



SMLCA

OSPREYS

Student Handbook

2023-2024

SMLCA exists to prepare Students for Today, Tomorrow, and Eternity.

“And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: You shall love your neighbor as yourself. There is no other commandment greater than these.”

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SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY STATEMENTS AND PHILOSOPHY

VISION STATEMENT

SMLCA exists to prepare Students for Today, Tomorrow, and Eternity.

MISSION STATEMENT

Mark 12:30-31, tells us “to love the Lord our God with all our heart, soul, mind, and strength and to love our neighbor as our self.” Jesus said that there were no greater commands. He stated that all the rest of the scriptures hinge on these few principles. Our Christian teachers and chapel services will help mold our students' souls. Our community outreach will impact their hearts. The curriculum will help shape their minds and our music, drama, and sports programs will focus their strength. The four parts of man and how they are used to relate to God and those around us matter most. SMLCA believes that all the lessons we teach should come from this perspective.

STATEMENT OF FAITH

In obedience to the command of our Lord Jesus Christ to assemble ourselves together in His name as members of His Body, the Church; and, recognizing our responsibility to preach His Gospel to all men everywhere, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit; Teaching them to observe all things He has commanded us, and, recognizing the inspired and inerrant Word of God, the Holy Bible, as our rule of faith and practice.

We do hereby adopt the Statement of Faith of Eastlake Community Church to guide Smith Mountain Lake Christian Academy. This Statement of Faith covers our beliefs with respect to key elements including Faith in the Holy Trinity, The Father, The Son of God, The Holy Spirit, The Sufficiency and Full Authority of the Holy Scriptures for Salvation, God's Purpose for Humanity, Marriage and the Family, Personal Choice (for Salvation), The Atonement, Repentance and Faith, Justification, Regeneration and Adoption, Good Works, Sin After Regeneration, (Sanctification: Initial, Progressive, Entire), The Gifts of the Spirit, The Church, The Sacraments: Baptism and the Lord's Supper, The Second Coming of Christ, The Resurrection of the Dead, The Judgment of All Persons, and Destiny.

MARRIAGE AND SEXUALITY STATEMENT OF FAITH

We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Whenever there is a conflict between SMLCA's position and any new legal standard for marriage, SMLCA's statement of faith, doctrines, and biblical positions will govern (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9).

We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined from the above statement. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4).

We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person (Genesis 1:26-27).

PHILOSOPHY

The educational process in a Christian school is dependent upon a biblical philosophy that provides a Christ-centered worldview and essential truths for life so that children may be prepared to assume their proper place in the home, church and state. SMLCA will teach principles based on the Bible to enable children to make spiritually and morally correct decisions, help them resist temptation, and live respectable lives. To that end, SMLCA has developed these statements to direct our educational philosophy and their Administration:

Faith is developed in children by the principles in God's word. Goodness is developed by application of Scripture. "...add to your faith goodness; and to goodness, knowledge; and to knowledge, temperance." I Peter 1:1-10. All academic knowledge should then be related to Biblical principles and godly character.

- ❖ SMLCA can best meet its mission as a partner with parents/guardians in the education of their children. When parents/guardians share our philosophy of education and are enthusiastic about learning, their support and excitement will motivate their children.
- ❖ SMLCA will strive to give children a Christ-centered education and an education that is academically rigorous to help them develop to their full potential. Screening and testing will be administered to assess their development and will determine admittance.
- ❖ Curriculum and teaching will help students discover the answers to critical worldview questions concerning God, origin, humanity, moral order and purpose. It will:
 - Be Biblically-based and child-centered (Deuteronomy 6:4-9, Ephesians 6:4);
 - Create consistency with faith and science (Genesis 1, Romans 1);
 - Uphold the dignity and sanctity of human life (Exodus 20:13, Matthew 5:21-22) and identify and support the biblical model for a family (Genesis 2:18,20-25, I Corinthians 7:1-16, Ephesians 5:33);
 - Encourage support of divinely ordained institutions - marriage, the Church, and government (Genesis 2, Ephesians 5, Genesis 10:32, Romans 13:1, Exodus 25:8-9, Matthew 16:17-19); and
 - Reinforce the principles of diligence and a strong work ethic (Genesis 3:19, Exodus 20:9-10, II Thessalonians 3:6-13).
- ❖ Teachers are to be role models for the children, teaching with the love of Christ in all things. (James 3:1, Matthew 22:16, Luke 6:40)
- ❖ We will work to develop students who become:
 - Committed followers of Jesus Christ with a strong biblical view of truth;
 - Actively engaged in their local church'
 - Responsible and patriotic citizens who understand and appreciate America's Christian heritage and work to strengthen that influence in government and every sphere of culture;
 - Persons with values, principles and character, able to add real-life value to those around them as someone who is educated, thoughtful, articulate, honest, productive, and service-oriented;
 - Able to confidently and lovingly share, give reason for, and grow in their faith; and
 - Capable of continuing their education and/or becoming productive citizens, improving society through their life and work.

SECTION A – Admissions

Family Agreement

As a Christian school, SMLCA seeks to partner with parents/guardians in the education of their children. As a result, SMLCA requires all parents/guardians, as a condition of enrollment and continued enrollment, to agree to cooperate with the school in the education of their children and support the educational philosophy and ministry of the school. ***Parents/guardians must agree annually to the following Statement of Support. The signature approval form that is completed through Praxi School will be used to document this compliance.***

We agree to cooperate with the school in the education of our child(ren) and to uphold and support the values, beliefs, policies and principles of Smith Mountain Lake Christian Academy as stated in our Vision, Mission, Statement of Faith and this handbook. We have read these documents and agree to support and abide by them.

We acknowledge the importance of appropriate parental/guardian involvement as the top indicator of a successful school and will do everything possible to manifest this in our own lives. We acknowledge that by partnering and agreeing with SMLCA and its policies, it is also our responsibility to conduct ourselves in a Biblically appropriate manner when dealing with the faculty and SMLCA community. We also understand that parental or guardian habitual and derogatory comments of the school, faculty, and/or staff may result in withdrawal of the student.

We will support the school financially by upholding the conditions of our enrollment contract and will contribute time, resources, gifts and talents to the best of our ability. We agree that for any reason of withdrawal, whether voluntary, involuntary or otherwise, we are responsible for the entire month's tuition in which withdrawal occurs and 50% of the remaining months of that semester with all technology being returned. Tuition due and payable is calculated based on the percent of the school year completed regardless of payment plan.

We acknowledge the importance of students and parents/guardians following the discipline policies of SMLCA. We will support the disciplinary decision of the administration as set forth in this handbook.

We understand that a quality education can only be provided to students whose families make regular attendance and punctuality a high priority.

Application Process

Though we have a rolling enrollment, the following is the process for applying to SMLCA for the beginning of the academic year.

1. Submit an application with the following items:
 - a. Completed online application form through Praxi School.
 - b. Enrollment fee of \$150 per student (non-refundable).
 - c. Permission to release student records and transcripts completed through the application process (to be signed and provided to the applicant's current school).
 - d. Immunization records and original birth certificate, uploaded to Praxi School or submitted to the front office.
2. Parent/Guardian and Student interviews and screening: Interviews are conducted prior to the application process. If a parent applies before an interview is conducted, then a scheduled interview

will take place before accepting the application. Entrance testing will also take place prior to acceptance into SMLCA.

3. Special Education Students: SMLCA **does not** have a formal Special Education Program and **does not** receive any federal funding. IEPs are not formally accepted or recognized. By signing the SMLCA Parent/Guardian School Contract, Parent/Guardian(s) acknowledges that SMLCA is not required to follow IEP or 504 plans. However, if your child has an IEP or 504 plan, we do require the documentation to be on file for the student.
4. Full-time students: In order to be considered a full-time student, a minimum of 4 SMLCA core courses, including Bible, are required. All full-time students are required to pay the full-time tuition cost regardless of the amount of courses taken at SMLCA. Full-time students are able to participate in all SMLCA athletics, awards, ceremonies, etc. All incoming full-time 1st through 11th grade students are required to take an entrance assessment.
5. Part-time (homeschool) students: There is a 2 course maximum for part-time (homeschool) students. **Part-time applicants will be considered for enrollment once full-time applicants have been registered and there is space available.** Part-time students will not qualify for any end of the year awards or athletic programs (unless spots are available on the athletic team after SMLCA students are placed). See the athletic handbook for more details.
6. Acceptance: Parents/guardians will be notified through Praxi School once the recommendation has been made for acceptance to SMLCA. All fees must be paid and payment contracts must be signed on Praxi for enrollment to be considered completed.

Application fees will be refunded if the school does not recommend the student for acceptance. **Application fees will not be refunded if enrollment is voluntarily withdrawn.**

SMLCA Tuition and Fees

For current tuition and fees, please reference the SMLCA Pricing Schedule for the current school year. In addition, payment schedule options as well as discounts and scholarship opportunities may also be found in the SMLCA Pricing Schedule. Please note that overdue accounts will be locked out of the Praxi School system and parents will be unable to see student grades, homework etc. For graduating seniors, students will not receive any end of year awards or diploma if past due accounts, technology and/or books are not turned into administration. If tuition is not paid in a timely manner, your student may be unenrolled.

Re-enrollment Policy

Parents, family members acknowledge and agree that SMLCA reserves the right, at its sole discretion, to refuse to re-enroll or discontinue the enrollment of any student should a determination be made that parents, family members or students have failed to abide by the family agreement or are otherwise demonstrating an inability to cooperate with SMLCA. Continued enrollment is contingent upon the conduct, cooperation, and faithfulness to the mission of the school of parents, family members and students.

Withdrawal Policy

In all cases of withdrawal, whether voluntary, involuntary, or otherwise, families are responsible for the entire month's tuition in which withdrawal occurs and 50% of the remaining months of that semester. Tuition due and payable is calculated based on the percent of school year completed regardless of payment plan. If there is an outstanding tuition balance, transcripts and final report cards will be

withheld until all payments have been reconciled. Families are also responsible for meeting with the Administrator or his/her designee before refunds can be given.

Nondiscrimination Policy

SMLCA shall not discriminate against applicants for enrollment, current students, or others in the administration of its educational and admission policies, its athletic programs, or other school administered programs, on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate enrollment of persons whose lifestyle, words, actions or otherwise do not align with the SMLCA's statement of faith, standard of conduct, or other policies of the school. However, this policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local anti discrimination laws or regulations.

SECTION B – Academics

Curriculum Overview

The primary objective of SMLCA's curriculum program is to provide students a Biblically integrated and academically rigorous education to accomplish SMLCA's Mission. Christian textbook publishers will predominantly be used. Curriculum development is an ongoing process with annual evaluations to ensure SMLCA remains both fundamentally sound and innovative in its approach. The continual pursuit of academic rigor and excellence is a top priority at SMLCA.

Textbooks

Students are issued textbooks at the beginning of each year. It is the responsibility of each student to ensure textbooks are kept in good condition. Non-consumable textbooks **are not** to be written in or highlighted. At the end of each academic year, if returned textbooks are determined to be damaged, a replacement fee may be charged. If a student loses their textbook(s) during the course of the year, a replacement fee will be charged. Fees will vary based on the type and age of the textbook.

Physical Education

Physical & Health Education Instructors will follow the 92/32 rule when determining appropriate temperatures for outdoor recreation. Students will remain inside if the temp reaches a high of 92F or a low of 32F. As a state mandated graduation requirement, participation is core to proper Physical & Health Education. Proper dress attire is mandatory to participate. Please see the Dress Policy for more details.

Specials (Elective Courses - Elementary School)

Special area subjects, called "specials," are electives taken in the elementary school (K-5th grade). Specials are taught by specific, specialized teachers to give children a more rounded biblical worldview education. These courses are an addition to regular classroom studies, including arts and technology.

Chromebooks and Laptops (Junior/High school)

Chromebooks and laptops are assigned to students 9th-12th. Any lost/damaged Chromebook, laptop, charger, or case will be subject to replacement fees. A Chromebook cart may be made available to 6th-8th grade for in-class usage.

iPads (Elementary)

An iPad cart is utilized with K-5th to provide technology exposure through Educational Games & Programs.

Grading Scales

Kindergarten:

| Grade | Description |
|-------|-------------------|
| E | Excellent |
| S | Satisfactory |
| N | Needs Improvement |

Grades 1st-5th: *Specials will receive the Kindergarten grading scale.

| Grade | Scale |
|-------|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | Below 60 |

Students in grades K-5th will take home a daily/weekly folder. The purpose of this folder is to provide parents with an ongoing report of their child(ren)'s progress. This folder is to be reviewed and returned to school the following school day. **Wherever possible, the contents of the folder will be incorporated into the Praxi School system in order to save paper.**

Grades 6th-12th:

| Grade | Scale | GPA (4.0 Scale) | Honors GPA (4.5 Scale) | Dual Enrolled GPA (5.0 Scale) |
|-------|----------|-----------------------|------------------------------|-------------------------------------|
| A+ | 97-100 | 4.0 | 4.5 | 5.0 |
| A | 93-96 | 4.0 | 4.5 | 5.0 |
| A- | 90-92 | 3.7 | 4.2 | 4.7 |
| B+ | 87-89 | 3.3 | 3.8 | 4.3 |
| B | 83-86 | 3.0 | 3.5 | 4.0 |
| B- | 80-82 | 2.7 | 3.2 | 3.7 |
| C+ | 77-79 | 2.3 | 2.8 | 3.3 |
| C | 73-76 | 2.0 | 2.5 | 3.0 |
| C- | 70-72 | 1.7 | 2.2 | 2.7 |
| D+ | 67-69 | 1.3 | 1.3 | 2.3 |
| D | 63-66 | 1.0 | 1.0 | 2.0 |
| D- | 60-62 | 0.7 | 0.7 | 1.7 |
| F | Below 60 | 0 | 0 | 0 |

Class Schedules (6th-12th)

Classroom schedules are entered into Praxi School. Instructional time is from 8:00am to 3:00pm.

Regular Bell Schedule for 6th-12th

| 8 Period Schedule | Period |
|----------------------|--------|
| 8:00 – 8:45 | 1st |
| 8:49 – 9:34 | 2nd |
| 9:38 – 10:23 | 3rd |
| 10:27 – 11:12 | 4th |
| 11:16 – 12:01 | 5th |
| 12:01-12:33 | Lunch |
| 12:37-1:22 | 6th |
| 1:26-2:11 | 7th |
| 2:15 – 3:00 | 8th |

Chapel Bell Schedule for 6th-8th only

| Thursday Schedule | Period |
|----------------------|--------|
| 8:00 – 8:38 | 1st |
| 8:42-9:20 | 2nd |
| 9:24-10:02 | 3rd |
| 10:06-11:00 | Chapel |
| 11:04-11:42 | 4th |
| 11:46-12:24 | 5th |
| 12:24-12:54 | Lunch |
| 12:58-1:36 | 6th |
| 1:40-2:18 | 7th |
| 2:22-3:00 | 8th |

Chapel Bell Schedule for 9th-12th only

| Thursday Schedule | Period |
|----------------------|--------|
| 8:00 – 8:38 | 1st |
| 8:42-9:36 | Chapel |
| 9:40-10:18 | 2nd |
| 10:22-11:00 | 3rd |
| 11:04-11:42 | 4th |
| 11:46-12:24 | 5th |
| 12:24-12:54 | Lunch |
| 12:58-1:36 | 6th |
| 1:40-2:18 | 7th |
| 2:22-3:00 | 8th |

Class Selection

Students are placed in classes based on the following criteria:

- Elementary School (K5-5th): teacher recommendation, administration recommendation, class size, boy to girl ratio, and classroom dynamics.
- Junior High school: teacher recommendation, administration recommendation, class size, boy to girl ratio, course availability, and graduation requirements.
- High School (9th-12th): teacher recommendation for dual enrollment and honor courses, class size, graduation requirements, course availability, student schedule constraints, etc.

Homework

SMLCA believes that meaningful homework contributes to the academic success of students. It is our goal to give homework which reinforces concepts learned, provides independent practice for new skills, or prepares the student for the next major concept, as well as increase the student's ability to think, reason, and apply.

If a child is consistently spending several hours a night on assigned homework, administration asks that the parent/guardian keep a record for two weeks of how much time is spent on each subject and then discuss the matter with the instructor. It is important however that the amount of homework be distinguished between actual assigned homework and unfinished classwork. Students may have additional homework that consists of classwork that was not completed during class time. It is the responsibility of the student to use their class time wisely.

Homework will be graded and factored into the student's overall grade. The manner in which homework is applied to the overall grade will be based on a rubric as identified by individual instructors for each grade and/or subject.

Faculty will not assign homework on program nights, holidays, and Wednesday nights in consideration of church services. Junior high and high school math courses may have limited homework on Wednesday nights at the discretion of the teacher. Tests/Projects will not be due on Thursdays.

Dual Enrollment assignments and tests taken through God's Bible School and College and/or Colorado Christian University are not dictated by SMLCA faculty. Students must abide by the college schedules and their professors' assigned due dates for those particular courses.

Study Hall (9th - 12th Grade ONLY)

Students opting for Study Hall in lieu of an academic class will receive neither credit nor a grade for such period. A Study Hall is exclusively for a period of silent study. By design, this time is to be used to complete homework assignments, to complete research and writing projects, and to prepare for quizzes and exams. Study Hall must not be viewed as a break from classes or as a social period. It is designed to help students become academically mature and be able to master the art of time management. Attendance will be taken for study hall, and if a student fails to attend study hall, he/she will be removed to an academic elective.

Exams

Exams are given at the end of each semester (December and May).

- 7th-8th grade students will complete an exam for the following courses and will be counted as one test grade towards their 2nd and 4th 9-weeks grades: math, science, history, English, and Foreign Language.
- 9th-12th grade students will complete an exam for the following courses and will be counted as 10% of their grade for the course year: math, science, history, English, Foreign Language, and DE courses.
- Seniors MUST have all A's and have a total of 10 or less absences (excused or unexcused) per subject each year, and 5 or less absences (excused or unexcused) per semester in each course to qualify for being excused from Final Exams.

Late Work

Late work is defined as any assignment that is not submitted on the due date and class period with the exception of make-up work for absences or approved school activities. Learning to respect and meet deadlines is a critical life skill. Assigned homework and projects are one avenue in which to train students to the importance of meeting due dates. Assigned work will receive a 10% grade reduction the first day, a 20% grade reduction the second day, and a grade of zero the third day and beyond. For students who are absent, see the Make-Up Work Policy listed in the attendance section.

Report Cards

Report cards or progress reports will be provided through a Praxi School email, for each of the four 9 week grading periods. Conference days will be set aside in the fall and spring for teachers, parents/guardians and students to review student performance for the preceding period.

Junior High Advanced Courses (Honors)

Advanced courses at the junior high level are a grade level higher in math courses only. For example, a 7th grade student can take Pre-Algebra, and an 8th grade student can take Algebra 1. Acceptance to these courses are by assessment of three criteria: end of the year math grade, teacher recommendation, and standardized test scores. Students in 8th grade can potentially receive up to 3 high school credits: Algebra 1, Earth Science, and Foreign Language.

National Honor Society and National Junior Honor Society

SMLCA has 2 Honor Society opportunities.

- 8th and 9th grade students with a 3.3 GPA or higher are eligible to apply for the National Junior Honor Society.
- 10th - 12th grade students with a 3.5 GPA or higher are eligible to apply for the National Honor Society.

Once identified as eligible, each student will be asked to complete an application (each year), which will be reviewed by faculty committee members. During the application process, students will be evaluated on the 4 pillars in which NHS & NJHS stands: *Character, Scholarship, Leadership, and Service*. Students who pass through the committee process will be notified and officially invited to the Induction Ceremony each fall. Students who plan on being inducted, must pay membership dues before the Induction Ceremony.

- Transfer or Homeschool students will not be eligible for NJHS or NHS membership until the fall of the following year, unless membership from their previous school can be verified.

Membership retention is dependent upon a student's GPA remaining in good standing, as well as keeping membership dues paid in full. Student members who receive 5 or more demerits, will be placed on probation until the next grading period. If after 2 quarters demerits continue to be accrued, the student's membership will be suspended without a membership refund. At any time a NHS or NJHS student receives either "In-School Suspension" (ISS) or "Out-of-School Suspension" (OSS) their membership will be forfeited without refund. NJHS & NHS are service based organizations. Students who earn membership will be expected to serve 10 hours a year of volunteer time. This does not include the 20 service hours per year required for SMLCA graduation.

Advanced Diploma Path Requirements (Honors)

The advanced diploma path (honors program) is a diploma that is issued by the state of Virginia to all students who complete the advanced diploma path requirements (see graduation requirements). However, SMLCA requires above what the state of Virginia requires in order to receive the advanced diploma. Below are the additional requirements needed for SMLCA students.

- Students desiring to pursue advanced classes that are not required for the standard diploma will need to maintain an A or B average in all courses in order to be considered for the advanced/honors program.
- Teacher recommendation will be required for admittance into the advanced/honors program.
- Advanced/Honors students **MUST** take the CLT 8, CLT 10, & CLT (depending on the entrance year to SMLCA) and score a 60 or above in order to receive the advanced diploma. An Honor Cord will be given for graduation for those students who score a 90 or above on the CLT.
- Advanced diploma Math courses must include Pre-Calculus with a C- or above for all courses completed.
- Advanced diploma Science courses must include Chemistry or Physics with a C- or above for all courses completed.

Dual-Enrollment Requirements - God's Bible School & College (GBS) & Colorado Christian University (CCU)

Dual-enrollment classes are a privilege and not a mandatory part of a student's high school education. SMLCA believes it is beneficial for advanced students to have the chance to begin acquiring college credits to challenge themselves and to lighten their introductory course load in college. However, SMLCA reserves the right to deny a student entrance into the dual-enrollment program based on academic and/or behavioral concerns. Additionally, a student may be put on probation and ultimately removed from the program should they not meet the SMLCA and GBS/CCU standards set forth. All students must apply for dual-enrollment classes and both parents/guardians and students will sign a contract acknowledging agreement to SMLCA policies.

- Students must complete an SMLCA Dual Enrollment application.
- Students must be **15 and/or a sophomore, junior, or senior with a 3.0 GPA or higher in the subject area of the requested DE course**, and be in good standing.
- Students must have a recommendation from an SMLCA teacher or a teacher from a prior school.
- Students' scores on standardized assessments must fall within the national norm average or above.
- Students must submit ALL assignments on time according to the GBS/CCU policy.
- Students taking courses through GBS must register directly with GBS' online program (Buzz) in order to be set up in the GBS course system.
- In order to enroll in a dual enrollment course, the student's payment account must be current.

- Any SMLCA student pursuing dual enrollment must pay *God's Bible School & College or Colorado Christian University* tuition to obtain college credit. This payment will be made to the SMLCA financial office. SMLCA's annual tuition **does not** include dual enrollment tuition fees.
- Dual enrollment payments are due in full prior to the course beginning. If a student drops a course before the GBS/CCU add/drop deadline, then funds will be refunded in accordance with the GBS/CCU tuition policy.
- An SMLCA instructor will facilitate these courses during the class period. These courses are on a 5.0 weighted grading scale.
- If SMLCA offers an SMLCA teacher-led dual enrollment course, then the course must be taken with SMLCA in order for the course to be recognized at the honor's level and be placed on the student's transcript.
- Transfer dual enrollment grades outside of GBS and/or CCU courses that SMLCA does not offer, will be weighted on **the same scale they were posted by the school of origin** regardless of SMLCA's scale for that dual enrollment course. These courses can be counted towards their graduation course requirements.

Associate of Arts Degree - CCU

SMLCA is partnering with Colorado Christian University in giving the students an opportunity to earn an associate's degree while still in high school. This liberal arts track provides a solid foundation for many undergraduate majors and careers. It requires completion of 60 hours, including 36 hours in general education courses and 24 hours of electives. The associate degree track is a rigorous course of study that requires adequate planning, along with a steadfast commitment to an intense high school experience consisting of a large quantity of college-level coursework throughout the sophomore, junior, and senior years. Students will work closely with SMLCA's Academic Advisor as well as the CCU Student Advisor to help students stay on track throughout the courses and ensure that the courses also meet the Virginia graduation requirements. Students are able to transfer up to 75% of the required credits toward the CCU A.A. in Liberal Arts degree track. Students may apply dual credit, AP (scores of 4 or higher), and online dual enrollment coursework toward the associate degree. About 50% of the course credits will be taught by an SMLCA teacher while the other 50% will be online asynchronous semester courses taught through course instructors of CCU. All CCU Associate of Arts Degree courses that are taught by SMLCA teachers will be weighed on the SMLCA's 5.0 scale. The online CCU courses will be weighted at the 4.5 scale. At graduation, CCU will award the associate degrees to those students who earned this great achievement.

Academic and Behavioral Probation

SMLCA reserves the right to place a student, who is demonstrating a pattern of struggle as indicated by grades, on academic probation for whatever time seems feasible in order for improvement to be achieved. SMLCA's goal is that all students have the optimal learning experience and choose to invest in and steward the educational opportunities God is providing them. Academic Probation is defined as a period of time in which Administration will pause students from participation in any extracurricular activities and possible leadership roles in order to receive and give focused attention to their studies. During this time, a progress report will be submitted from faculty to Administration. As progress and improvement becomes evident, Administration will determine the end of the probationary period.

Behavioral probation means that the student is on formal notice, and subject to special rules and regulations set forth by the Administration. An example of behavioral probation would be 20 plus demerits and has served a day in In School Suspension (ISS). The violation of these rules may lead to more severe forms of discipline, such as suspension, dismissal, and expulsion. For more details please review Section E: Discipline Policy.

Grade Retention

Grade retention (repeating the grade level) may be considered if a student has struggled to successfully meet grade level objectives and benchmarks. It is critical that each year's academic experience fully prepares students for next level readiness. Many variables are considered when prescribing student retention, including: mastery of concepts, subject matter assessment, standardized test scores, developmental readiness, and age. Administrators, as well as the teacher, will meet with the family to determine if retention is a viable option for the academic success of a student for years to come.

Grade Retention: 6th-8th Grade

Students who fail 2 core subjects (Bible, English language arts, math, history, science), will repeat the entire grade level. A 59.5 or below average in a course is considered a failed course. If an 8th grade student fails a high school level course with a 59.5 or below average (Algebra 1, Foreign Language 1, Earth or Science) the student will have to repeat the course for high school credit.

Grade Retention: 9th-12th Grade students

Students who fail any high school course with a 59.5 or below will have to repeat the course to receive high school credit for that course.

Graduation Requirements

The following are the requirements for graduation:

| <i>Course Requirement</i> | <i>Standard Diploma (24 credits)</i> | <i>Advanced Diploma (28 credits)</i> |
|----------------------------------|---|---|
| Bible | 4 | 4 |
| Literature / Grammar | 4 | 4 |
| Social Studies | 3 | 3 |
| Economics | 1 | 1 |
| Math | 3 | 4 Algebra I, Geometry, Algebra II, Algebra III, Pre-Calc, Calculus |
| Science | 3 | 4 Earth Science, Physical Science, Biology, Anatomy & Physiology, Chemistry, Physics |
| Health / PE | 2 | 2 |
| Foreign Language | 2 | 3 OR 4 (3 Credits of 1 FL OR 2 Credits each of 2 FLs) |
| Fine Arts / Technology | 1 | 1 |
| Electives | 1 | 2 |

Transfer Grades from Former School(s)

- For transfer students, it will be counted as a credit only if it has been given high school credit from their former school.
- Transfer class grades will be weighted on **the same scale they were posted by the school of origin** regardless of SMLCA's scale for that class. This includes any dual enrollment courses.
- Grades will be accepted at 60% and above dependent on the report card when entering in the middle of a 9-week grading period. For example if a student has a 30% in a class in the middle of a grade period, we will accept the 9-week grade at 60%. All grades above 60% will be taken as is.

- Students entering high school from a homeschool program, must submit transcripts for review during the application process.
- Transfer grades will be entered for missed assignments/assessments for students entering after the start of the year.

Graduation Requirements for ALL SMLCA students

- All SMLCA students will be required to complete and present a Senior Capstone Project at the end of their Senior year. Students will be given a 1/2 credit for completion and will present at the end of the year. Scholarship awards will be given to 3 students in the amount of \$1000, \$750, and \$500.
- Valedictorian & Salutatorian candidates must be enrolled full time in SMLCA for both their junior and senior year.
- Students who do not complete 4 years of high school (as defined by an academic school year and not by high school credits), are not eligible for any year end awards including Valedictorian & Salutatorian.
- ALL High School (9th-12th) students will complete a total of 20 hours of approved service projects per year.
- ALL Junior High Students (6th-8th) will complete a total of 10 hours of approved service projects per year.

SECTION C – Attendance

Attendance

The mission at SMLCA is to provide a high quality education. Parental support is essential in accomplishing this mission. A quality education can only be provided to students whose families make regular attendance a high priority. Regular attendance is an important factor in deepening a child's understanding of God through the study of Scripture, prayer, teaching and community. Parents/guardians are encouraged to plan family events during scheduled school vacations; thereby allowing students the opportunity to receive the high quality education SMLCA offers.

The following guidelines govern our Attendance Policy:

1. **Notification of Absences:** *All absences of one or more class periods should be communicated to the school office, elementary teacher, email/text, or phone call.* The school office reserves the right to contact home if a student is absent, and there has been no communication from home. Medical and dental documentation is required to verify doctor and dental appointments, and may be required for illnesses on a case by case basis. Non-medical absences will also be evaluated on a case by case basis by Administration.
2. **Excused Absences**
 - Students who miss one or more classes because of a medical condition (as documented by a physician or parent/guardian), Hospitalization (physician's note required), a death in the immediate family, subpoenaed court appearance; and other good & just cause as approved by the Administrator will be granted an excused absence upon returning to school.
 - The student will have full make-up work privileges with teacher assistance in accordance with the policy for make-up work (refer to Make-Up Work Policy for details).
 - A parental note or email explanation for the absence is required by the first day that the student returns to campus.
 - If the office does not receive a note within 3 school days, the absence will remain unexcused.
3. **Unexcused Absences**
 - An unexcused absence is the result of a student being absent from classes with or without the knowledge of the parent for reasons unacceptable to SMLCA.
 - School work made up following an unexcused absence will result in a grade no higher than 80%.
 - All work not completed within the allowed make-up window will receive a grade of 0% (see the make-up work policy).
4. **Consecutive Absences:**
 - When family activities, church events, college visits, and overnight school trips result in a student's absence, the school office and all of the student's instructors must be notified in advance.
 - Preplanned absences such as family vacations that require a student to be gone **3 or more consecutive days** require parent or guardian to make arrangements with teachers **one week prior** to collect assigned work and reschedule tests/quizzes.
 - Preplanned absences are not granted during achievement tests, semester exams, and before or after Christmas and Easter breaks.
 - Make-up work resulting from sudden family emergencies will be handled on a case by case basis.
 - Absences due to long term illness will also be handled on a case by case basis (see #6).
 - Absence from school without approval will result in penalty under the unexcused absence policy.

5. **Make-up Work:** Make up work must be coordinated with the teachers during or after an absence. Special consideration may be given by the Administration depending on the circumstances. The following are the details of the Make-up Work Policy:
- When a student is absent, the makeup period for any work missed is based on the total number of days absent plus one. (Example, if absent two days, the student has three school days to make up all the work.)
 - If a student misses only the day an announced test or quiz is given or a project/assignment is due, the student is expected to make up the work on their first day back.
 - Honors and Dual Enrollment courses - when given a review in preparation for a test is considered a courtesy. If a student misses a review during which no new material is covered, the student should be prepared to take the test as scheduled upon return.
 - Make-up work for excused absences is to receive full credit unless it is turned in past the deadline established by the student and instructor. The following are the penalties applied for submission of make-up work past the established deadline:
 - 10% deduction in grade for the first day past the makeup deadline.
 - 20% deduction in grade points for the second day past the makeup deadline.
 - A grade of 0 for three days past the makeup deadline.
 - Work must be made up after an unexcused absence, but the resulting grade is capped at 80%. Additional penalty may be applied to make-up work submitted past the established deadline as detailed above.
 - If a student is at school for any portion of the school day, arrangements should be made for any test, quiz, or assignment scheduled for that day, regardless of attendance in the class. It is the responsibility of the student to contact the teacher and make appropriate arrangements before leaving campus.
6. **Long Term Medical Allowance:** A student who experiences a long-term illness or hospitalization (5 or more consecutive school days), or who has a physical impairment and/or medically substantiated problem which entails repeated absences, may be granted an attendance medical allowance based upon a review of the individual case by Administration. Documentation from a doctor or other medical professional will be requested in these situations. In those cases, absences are waived and will not count toward the maximum allowance permitted.
7. **Excessive absences:** A student who misses school excessively (whether excused or unexcused) will suffer significant academic setbacks. Consistent course attendance is crucial to the learning experience. The following are details related to excessive absences:
- Absences in excess of three (consecutive) days will require a doctor's note to return to school (unless pre-approved by Administration).
 - ***Absences of 5 or more days (excused or unexcused) per course semester is considered excessive.***
 - A formal email of concern will be sent to the parent(s)/guardian(s) after the 5th and 15th absence.
 - Advanced Diploma students may lose their honors status for excessive absences.
 - Students that are SALT leaders will be dismissed from the SALT team if absences exceed 15 days.
 - Excessive absences/truancy (whether excused or unexcused) may result in one of the following consequences:
 - academic probation;
 - loss of course credit;
 - retention in the current grade;
 - withdrawal from school.
8. **Administration conference:** A formal conference may be held with the parent(s)/guardian(s) of the student(s) who have reached 10 absences (excused or unexcused). For each absence thereafter, the parent(s)/guardian(s) must provide Administration with appropriate documentation verifying compliance with the policy.

9. **Tax Credit Scholarship Attendance Requirements:** All students who are receiving Virginia Tax Credit Scholarships are required to adhere to an additional attendance policy required by the program. **Students receiving tuition support cannot miss more than 10 days, unless the reason has been approved by Administration.**
10. **Truancy:** Any student who misses more than 20 days is considered truant and may not be allowed to advance to the next grade level or graduate. Each situation will be evaluated on a case-by-case basis.

Early Dismissal During School Hours

A formal check-out system is required for early dismissal.

NO student will be released from SMLCA during school hours to any person not authorized by the student's parent/guardian without written (paper/text/email) communication from the parent/guardian. Additionally, student drivers will not be allowed to leave campus without written permission (paper/text/email) from their parent(s)/guardian(s). Students seeking to leave campus with another student driver **MUST** have their parent/guardian contact the office directly.

ALL students are **required** to be signed out upon leaving campus by a parent/guardian of those students who do not drive to school.

Early Dismissal Due to Inclement Weather

If weather conditions warrant early dismissal, communication will go out to families via email, and Praxi School text communication, as well as through local television school communications.

Late Arrival During School Hours

If a student arrives at school after 8:00 a.m., the parent/guardian must sign the child in at the office. Student drivers must sign in as well. Students are responsible for class work missed. Students who attend school for less than half the day will be counted absent for the day. In order to participate in any extracurricular activity (games, practices, rehearsals, etc.) a student must be in attendance at school the last half of the day and remain in all scheduled classes for the day of the activity until the end of the day or time for the activity or dismissal.

Late Arrival to School Due to Inclement Weather

SMLCA will contact local television stations to communicate late arrival or closures. Additionally, an email and text messaging communication will go out to families of students through Praxi School.

School Closings

Inclement weather, power outages or other unforeseen circumstances could cause a delay in opening school, early dismissal, or cancellation altogether. Information will be provided via the following sources: WDBJ 7, WSLS 10, Praxi School email and text message system, and Social Media. **If the school is operating on a delay, school personnel will not be on hand to supervise students until the school opens.**

Tardy Policy

Being on time to school is important for the following reasons:

1. Learning to be punctual is an important attribute in training and discipline.
2. Teachers begin important tasks with their students at 8:00 a.m. Student tardiness requires teachers to repeat instructions, reteach concepts, and takes time away from the entire class.
3. Being on time shows consideration and respect for others.

ALL “Start of School” tardies (students not in class by 8:00 a.m.) are unexcused:

- On the 5th unexcused “start of school” tardy, parents/guardians will be notified and charged a **\$25.00 fee**.
- Thereafter, for each additional “start of school” tardy, the parent/guardian will be notified and charged a **\$25.00 fee** per tardy.
- “Start of school” tardies will start over at the beginning of each semester.

ALL in school tardies are unexcused unless accompanied by a teacher’s note (*junior high and high school students only*).

- On the 3rd unexcused “In School Tardy” to class, students will receive a demerit.
- Thereafter, for each additional tardy, students will receive an additional demerit.
- “In School Tardies” will start over at the beginning of each semester.
- Unexcused Tardiness of more than 15 minutes late to class, students will receive an unexcused absence in addition to a demerit.

If a student is habitually tardy, the parent/guardian will be contacted and an Administrative meeting will be held.

Attendance & Tardy Policy for Athletes

***See Athletic Policy Handbook.** Playing sports and representing SMLCA is a privilege, not a right. Along with this privilege comes certain responsibilities. Each athlete is a school and community ambassador, representing the mission and Biblical principles of SMLCA. The Athletic Handbook sets out the minimum requirements for participating in SMLCA Athletics, including practices, games and events.

Attendance for Extracurricular Activities

Students who have been given the opportunity to showcase their artistic talents or academic strengths are generally expected to commit to extra practices or meetings that may be required for preparation. In addition to regular school attendance, students identified for special roles or activities must responsibly attend practices scheduled after school, or may lose such privileges.

School Hours

The school day begins at **8:00 a.m. and ends at 3:00 p.m.** Drop-off begins at 7:45 a.m. and pick-up must be made no later than 3:00 p.m. Failure to pick-up students on time could result in fees being imposed. **Elementary and Junior High students should not be let out of vehicles in the morning without school faculty supervision.** Students, parents, and visitors must enter and exit the designated entrance of each SMLCA campus.

Car-Line

Pick-up and drop-off points are reflected on the school maps, and will be provided to parents/guardians at the beginning of each school year.

It is important to adhere to the designated drop off/pick up points and follow the driving route for the safety of faculty, students and parents/guardians.

Transfers of child custody may not be made on school property.

Before & After Care

Before care and after care are offered with the fee schedule outlined below.

Before care: \$8 per day

After care: \$10.00 per hour

** Discounts are available for multiple children and days. Before care runs from 7:00-7:45 a.m. and after care runs from 3:00-6:00 p.m. Arriving after 6:00 p.m. to pick up students will incur additional costs.*

SECTION D – Communication

SMLCA 101

SMLCA 101 is a required course for parents/guardians. It is a course that offers information regarding SMLCA's mission, vision, history, future, academics, athletics, and much more. It is also a great time for parents/guardians to connect and fellowship with Administrators and faculty.

Praxi School

School/Home communication is critical to the academic success of the student. SMLCA's school management system, Praxi School, equips parents/guardians with all of the information needed in order to stay informed of their student's progress, as well as assist with their learning. Grades and a Teacher-Parent/Guardian Messaging System all enable students and their families to stay abreast of the cadence and requirements for each course.

Parent/Teacher Conferences

To provide for effective communication between parents/guardians and teachers, parent-teacher conferences are scheduled toward the end of the first nine-week period. A time is scheduled for each parent/guardian to meet with their student's classroom teachers. Regular classes will not be held to allow time for these conferences. Parent-teacher or parent-teacher-student conferences are encouraged as often as needed. Either parents/guardians or teachers may initiate conferences other than the regularly scheduled fall and spring conferences.

Teachers are generally not available during the school day unless appointments have been made. SMLCA faculty will make every effort to respond to emails and phone messages within 24 hours. **Impromptu meetings are not allowed.**

Parent/School Partnership

The key to success for any school is strong parental involvement in the education of their child. SMLCA expects a superior level of parental involvement and appreciates our parents/guardians for being supportive. By choosing to send your child to SMLCA, you are making an invaluable investment in your child's future. The Bible tells us that we reap what we sow in life. Therefore, the quality of your experience at SMLCA is largely dependent upon how well you and SMLCA partner in the education and training of your child.

The following is a suggested list of helpful tips for parents seeking to make the most of their SMLCA experience.

1. "Train-up a child in the way of the Lord" by conducting Biblical home devotions & instruction, as well as regularly attending church (Prov. 22:6).
2. "Guide the child" to develop socially acceptable standards of behavior, to exercise self-control, to be honest, and to be accountable for their actions.
3. "Teach the child", by word and example, by showing respect for law, for the authority of the school, and for the rights and property of others.
4. Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn (keep in mind that parental attitudes and opinions often become those of their child).
5. Discuss with your child the rules they are responsible to follow, and as a family become aware of the consequences of specific violations as outlined in this handbook.

6. Be sure your child's attendance at school is regular and punctual. Be sure that all absences are appropriate and excusable.
7. Support the disciplinary decisions of the faculty and administration.
8. Understand that parental or guardian habitual and derogatory comments of the school, faculty, and/or staff may result in withdrawal of the student.
9. Encourage your child to be responsible for their appearance and respectful of the uniform policy.
10. Provide a consistent time and location at home where your child can do their homework in a quiet atmosphere.
11. Make every effort to attend your child's school activities and events.
12. Volunteer to help with activities and duties at or for the school.
13. Pray continuously for your child and school.

Parent/Teacher Fellowship (PTF)

The Parent-Teacher Fellowship (PTF) is an organization formed by parents/guardians, teachers, and administration. The purpose is to bring the school and home closer together by means of fellowship and a real partnership in the education of the children. PTF may fundraise throughout the year, and offer a variety of social functions to the families. Parents/guardians are encouraged to sign up as school/classroom volunteers. All school families are expected to be involved, and take an active role in supporting the school.

Distribution of Non-SMLCA Information

Flyers/information may be distributed at SMLCA if the flyer/information is consistent with the mission of the school. All flyers/information must be submitted and approved by the Administration. Once approved, the manner of distribution of flyers/information will be directed by the Administration.

SECTION E – Discipline

Philosophy of Discipline

One of the most critical tasks that a classroom teacher faces is the matter of establishing an environment conducive to learning. Whether it is called discipline or classroom management, the same is true: *learning occurs best when the student is supported and engaged in learning.*

Hebrews 12:5-11 provides a foundation for discipline in the classroom. The following principles are gleaned from these verses:

1. Discipline is not to be regarded lightly. It is serious business (Hebrews 12:5).
2. Discipline involves instruction as well as consequences for poor choices (Hebrews 12:6).
3. Discipline is evidence of love and belonging (Hebrews 12:9).
4. Godly discipline produces respect and honor toward one another (Hebrews 12:9).
5. Discipline should direct us to a greater awareness of God the Father (Hebrews 12:9).
6. Discipline should be purposeful (Hebrews 12:10).
7. Discipline should ultimately make us more like Christ (Hebrews 12:10).
8. Discipline for a time is painful, not pleasant (Hebrews 12:11).
9. Righteousness and peace are the results of being trained through discipline (Hebrews 12:11).
10. Results are not always immediate (Hebrews 12:11).

The specific application of the above principles in the classroom is one of the most important tasks a teacher faces. Expectations and procedures are established to help achieve the development of godly character in students.

Conflict Resolution Process

As with any organization, human nature guarantees problems/conflicts will invariably arise. When met with conflict, it is human nature to either withdraw or retaliate. Often these tendencies prompt us to go behind people's backs, attack through social media, or bypass the individual and instead discuss the matter with superiors, without ever first talking to the individual about the problem.

Jesus advised us to lovingly approach any offending individual when we have a complaint or grievance against them. We can do this with the power of the Holy Spirit. God's resources turn conflicts into opportunities for growth.

“Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit in the bond of peace.” (Ephesians 4:2-3)

The best way to handle such problems is to do so quickly and decisively. Faculty, students, and parents/guardians are all urged to take care of differences, disagreements, misunderstandings, and the like in a **scriptural manner** conducive to good relationships within the body of Christ and the school community. Such things should be handled in a fashion of humility, concern, compassion, and Christ-likeness. In order to accomplish this, SMLCA utilizes the principle found in Matthew 18:15-17 and enumerated by our Lord Jesus Christ. This procedure is very simple and easy to understand and follow. It is guaranteed to work correctly if followed in the manner given and with the attitude intended. This procedure allows problems to be solved at the lowest level, quickly, and with the fewest people involved.

Some principles involved in applying Matthew 18 include:

1. **Do not jump to conclusions. Do not unconditionally take the child's side. Do not criticize or put down the teacher in the presence of the child. Remember, children often perceive events and words differently than intended.**
2. Pray about each situation before beginning the process. Ask for the Lord's guidance, divine wisdom, patience, and a loving humble spirit.
3. Schedule an appointment to talk to the teacher or other party involved where the discussion can be done privately, confidentially, and unhurriedly. Do not take the teacher away from the classroom or other supervision unless absolutely necessary.
4. Do not involve other people in the problem. Keep the matter between you, the parties involved, and the Lord. Do not call in others or seek to garner additional support "for your side."
5. Do not post questions, concerns, and complaints regarding SMLCA on social media platforms - whether on a personal page, in closed groups (e.g. groups set up for school parents to communicate with each other), or on the school's social media pages.
6. Do not post anything malicious about SMLCA or any member of the school community to any social media platforms.
7. Be prepared. Be specific about the concern, complaint, or question. Talk and then listen.
8. Remember the teacher is a professional hired to conduct instruction in the classroom and maintain an atmosphere conducive to learning. There are many good philosophies, instructional strategies, techniques, and methods. Just because the teacher doesn't conduct the class in a way you would, doesn't make him/her wrong.
9. Leave the conference with a positive attitude to show that even though things may not be worked out exactly the way you believe they should be, we are all brothers and sisters in the Lord.
10. Begin and end conferences with prayer. This may be initiated by either party and allows for the proper attitude.

Matthew 18 Principle

The *MATTHEW 18 PRINCIPLE* is the approach to be taken for problem solving and is to be used by faculty, parents/guardians and students as follows.

Level 1: Parent/guardian and Teacher - a conference is set up between the parent/guardian and teacher to discuss the complaint, concern, or the matter in question. Both parties are to make every effort to solve the problem here.

Level 2: If the problem cannot be adequately solved at Level 1, the parent/guardian and teacher will agree to take the problem to the Administration who shall set up an appointment for a conference, listen to both sides of the situation, and attempt to offer a solution to the problem.

Biblical Standards of Student Conduct & Discipline Procedures

In order to learn to be accountable, considerate, respectful, and responsible the following is provided to help understand what God expects of us:

“Therefore, however you want people to treat you, so treat them, for this is the Law and the Prophets.” – Matthew 18:22

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... Love your neighbor as yourself.” – Mark 12:30-31

“Obey your leaders and submit to their authority.” – Hebrews 13:17

Students will be clearly informed of expectations and procedures at the beginning of the year. They may also need periodic reminders about specific expectations. The focus will be accountability, respect, responsibility, and relationship. *Students will be held accountable and responsible for their own behavior.* We work as a team in the development of these areas with each student. Our goal is to promote students becoming accountable and responsible for their choices and to develop character that will both please God and reflect Jesus Christ.

A clear explanation of expectations and procedures is the first step in promoting a positive atmosphere of self-control. Behavioral issues reflect a heart not in alignment with the character of Christ. When behavior is inappropriate, consequences are administered as the next step.

Should a student repeatedly disobey or disturb the classroom, the teacher will escalate the issue to Administration. Parents/guardians are frequently contacted in these situations, letting them know what behavior the student exhibited and the consequence the Administrator has determined would be appropriate.

The goal of each step in the discipline process is to mold the heart and mind of the child, encouraging them to make choices that result in appropriate behavior and to teach students to be involved in their own character development.

When the above steps are not successful, the discipline process continues with consequences to include the following potential outcomes.

1. Detention

Lunch Detention will be served during normal lunch breaks and confined to a specific room. Students will be allowed to eat, study, and complete any classwork. Students will be given an assignment if no assignment is completed. Students will not be allowed to talk. Students will not be allowed to warm up lunch during lunch detention, therefore, they will need to bring a cold lunch. Students are also not allowed to order lunch during lunch detention. Students must attend the assigned lunch detention or an after school detention will be given.

After School Detention will be for one hour and run from 3:05-4:05 pm on Tuesdays and Thursdays of each week. Students must bring paper and pencil/pen and will be allowed to work on classwork and/or assignments. If the student does not have an assignment, an assignment will be given to them to complete. There will be no talking or eating during after school detention. Attendance in after school detention is mandatory and supersedes any other school activity or event such as athletic practices or games, rehearsals, etc. A detention may only be rescheduled for medical appointments with a doctor's note. If a student fails to appear for a scheduled detention, an additional detention period will be issued. After a student receives 2 after school detentions, there will be a conference with the student's parents and the student will be issued a 1 day of Out of School Suspension. The student will be counted absent for this day and will not be allowed to make up any work/quizzes/tests/assignments missed.

2. Suspension

Suspension from school is defined as a temporary removal of a student's privilege of participating in and attending school, school activities and sports for a specified period. In-School Suspension (ISS) will allow work to be completed, while Out-of-School Suspension (OSS) may result in zeros for all missing work.

Depending on the nature of the offense, the first suspension attempt for corrective behavior may be through *In-School Suspension (ISS)*. In this case, the student would report to the Administrator at the beginning of the day and work on assignments until the close of the day. Students will serve ISS in an assigned location near the Administrator's office, and will not have fellow student/friend interaction. A student in ISS will be instructed to submit their phone/or technological device to the Administrator during the course of the school day. Any student who has received a minimum of 20 demerits will be on probation during a time given by the administration.

Out-of-School Suspension (OSS) may result from repeated violations of school policy, rules, or expectations or a single serious violation of school policy, rules or expectations. The length of suspension is determined, at the discretion of the Administration, by the frequency and/or severity of the offense.

Any suspension for 5 days or longer will automatically result in a recommendation by the Administration whether to proceed with expulsion or not. Certain offenses may receive automatic suspension without prior attempts at remediation. All Suspensions (ISS or OSS) will place the student on behavioral probation at the discretion of the administration. See Academic and Behavioral probation for more details.

OSS from school automatically places the student on behavioral probation for 90 school days starting with the student's 1st day back to school. Any further violations of school policies within the 90-day probation period will automatically increase the seriousness of the situation, and may result in expulsion.

3. Expulsion

Expulsion will be recommended if it becomes apparent the school, in partnership with home, can no longer meet the present needs of a student, or if the student repeatedly violates school policies. Expulsion may also be recommended for unresolved academic or disciplinary probation. If a student is expelled, tuition is non-refundable.

Note: *The above descriptions of unacceptable behaviors and their penalties are general guidelines. SMLCA reserves the absolute and unconditional right to reprimand, suspend, dismiss, and/or expel any student whose social or academic performance is deemed to be unacceptable and/or inappropriate. Further, SMLCA reserves the absolute and unconditional right, in its sole discretion, to require any student to withdraw whose parents or guardians behave in a way that is not in the best interest of their child or SMLCA.*

House and Demerit System (Upper School)

SMLCA seeks to utilize a variety of modalities to encourage appropriate individual behavior and school citizenship. In addition to classroom management as determined by each individual instructor, SMLCA utilizes both a House System & a Demerit System.

House System

Utilized by Elementary, Junior & High Schools across the United States, in addition to having been established in 1930 at Harvard University, and at other Institutions of Higher Learning such as CalTech, Yale, University of Notre Dame, University of Chicago, Oxford and Cambridge Universities, the house system cultivates a familial atmosphere across grade levels thus contributing to an overall more positive school culture.

House Construction

SMLCA has 4 Houses or “teams” respectively named Carver, Elliot, Lewis and Webster. Students 6th through 12th are assigned to a House at the beginning of the school year. Prior Academic Performance, Standardized Assessment Scores, Grade Level Distribution, exhibited Leadership Qualities, and known athletic/arts interests, and house student ratios, are all factored into House Placement by Administration. A House Dean, who is a full time faculty member, is assigned to each House to oversee its health and proper functioning. Refer to the SMLCA House Handbook for further details on the house system.

Service Hours

Per a requirement of graduation, students must complete a certain number of service hours per year. Service hours for each year begin on July 1st and end June 30th. Once students and/or parents post the service hours through PraxiSchool, the administration team will approve the hours which will then be credited to the student’s account and noted as positive points towards the student’s house. Service hours can be completed through any non-paid, non-chore school, or outside school volunteer endeavor (this does not include house chores). Examples include but are not limited to: volunteering at church, doing work at a neighbor’s home, serving in a community center, school ordained community service opportunities, mission trips, volunteering a local non-profit organization etc. The following are the student requirements for service hours:

- 6th through 8th grade students must obtain 10 service hours per year.
- 9th through 12th grade students must obtain 20 service hours per year.
- National Honor Society (NHS) and National Junior Honor Society (NJHS) must complete an additional 10 service hours per year.

If students do not fulfill the requirements per year, the hours will roll over to the next year. NHS and NJHS students will lose their membership if the total number of hours are not completed for the year. Graduating seniors who do not complete the required hours will not be eligible for any end of the year awards.

SALT

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity: 1 Timothy 4:12. SALT is our Student Administrative Leadership Team comprised of 8th through 12th grade students. These students are recommended by teachers and staff and chosen by the administrative team. Students in SALT will represent leadership for NHS, NJHS, small groups, and the House system. Students will attend a mandatory Leadership Class on Wednesdays from 3:15-4:15 and will receive a ½ credit that will be reflected on their transcript. SALT members may be removed and denied transcript credit for failure to remain in good standing spiritually, academically, or from a disciplinary standpoint.

Demerit System

While the House System serves to create a friendly & positive environment highlighting the extreme importance of citizenship contribution and responsibility to the collective whole, the Demerit System is in

place to address negative individualized choices that seek to not only hurt one's House family, but the SMLCA community's culture.

- The maximum number of demerits a student may receive each day per teacher is 3 points.
- One (1) point infractions include cell phone usage in class, air pod or earphone usage in class, smart watch usage in class, dress code violations, class behavior issues, situations of disrespect, and 3 unexcused tardies between classes of less than 5 minutes.
- Up to ten (10) point infractions include excessive tardiness or skipping class, vandalism, fighting, cursing, cheating, contract cheating, intentional internet plagiarism, misuse of social media, , public displays of affection, leaving campus without school authorization, and missing class without school authorization.
- Twenty (20) and up point infractions include smoking/vaping on school/church campus at any time, stealing, bullying (see definition below), harassment (see definition below) by any manner, threats against individuals or the school in general, alcohol/drug usage & distribution, and inappropriate usage of social media involving suggestive or sexual content.

| DEMERIT POINTS | RESULTING CONSEQUENCE |
|-----------------------|---|
| 5 points | Communication to parents and lunch detention |
| 10 points | Communication to parents, lunch detention, and after school detention |
| 15 points | Family meeting, lunch detention, and after school detention |
| 20 points | Up to and including 3 days of in-school suspension |
| 30 points | Up to and including 10 days out of school suspension |
| 35 points | Communication to parents, lunch detention, and after school detention |
| 40 points | Up to and including expulsion |

The final determination regarding whether to issue demerits, and the amount of such demerits, will be in the sole discretion of the Administrator or his designee.

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Certain types of conduct may, at the discretion of the Administrator, constitute misbehavior warranting discipline, but are not considered bullying for the purposes of SMLCA's anti-bullying policy. Such behavior includes, but it is not limited to:

- Peer-to-peer conflict can involve a disagreement without there being an imbalance of power. In other words, conflict itself is not bullying, it is conflict. Unresolved conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

- Single episode acts of unkindness, lack of consideration, nastiness or physical aggression are not bullying. Aggression directed towards many different people is not tolerated, but it is not bullying.
- Social rejection or dislike in itself is not bullying unless it involves deliberate and ongoing attempts to cause distress, exclude or create dislike by others.

Examples of Bullying include, but are not limited to:

- Cyber-bullying – using technology of any kind to bully by any means, including ‘sexting’: sending sexually explicit messages or images by any communication device.
- Discrimination – bullying on the basis of race or religion.
- Exclusion – excluding others from activities, isolation, discrimination.
- Extortion - standover tactics, victimizing, extortion.
- Non-verbal - Offensive gestures or body language, throwing objects near a person, intimidating staring or glaring, leering.
- Physical - unwelcome physical contact, hitting, punching, fighting, kicking, slapping, throwing objects at a person, invading personal space, abuse of another’s property is another form of physical bullying.
- Sexual bullying – brushing up against someone, inappropriate touch, crude words or names, commenting on another’s sexuality.
- Verbal – swearing, spreading rumors, personally offensive or suggestive comments, demeaning jokes, derogatory comments, teasing, lying about a person, commenting on private, academic, personal life, appearance, abilities, etc.

The final determination regarding whether certain conduct constitutes bullying will be in the sole discretion of the Administrator or his designee.

Harassment

Harassment is demeaning, offensive, humiliating, derogatory or intimidating behavior directed at someone. Harassment can appear in many forms including non-verbal, verbal, physical, digital-technology based, visual-image based, etc. A noteworthy difference between Harassment and Bullying is that whereas bullying is defined as an ongoing or repeated pattern, harassment can be a single instance.

Harassment can appear in a variety of ways, and may often relate to a person’s race, religion, physical appearance, dress, disability, or private life. Some examples include: offensive comments or jokes, invasive questioning, and/or digital technology being used to demean another person.

Sexual Harassment can include a wide range of behaviors, but will be defined as sexual behaviors that a reasonable person would find offensive. Some examples include:

- Displays of, or exposure to sexually graphic visual images or material.
- Innuendo, sexually provocative remarks, suggestive comments about a person’s physical appearance, inference of sexual morality or rumors of sexual history, crude humor such as smutty or sexist jokes or comments.
- Physical contact such as fondling, pinching, grabbing or kissing.
- Sexual demands such as repeated requests for dates, requests for sexual favors.
- Straightforward propositioning or indirect pressure for sexual contact, including leering and overfamiliarity.
- Unwanted or uninvited sexual advances, sexual behaviors, or sexual gestures.

The final determination regarding whether certain conduct constitutes harassment will be in the sole discretion of the Administrator or his designee.

SECTION F – Behavioral Expectations

SMLCA places a great deal of emphasis upon spiritual maturity and responsibility. In an atmosphere of clear Christian standards of conduct, there is an opportunity for the development of strong Christian character.

The following are guidelines for expected behavior at SMLCA.

1. All students should maintain an attitude of respect and obedience to those in authority. The title of Mr., Mrs. or Miss will be used respectfully at all times. The use of “yes/no” and “ma’am/sir” will also be expected.
2. Students will be considerate and respectful towards fellow students, faculty, and school visitors. Students are expected to demonstrate good manners at all times and use words such as “please”, “thank you” and “excuse me”. In addition, students are to keep hands, feet, and objects to themselves, and not behave in a manner that is disruptive to fellow students and faculty.
3. Students and parents MUST enter and exit only through the designated school entrance for each campus.
4. Students MUST be in their designated areas within each campus distinguished by a hall pass.
5. Students are to walk in the halls and buildings, use a reasonable tone of voice, and exhibit orderly behavior. Students must remain within “assigned areas only” on the school campus.
6. Students are to be punctual to school and classes.
7. Students must get prior approval to sell any items at SMLCA.
8. Homework is to be completed and handed in on time. All assigned work is to be completed.
9. Students will submit their own work unless collaborating on a team assignment or project. Plagiarism and cheating is strictly prohibited.
10. Students will maintain a spirit of cooperation in all areas of the school program.
11. Students will abide by all behavioral and policy guidelines while on school-sponsored trips away from SMLCA.
12. Profanity is prohibited. This includes the commandment “Y/ou shall not take the name of the LORD your God in vain, for the LORD will not leave him unpunished who takes His name in vain.” – Exodus 20:7. Students are to use appropriate kind, respectful speech at all times. (Ephesians 5:29)
13. **Sexual harassment, bullying and threatening comments or behavior from any student will not be tolerated.**
14. **Threats of violence towards self, students, faculty or SMLCA in general will not be tolerated and may result in immediate suspension or expulsion at the sole discretion of the administrator.**
15. Students will respect the School and other students’ property. Any vandalism or damage to school property must be paid for by the student(s) responsible.
16. In keeping with Biblical standards, student behavior such as physical violence, gambling, use of tobacco, alcoholic beverages, drugs, and unauthorized use or possession of a controlled substance are strictly prohibited on and off campus. If, at any time, a student’s influence in these areas is considered harmful, or his/her presence in the school is regarded as undesirable, the school reserves the right to require his/her withdrawal.
17. Criminal behavior on or off campus is prohibited.
18. **Right to Search:** If the School believes illegal substances, dangerous items, or missing items of others are in a student’s possession, a search of the student’s belongings will be conducted. Parents/guardians will be informed of the search.
19. There will be no public displays of affection at school and school events, including but not limited to hand holding, hugging, kissing, etc.
20. Martial arts weapons, firearms, and other types of weapons and imitations are strictly prohibited on the school/church campus or at school activities.

Sexual Expression Code of Conduct

It is the policy of SMLCA to maintain a standard of behavior among its students that is above reproach. In keeping with SMLCA's statement of faith, certain sexual expression conduct will not be tolerated. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4). In keeping with this policy, the following will be grounds for expulsion or other discipline as deemed appropriate.

1. Immoral conduct, and/or advocating for or advancing immoral conduct. Immoral conduct is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral act. This includes viewing pornographic material on or away from the school campus.
2. Identifying statement(s) of immoral acts, defined as student's statements, actions, language, or behavior, whether through dress or other appearance, an online profile, social media, words, or other expression that a reasonable person would believe is intended to associate or identify the student as sexually active, or a claim that the person is homosexual, bisexual, transgender, or otherwise immoral, or has the propensity to or intent to engage in immoral actions. Also, uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of SMLCA, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards. (Examples: "I'm gay," "You're gay," "I'm a homosexual," "I have a homosexual orientation," "I am transgender," or "I'm sexting," "I'm sleeping with my boyfriend/girlfriend.")

Homosexual or transgender conduct, either as acts or identifying statements, is not compatible with employment or enrollment at SMLCA and is a basis for dismissal. All faculty and students must be treated with dignity and respect, free of threats or harassment. **The determination of whether a student's actions constitute a violation of the code of conduct will be made by SMLCA Administration.**

Social Media/Online Responsibility & Policy

Enrollment into SMLCA brings about certain citizenship expectations. As a student representative of our Christian School, appropriate conduct on all forms of social media is strictly expected. If a student is posting inappropriate material or comments on any social media or online forums, or an active party to inappropriate social media posts or comments, it will be treated as if the student said or participated in such communication or behavior on campus. **This includes cell phone activity such as text messaging, instant messaging, sexting or any other form of inappropriate cell phone communication.** The issuing of demerits, suspension, or a combination of both may result as disciplinary action to such offenses. Depending upon the severity of the offense, SMLCA retains the right to issue expulsion.

SMLCA employs the BARK system to monitor activity on all school-issued devices (Chromebooks/laptops/ipads). If Administration is alerted to ANY inappropriate material or searches, the student will lose the privilege of using the device, and may face disciplinary action as stated in the aforementioned paragraph on Social Media/Online Responsibility & Policy.

Parental or guardian habitual and derogatory comments of the school, faculty, and/or staff may result in withdrawal of the student.

Academic Dishonesty Policy

As new creations in Christ, we can choose to refuse harmful temptations. Christians must strive to glorify the Lord with thoughts and actions. Cheating goes against the goodness that will glorify God and mars an individual's integrity and reputation (Proverbs 10:9). Even though the world excuses dishonesty when it deems it trivial, God asks His followers to be truth-tellers all the time. If a student does poorly on a test because he didn't study, his low grade is a natural consequence of a poor choice. God will honor that honesty, and the student can learn from his mistakes. Grades in school should represent what has been learned in the class and the subsequent work of the student. Cheating seeks to bypass the learning process and manipulate consequences through dishonesty. SMLCA views critical thinking skills as an integral part of academics. Cheating does not allow students to think for themselves but intends for others to think for the students.

Academic dishonesty, "cheating" and other forms of misrepresenting others' work as your own, such as plagiarism and contract cheating, are considered serious breaches of academic integrity and are major violations of the standards of ethical behavior that SMLCA expects from all its students.

Definitions of Academic Dishonesty

- Plagiarism - presenting as one's own, the exact words of another, not properly indicated by quotation marks, paraphrase text too similar to the original, ideas, or creative products of another without providing an adequate standard form of documentation to identify the source. Students are advised to properly cite all sources to give appropriate credit for borrowed materials.
- Fabricating facts, data statistics, or other forms of evidence included in papers, lab experiments, or other assignments.
- Presenting someone else's paper, computer work, homework, classwork, or other material as one's own work. This includes work done as part of a group/team effort unless collaboration has been specifically approved by the teacher. Students should always assume that any out-of-class assignments or take-home examinations are to be done individually, unless otherwise approved by the teacher.
- Representing one's own performance as another's, e.g., writing or attempting to write a paper, computer work, homework, or other material for another student.
- Looking at another's paper, using "cheat sheets," talking to someone other than the teacher during a test or quiz, or using any other method of communication (cell phone, computer, text messaging) during a test or quiz without the permission from the teacher.
- Contract Cheating (also known as assessment outsourcing or ghost writing) can be defined as submitting written or creative work which has been drafted or produced by another - including Gen-AI software, friends, family, or paid contracting service, and claiming authorship for it. This includes:
 - Allowing someone or an organization to draft or complete an assessment task on your behalf.
 - Contracting another person to do the work for you.
 - Purchasing work from another source.
 - Allowing or contracting another person to edit and substantially change your work.
 - Unapproved, inappropriate or undisclosed use of Gen-AI (e.g. Chat GPT, Photomath, Wolfram Alpha, etc.) software within an assessment task which includes classwork, homework, quizzes, tests and anything that are considered graded assignments.

All rough draft papers will be hand written and all final drafts will be submitted through Turn It In or other plagiarism software. If a paper is found to be 25% plagiarized due to too many quotes, students will have the opportunity to understand their error and redo the assignment. If the paper is found to be 50% or more plagiarized, then the paper will be considered academically dishonest and will follow the disciplinary actions as listed below:

When detected, academic dishonesty will result in the following disciplinary actions:

- **First Offense** = a zero on the assignment, 10 demerits, and withdrawal from all year end awards. Students will be able to retake or redo the assignment with the new grade averaged with the grade of zero.
- **Second Offense** = a zero on the assignment, 10 demerits, withdrawal from all year end awards, removal from Junior and National Honor Society, and removal from all sports teams. There will not be the ability to retake or redo the assignment.

Vandalism and or Damage to School Property

Students shall use the building, its furnishings, and equipment only for the purposes intended. The policy includes the fire and security alarm systems in the building, the AED units (Automated External Defibrillators which are important life-support equipment in the event of a medical emergency), the school's intercom systems, computers and all electronic equipment, and the school's tables, lockers, desks and other furnishings. Students are expected to take reasonable care in their use of all school property, furnishings, and equipment to prevent unnecessary or excessive damage or wear to the school's facilities. Damage to any school property and/or equipment will result in the student being required to pay for any expenses associated with the damage done. Repeated offenses could lead to suspension or expulsion. Students will also be assessed the replacement cost of lost or damaged books. Any fees incurred due to vandalism, damage, or loss of school property must be paid prior to issuance of the final report card. A hold will be put on the student/parent account until full payment is received.

Dress Code

SMLCA expects all students to honor God through modest and clean attire. Uniforms eliminate unnecessary distractions, promote school unity, and cultivate a responsible and respectful community presence. We rely on our partnership with families to reinforce these guidelines and to help our students make wise decisions about their appearance at school. **If students arrive not dressed in compliance, they will be instructed to correct the situation. If unable to comply, he/she will be asked to call a parent/guardian to bring clothing to the school or wear alternative clothing provided by the school as available. For junior high and high school students, after the second offense, the student will remain in the office until proper attire arrives from home. This will be considered an unexcused absence from class.** The Administration will serve as the final authority in interpreting and enforcing the dress code.

Kindergarten - 5th Grade Student Uniform Dress Code

General Information

All uniforms should be in good repair without frays, rips, holes, or significant stains. Students should wear appropriate outerwear during the cooler months, including coats, hats, gloves, etc.

Pants & Shorts

- Uniform pants options include khaki, navy, gray, or black (no jeans, sweat pants, or stretch/yoga pants).
- Uniform shorts must be no more than two inches above the knees in standard pant colors.
- For Girls, capris can be worn in the same uniform pant colors.

Shirts

- Must be short or long sleeved with collars.
- Must have a plain front or school logo only.
- Can be any solid color.
- Sweaters/sweatshirts must have a plain front or school logo only.

Dresses & Skirts

- Jumpers must be khaki, navy, gray, brown, or black.
- Polo dresses can be any solid color with a plain front, or school logo only.
- Skirts/Skorts must be khaki, navy, gray, brown, or black in color.
- Dresses and skirts should fall within 2" above the kneecap and not below mid-calf in length.
- For Girls, leggings only can be worn under skirts.
- Shorts, tights, or leggings should be worn underneath dresses and skirts.

Field Trips

- Must be SMLCA polo with khaki pants, shorts or skirt. The teacher may make exceptions when the nature of the field trip is not conducive to this outfit.

Other

- Boys' hair should be clean and neat, out of the eyes, and hair should be a natural color.
- Girls' hair should be a natural color, neatly groomed, and out of the face. Headbands, ribbons, hair clips, and bows are allowed.
- Girls can wear moderate ear piercings.
- Boys are not allowed to wear earrings.
- Facial piercings or gauges, visible tattoos, or body piercings are not allowed.
- Hats and sunglasses should not be worn in the buildings.

6th - 12th Grade Student Uniform Dress Code

General Information

All uniforms should be in good repair without frays, rips, holes, or significant stains. Uniforms should be clearly visible during the school day. Heavy or long coats, blankets, etc. are not acceptable coverings during the course of the school day. ***If a student receives 3 dress code violations within a 9-week period, the student will lose the privilege of dressing down on Wednesdays for the rest of the 9-week period.***

Pants & Shorts

- Uniform pants options include khaki, navy, gray, or black (no jeans, sweat pants, or stretch/yoga pants).
- Uniform shorts must be no more than two inches above the knees in standard pant colors.
- For Girls, capris can be worn in pant colors.

Shirts

- Must be an SMLCA collar shirt only in school colors.

Dresses

- Dress length should be no shorter than 2" above the knee when sitting and standing. This standard also applies to any slits/openings on the sides of the dress.
- Must be capped sleeved or regular short sleeve length, with modest neck.
- Dresses or jumpers must be khaki, navy, gray, brown, or black in color.
- Athletes dressed for game day may choose the color, but must adhere to all other "Dress" mandates.

Skirts

- Skirts/Skorts must be khaki, navy, gray, or black.
- Skirts should fall within 2" above the kneecap, this includes slits in skirts.
- Girls can wear leggings under skirts but must be solid in color.

- Shorts, tights or leggings are recommended underneath dresses and skirts.

Outwear

- Hoodies/Sweatshirts/Crewnecks can be worn with SMLCA LOGO only.
- All outerwear (other than heavy jackets or coats during the winter) must be approved SMLCA apparel.
- Heavy Jackets and winter coats must be removed once entering the building, and stored in a locker.
- Any outerwear with offensive content (language, symbols or pictures) are not allowed.
- No flannels or jackets may be worn in the building.

Field Trips

- Must be SMLCA polo with khaki pants, shorts or skirt. The teacher may make exceptions when the nature of the field trip is not conducive to this outfit.

SMLCA Athletes on Game Days

- This is at the Athletic Director/Coaches' discretion, while **still adhering to School Dress Code policies.**

Physical Education Class

- Must wear SMLCA issued Shorts.
- Students can wear sweatpants, straight legged athletic pants, athletic leggings with SMLCA shorts over top that are in good repair. Athletic leggings alone or yoga-style pants are not allowed.
- Must wear an SMLCA T-shirt only. Shirts can not be altered.
- Can wear an SMLCA hoodie only.
- Must wear athletic/tennis shoes only.
- Not dressing out in appropriate gym wear will result in docking of grades.

Other

- Boys' hair should be clean and neat, out of the eyes, and hair should be a natural color.
- Girls' hair should be a natural color, neatly groomed, and out of the face. Headbands, ribbons, hair clips, and bows are allowed.
- Girls can wear moderate ear piercings.
- Boys are not allowed to wear earrings.
- Facial piercings or gauges, visible tattoos, or body piercings are not allowed.
- Hats and sunglasses should not be worn in the buildings.
- Hats can be worn on game days.

6th - 12th Grade Student Uniform Dress Code - Wednesday's Only

General Information

While SMLCA is a "uniform required" school, it also seeks to provide one day during the week in which junior high and high school students may have a broader choice in regards to their attire. This is a privilege. Failure to comply with the following policies places the student at risk of losing this privilege. ***If a student receives 3 dress code violations within a 9-week period, the student will lose the privilege of dressing down on Wednesdays for the rest of the 9-week period.***

Pants & Shorts

- Jeans can be worn, but can not be ragged, torn, frayed, have holes, tight fitting, or low-riding.
- Straight legged- athletic pants can be worn.

- Shorts must fall within 2” above the kneecap.
- Leggings or yoga pants can be worn ONLY if a shirt or dress falls at or below 2 inches of the knee.

Shirts

- Shirts/T-shirts can be worn but must have sleeves with modest necklines.
- Hoodies of choice can be worn.
- Mid-drift shirts are not allowed. Shirts must cover the stomach even when hands are lifted and are subject to Administration’s discretion.
- Any hoodie or t-shirt with offensive content is not allowed (i.e. language, musicians, movies, actors/actresses, symbols, or pictures with offensive representation).
- Clothes MUST fit our Biblical Worldview and are subject to Administration’s discretion.

Dresses & Skirts

- See above criteria with the exception of colors.

Other

- Boys’ hair should be clean and neat, out of the eyes, and hair should be a natural color.
- Girls’ hair should be a natural color, neatly groomed, and out of the face. Headbands, ribbons, hair clips, and bows are allowed.
- Girls can wear moderate ear piercings.
- Boys are not allowed to wear earrings.
- Facial piercings or gauges, visible tattoos, or body piercings are not allowed.
- Hats (no offensive content) MUST fit our Biblical Worldview.

Field Trips

The office has a form regarding field trips, which will be retained in the office. In addition, SMLCA will provide a standard field trip form (also in Praxi School) which will include security, transportation and miscellaneous considerations. For the benefit of our students, only those students in the participating grades may be allowed to attend the activity/trip. For those parents/guardians that attend, please respect the other students and enjoy the event/activity with your participating student while refraining from bringing others not involved in the grade level along.

Short-Term Field Trips

Parents/guardians will be required to complete a short-term field trip form during re-enrollment and enrollment. The short-term field trip includes short trips within a 5 mile radius, all students are required to ride in school provided transportation to and from the short-term field trip which includes chapel services. **High school student drivers MUST ride in a school provided vehicle to go between campuses and chapel services.**

Lost Items

Label all coats, jackets, sweaters, sweatshirts, lunch boxes, and wallets with the student’s name. Found items that contain student names will be returned to the student. SMLCA is not responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school. If your child has lost a personal belonging at school, please check the “Lost and Found.” Items such as glasses, jewelry, and keys will be kept in a box in the office. Unclaimed items will be donated to AGAPE before Christmas and after Graduation.

Lunches

Students will be expected to bring their own lunches with drinks, to include drinking containers and utensils and a small snack for a mid-morning break. Microwave use may be permitted for students in the Upper School. Younger grades that can't open or prepare their food on their own should limit microwave usage. Any class snack should be pre-approved by the teacher before bringing it to class due to allergy and safety concerns.

High school students are allowed to check out for lunch if they have proper approval noted on file in the front office. Students must obey all traffic laws when leaving school property and must return to campus on time for the next designated class period. Students can lose lunch privileges for any reason deemed necessary by the administration.

Phone Use/Cell Phones

The office phone is available to be used by students for school business or emergencies.

- **9th-12th Grade.** Cell phones are allowed at SMLCA for students in 9th-12th grades. 9th-11th grade students must maintain their cell phones in cell phones pockets within the classroom during each class. Students will also receive demerits for cell phone use during class. Students may use cell phones between classes, at lunch, and before and after school.
- **6th through 8th** grade students may bring their cellphones to school but must maintain the cell phone in the front office.
- Cell phones are a luxury and not a need. Students that attempt "inappropriate practices" using their cell phones, may lose the privilege to have one at school completely.

Student Drivers

Students that drive to school must park in the designated parking area as identified on the school drop-off and pick-up map. Student drivers will be assigned a parking space within the designated student parking area. Students that drive to school must provide the following information to the office: car make, model, year, license plate number, and proof of insurance. All students that drive must have a Student Driver Information form signed and in their student file. It will be the student's responsibility to keep their paperwork current. Student drivers may never leave campus, during school, unless approval has been received by the office from home. Other students will not be allowed to leave campus with student drivers without parental permission from both parties. SMLCA is not responsible for damage or loss of students' vehicles while parked on the school property. Students are to exit their cars immediately upon arrival at school. Students are not allowed to sit in their cars listening to music etc. Students may not return to their cars during the day until the bell rings or permission has been granted for them to leave (example lunch, doctor's appointment etc.).

Visitors

Upon arriving on campus, visitors (this includes parents/guardians) must report directly to the school office where the visitor(s) must sign in and sign out. All student visitors are expected to follow school policies while on campus and wear a visitors badge. Visitors are expected to respect the instructional time of all classes.

SECTION G – Health Guidelines

Immunizations

Current immunization records must be kept on file in the office. A form may be requested by SMLCA to update records. If your child receives additional vaccinations, please provide SMLCA with an updated immunization form.

Illnesses

In order to prevent sick children from being at school, the following guidelines have been developed. A student will be sent home under the following circumstances:

1. Fever (students should be fever free for 24 hours before returning to school).
2. Yellow/green nasal discharge (seasonal allergies may be considered exceptions), drainage from the eyes, a questionable rash, extreme disruptive coughing. The student should be symptom-free for 24 hours before returning to school.
3. Vomiting and / or diarrhea.
4. Seizures.
5. Suspected or confirmed communicable diseases: i.e., head lice (*Hair must be totally free of nits before a student may return to class.*), pink eye, chicken pox.
6. Multiple office visits in the same day with the same complaint.
7. An accident/injury to such a degree that is beyond basic first aid, a physician visit is recommended.

If a parent/guardian is unavailable by phone, the next designated contact person will be called until someone is reached who can retrieve the student.

If an antibiotic is prescribed, the student may return 24 hours after their first dose of an antibiotic.

Students with chicken pox may return to school once all the blisters have formed scabs and have healed over. This usually occurs 5 days after the development of the blisters.

Medication Administered at School

To insure the safety and welfare of all the students, medications will be administered as follows:

1. Medications, whether over the counter or prescription, must be given to the office or Administration, not to the teacher or the student and shall be accompanied with the health form.
2. Written authorization from the parent/guardian must be provided to the office for over the counter medications by completing a health form.
3. A doctor's authorization must be given for prescription meds and must include the following:
 - a. Child's name, name of medication, date of authorization, dosage to be administered, how the medication is to be given, special instructions when needed, possible side effects of the medication.
 - b. Medication must be in the original container and the label must include the following: Child's name, date of the prescription, the name of the medication, how the medication is to be administered, time when medication is to be given, Physician's name, and dosage.
4. If your child needs to carry medication or a medical device with them, please advise the Medical Lead, and a form must be filled out and signed by a physician and provided to the office.
5. All medications must be picked up at the end of the school year. Any medications left from the previous year will be discarded.

Allergies

Please advise the Administration and classroom teacher of any known allergies.

Confidentiality

Confidentiality is always a point of concern in cases involving student, family and employee related matters. Confidentiality will be honored as permitted by law.

SECTION H – Safety and Emergency

Mandated Reporting

In cases where a member of the faculty suspects that a child is a victim of physical or emotional abuse, he or she will immediately report the suspicion to the Administrator. The Administration will share these suspicions with the appropriate authorities as required by law.

Sexual Harassment

SMLCA prohibits sexual harassment. Harassment of any kind at SMLCA violates the goals of our philosophy as well as respect for the individual. As a school community it is important for every individual to recognize the value of every individual. Incidents of sexual harassment will be thoroughly investigated and guilty parties will be disciplined. Sexual harassment is defined as any unwelcome sexual advances, requests for favors of a sexual nature, or other verbal or physical contact of a sexual nature, to include harassment in a written or digital context.

Reporting an incident of sexual harassment:

- a. A student can report an incident of sexual harassment to any teacher or Administrator.
- b. It is important to include as much relevant information as possible, such as time, place, witnesses present and a clear description of the offensive behavior.
- c. The victim is requested to keep the incident confidential after reporting it to protect himself / herself and the offender.
- d. Students should feel free after an initial incident to tell the offender the behavior is offensive (Matthew 18 principle).

After an incident is reported:

An investigation of the incident will begin as soon as possible. If an incident is deemed to be sexual harassment, the Administrator will decide how to proceed. Once an incident is found to be a sexual harassment violation, appropriate disciplinary action will be taken.

Penalties of sexual harassment:

Due to the ranges of the ages and maturity of the students, penalties will reflect the severity of the incident as it relates to the age and experience of the offender. Penalties can range from education and reprimand to expulsion.

Safety and Security

SMLCA acknowledges its responsibility, beyond its stated mission, is to provide a safe and secure environment for our school community. To that end, SMLCA will strictly enforce the following guidelines:

- a. Students will not be allowed in the building alone.
- b. At drop-off, students will be allowed in the building only if two faculty members are present and they will supervise students until classes begin. Younger students should not cross the parking lot without direct adult supervision.
- c. Once the school day begins, no student will be allowed to exit the building without adult supervision.
- d. Students should not be dropped off **more than 20 minutes** before the start of the school day, unless for before care or an agreed upon appointment.

- e. All drivers must carefully follow stipulated ingress and egress procedures (see map).
- f. Students must be picked up **by 3:10 p.m.** unless arrangements have been made and only on an exceptional basis (this does not include any organized after school activity).
- g. No student will be left alone at the end of the school day.
- h. No student will be allowed to leave school property without adult supervision.
- i. Security cameras have been installed at key areas throughout SMLCA campuses.
- j. All exterior doors to the school will remain locked throughout the school day.
- k. An intercom system and camera is located at all campuses' entrance doors with a locking mechanism controlled by the office faculty.
- l. Visitors and parents/guardians must report directly to the office to sign in upon arrival and sign out when leaving.
- m. Parents/guardians will not be allowed to enter classrooms without first stopping in the office to get a visitors' badge. **Impromptu meetings with teachers are not allowed.**
- n. All faculty of SMLCA will be required to undergo a criminal background check and fingerprinting. Any discrepancies found in the check will be cause for further review, dismissal, or suspension as set forth by ACTS accreditation agency and VCPE (Virginia Council Of Private Education).
- o. All paid faculty will have references checked and be subject to a panel interview process.
- p. Parents/guardians and others who volunteer on an infrequent basis may not be required to undergo certain background checks, but no person other than faculty, will be allowed contact with students without additional adult supervision.
- q. All enrolled students will be required to complete an information sheet that includes approved names to pick-up the students from school.
- r. Divorce documentation court orders outlining custodial arrangements, and who has authority over the student(s) must be submitted to the office at the beginning of the school year, or after legal arrangements have been determined.
- s. Parent/guardian(s) must turn in a signed note or send an email at the beginning of the day, alerting the office of students leaving early. Enclosed should be the reason for dismissal and approximate time of return. If a doctor's appointment, the note should also include time of the appointment and location. Parent/ guardian(s) must sign the student out when leaving and sign in when returning.
- t. Custodial handoff between parents/guardians will NOT be permitted on school property.
- u. Students arriving after 8:00 a.m. MUST be accompanied by an adult when entering the school and sign in. Parents of student driver's will be notified of late arrivals.

Emergency Procedures

SMLCA works with EastLake Community Church and local law enforcement to keep our emergency procedures updated. We are continually improving our Crisis Management Plan (CMP). Currently,

SMLCA schedules drills during the school year for fire and storm, and lockdowns, and collaborates with law enforcement for the purpose of awareness and development of our CMP.

The following document must be signed and returned to the school office no later than the end of the 1st full week of school. A \$25 fee will be applied to your school bill after week 1 with possible additional fees thereafter if the form is not completed. Students or Parents/Guardians not signing after Week 1 will be at risk of removal from SMLCA.

Family / Student / School Contract

AGREEMENT: We agree to cooperate with the school in the education of our child(ren) and to uphold and support the values, beliefs, policies and principles of Smith Mountain Lake Christian Academy as stated in our Vision, Mission, Statement of Faith and this handbook. We have read these documents and agree to support and abide by them.

PARTNERSHIP: We acknowledge the importance of appropriate parental/guardian involvement as the top indicator of a successful school and will do everything possible to manifest this in our own lives. We acknowledge that by partnering and agreeing with SMLCA and its policies, it is also our responsibility to conduct ourselves in a Biblically appropriate manner when dealing with the faculty and SMLCA community. We also understand that parental or guardian habitual and derogatory comments of the school, faculty, and/or staff may result in withdrawal of the student.

RESPONSIBILITY: We will support the school financially by upholding the conditions of our enrollment contract and will contribute time, resources, gifts and talents to the best of our ability. We agree that for any reason of withdrawal, whether voluntary, involuntary or otherwise, we are responsible for the entire month's tuition in which withdrawal occurs and 50% of the remaining months of that semester with all technology being returned. Tuition due and payable is calculated based on the percent of the school year completed regardless of payment plan.

DISCIPLINE: We acknowledge the importance of students and parents/guardians following the discipline policies of SMLCA. We will support the disciplinary decision of the administration as set forth in this handbook.

ATTENDANCE/PUNCTUALITY: We understand that a quality education can only be provided to students whose families make regular attendance and punctuality a high priority. We have read the attendance and tardy policies and agree to support and abide by them.

TECHNOLOGY: By enrolling at SMLCA we agree to follow and accept:

- SMLCA Technology and Internet Usage Policy,
- The Social Media/Online Responsibility & Policy,
- That SMLCA owns the computer, software, and issued peripherals, and
- In no event shall SMLCA be held liable to any claim of damage, negligence, or breach of duty.

Parent/Guardian Name (please print):

Student(s) Name (please print):

Parent/Guardian Signature:

Date: _____

Student Signature (grades 6 - 12):

Date: _____

REVISION HISTORY

| <i>Revision Letter</i> | <i>Revision Date</i> | <i>Description of Changes</i> | <i>Approved by</i> |
|-------------------------------|-----------------------------|--|---------------------------|
| - | 8/8/19 | Initial release for 2019/20 school year. | Bryan, Lincoln |
| - | 7/29/2020 | Various content edits | Bryan, Lincoln |
| - | 6/16/21 | Various content and format edits | Bryan Lincoln |
| - | 7/13/22 | Various content and format edits | Administration Team |
| - | 7/13/23 | Various content and format edits | Administration Team |