

SERVANT LEADERS CHRISTIAN ACADEMY

PARENT/STUDENT HANDBOOK



The Paradox of Christ's Call to Greatness

The Servant Leaders Christian Academy (SLCA) motto is:

'The Paradox of Christ's Call to Greatness.'

Educational excellence is one of those terms that must be clearly defined. It is not only academic excellence, even though academic excellence is central to a quality education. Educational excellence should also address the physical, artistic, social, and emotional aspects of a student's education. In other words, educational excellence should focus on educating the whole child. SLCA is pleased and proud to be able to encourage 'Educational Excellence' through the use of Servant Leaders Christian Academy (SLCA), and through partnering with the SLCA community.

Table of Contents

1. SLCA Vision, Mission, Philosophy, and Goals	4
1.1 SLCA Vision	4
1.2 SLCA Mission	4
1.3 SLCA Philosophy	4
1.4 SLCA Goals	4
1.5 SLCA Admissions	4
1.6 SLCA Office Hours and Contacts	4
1.7 SLCA Administration/Teachers	5
2. Attendance Policy and Procedures	5
2.1 Excused Absences	5
2.2 Unexcused Absences	6
2.3 Long-Term Absences (More Than Two Days)	7
2.4 Late Arrivals and Early Dismissals	7
2.5 Tardy	9
2.6 Activities and Attendance	9
3. Rules, Regulations, and Policies	9
3.1 SLCA Universal Rules	9
3.2 Discipline Policy and Procedures	10
3.3 Ethics Code	11
3.4 Student Harassment and Bullying	12
3.5 Homework Policy (Applies to Grades K-12)	13
3.6 Plagiarism/Cheating Policy (Applies to Grades K-12)	14
3.7 Inclement Weather Policy	15
3.8 Visitor Policy	15
3.9 Dress Code	15
4. SLCA Grades, Report Cards, and Student Behaviors	15
4.1 Grading	15
4.2 Factors that Determine Grades	16
4.3 Report Cards	17
4.4 Classroom Placement	17
4.5 Class Structure and Size	17
4.6 Student Awards and Recognition	17
5. SLCA Co-Curricular and Extracurricular Activities	18
5.1 Virtual Field Trips	18
5.2 Celebrations (Birthday, Christmas, etc.)	18
5.3 Communication with Parent	18
6. Security	18
6.1 Arrival and Departure Times	18
6.2 Guest Access to Campus	18
6.3 Classroom Security	19
6.4 Early Closure	19

7. Health and Safety	19
7.1 Student Safety and Wellbeing	19
7.2 Physical Examination Requirements	20
7.3 Emergency Information	20
7.4 When a Student Becomes Sick	20
7.5 Emergencies	22
7.6 Availability of First Aid Services to Students	22
7.7 Procedures for Injuries at SLCA	22
7.8 Use of an Ambulance	22
7.9 Immunizations	23
7.10 Communicable Diseases	23
8. Crisis Management Plan	23
8.1 Chain of Command	23
8.2 Fire Drill Procedures	24
8.3 Preparations for Evacuation	25
8.4 Procedures for an Earthquake	25
8.5 Bomb Threat	26
8.6 Flooding Procedures	28
8.7 Armed Intruder Procedures	28
8.8 Student with a Weapon	29
8.9 Tornado	29
9. Information Resources / Technology Policy and Procedures	30
9.1 Technology Policy	30
9.2 SLCA Internet Safety System	32
9.3 Information Resources Safety	32
9.4 SLCA Student Commitment to Responsibility and Safety	32
10. Parent Acknowledgement	33

*** "Parent," hereafter refers to both parents, a single parent, caregiver, and/or guardian.*

1. SLCA Vision, Mission, Philosophy, and Goals

SLCA has been accredited by Accreditation International (Ai) and the National Council for Private School Accreditation (NCPSA).

1.1 SLCA Vision

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

1.2 SLCA Mission

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

1.3 SLCA Philosophy

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

1.4 SLCA Goals

Through Christian education, the SLCA endeavors to:

1. Teach students to treat their neighbor with love and respect as unique individuals created in God's image (Matthew 5:44; John 14:21; 1 Corinthians 13:4-5; 1 John 3:18; Ephesians 5:21).
2. Enable students to acknowledge their full academic potential as they build good study skills and habits (Isaiah 28:26; 2 Timothy 2:3-7).
3. Encourage students to develop Biblical perspectives for personal and social relationships (Psalm 119:9; Luke 10:27; 1 Thessalonians 4:6).

1.5 SLCA Admissions

No child is excluded from SLCA on the basis of gender, race, color, creed, national, ethnic origin, or socioeconomic status **to all rights, privileges, programs, and activities made available to the students of SLCA**. To enroll a child, Parents must show a sincere interest in the nature, purpose, and program of SLCA and a genuine desire that their children receive Christian education.

1.6 SLCA Office Hours and Contacts

School Hours: 8:45 AM - 3:30 PM (CST)

School Year Office Hours: 8:15 AM - 4:00 PM (CST)

Summer Office Hours: 9:00 AM - 2:00 PM (CST)

Main Office and Milton Campus: +1 (608) 607-1147

Loving by Serving / SLCA: +1 (714) 715-2211

1.7 SLCA Administration/Teachers

Ms. Anna Kim (Director of SLCA)

Ms. Valerie Fielhauer (Vice Principal / Elementary Teacher)

Ms. Allison Cotgrave (Administrative Assistant / Paraprofessional)

Ms. Meagan Mitchell (Special Education Teacher)

Ms. Abbie Werner (Community Relations Manager / Executive Assistant)

Ms. Elizabeth Bushey (Paraprofessional)

Mr. Edward Fitzgerald (School IT Technician)

2. Attendance Policy and Procedures

2.1 Excused Absences

In the event that a student has to be absent from SLCA, the Parent should contact the office before 8:45 a.m. to verify the absence. An absence will be marked as “excused” when SLCA agrees that the absence is reasonable and legitimate. The following are absences which will commonly be deemed “excused” by SLCA:

Bereavement / dental appointments / family emergencies / government appointments (i.e., visa-related) / illnesses / legal appointments (i.e., court appearances) / medical appointments / religious observances / SLCA-related (i.e., sports, academic meets) / services (i.e., funerals or memorials) / special requests (i.e., university visit, family “fieldtrip”, counseling).

Required Note of Explanation

For an “excused absence” to be finalized as such in SLCA records, a note with a full explanation of the reason for the absence signed by the Parent must be submitted to the main office by 8:45 a.m. no later than **two days** after the student has returned to SLCA from the absence. In some cases, the Parent may be required to submit additional documents from a relevant professional (e.g., a doctor) for further verification. If the student requested a family “fieldtrip,” they must fill out a Social Emotional Wellness Project Form.

In the event that the note from the Parent and/or additional documents (if requested) are not submitted within the two days after the student has returned to SLCA, the absence will be recorded as an “**unexcused absence**” and will appear on the report card and permanent records.

Procedures for Frequently Excused Absences

1. When a student has accumulated **five** absences in a quarter/term, there will be a conference with the student, and the Parent will be contacted via email. A conference may be requested with the Parent.
2. If the student misses additional days in the same trimester, and it is determined that this has had a negative impact on learning, the Parent will be contacted and a meeting will be requested.
3. When a student has been absent for 10 days in a trimester, and it is determined that the student has missing/incomplete work, he/she will be required to spend time after school until all missing work has been satisfactorily completed.
4. If the student does not fulfill the required after school make-up work time or more absences continue, the Parent will be contacted and a meeting with the Director of SLCA and Teacher must occur.

2.2 Unexcused Absences

An absence at SLCA is “unexcused” in the following instances:

1. The excuse given for the absence by the Parent has not been deemed to be legitimate, or a signed note has not been submitted within two days of returning to SLCA. The consequences will be as follows:
 - a. The student will be referred to the Director’s office.
 - b. The student may be required to serve an after school detention under the supervision of the Director from 3:30 p.m. to 4:00 p.m. in the case that important work has been missed due to the absence. The Parent will be notified beforehand.
2. A student has “skipped” classes without permission from his/her Parent. Typically, this means that either a student has decided not to report to SLCA for classes on a given day or a student has left SLCA unannounced for a period of time during the day. The consequences will be as follows:
 - a. One unexcused absence - The Parent will be contacted by phone and a letter will be sent from SLCA by email to the Parent. The student will either receive a half day internal suspension or full-day internal suspension depending on the extent of the missed time. All work missed must be completed during this time in addition to new work.
 - b. Two unexcused absences - The Parent will be contacted by phone and a letter will be sent from SLCA by email to the Parent. A Parent meeting is requested. The student receives a full-day internal suspension.
 - c. Three unexcused absences - The Parent will be contacted by phone and a letter will be sent from SLCA by email to the Parent. A Parent meeting will be requested. The student will receive two days of internal suspension.
 - d. Additional unexcused absences - This could result in external suspensions and potential expulsion from SLCA.

Make-up Work Policy (Applies to Grades K-12)

The student is responsible to make up all of the work missed during an absence. Students are expected to contact each teacher to make arrangements for make-up work. This initiative is always expected to be made by the student, not the teacher.

Please note that the make-up work policy also applies to those students who are absent due to special requests (i.e., field trips, sporting activities, etc.) unless special arrangements have been made with teachers.

2.3 Long-Term Absences (More Than Two Days)

When emergencies take students away from SLCA for more than two days, Parents should contact the office stating the reason for the absence.

We ask that every effort be made by the family to arrange for the aforementioned to be scheduled during our calendar vacation times. If this is not possible, SLCA asks that such trips should be scheduled far in advance. The Director may grant a request for such a trip for up to five (5) academic days and designate it as an "excused absence." A request for an extended absence must be submitted to the SLCA office in the form of a letter two weeks in advance.

The following procedure must be followed for an extended absence:

1. The Parent must contact the office with a written request for an extended absence.
2. The Director will make the decision for approval.

If an extended absence is approved by the Director:

1. An office staff member will inform the Parent that the extended absence has been approved.
2. The next morning, the student must pick up an *Extended Absence Teacher Verification* form from the school office to be signed by all subject teachers.
3. The student must return the completed form to the office the next day with the Parent's signature.
4. The office staff member will scan the form and send the PDF out to all of the related teachers, the Parent, and the student.

2.4 Late Arrivals and Early Dismissals

Any student arriving at SLCA after **9:00 a.m. (grades K-12)** will be designated as "late". In the event that a student arrives late to SLCA, the following procedures must be followed:

1. The student must check in at the SLCA office.
2. The student must receive a "late slip" from the school office before proceeding to the classroom (if applicable at the student's campus).

3. The student must knock on the classroom door before entering.
4. The student must submit the late slip to the teacher.

Early Dismissal

SLCA is a closed campus, which means that students may not leave the campus without confirmed permission from their Parent. Students must adhere to the following procedures for early dismissal:

1. The student must make every effort to explain the need for early dismissal to their homeroom or subject teachers.
2. The student must then inform the SLCA office staff.
3. The office staff will then contact the Parent to confirm the early dismissal. The student must wait in the SLCA office until the dismissal is confirmed. If not confirmed, the student must then return to class immediately.
4. If the dismissal is confirmed, the student will be given a Dismissal Permission Slip from the office staff member.
5. The student must wait at the SLCA office until a Parent arrives to pick him/her up. The student must keep the permission slip until he/she has arrived at his/her destination.

REQUIRED NOTE OF EXPLANATION: A written note explaining the reason for the early dismissal will be required to be submitted to the SLCA office within **two days** after the early dismissal. In some cases, the Parent may be required to submit additional documents from a relevant professional (e.g., a doctor) for further verification. In the event that the note from Parent and/or additional documents (if requested) are not submitted within the two days after the student has returned to SLCA, it will be recorded as an “unexcused absence” and will appear on the report card and permanent records.

Late Policy

If a student arrives late for at SLCA without a legitimate excuse (as determined by the Director), he/she will be recorded as “unexcused late.” A late will not be deemed “excused” unless it constitutes an emergency. Common excuses such as “oversleeping” or “missing the bus” are not considered emergencies, and thus, they will not be deemed “excused.”

Records of “unexcused lates” will be handled by the main office staff. Resulting disciplinary action will be handled by the Director/Teacher. Teachers will be notified by email.

The consequences are as follows:

- When a student accumulates **three** “unexcused lates” within a quarter, a letter of warning will be sent home via email to the Parent. The student will be notified by email, as well. The student must submit the signed letter to his/her homeroom teacher.
- When a student accumulates **four** “unexcused lates” within a quarter, a letter of warning will be sent

home via email to the Parent. The student will be notified by email, as well. The student must submit the signed letter to his/her homeroom teacher.

- When a student accumulates **five** “unexcused lates” within a quarter, a letter of warning will be sent home via email to the Parent. The student will be notified by email, as well. The student must submit the signed letter to his/her homeroom teacher.
- Subsequent “unexcused lates” within a quarter period could result in requests for Parent conferences, after school detentions, and possibly internal suspensions.

If there is a valid excuse for your child coming to SLCA late, Parents are asked to notify the office immediately in the morning. Remember, grades’ homeroom begins at 8:45 a.m., so students should strive to be at SLCA at least 5 minutes before that to start the day right. Parents are expected to work together with SLCA to make sure that students are on time so they are not missing learning opportunities.

2.5 Tardy

If a student arrives late for SLCA and the Parent contacted the office with a reasonable excuse (see above sections), the student will be marked as “tardy” in the attendance records.

REQUIRED NOTE OF EXPLANATION: If the student arrives at SLCA later than 9:00 a.m., a written note explaining the reason for the tardy will be required to be submitted within **two days** of the tardy designation. In some cases, the Parent may be required to submit additional documents from a relevant professional (e.g., a doctor) for further verification. In the event that the note from the Parent and/or additional documents (if requested) are not submitted within the two days after the student has returned to SLCA, it will be recorded as an “**unexcused late**” and will appear on the report card and permanent records.

Frequent Tardy Designation

When a student has accumulated five late designations (even if they have been excused) in a quarter, the Parent will be contacted via email. The student will also be contacted by email. The student must submit the signed letter to his/her homeroom teacher. A conference may be requested with the Parent.

2.6 Activities and Attendance

On a day when a student will participate in a special activity, such as a sports event or a conference, he/she is expected to attend all classes prior to the special activity on that day. If the student is absent from classes, then they are not permitted to take part in any activities that may take place later that day.

3. Rules, Regulations, and Policies

SLCA’s goal is to provide a safe and caring learning environment for all students. We have a strict policy regarding bullying, harassment, acts of violence, and other behavior deemed detrimental to people’s overall health and safety. We will support our students and teachers in the maintenance of proper order and discipline.

3.1 SLCA Universal Rules

1. Be respectful to Parents, teachers, neighbors, and peers.

2. Be responsible for language and behavior.
3. Be safe physically, mentally, and spiritually.
4. Be present with an attentive heart.
5. Be like Jesus as a servant leader.

3.2 Discipline Policy and Procedures

Students are responsible for their behavior and conduct when they are involved in any school activities (on or off campus) and when on buses or other forms of SLCA transportation.

In the classroom, the teacher will establish and maintain discipline. The SLCA Administration is responsible for the formulation and delivery of SLCA's discipline policy, with the assistance of teachers and staff. Parents will be contacted when SLCA's Administration deems it necessary.

Discipline Procedures

SLCA teaches our students to exercise good Christian manners and promote positive behavior. In resolving disputes and conflicts, it is our desire to lead the student to honest repentance, followed by a process of reconciliation with their class and the SLCA community. Corporal Punishment is never an option at SLCA.

Generally, discipline will be the responsibility of the classroom teacher, but for major disciplinary infractions or a series of minor infractions typifying a belligerent attitude, students will be sent to the Director. When this happens, the following steps will be taken. Any or all of these steps may be skipped depending on the seriousness of the infraction.

1. On the first offense, students will receive a warning and a letter will notify the Parent. The student will be informed that his next offense will result in a suspension.
2. On the second offense, a half-day in SLCA suspension will be administered. A letter will inform the Parent. Homeroom Teacher or subject area teachers provide work for the student. Students will have no contact with other students. The student will be under the direct supervision of the Director.
3. On the third offense, a full-day at-home suspension will be administered. A letter will inform the Parent. Homeroom Teacher or subject area teachers provide work for the student. Students will have no contact with other students. The student will be under the direct supervision of the Director.
4. On the fourth offense, a two-day home suspension will be administered. A letter will inform the Parent. Students will have to make up the work they missed upon returning to SLCA, and the student must be accompanied by their Parent for a meeting with the Director. At that point, the student will be placed on an academic contract which will be signed by the student, Parent, and the Director.
5. Continued inappropriate responses to SLCA's Standards of Conduct will result in a further at-home suspension and possible expulsion.

Expulsion: Students not deemed fit for continued enrollment by reason of extraordinary misbehavior, including a single incident, may be expelled at the sole discretion of the SLCA Director. Expelled students will not be eligible for readmission.

Parent Appeals Process

Disputes Mediation Committee: This committee will be the final avenue of appeal in regards to disputes concerning discipline at SLCA. The committee will be made up of the Director, who will serve as Chairperson, 1 teacher, 1 office staff, and/or the related Parent(s). The committee's decision will be final.

- If the Parent is not satisfied with the result and seeks the next step in the process or the teacher deems it necessary to seek input at the next level.
- Parent Contacts Teacher: Via phone, email, or through a note or letter in the student agenda, a meeting may be scheduled between the teacher and the Parent.
- Meeting with the Director: The Parent can meet with the Director to determine a resolution.
- Parents are satisfied with the outcome. The teacher documents the meeting and puts a note in the student file if necessary.

3.3 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 oneself and others.

Ethics Code for Preschool-Kindergarten:

1. I will be safe.
2. I will be responsible.
3. I will be respectful.
4. I will obey God, Parents, teachers, and all those whom God has placed in authority (Romans 13:1-2).

Ethics Code for Grades 1-12:

1. I will attend chapel.
2. I will build trustworthiness with teachers and peers by expressing the truth.
3. I will take responsibility to complete my school work using time management skills.
4. I will participate in extracurricular activities and school events by developing my gifts and talents.

5. I will stay away from plagiarism and cheating, and instead, practice ethical behavior.
6. I will abide by the SLCA dress code.
7. I will obey God, Parents, teachers, and all those whom God has placed in authority (Romans 13:1-2).
8. I will express compassion towards others who need assistance and encouragement.

The Ethics Code is adhered to by the students and will be actively promoted by the staff of SLCA. Parents are expected to support the staff by talking to their children about these guidelines and encouraging their observance of them.

The following violations may lead to a suspension or expulsion upon the first offense:

1. Bringing tobacco products, alcoholic beverages, or non-prescription drugs to SLCA or SLCA functions for the purpose of using and/or selling them.
2. Stealing from SLCA, SLCA personnel, or a student.
3. Falsely accusing another student of wrongdoing.
4. Threatening bodily harm using a weapon or something that could be used as a weapon.
5. Causing bodily harm (e.g., in a fight).
6. Bringing pornographic material to SLCA for the purpose of showing, displaying, or selling.
7. Displaying explicit, sexually inappropriate behavior.

In resolving disputes and conflicts, it is the SLCA's desire to lead the student to honest repentance, followed by a process of reconciliation with their class and the community.

If a student does not respond to corrections from a teacher, the Parent will be informed and must take responsibility for their child's misconduct. Should inappropriate behavior continue, the Director has the authority to suspend or expel a student. When a student is expelled, the Parent(s) will be given the opportunity to have an interview with the Director.

3.4 Student Harassment and Bullying

1. Harassment or bullying is against the SLCA Code of Conduct and will be dealt with severely. In some cases, bullying may lead to expulsion after the first offense.
2. Harassment or bullying includes inappropriate remarks, jokes, taunting, comments, gestures, and sexually suggestive comments or actions that create an uncomfortable or hostile environment.

3. A bully is someone who:
 - Uses power to hurt others or harm their possessions.
 - Purposely scares or intimidates others.
 - Often hurts the same person repeatedly.
 - Is sometimes supported by other people who just watch and laugh, instead of helping the person who is being bullied.

Complaint Procedures for Students

You deserve to feel safe at SLCA. If you are being bullied or harassed, you should take the following steps to try stopping the harassment or prevent it from happening again:

1. Report all incidents to a person of authority at SLCA, your Parent, or an adult you trust. It is important to tell your Parent of any incidents of bullying or harassment that may occur at SLCA, at SLCA functions, or on your way to and from SLCA.
2. If the bully or harasser is an adult from within SLCA, then it is important to report this immediately to your Parent or an adult you trust outside of SLCA. You and the adult you have told should contact the Director.

It is important to report all incidents of bullying or harassment. However, false allegations are a serious matter and can damage a person's reputation. False allegations of bullying or harassment will be dealt with severely.

3.5 Homework Policy (Applies to Grades K-12)

Teachers will assign homework to review material covered in class, to prepare students for future lessons, and to help develop study skills. Parents are responsible for monitoring and assisting their child; however, all assignments submitted must be the student's own work.

Students are expected to complete their homework neatly, accurately, and by themselves, unless it is a group project. If students are unclear of homework expectations, they should seek clarification from their teacher. Remember that copying another's homework is a violation of the SLCA plagiarism/cheating policy.

SLCA requires a strong partnership with the home in an effort to further promote strong academic study skills.

When students are referred to the administration for not completing their homework, the following consequences will be applied:

1. On the first offense, a student will receive a verbal warning.
2. On the second offense, the student must complete homework during recess.
3. On the third offense, the Parent will be notified and will help support the student.

3.6 Plagiarism/Cheating Policy (Applies to Grades K-12)

Intention

SLCA's theme is "Developing Global Citizens Through Serving Excellence." Because Christian ethical behavior is a large part of being a global citizen, the faculty and staff of SLCA believe it is important to have a clear policy concerning plagiarism and other forms of academic cheating.

Definitions

SLCA defines cheating as attempting to take credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test. SLCA distinguishes between two different degrees of plagiarism. They are defined as follows:

Intentional Plagiarism is defined as, but not limited to:

1. Obvious, substantial, verbatim reproduction of information.
2. Fabrication of sources, falsification of page numbers, or other deliberate documentation.
3. Submission of others' work as the student's own. This applies to un-cited paraphrasing of another's ideas as well as verbatim use of others' words. (*Others'* may refer to scholarly sources, online essays, or the work of other students).

Technical Plagiarism is defined as, but not limited to:

1. Poor paraphrasing, amounting to "translating" another's work.
2. Improper citation or documentation that misrepresents a source.
3. Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources).
4. Poor integration of direct quotations with the student's own writing.

SLCA Responsibility

All students will be made aware of the definition of plagiarism, how to avoid plagiarism, and its consequences. All instances of plagiarism will be documented.

Determination of Plagiarism/Cheating

Parents will be informed immediately when a student is suspected of plagiarism or cheating. Through the use of various Internet search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism.

Consequences for Technical Plagiarism

Evidence of **technical plagiarism** shall result in a **deduction of points**—the number of points to be determined by the teacher, based on the severity and number of occurrences—for the assignment in which the plagiarism occurs. The teacher has the right to ask for the assignment to be redone.

Consequences for Intentional Plagiarism

These consequences are cumulative across the curriculum:

1. On the first offense, a teacher will record this with attached evidence, and a student will receive an incomplete for the assignment until it is redone.
2. On the second offense, the teacher will send a memo with attached evidence to the Parent. Students will receive 50% of the full score once the assignment is redone. Students will have to watch a training video so they can understand how to avoid plagiarism.
3. On the third offense, the teacher will send a memo with attached evidence to the Parent. Students will receive a zero for the assignment.

3.7 Inclement Weather Policy

An instructional day may be cancelled in the event of rain, snow, storms, or other inclement weather conditions. SLCA will make every reasonable effort to contact the Parent by 7:30 a.m. that morning.

3.8 Visitor Policy

Friends of SLCA students may not visit SLCA at any time between 8:45 a.m. to 3:30 p.m. If you have a specific concern, please call ahead to make an appointment. Upon arrival at SLCA, visitors are asked to check in at the first floor reception desk.

3.9 Dress Code

All students have to wear school uniform and school-allowed clothing (if applicable). The uniform should fit comfortably, not too tight or too loose. *Please follow the specific information and guidance provided by each campus.

4. SLCA Grades, Report Cards, and Student Behaviors

4.1 Grading

Grading Scale for Preschool and Kindergarten:

E (Emerging)	Student demonstrates an initial understanding of concepts and competencies relevant to the expected learning
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D (Developing)	Student demonstrates partial understanding of concepts and competencies relevant to the expected learning
P (Proficient)	Student demonstrates a complete understanding of concepts and competencies relevant to the expected learning
A (Advanced)	Student demonstrates a sophisticated understanding of concepts and competencies relevant to the expected learning

Grading Scale for Grades 1-12:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
NE	Not Evaluated
I	Incomplete

4.2 Factors that Determine Grades

Preschool and Kindergarten Teachers assess students through a variety of methods, including (but not limited to):

- Observations
- Self-assessments
- Daily practice
- Samples
- Group Projects

1-12 Grade Teachers assess students through a variety of methods, including (but not limited to):

- Observation of everyday activities

- Student self-assessments
- Daily practice assignments and homework
- Quizzes and exams
- Samples of student work
- Individual and group projects
- Oral and written reports
- Reviews of performance
- Portfolio assessments

4.3 Report Cards

Report cards describing your child's effort and achievement are issued at the end of every trimester.

4.4 Classroom Placement

SLCA affirms its commitment to maximizing individual instruction according to students' academic level. SLCA acknowledges that a variety of instructional skills and strategies are necessary to optimize learning situations.

4.5 Class Structure and Size

When determining the structure of classes, the administration will consider the following factors:

- Composition of the class to help the teacher be as effective as possible with students.
- The required preparation and correction time needed for any particular class.

SLCA administration will determine class size and organization according to the following factors:

- The demographic blend of students within the class.
- The physical size of the available classroom space.
- The specific requirements of each program.

4.6 Student Awards and Recognition

Awards will be given for Academic Achievement, Citizenship, Fine Arts, and Most Improved. Teachers will meet and make recommendations for the above awards that will be presented at the final assembly of the year. After each reporting period, the names for all students who meet the criteria will be given a certificate to honor their efforts.

5. SLCA Co-Curricular and Extracurricular Activities

5.1 Virtual Field Trips

SLCA believes that (virtual) field trips are an excellent way for students to apply what they learn in the classroom to real life experiences. Teachers will work together to choose educationally interesting field trip opportunities for our students. Supervision on field trips will be provided by teachers, Parents, volunteers, and SLCA office staff.

5.2 Celebrations (Birthday, Christmas, etc.)

Birthdays are an important consideration for many students. *Please follow the specific information and guidance provided by each campus.

5.3 Communication with Parent

SLCA will issue a published newsletter every trimester to Parents through the email and website, so Parents are requested to check your email often.

SLCA will schedule Parent meetings throughout the year where the administration will provide relevant information, including school programs, policies and procedures, and/or career preparation. Parents will also have an opportunity to meet teachers and discuss their child's academic and behavioral performance. Parents are encouraged to schedule meetings with teachers and administrators when appropriate.

6. Security

6.1 Arrival and Departure Times

Preschool students should arrive at SLCA before 12:30 p.m. and leave the building at 3:30 p.m. For safety reasons, please do not drop off students before 12:15 p.m. or pick them up after 3:30 p.m. Parents who pick up students, please do not block the entrance way or the lobby during this time.

K-12 students should arrive at SLCA before 8:45 a.m. and leave the building by 3:30 p.m. (unless they are participating in an extracurricular or co-curricular program). For safety reasons, please do not drop off students before 8:30 a.m. or pick them up after 3:30 p.m. Parents who pick up students, please do not block the entrance way or the lobby during this time.

6.2 Guest Access to Campus

The following people are permitted access to SLCA facilities during the instructional day:

- **Parents** will only be permitted access to SLCA facilities by prior appointment and must possess a visitor's pass while in the building.
- **Student guests** must be pre-approved by the Director in advance. If a student brings a guest to SLCA without prior approval, the guest will be asked to leave the premises. First, the guest will be asked to remain in the main office until Parents have been notified to arrange for pick-up.

- **Other visitors** are required to check in at the Information desk which is located in the office. The attendant on duty will contact the main office to confirm prior approval to enter the SLCA facilities. If the visitor has been pre-approved for a visit, the attendant will provide the visitor with a visitor's pass, which must be worn around the neck and visible. If the visitor has not been pre-approved, entrance will not be granted. The visitor will be asked to contact the main office to schedule an appointment.

6.3 Classroom Security

- Teachers must lock desks and file cabinets with private documents when they leave a classroom.
- Teachers are not permitted to give their keys to students for any reason.
- Students are not allowed in the SLCA building after school unless they are participating in an after school activity. Students who are not under supervision must leave the building by 3:30 p.m.
- All students who enter the building before 8:45 a.m. or after school hours must sign in at the front desk. Students need to always sign in and out during holidays and weekends.
- Students are not to be out of the classroom during class time or during activities without permission.
- When teachers require classes or large groups of students to stay after school or to come on weekends for a special project, this must be cleared through the office.
- The list of students must be submitted in advance and teachers must be with their students at all times.

6.4 Early Closure

In the case that SLCA will close earlier than the scheduled time, the procedures will be:

- The decision to close SLCA will be made by the Director or his/her designee, who will notify the office staff and the teachers. The head teachers will then communicate the closing time and related procedures to the teaching staff and students.
- Under certain circumstances, students and teachers could be required to remain inside the SLCA facilities for an extended time.
- Parents will be messaged via an SMS message or email by office staff.
- Any SLCA schedule changes will be communicated promptly to Parents, faculty, staff, and students.

7. Health and Safety

7.1 Student Safety and Wellbeing

In determining a course of action where student safety or wellbeing is concerned, the rule of thumb should always be to "err on the side of caution." The Parent 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.

7.2 Physical Examination Requirements

All newly enrolled students are required to have a physical examination and medical history taken, with results on file in the administrative office. The physical examination must be repeated every two years, and, as with the original examination results, signed and dated by the attending physician, and then filed in the administrative office. A new student's medical examination must have taken place within six months of their first day at SLCA.

7.3 Emergency Information

SLCA requires current emergency medical and contact information for every student. Required up-to-date information includes name and contact telephone numbers (home and workplace) of both Parents and the telephone numbers (home and workplace) of one to three other people who can be responsible for their child when neither Parent can be reached.

7.4 When a Student Becomes Sick

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

- Report the illness to the SLCA office.
- Contact the Parent.
- Place the student in a suitable area that is regularly supervised by the SLCA office personnel.
- If the student is unable to resume normal activity within a reasonable time, contact the Parent or doctor (if the Parent cannot be reached).
- Keep a record of actions taken.

If it is decided that the student should not remain in SLCA, SLCA personnel will follow these guidelines:

- Immediately contact the Parent, or the designated emergency contact person.
- If the Parent 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 (Telephone "911") and inform the Parent or the designated emergency contact person (see the section below on transporting students by ambulance).
- Keep a record of all actions taken. Internal medication should not be given to any student, unless at the Parents' request.

A permanent record book is used to enter actions taken when a student becomes ill. The record is kept in the SLCA office so that it is readily accessible to the teaching staff.

The student's Enrollment Form and Allergy Form (which must be kept up-to-date and retained in the SLCA office) should be consulted. The forms contain information related to any pre-existing medical needs, conditions, prescribed medications to be taken during school hours, and allergies.

An ill student should not be sent home unaccompanied or without confirmation of reasonable supervision. He or she may have one or more of the following symptoms:

- Localized rash causing acute discomfort or systemic rash of undetermined origin as a sign of potential illness;
- An oral temperature greater than 100 degrees. All students must be fever-free for 24 hours without the aid of fever-reducing medication before returning to school;
- Signs or symptoms of acute illness, serious accident/injury;
- Vomiting (not related to a single event such as gagging, positioning, mucus, running after eating, or eating spicy food);
- Diarrhea of two or more loose, watery stools;
- Asthma symptoms that do not respond to prescribed medication or no prescribed medication is available for treatment of asthma symptoms;
- Diabetes with a blood sugar greater than 400 and positive ketones or inadequate supplies to treat diabetes at school;
- Uncontrolled coughing;
- Pink eye or purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge). The student must receive treatment for 24 hours before returning to school or provide a note from a health care provider stating that the condition is not contagious and the student may return to school;
- Live head lice (defined as live insects or nits closer than ¼ inch from the scalp before treatment). The student shall return as soon as possible after treatment.

7.5 Emergencies

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

7.6 Availability of First Aid Services to Students

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

7.7 Procedures for Injuries at SLCA

When a student is injured at SLCA or while under staff supervision, the following guidelines will apply:

- The SLCA staff or Parent supervisor (if qualified) having the duty of care, will, if necessary, administer basic first aid treatment (i.e., start first aid and CPR, stop the bleeding, treat for shock by keeping the patient warm and comfortable, etc.)
- The Parent shall immediately be contacted in order to participate in any decision respecting a course of action or treatment for the student.
- The Director or his/her designee, together with the Parent (if available), should then decide on an appropriate course of action:
 1. Return the student to normal activity.
 2. Place a student in a suitable area that is regularly supervised by the SLCA staff (the frequency of observation should not be less than once every five minutes for the first twenty minutes, or if the student is unable to resume normal activity within a reasonable time, one of the actions listed below should be taken).
 3. Call a doctor (and inform the Parent or designated emergency contact person).
 4. Call an ambulance (Telephone "911"). (See the section on using an ambulance below.)
 5. Take the student to a hospital (and inform the Parent or designated emergency contact person).
- The administrative assistant attending the incident must complete an Incident Report form as soon as possible.

Sick students will not be sent home unaccompanied or without confirmation of reasonable supervision.

7.8 Use of an Ambulance

When the services of an ambulance are required, the SLCA office will follow these steps:

1. Summon the ambulance.
2. Contact the Parent or designated emergency contact person.
3. Complete the Incident Report form.

Summary of Procedures

1. Determine immediate health risk.
2. SLCA staff notifies the Parent immediately. Notify the Director immediately. If necessary, call 911 to transport the student to the hospital.
3. Complete an Incident Report form and place it in the Incident Report binder in the administration office.
4. SCLA staff will follow up with the Parent and students.

7.9 Immunizations

Parents are required to provide SLCA with complete immunization records (e.g., polio, diphtheria, tetanus, pertussis, Hepatitis B, measles, mumps, rubella, varicella, etc.). Documentation of students' immunizations or exemptions will be kept in the SLCA office.

7.10 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 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. **SLCA needs to be a safe and healthy place for students to learn.**

8. Crisis Management Plan

8.1 Chain of Command

During an actual crisis, the following 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 first person listed, but will move down the chain of command if more senior people are not present in the building at the time of the crisis.

The Director Ms. Anna Kim

The Administrative Assistant (Milton) Ms. Allison Cotgrave / Abbie Werner

The Vice Principal and Teacher (Virtual / Milton) Ms. Valerie Fielhauer

The Teacher (Whitewater) Ms. Meagan Mitchell

8.2 Fire Drill Procedures

All classes will exit using the FIRE EXIT PLAN posted in each classroom.

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

Teachers

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 posted in classroom).
6. Itinerant teachers, teachers on prep, and all office staff must also leave the building in a quiet, orderly manner and gather at the rallying point according to the map.

*Note to Teachers: Inform students if they are in the bathroom or the change room. They are to exit promptly and follow a line that is exiting on the main stairwell.

Once the building has been vacated and students are assembled at the rallying point:

- Students will gather in class units according to the map.
- Homeroom teachers will check the names and the number of their students.
- Teachers will send a runner to the Director or designee (who will be at the rallying point) reporting all students are safe and informing the Director of who is absent from SLCA or absent from the fire drill.
- Teachers on prep and office staff must report to the Director or designee.
- Teachers should ensure that classes are lined up straight and remain quiet listening for directions.
- Students will remain quietly in formation until dismissed by the Director or designee.
- Students will enter the building only after the Director or designee indicates it is safe to do so.
- Re-entry to the building will be done in a quiet, orderly manner.

8.3 Preparations for Evacuation

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

Level 1

- SLCA 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

- SLCA may be closed during this time.
- All students, teachers, and staff members may go home if an evacuation announcement is made.

Level 3

- SLCA will probably not be closed during this time.
- All students, teachers, and staff members will continue at SLCA until an evacuation announcement is made.

8.4 Procedures for an Earthquake

SLCA will follow the same procedures in case of an earthquake based on the Federal Government regulations.

Step 1: In classrooms

- Students will position themselves in a squatting position underneath their desks.
- They will grab their desk legs to support and protect their body.
- Once the earthquake has subsided, the teacher will announce for the students to move out of the building to the designated meeting area.
- All students will stay clear of any broken window glass and proceed to the hallway and down the emergency exit locations.

Step 2: After evacuation of the building

- Check for any injuries amongst students and staff.
- All available adult staff will apply first aid and attend to those who are injured. The Director or designee will call 911 for any serious emergencies and, if required, an ambulance escort.

- The Director will check on any government Emergency Alert text messages and national news stations/websites, then assess the building structure and determine whether it is safe to return inside the building (for less than 5.0 earthquake magnitude) or send the students home (for greater than 5.2 magnitude).
- Parents will then be informed of the situation through an SMS message or email advising them of the actions that have been taken (resume classes, or send home).
- In the case students will be sent home, Parents will be asked to pick up their children.
- In the case of returning to the building, the Director will check inside the building first to ensure the hallways and rooms are clear with no debris or broken glass.
- In the case the government makes a public announcement on procedures after the earthquake, SLCA will follow their request.

8.5 Bomb Threat

The following procedures will go into effect as soon as it is known that a bomb exists, or is reported to exist, in the SLCA building.

1. The person answering the phone and receiving the bomb threat should use the Bomb Threat Action Sheet to get as much information as possible before the caller hangs up. A copy of the action sheet should be kept near the phone.
2. The person receiving the bomb threat should notify an administrator as soon as possible and should provide the administrator with all pertinent information. If the office staff cannot reach the administrator, they should initiate the following steps.

Step 1: Call 911 and inform the police of the bomb threat.

Step 2: A message will be sent via an SMS message to notify the staff of the bomb threat.

Step 3: The teachers and staff should quickly check their areas for any “strange boxes or packages.” **Make sure all cell phones are turned off and not used until further notice.** Do not let this check delay your departure from the building. Make sure all book bags are accounted for. **Do Not Touch** any suspicious package. Report them to the Administration office after everyone has left the building.

Step 4: The Director (or staff) will sound the fire alarm and clear the building. Students and staff will leave the building using the normal Fire Drill procedures with the idea that everyone should move as far away as possible from the building.

Step 5: The Administrative Staff will check to ensure everyone has left the building.

Step 6: Teacher / staff will make a roll check to ensure everyone is accounted for. Names of missing students / staff will be relayed to the Director.

3. The Director will meet with police, fire, and public safety officials when they arrive and assist them as needed.
4. After the search is completed, the Director and local officials will determine if the building should be reentered.
5. If SLCA cannot be re-entered, the students will be moved to the closest available facility that can house them (field across the street).
6. Students will re-enter the building when directed by the Director or staff personnel. No electronic devices shall be used to recall students into the building.
7. The Director or designated person will inform the SLCA Board, media, and Parents of the nature of the incident.

Things to Ask the Caller:

1. Ask the caller to repeat the initial statement.
2. Location of the bomb
 - Inside building
 - Outside building
 - Room
3. When will the bomb go off? _____
4. What type of bomb? Pipe () Box () Bag ()
5. How large / what type of explosives?

6. Timer or remote detonation?

7. Why is caller doing this? (Very important)

8. Listen For
 - Accent
 - Type of speech
 - Background noise
 - Male / Female
 - Adult / Child
 - Sober / Drunk
9. Call the Director and inform them of the bomb threat, providing as much specific information as possible (bomb location, when it will go off, what it looks like, etc.).

8.6 Flooding Procedures

When a flood is reported to be approaching the local county area, the following actions should be taken:

1. Inform Parents and faculty that SLCA will follow the same closure schedule as local schools and that information regarding the reopening of SLCA will be communicated via SMS or email.
2. Secure all loose items outside the building.
3. Ensure all windows and doors are shut.
4. Cover computer equipment and projectors with trash bags. Take all electronics off the floor.
5. Put important academic materials inside cabinets or desks.
6. Verify the Director has an up-to-date list of all staff phone numbers.
7. Classroom teachers should take home with them a list of phone numbers for all their students.
8. When a flooding has passed, SLCA will normally reopen at the same time as the local schools. If possible, SLCA may reopen earlier or later than the local schools. This will be communicated via SMS or email.

8.7 Armed Intruder Procedures

If an armed intruder is observed on the grounds or inside the building, this should be reported to the main office immediately. Report the number of intruders, their location, and the weapons they possess.

The office staff member will immediately inform the Director and the following actions will be taken:

1. Announce **"CODE RED"** via SMS to all faculty and staff.
2. Call 911.

Lock all office doors, turn off all lights, and stay near the back of the office out of sight of the front windows and monitor the phone.

Upon receiving the CODE RED message, the following actions will be taken:

ADMINISTRATIVE PERSONNEL:

1. Lock all exterior doors.
2. Ensure that all classes that are outside have received the Code Red message and have come inside. If the intruder is in the building, they should find a safe place outside.
3. Ensure that all classes on the school premises have received the Code Red message.

4. If the intruder is outside the building, monitor the doors from a safe location and admit only the police or other authorized personnel.

CLASSROOM TEACHERS

1. Check the hallway outside your classroom and get any students in the hallway inside your classroom. If your classroom is the closest one to the restroom, check the restroom and get any student in the restroom inside your room.
2. Lock the classroom door and cover the window in the door. Close window blinds.
3. Turn off the lights.
4. Seat students along the inner wall away from doors and windows.
5. Remain calm. Take an accurate count of students and their names. Do not attempt to contact anybody about any of your students that are missing since students in the hallway and restrooms will go to the closest classroom.
6. Turn on your cell phone if you have one.
7. Wait for information regarding the intruder.
8. Keep doors locked until an appropriate announcement has been made.

The lockdown will end when any one of the administrative staff announces via SMS that **"THE CODE RED MEETING HAS BEEN CANCELLED."**

8.8 Student with a Weapon

If a student with a weapon is observed on the grounds, the following actions should be taken:

1. Immediately inform the Director. Report the name of the student, location, and type of weapon.
2. The Director or designated administrative staff will immediately activate the **Armed Intruder on Campus Procedure**.
3. Get other students away from the area.
4. Do not confront the student alone.

8.9 Tornado

All classes will exit using the Tornado SAFETY PLAN posted in each classroom.

When tornado warnings sound, all instruction and activity will cease:

1. The teacher will have students line up quietly and go to their assigned emergency locations in each school building.
2. Bring a class list to do a roll call when in the assigned emergency location. No student is allowed to leave the school grounds unless the Parent physically appears in the building to escort the child home. It is then the Parent's responsibility to report to their child's assigned emergency location to sign their child out for release. At no time will employees or other students be placed in unsafe situations in order to accommodate such releases.
3. Students and staff should remain in the assigned emergency location (interior room) until directed to do otherwise by local weather authorities.
4. Supervise the class as they position themselves (away from any sharp or loose objects). Everyone should then crouch low with their head down, protecting the back of the head with the arms.
5. Itinerant teachers, teachers on prep, and all office staff must also go to the assigned safe place according to the posted map.

9. Information Resources / Technology Policy and Procedures

9.1 Technology Policy

Electronic devices have become a common means of communications and information access in today's society. However, these devices have the potential of disrupting learning. SLCA has therefore created this policy to govern the possession and use of personal electronic devices on SLCA premises, during class hours, and at SLCA-sponsored activities.

Definition

For purposes of this policy, "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to, cellular phones, pagers, smart phones, music and media players, gaming devices, tablets, laptop computers, and personal digital assistants.

Depending on campus rules, students may have their personal electronic devices (smartphones, tablets, etc.) collected at the beginning of the day by their homeroom teacher. Student's' personal electronic devices will be returned to them upon dismissal at the end of the day. While in the teachers' possession, students' smartphones will be kept in a secure case designed to safely store smartphones.

Unauthorized Use

Unauthorized use of personal electronic devices that is considered a major misbehavior includes, but is not limited to, the following:

1. Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on campus or at SLCA events shall be prohibited and may result in disciplinary action and/or confiscation of the personal electronic device.

2. Transmitting SLCA materials for unethical purposes such as cheating.
3. Any activity that may be in violation with the SLCA Bullying/Harassment policy.

Prohibitions on Audio or Camera Recording

The use of audio recording or camera functions of electronic devices is strictly prohibited on SLCA premises at all times, except under the following circumstances:

1. The use is at the direction of the SLCA Director for educational purposes.
2. The use is determined by the administration to be necessary for other special circumstances, health-related reasons, or emergency.

Security of Devices

Students shall be personally and solely responsible for the security of electronic devices brought to SLCA. SLCA shall not assume responsibility for theft, loss, damage, or unauthorized calls made by the electronic device. If devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Reporting

Individuals wishing to report a violation of this policy shall contact the SLCA Director.

Disciplinary Actions

Violation of this policy will result in discipline up to and including suspension and notification of law enforcement authorities. A student who violates this policy may be prohibited from possession of an electronic device at SLCA or SLCA related events.

Confiscation

If a student violates this policy, his/her electronic device will be confiscated. When the Director, teacher, security official, or any other SLCA employee confiscates an electronic device under this policy, he/she shall take measures to label and secure the device or turn the device over to the SLCA Director as soon as the employee's duties permit. The electronic device will be released/returned to the student's Parent **only after the student has complied with any disciplinary consequences that are imposed.**

- **1st Confiscation:** Student may pick up electronic device at the end of the day from the Director or security office.
- **2nd Confiscation:** Parent may pick up electronic device at the end of the day from the Director or security office.
- **3rd Confiscation:** Students will lose privilege to have any electronic device at SLCA for the remainder of the year.

9.2 SLCA Internet Safety System

Student Safety at SLCA

We believe that to ensure that students use the Internet safely and responsibly, *education* is the key. This will be a goal that SLCA educators will strive towards as we implement this program. Along with this goal, all the current measures we will take to ensure student safety while using the Internet at SLCA are listed below:

1. **Internet Service Provider (ISP)** - With the help of our ISP assistance, they help to further block things that could be a distraction to education. They currently block websites that contain online games. We can also work with them in the future to block other undesirable websites.
2. **Teachers** - It is the responsibility of SLCA teachers to actively monitor what the students are working on or looking at on their devices. Teachers can check a student's Internet use history through whichever Internet browser that the students are currently using. Teachers will also be randomly checking the safety settings on search engines.
3. **Digital Education** - It is a priority this year that we educate our students on becoming responsible and positive digital citizens. This includes outlining ways to stay safe and use good judgement while utilizing the Internet.

9.3 Information Resources Safety

Information resources are carefully reviewed by SLCA staff in order to uphold the commitment to Christian education. Unless books/movies of fantasy contain a significant amount of evil or evil triumphs over good, they will be considered separately on their other merits for selection or rejection. No materials will be selected that deal with witchcraft and demon possession unless such material is presented as satanic for the purposes of comparative religious studies.

9.4 SLCA Student Commitment to Responsibility and Safety

SLCA will strive to ensure that our educational goals for the laptop program are being met. As an essential means for a successful laptop program, we believe that students must always use their laptops responsibly and safely. Therefore, at the beginning of the academic year, students may be required to attend technology orientation sessions which will culminate in the distribution of two important contractual agreement forms for students and Parents.

1. **The Google Accounts & Google Apps for Education Parent Consent Form** is a signed form which gives Parental permission and consent for students to be issued Google accounts from SLCA and utilize Google Apps for Education.
2. **The Student Internet Use Agreement** is a signed commitment whereby the student promises to be honest and responsible in using laptops at SLCA. Parents must also sign the commitment to support the efforts of SLCA to maintain a safe and productive digital learning environment. Failure by students to honor the terms of the *Student Internet Use Agreement* will result in disciplinary actions.

10. Parent Acknowledgement

Please acknowledge that you have received a copy of the Servant Leaders Christian Academy Parent/Student Handbook, have read it, and agree to abide by the school rules and procedures as outlined within.

Parent Name: _____

Parent Signature: _____

Today's Date (MM/DD/YYYY): _____

Student Name: _____

Student Date of Birth (MM/DD/YYYY): _____

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