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**SLCA**  
**STUDENT/PARENT HANDBOOK**  
CALLED TO SERVE



**SERVANT LEADERS**  
**CHRISTIAN ACADEMY**

CALLED TO SERVE

**[HTTPS://SERVANTLEADERSCA.ORG](https://servantleadersca.org)**

FACEBOOK @SERVANTLEADERSCA

INSTAGRAM @LEADERS\_SERVANT

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## WHO WE ARE

Servant Leaders Christian Academy (SLCA) is affiliated with the non-profit organization Loving by Serving and is a Christian school accredited by Accreditation International (Ai) and the National Council for Private School Accreditation (NCPSA). We believe in embracing a faith committed to the highest standards of Christian education and establishing a school culture aligned with our school's philosophy, mission, and vision.

## STATEMENT OF FAITH

SLCA is an evangelical non-denominational community of faith committed to the highest standards of Christian education. We believe it is only through the integration of faith into the classroom students are given the best opportunity to thrive.

We believe the Scriptures—inspired by God and completely trustworthy—are our ultimate authority in all matters of faith and conduct (1 Timothy 3:16–17) and, therefore, form the foundation of our educational model.

We believe that Christian community and fellowship are necessary components of Christian education (Galatians 6:2), and we strive to incorporate communal prayer and mentorship into our school for the health of each student (James 5:16, Matthew 28:19–20, respectively).

We believe that all people are sinners by nature and by choice, and are therefore under condemnation of God; however, Christ died for our sins and was raised to life for our justification. When a person turns from their sins in repentance and trusts in Christ's work on the cross, God forgives them and imputes His righteousness to them. Repentance is not a work, but a sign of saving faith through grace alone, and something that will continue throughout the Christian's life. (John 3:16–19, 5:24; Romans 3:23, 4:25, 5:8–9; Ephesians 2:8–10; Titus 3:5).

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## THE PARADOX OF CHRIST'S CALL TO GREATNESS

Jesus called them together and said, "You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. 26 Not so with you. Instead, whoever wants to become great among you must be your servant, 27 and whoever wants to be first must be your slave— 28 just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many" (NIV, Matthew 20:25-28).

In a time when our world prioritizes one's self-interest, leaders tend to control others; however, Jesus says in Matthew 20:25-28 that whoever wants to become great among you must be a servant. Most people often look at being a servant or slave with a negative connotation. We, however, as followers of Christ, are challenged to transform our hearts and minds to know the true meaning of leading by serving. Therefore, SLCA staff are committed to demonstrate by example what it means to serve with the hope to inspire your child's desire to serve others.

### **Philosophy**

SLCA believes that by putting God and His ways first, we will be better equipped to serve one another and bring glory to His name.

### **Vision**

SLCA vision is to foster a community that emboldens our faith and passion for God, and in turn, also emboldening our willingness to serve others.

### **Mission**

SLCA commits to being dedicated servant leaders of Christ (2 Corinthians 5:20).

### **Goals**

- Teach students to treat their neighbor with love and respect as unique individuals created in God's image (John 14:21).
  - Enable students to acknowledge their full academic potential as they build good study skills and habits (Isaiah 28:26).
  - Encourage students to develop Biblical perspectives for personal and social relationships (Luke 10:27).
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## ETHICS CODE

As servant leaders, SLCA students are expected to follow a Christian code of ethics implying faithfulness, trustworthiness, responsibility, moral behavior, obedience to authorities, and compassion for self and others:

- I will attend chapel and read the Bible faithfully.
- I will build trustworthiness with teachers and peers by expressing the truth.
- I will take responsibility to complete my school work using time skills management.
- I will participate in extracurricular activities and school events by developing my gifts and talents.
- I will stay away from plagiarism and cheating but continue practicing ethical behavior.
- I will obey God, parents, teachers, and all those God has placed under authority (Romans 13:1-2).
- I will express compassion towards others who need assistance and encouragement.

SLCA students who break the ethics code will be guided to attend personal counseling session(s) with homeroom teachers and/or the Vice Principal/Director.

## REQUIREMENTS

### **Graduation Requirements** (for full-time students only)

- Attend at least 170/180 days for promotional next grade level
- Keep a minimum GPA 2.0
- Participate in at least three volunteer projects per year
- Submit a book report, including 15 grade-level books per year

### **Certificate Requirements** (for part-time students)

- Attend registered classes with less than three absences per trimester
  - Encourage to abide by the SLCA rules
  - Participate in group/individual activities and presentations
  - Submit a self-assessment essay at the end of trimester
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## **P O L I C I E S   &   P R O C E D U R E S**

### **SLCA Universal Rules**

- Be respectful to parents, teachers, neighbors, and peers
- Be responsible for language and behavior
- Be safe physically, mentally, and spiritually
- Be present with an attentive heart
- Be like Jesus as a servant leader

### **Desk/Work Place**

- Let's keep our desk neat and tidy
- Computer, books and school supplies must be ready at the start of class
- Food and drinks should be away from the computer and document camera

### **Participating in Instruction**

- Sit appropriately and show respect to teachers and peers
- Follow teacher's directions carefully and be an active listener
- Raise your hand if you have any questions
- Practice leadership with a servant heart and mind

### **Group Work**

- Encourage all students to participate in group work equally
- Collaborate with peers to improve their thoughts and learning
- Motivate peer to peer assistance as needed
- Maximize joy in learning and creating activities together

### **Solving Friendship Problems**

1. Pray and ask God how to solve the problem
2. Ask teachers for help and advice
3. Talk to your friend kindly and clearly
4. Ask forgiveness or forgive your friend
5. Build friendship by understanding and loving your friend

### **Plagiarism/Cheating Policy**

- Prohibit obvious copying of information
- Use accurate reference resources
- Apply zero tolerance to submission of others' work as the student's own

### **All Gifts**

- SLCA prevents from receiving gifts valued more than \$20
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## **P O L I C I E S   &   P R O C E D U R E S**

### **Consequences**

- 1st Warning - Verbal warning of broken rule
- 2nd Warning - Talking with teacher during recess time
- 3rd Warning - Parent/teacher discussion of consequence
- Continued offense - Conference with student/parent/Vice Principal or the Director of SLCA

## **S E C U R I T Y**

### **Drop-off and Pick-up Times**

Students should arrive at the SLCA between 7:45-7:59 a.m. as the homeroom period begins at 8:00 a.m. Students are dismissed at 3:00 p.m.

### **Closed Campus**

The SLCA is a closed campus, which means that students may not leave the campus without confirmed permission from their parents.

### **Visitor Access to Campus**

Visitors, such as parents, student guests, and other people, are required to get prior approval from the SLCA staff before visiting. If the visitor has not been pre-approved, entrance will not be granted. The visitor will be asked to contact the SLCA staff to schedule an appointment.

## **H E A L T H   &   S A F E T Y**

### **Student Safety and Well Being**

In determining a course of action where student safety or well-being is concerned, the rule of thumb should always be to "err on the side of caution". The parent/guardian or emergency contact person is to be notified immediately in order that he/she may participate in any decision regarding a course of action or treatment for the student. Required up-to-date information includes name and contact telephone numbers of two persons (parents, caregivers, guardians) responsible for their child.

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### **Code of Conduct**

- Abusive language and violent behavior are strictly prohibited
- Use or possession of drugs, alcohol, knives and guns
- No smoking is permitted
- No political signs are allowed

### **When a Student Becomes Sick or Injured**

If a student becomes ill at SLCA, the SLCA staff will follow these guidelines:

- Report the illness to the SLCA office at (714) 715-2211
- Contact the parent/guardian
- Supervise the student throughout the day
- Place the student in the SLCA sick room that is regularly supervised by the SLCA office staff
- If the student is unable to resume normal activity within a reasonable time, contact a parent/guardian (or doctor, if a parent/guardian cannot be reached)
- Keep a record of actions taken and email it to [info@servantleadersca.org](mailto:info@servantleadersca.org).

If it is decided that the student should not remain at the SLCA, the SLCA office staff will follow these guidelines:

- Immediately contact the parent/guardian, or the designated emergency contact person
- If a parent/guardian or the designated emergency contact person cannot be reached, contact a doctor (preferably the family doctor)
- If an emergency situation develops, immediately summon an ambulance (Call "911") and inform the parent/guardian or the designated emergency contact person (see the section on transporting students by ambulance, below)
- Keep a record of all actions taken. Internal medication should not be given to any student, except as set out in the section: Procedure - Administration of Medication to Students

A permanent record book is used to enter actions taken when a student becomes ill (Medical Treatment Electronic Folder). The record is kept in the SLCA electronic drive so that it is readily accessible to all SLCA teaching staff. An ill student should not be sent home unaccompanied or without confirmation of reasonable supervision.

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### **Emergencies**

If an accident or sudden serious illness occurs at the SLCA, contacting parents will be a priority. The SLCA will initiate first aid procedures if necessary. When deemed necessary, the student will be transported to the nearest hospital accompanied by the SLCA staff or SLCA teacher. Parents will be notified right away to go to the hospital.

### **Availability of First Aid Services**

It is the responsibility of everyone who serves at the SLCA to safeguard the wellbeing of students. When an injury or illness occurs, they will take appropriate action.

### **Communicable Diseases**

A student who is diagnosed with a communicable or contagious disease should be kept at home until fully recovered. A doctor's certificate is needed in order to return to the SLCA. Students should stay home if they are seriously ill. Any student who is too sick to participate in PE class must bring a note giving the reason why. The SLCA needs to be a safe and healthy place for students to learn.

## **C R I S I S   M A N A G E M E N T   P L A N**

During an actual crisis the following SLCA personnel are responsible to ensure that all actions of the Crisis Management Plan are carried out in their entirety. This responsibility normally falls on the SLCA teachers or overseer, but will move down the SLCA Vice Principal at the time of the crisis.

### **Preparations for Evacuation**

In the case of an evacuation being deemed necessary, all teachers and families follow directives from the SLCA teachers or overseer. The warning levels are as follows:

**Level 1** The SLCA facility will be closed during this time. All students, teachers, and staff members are to be ready to go home when an evacuation announcement is made.

**Level 2** The SLCA facility may be closed during this time. All students, teachers, and staff members may go home if an evacuation announcement is made.

**Level 3** The SLCA facility will probably not be closed during this time. All students, teachers, and staff members will continue at the SLCA facility until an evacuation announcement is made.

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## Fire Drill Procedures

**All classes will exit using the FIRE EXIT PLAN posted in the SLCA facility.**

SLCA teachers must do a walk-through with their classes. Each SLCA teacher should arrange a time in one class to take their students down on a walk through.

1. When the fire alarm sounds, all instruction and activity will cease.
  2. The teacher will have students line up quietly and vacate the building to the rallying point.
  3. Bring a class list to do a roll call when out of the building.
  4. Turn off the lights and close the classroom doors; please designate a student to be the last one out and be in charge of closing the door.
  5. Supervise the class as they exit out of the building, in a quiet, orderly manner, to the rallying point (see map).
  6. All SLCA office staff, visiting parents, and other guests must also leave the building in a quiet, orderly manner and gather at the rallying point according to the attached map.
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**Parents acknowledge and practice the following elements:**

1. Understanding the purpose of SLCA (philosophy, mission, vision, and goals)
2. Reading the SLCA Student/Parent Handbook thoroughly
3. Clarifying any concerns and questions regarding the SLCA ethics code, policies, procedures, and requirements
4. Communicating with teachers actively in terms of my child's academic, social, emotional, and physical development
5. Assisting my child to learn at home while following the timetable
6. Replying to school emails, letters, handouts, and weekly reports as needed

Parent Name:

Date:

Parent Signature:

**Students are responsible for:**

1. Understanding the purpose of SLCA (philosophy, mission, vision, and goals)
2. Reading the SLCA Student/Parent Handbook thoroughly with my homeroom teacher
3. Exercising the SLCA ethics code, policies, procedures, and requirements
4. Building trustworthy relationships with teachers and peers
5. Practicing servant leadership by participating in volunteer projects
6. Loving and serving local communities by sharing gifts and talents
7. Developing knowledge and skills as an innovative and creative learner
8. Living for God and being like Jesus inside and outside of school

Student Name:

Date:

Student Signature:

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# Servant Leaders Christian Academy

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## FIND US ON SOCIAL MEDIA!

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[https://www.instagram.com/leaders\\_servant](https://www.instagram.com/leaders_servant)

**SLCA is also affiliated to the non-profit organization Loving by Serving, that focuses on aspiring to offer Christian schools to the next generations of servant leaders.**