to have current immunization and medical records on file for each student. Kindergarten and 1st grade must have a physical to enroll. DTAP shots are required the calendar year of a student’s 12th birthday. The DTAP shots should be taken prior to the start of the school year that their 12th birthday occurs. Sports physicals are required for all athletes in competitive sports and must be on file before student tryouts or participation.

 ***Infectious Disease*** - Any child diagnosed as carrying a disease classified as “communicable” is not allowed to become or remain a student at Spirit of Life Christian Academy as long as the disease is present. Once the student has written verification from a physician that such a child has become disease free, he may be considered for enrollment or reenrollment at SLCA. This policy applies to, but is not limited to, all diseases that may be sexually transmitted including Auto Immune Deficiency Syndrome (AIDS). For school purposes, any student testing positive for antibodies to the AIDS virus is considered to be infected with the virus. SLCA believes that these interventions will serve to minimize the further spread of diseases.

***Crisis Management:*** SLCA has developed a crisis management plan to meet the needs of our students and staff. All exterior doors and hallway doors will remain locked throughout the school day. Video projection systems and surveillance cameras are some of the means in which students are protected. Background checks are required of all volunteers. If a volunteer is driving students in his/her car without his/her child present, another adult must be present in the car.

***Search and Seizure:*** To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

1. Personal Searches - A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent’s permission or the student’s permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student’s person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his/her person what is suspected, then the student’s privilege to attend this Academy will be revoked.

2. Locker Searches - Student lockers are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property and students should not expect privacy regarding items placed in school property. School property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.

3. Automobile Searches - Students are permitted to park on campus as a matter of privilege, not a right. The Academy retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant, at any time.

4. Seizure of Illegal Materials-If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

MEDICATION ADMINISTRATION POLICY

SLCA may only administer medications in accordance with the guidelines listed below.

***Prescribed Medications:*** Prescribed medications may be administered only when students have submitted a completed parent/physician authorization form signed by a parent. Medications must be in the original container and labeled by the pharmacist. The prescription must include the name of the student, name of the medication, dosage, time to be given and method for dispensing medication.

Only authorized administrative personnel will dispense prescribed medication. A log will be maintained in the school office and will be completed whenever medications are dispensed. All medications will be stored within the school office and only authorized personnel will have access to the medications.

It is the parent/guardian’s responsibility to bring the medication to the school and to retrieve any unused medication.

***Over-the-Counter Medications:*** Over the counter medications may be administered only if a medical release form has been completed and signed by the parent/guardian.

All over-the-counter medications will be administered only by authorized administrative personnel in the office. A log will be maintained in the school office and completed whenever medications are dispensed. All medications will be stored within the school office. Parents/guardians will be notified the same day if their child is given over-the-counter medications.

Students will not be permitted to give any medications to another student. This includes prescription medication, vitamins, food supplements, and over-the-counter drugs.

# ACADEMIC INFORMATION

Spirit of Life Christian Academy is an A Beka Book curriculum school, offering foundational basic skills that will benefit every child. Core curriculum is provided throughout the school.

**K3-K4:** We recognize the differences in cognitive and motor-skill development between 3- and 4-year-olds, which is why we offer separate programs for each age group. Children are introduced to foundational academic concepts such as phonics, numbers, art, and the Bible with the help of Amber Lamb and Button Bear. Flashcards, coloring sheets, and songs are used together in a variety of ways to help these little minds learn. They’ll begin to recognize letter sounds and shapes, learn phonics and number concepts, practice listening skills and hand-eye coordination, develop early writing skills, and find out how to be kind, love God, share, obey, tell the truth, and be helpers.

***Kindergarten:*** Kindergarten classes at Spirit of Life Christian Academy offer a delightful learning experience for your five year old child(ren). It is an enjoyable educational program designed to give your child a firm foundation for a lifetime of learning. Our kindergarten curriculum gives students a solid foundation of basic skills through a balanced academic program that takes every facet of development into account and covers the basic subjects. Students will be exposed to Language Arts (phonics, readying, and writing),. Numbers, Science & Health, Social Studies, Fine Arts, and Bible.

***Grades or Levels:*** At the elementary level, primary emphasis is placed on the fundamentals. Besides training students in the basic skills they will need all their lives, our program instills character qualities, which incite life-long learning. Spirit of Life Christian Academy uses a Christian curriculum, which is perhaps the finest available anywhere. The daily curriculum includes Language, Arithmetic, Bible, Science, Social Studies, Spelling and Penmanship. Extracurricular activities, such as field trips, class programs, and electives for the high school level are available.

## **DISCIPLINE AND BEHAVIOR MANAGEMENT PROGRAM**

Each child is a gift from the Lord. In discipline, the focus will be on what the child has done and how to correct it in the future NOT on the child as an individual. There will be NO physical means used as discipline. If re-direction does not work, then a short, supervised time-out period will be used.

**We:**

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. Do provide alternatives for inappropriate behavior.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires and feelings.
9. DO ignore minor misbehavior.

10. DO explain things to the children on their levels.
11. DO use short, supervised periods of “time-out” (see time-out section).

12. DO stay consistent in our behavior management program.

**WE:**

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.

2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.

3. DO NOT shame or punish the children when bathroom accidents occur.

4. DO NOT deny food or rest as punishment.
5. DO NOT leave the children alone, unattended, or without supervision.

6. DO NOT place the children in locked rooms, closets, or boxes as

punishment.
7. DO NOT allow discipline of children by children.
8. DO NOT criticize, make fun of, or otherwise belittle children’s parents,

families, or ethnic groups.

## **DRESS CODE**

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

**RATIONALE FOR THE DRESS CODE:**

There are two primary reasons for a dress code. The first is to insure modesty that the Bible encourages (I Tim. 2:9). The second is to encourage a dignity that is appropriate for the Academy setting, therefore, we do consider neatness in dress code decisions. The dress code of Spirit of Life Christian Academy impacts our Academy environment every day. The appearance of our students communicates the Christ centered focus of our Academy and should be a valuable testimony in establishing our reputation as an outstanding Academy with superior students. Research validates that modesty and neatness impact student learning. The dress code is established to provide guidelines for parents and students on appropriate school dress. A well-groomed and modestly dressed student should come to the Academy with an attitude that prepares him/her for neat, conscientious work. His/her attire should convey respect for himself/herself, his/her fellow students, and his/her teachers.

**POLICY STATEMENT:**

The dress code applies to the school day and all events on or off campus in which Spirit of Life Christian Academy participates unless otherwise stipulated. Students must always be neatly and modestly dressed. The staff is responsible for monitoring the dress code at on or off campus school events to assure reasonable fashions can be accommodated while minimizing as much as possible an over emphasis on clothes. Suggestions concerning the dress code may be addressed to the Superintendent in writing. When a student is in violation of the dress code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he or she may be held out of class for the remainder of the day. The student’s grade for each class will reflect his or her absence. Repeated offenses may indicate an issue of direct disobedience. Such students could lose certain dress privileges and be subject to disciplinary action from detention to dismissal. Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child’s dress on a daily basis. If a student is judged in non-compliance, complaints, or arguments based on what other students wear or how they appear will not be applicable. It is the student alone and his or her parents or guardians who are responsible for proper dress consistent with the spirit and the word of the dress code. Spirit of Life Christian Academy reserves the right to determine the acceptability of clothing and hairstyles at any time.

**DRESS CODE (ALL Grades):** ALL PANTS, SKIRTS, SHORTS SHOULD BE SCHOOL DRESS CODE OF EITHER NAVY BLUE OR KHAKI. Sweatshirts and hoodies may be worn over their uniform shirts. Only school and solid non-graphic hoodies and sweatshirts are permitted. Shorts must be only 3 in. above the knee.

**GIRLS:** Girls are to wear dresses, skirts, shorts, slacks or pants (no jeggings). No blue denim jeans or jean-like pants that have the appearance of blue denim should be worn. Girls should wear appropriate undergarments for modesty. See Shirts, Blouses, and T-Shirts under Daily Dress Code below for more details. **BOYS:** Boys wear slacks or pants (no jeans). Boys are to wear collared shirts that are polo, oxford, turtle neck or mock in style (no banded or Henley collars). Shoes, socks, and belts apply as stated in the Daily Dress Code below.

**SHIRTS AND BLOUSES:**

Students may wear SLCA T-shirts, POLO shirts, sweatshirts with school logo and sweaters that are modest and appropriate in size and fit. POLO shirts may be any SOLID color, NO PATTERNS ALLOWED. Any blouse that leaves any part of the midriff bare is also inappropriate. A good test is if students raise their hand in class and the midriff is exposed, then the blouse is too short. Any writing or logos should be in harmony with the philosophy of Spirit of Life Christian Academy. Boys collared shirts should be tucked.

**SHOES AND SOCKS:**

Shoes should be worn at all times. Flip-flops, sandals, or boots are only acceptable on Dress-Down Fridays. Younger classes will need a pair of athletic shoes for outside play on Fridays.

**HATS AND JEWELRY:**

Hats, caps, headbands, or kerchiefs are inappropriate to be worn during school hours and should never be worn inside the building, whether before, during, or after school. Girls’ jewelry and make-up should be modest and tasteful. Boys may wear necklaces under their shirts, but may not wear earrings or any other type of piercing.

**HAIR:**

Hair coloring for all students should be in good taste. Hair color that is extreme in the opinion of the administration must be corrected before the student returns to school. NO blue, green, orange, bright red hair colors will be acceptable. Contemporary styles such as feathers, unique cuts, etc. may be determined by the administration as a distraction or inappropriate. Boy’s hair should be off the eyebrows, ears, and collar, and tapered to the contour of the head with no excessive fullness or clearly defined lines. Sideburns should not extend past the bottom of the ear.

**MISCELLANEOUS:**

The above dress code should be maintained before, during, and after the school day while on the school campus unless otherwise stated. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts other than ears (girls only) or having a visible tattoo.

**DRESS CODE OUTSIDE OF SCHOOL**

 **(Extracurricular Activities):**

For school sponsored or sanctioned activities, girls may not wear spaghetti straps, halter-tops, tube tops, or blouses that reveal bare midriffs. When slacks or jeans are worn, they should be in keeping with the general standards of good taste reflected in the Academy’s dress code. Shorts of modest length may be worn on field trips or at athletic competitions. Shirts, jackets, coats, sweaters, or caps with symbols or writing that would be dishonoring to the Academy’s standards are inappropriate.

# STANDARDS OF BEHAVIOR AND CONDUCT

The nurturing environment provided by the Academy reflects our belief that Christianity be evident and paramount over the many negative influences and philosophies that challenge our students. We believe that Christians should elevate Christ over society and self. The responsibility and authority to discipline is God given, and Christian love is at the heart of all discipline that we administer (Ephesians 6:1-4).

The following practices might prevent or minimize discipline problems:

❖ Being in prayer

❖ Knowing your students and their personalities

❖ Having well developed lesson plans and being prepared in instruction

❖ Being positive and looking for the good in all students

❖ Showing respect for oneself and others

❖ Communicating early with parents for suggestions

It is our belief that the school environment should promote a love of learning and respect for others in our students. Disruptive and uncontrolled behavior can cause a lack of respect for Christ, others, and oneself. Therefore, the environment provided at the Academy will promote good habits to be used as life skills in our students. In order to have parents, students, and the Academy in unity about this matter, a signature from the student and parent on a school code of conduct is required. The school and its grounds have been declared a drug, tobacco, vape, and alcohol-free environment, and their use and/or possession is strictly prohibited.

The safety of our students is our priority as we establish a learning environment in which they feel secure to learn and grow. Therefore, no intimidation or harassment will be tolerated. Below are more specific rules we will enforce:

***Classroom Expectations:***

1. Talk in class only when recognized.
2. Remain seated during class unless permission is granted otherwise.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Do not sit on desktops and tables in the facility as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

# Elementary School Rules and Consequences:

The following types of conduct (and others at the discretion of the principal) will be handled by the classroom teacher, unless chronic behavior continues:

1. NO chewing gum
2. Dress code concerns
3. SLCA computer/internet policy violations
4. Unprepared for class
5. Disrupting the class
6. Disrespect to the teacher or others
7. Disobedience
8. Eating or drinking in the classrooms or halls without permission
9. Unsafe activities on school property
10. Violating car line procedures
11. Horseplay or roughhousing
12. No cellular phones/electronic devices are to be used or in the possession of elementary students.

Corrective disciplinary actions may include, but are not limited to, the following:

⮚Counseling by the teacher, warnings, loss of privileges, change in seating, report to parents, additional written work, and other means as deemed necessary.

⮚Expulsion may occur if students continue with unacceptable behavior. SLCA will cooperate with the home and in the nurturing of the student. If the Academy can no longer assist the family in the nurturing of their children, the Academy can remove the student(s) from their enrollment.

Middle and High School Rules and Consequences:

The following types of conduct (and others at the discretion of the principal) will be handled by the classroom teacher, unless chronic behavior continues:

* 1. NO chewing gum
	2. NO food or drink in the classrooms unless specifically approved by the administration.
	3. Cellular phones are allowed on campus by middle school students and high school students. Teachers will take up cell phones at the beginning of homeroom and store them to prevent class disruptions.
	4. Electronic games are not allowed during the school day.
	5. With the exception of the cell phone, electronic devices are not permitted at school, on Field trips, at athletic events or any off-campus school-related activity. Cell phone use on field trips or athletic events (on or off campus) is to be monitored by teachers. The consequence is that the electronic devices may be confiscated.
	6. Profane, foul, or inappropriate language is not allowed.
	7. Cheating or plagiarism is prohibited.
	8. Stealing from other students, faculty, or from the school premises is prohibited.
	9. Violence of any type or degree, including bullying or sexual harassment, is not permissible.
	10. Intentional abuse of SLCA property or private property under SLCA jurisdiction is not permitted.
	11. Disrespect for other students, faculty, staff, or any SLCA or Spirit of Life Church personnel is not permitted.
	12. Computer abuse, including the viewing of morally objectionable materials, is banned.
	13. Skipping school or leaving school property without permission from the administration is not permitted.
	14. Misuse of any communication device (phones, computers, Internet) is against school policy.
	15. Inappropriate, immoral, indecent behavior, either homosexual or heterosexual, is against school policy.

Corrective disciplinary actions may include but are not limited to the following:

⮚Counseling by the teacher, warnings, loss of privileges, change in seating, report to parents, additional written work, detentions, and other means as deemed necessary.

⮚Expulsion may occur if students continue with unacceptable behavior.

**Detention/Suspension System:** The Bible clearly teaches the concept of submission to authority and reminds us, “Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you.” Hebrews 13:17 (NIV)

Specific Rules:

The Academy reserves the right to suspend or dismiss any student at any time during the school year at the discretion of the principal. Any student who persistently neglects work, fails to meet academic or other standards or qualifications, exercises poor citizenship, who fails to cooperate, or whose parents fail to cooperate, may be asked to withdraw from the school.

1. Students are expected to represent SLCA in a positive manner even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays, and summers. The Academy does not control student activity off campus that is not Academy sponsored. However, misconduct during such an activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
2. Physical expressions of affection (inappropriate hugging, holding hands, kissing, embracing, flirtatious tickling, etc.) are not permitted at school or any school activity on- or off-campus. In the interests of being a positive role model, exercising self-control and fostering a Godly witness are expected. Physical expressions of affection deemed inappropriate will result in the administration of discipline including suspension or dismissal.
3. SLCA reserves the right to invite the Sampson County Narcotics Team, or an appropriate narcotics search group, to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto campus. Any alcohol, drugs, or drug paraphernalia found in lockers, automobiles, or other items under the student’s control will constitute possession.
4. Slang and/or crude language are not acceptable in the verbal and/or written form. The use of words like “crap,” “sucks,” and other euphemisms will result in disciplinary action.
5. Bullying: It is the policy of SLCA to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity toward others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward others. Therefore, bullying and any type of intimidation are prohibited and are not acceptable choices for our students. It shall be a violation of this policy for any student to bully or intimidate another student. All incidents will be investigated whether a verbal or written complaint is submitted. If a student is found to have bullied and/or intimidated another student, that student will be disciplined. It is our desire at Spirit of Life Christian Academy that when a student is disciplined this will be a corrective tool as he or she grows in obedience to God. Each situation will be carefully evaluated to determine appropriate correction based on the circumstances. Age, frequency of misbehavior, and the student’s attitude will be factors considered for each situation.

Definition: A person is being bullied when he or she is exposed repeatedly and over time to negative actions by one or more persons. Students might bully a particular student on the basis of the student’s appearance, national origin, interests, academic achievements, economic status, or any other number of other personal characteristics.

Examples of Bullying:

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim’s property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Social: ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.

Middle School/High School Honor Code: The purpose of the honor code at Spirit of Life Christian Academy is to remind students of their responsibility to build and maintain a strong system of integrity. It is the Academy’s belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations. The Honor Code pledge will be signed by each student, grades 5-12, during a chapel assembly. The pledge is as follows:

“I pledge on my honor not to bully, cheat, lie, plagiarize, steal, vandalize or use profane/vulgar language and gestures. I realize that my violation of this code may result in suspension or dismissal.”

The Honor Code will succeed only if the staff pursues its enforcement and the students care enough about their peers and school to take the responsibility for enforcing the Honor Code. Reporting an honor violation does not destroy a fellow student’s life; rather, it presents the person with an opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor Code violations, the Honor Code will not edify our student body. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of their Academy.

***Honor Code Violations and Consequences:***

1. Bullying: It is the policy of SLCA to maintain a safe environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student. Consequences may result in one to five day suspensions and a written apology OR automatic dismissal.
2. Cheating: If a student gives or receives any unauthorized assistance on homework, quizzes, tests, papers, or projects, he or she has violated the Honor Code. Consequences may result in a Saturday detention or a one to five day suspension plus a zero on the assignment, project, test, quiz, etc.
3. Lying: A student who provides information known to be untruthful to a member of the faculty or other Academy authority at any time is a violation of trust and of the Honor Code. Consequences may result in a one to five-day suspension. A written apology is required.
4. Plagiarism: (Same consequences as cheating): Plagiarism is the act of using another person’s ideas or expressions without acknowledging the source or giving the impression that you have written or thought something that you have in fact borrowed from someone else. Additionally, it includes the borrowing of ideas which are not commonly accepted and which can be credited to a particular source. Electronic, high tech, or Web-based plagiarism also can be a significant problem in the Internet era. Downloading or “cutting and pasting” information (photos, snippets, videos, graphs, charts, etc.) directly into a paper from the Internet or other electronic sources without quotations or citation of that source is yet another form of plagiarism. Related to the issue of plagiarism is the question of “self-plagiarism,” that is borrowing from oneself, specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another. Also included under this heading would be the submission of a revised version of a previously submitted paper without first conferring with the teacher and notifying him/her about the previous use of the basic text. Such actions violate the spirit of learning, especially the idea that a student is expected to do the work assigned, at the time it is assigned, in a way that is responsive to the specific assignment. Consequences may result in a Saturday detention or a one to five day suspension and a zero on class work, quizzes, test, etc.
5. Profanity/Vulgarity: A student who uses or shares profanity (cursing and swearing) and/or vulgar remarks or gestures verbally, written, in social media, music, video, etc. will receive a one to five day suspension. A verbal and/or written apology may be required. Inappropriate use of God’s name will result in a Saturday school or suspension. Flagrantly abusive profanity and/or vulgarity could result in dismissal.
6. Stealing: The taking of any property or work, whether in a locked or secured location or not is strictly forbidden without the prior permission of the owner. Consequences may result in a one to five day suspension, a written apology, and restitution for the stolen property.
7. Vandalism: Breaking, defacing, or destroying public or private property. Consequences may result in a Saturday detention or a one to five-day suspension, restitution made for damage and a written apology.

***Sexual Immorality:*** The Biblical and philosophical goal of SLCA is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. The school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life are in accordance with God’s Word. While enrolled at SLCA, all students are expected to exhibit the qualities of a Christ-like life adopted and taught by the school and to refrain from certain activities and behavior. Thus, SLCA retains the right to refuse enrollment to or to expel any students who engage in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

***Teen Pregnancy and/or Marriage:*** SLCA believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may attend daily classes at SLCA.

***Drugs and Alcohol:*** The buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at SLCA. Situations that warrant restoration will be given due consideration by the principal. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student’s privilege to attend the Academy will be revoked.

***Guns and Weapons:*** Guns, knives, weapons, or their facsimiles are not allowed on the SLCA campus. Violation of this policy will result in the immediate dismissal of the participating student or students with the exception of facsimiles that may result in suspension or dismissal at the discretion of the principal.

***Disciplinary Probation:*** This is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.

Students receiving a suspension will automatically be placed on disciplinary probation.

This program should be initiated at the discretion of the Principal. It is to be administered subjectively. Some situations leading to disciplinary probation by the administration include, but are not limited to, the following:

1. Physical threat to other students or faculty.
2. Negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.).
3. Repeated offender of the disciplinary policy of the school. At the discretion of the principal, the student can be placed on disciplinary probation. Students who have accumulated 6 discipline referrals in a semester, two automatic Saturday detentions, or if the student has received an automatic suspension for serious behavioral offense may receive disciplinary probation.

The Principal will notify the parents, by written notice, of the possibility of the probation. A conference will be held with the parent and student in regards to disciplinary problems. Based on that conference, the Administration will decide whether or not this particular student merits a probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a disciplinary probation contract will be drafted for the student, outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation.

The disciplinary probation contract is to be seen and signed by all parties involved (i.e. student, parent(s), Principal). Copies are distributed to all respective parties. It will be the responsibility of the Principal to ensure that the contract is being upheld. Violation of the contract may be grounds for withdrawal or dismissal.

***Discipline Progression:*** The middle and high schools use a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year.

Detentions ONE through THREE will be served after school from 3:00 p.m - 4:00 p.m. A Saturday detention will be assigned for more serious infractions or for a FOURTH detention and will be served from 8:30 a.m. -10:30 a.m. A $30.00 fee will be assessed. Students should come dressed in work clothes. A FIFTH detention will result in one-day suspension and a parent/principal conference. A SIXTH detention will result in a two-day suspension with an additional principal/parent conference required. Further detentions may result in expulsion.

Except in emergency situations, detentions must be rescheduled prior to 2:00 p.m. on the day of the detention. Skipping a scheduled detention will result in an additional detention being assigned for the first offense. Suspensions will be served in-school from 8:00 a.m. - 3:00 p.m. The suspension will be served “as soon as possible.” Even though a student receives a suspension, points may be deducted from tests and quizzes. Homework due that day must be turned into the teacher, and homework assignments for the next day must be requested from the student’s teachers. Further action will be at the discretion of the principal.

CAMPUS VISITORS/GUEST POLICY:

Parents are always welcome at SLCA. However, if you desire to visit a class for any reason, please visit/sign-in with the school office before going directly to the classroom. This includes scheduled visits with teachers for conferences, having lunch with your child, birthday parties, or other planned activities. Classroom observations are welcomed by parents and prospective parents, but should be arranged by the principal at least 24 hours in advance. Items such as lunch or books, etc. are to be left with office personnel for delivery.

***NOTE: All visitors (anyone who is not currently enrolled as a student, or employed as staff or teacher) to our school campus must check in at the school office and receive a visitor pass.***

***Parental Involvement:*** SLCA encourages parents to participate in the daily classroom activities of their child whenever possible. We believe student success is dependent on the involvement of parents in the learning process. Not only is parental involvement needed in the classroom, it is our hope to see parents involved in the activities of SLCA.

# CELL PHONE POLICY

Students are not permitted to use a cell phone in the school building during school time. After school, students should not use cell phones until they have left the school building.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be turned in to the homeroom teacher at the beginning of each school day. If a student brings a cell phone to class or the phone rings while in a student’s book bag, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.)

**Note:** “Forgetting” to turn off the cell phone is not a valid reason.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the administration.

No taking of or other use of cell phone photographs is permitted during the school day. Particularly, no cell phone photographs are permitted in the restrooms at any time. Violation of this prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the school’s normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. **Parents should not consider their child’s cell phone as a means of contacting their child for any reason during the school day.**

Wireless communication devices include, but are not limited to, cellular phones, paging devices, two-way radios; CD/MP3 players, electronic games and any new electronic wireless communication device that may become available to the general public in the future are not allowed during the school day.

# DRIVERS EDUCATION

***Drivers Education:*** Drivers Education is not offered at SLCA but can be taken at any school in the county. Upon completing the course, we will supply the student that meets the academic requirements with one Drivers Eligibility Certificate, so that a driver’s permit can be secured. The DEC form is used to indicate whether or not a North Carolina high school student is #1: currently enrolled in and regularly attending a North Carolina School, and #2: Are making academic progress in that school toward graduation thus meeting the requirements of the State of North Carolina. A $5.00 charge will be applied if an additional certificate is needed.

# SOCIAL MEDIA

Students will face disciplinary action by participating in any of the following internet activities ON OR OFF CAMPUS:

* Posting messages or materials containing blasphemy: Messages that show irreverence for God, Jesus Christ, and those things held to be holy by the Word of God; messages that directly contradict the SLCA Statement of Cooperation and/or SLCA’s Statement of Faith.
* Accessing or promoting materials that are prohibited by the SLCA standards of conduct as outlined in the Student Handbook, which includes music.
* Posting pornographic material: Sexually explicit pictures, writing or other material whose primary purpose is sexual in nature.
* Using inappropriate language: Restrictions against inappropriate language and/or messages apply to public messages, private messages, and material posted on web pages including music. Inappropriate language includes obscenities, profanity and vulgarity.
* Making harassing or defamatory statements: Messages that contain personal attacks or discriminatory language; messages that are knowingly false or defamatory; messages containing inflammatory, threatening or disrespectful language.
* Students are allowed to maintain personal websites and blogs provided the rules are adhered to.

CONTACT WITH TEACHERS/RESOLVING PROBLEMS

The teaching staff at SLCA are professionals and expect to be treated as such. If a conference is needed, please schedule an appointment with the teacher. Parents should use discretion when contacting teachers at their homes. Teachers have the option of making their personal numbers available to parents, but please be considerate of their time away from school. Occasionally, in the course of a year, misunderstandings occur and can often be resolved when communication between the parties is opened up. Please follow the Matthew 18 principle to keep communication clear and involve only those who are involved in the situation.

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.

 2. If the situation is not cleared up at this level through direct contact, it should then be brought before the principal.

3. If resolution cannot be achieved through the earlier interventions, the concern may be brought before the school committee.

VOLUNTEER POLICY:

 There are several areas of service for our volunteers.

1. One is for parents helping in clerical situations not involving direct supervision of students or helping in the classrooms, but always supervised by teachers or staff.

2. Two is for parents who chaperone field trips, tutor, or have direct supervision of students.

3. Three is for parents who assist with extracurricular activities, including but not limited to, sports events and/or school dramas.

# FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS

Students are informed about fire/safety, tornado, and crisis management procedures at the beginning of the school year. Fire Safety drills are conducted monthly, tornado drills and crisis management are conducted semi-annually. SLCA has a plan for natural disasters, bomb threats, and emergencies. This plan is incorporated in the Staff Handbook.