



SOUTH LANCASTER
— ACADEMY —

School Handbook
2023-2024

David Branum, Principal
Ollyce Gardner, Vice Principal



**SOUTH
LANCASTER
ACADEMY**

Serve. Love. Achieve.



Seventh-day Adventist School

A Co-Educational Day School for
Preschool through Twelfth Grade

Affiliated with
The Southern New England Conference of
Seventh-day Adventists and
The Atlantic Union Conference of
Seventh-day Adventists

Accredited by the
Association of Seventh-day Adventist Schools,
Middle States Association of Schools and Colleges,
National Council for Private Schools and
Approved by the Commonwealth of Massachusetts

Address

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South Lancaster, MA 01561
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School Hours

Monday-Friday

8:00 a.m. - 12:00 p.m.

Preschool & Pre-Kindergarten

Monday - Thursday

8:00 a.m. - 3:15 p.m.

Grades Kindergarten through Six

7:50 a.m. - 3:00 p.m.

Grades Seven-Twelve

Friday

8:00 a.m. - 12:00 p.m.

7:50 a.m. - 12:15 p.m.

South Lancaster Academy Parent/Student Handbook

This is the official Parent/Student Handbook, hereafter referred to as the “Handbook,” for the current school year. The policies and guidelines contained herein will be used to govern the responsibilities and activities of all parents and students this year. All entering Freshmen and new or transfer students enrolling during this current school year, will be required to meet graduation requirements as stated in this issue of the Handbook. All other students will be held accountable for the graduation requirements as stated in the Handbook published for the year during which they enrolled.

We strive to maintain the consistency of this handbook and the policies within. We also recognize that there may be times when policies will need to be changed during the school year. The school reserves the right to change any policies within this handbook as deemed necessary during the school year. Any policy changes carry the same weight as published policy. Proper notification will be given to all concerned parties in a timely manner.

Acceptance of Ideals

By enrolling your child in our school, now yours, you, the Parent, are agreeing to uphold and support the ideals taught in the school and written in this Student Handbook. Those ideals stated briefly are:

- Christ at the center, a place to find and follow Jesus;
- Academics that challenge;
- Achievement for everyone;
- A safe environment for all;
- Balance among the spiritual, mental, social and physical curricula.

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Faculty and Staff

Administrative Staff

	Ext	Position	Email
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Middle School Faculty

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Secondary School Faculty

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Support Staff

Leah Girma	Teaching Assistant
Michelle Hunte	Teaching Assistant
Nora Renzi	Teaching Assistant
Geilsa Pessoa	Janitorial
Wilson Pessoa	Janitorial

Introduction & History

South Lancaster Academy opened its doors as an academy on April 19, 1882. Advanced work was carried for several years in theology, teacher training, and business before its standing as a junior college was formally recognized in 1918. At that time, the name Lancaster Junior College was adopted. By 1922, a four-year theological course was being offered and degree-granting powers were conferred by the Massachusetts legislature. At the same time, the name was changed to Atlantic Union College. In 1922, the academy and college became separate institutions with the academy having its own board of trustees and faculty. Since 1967, SLA has been a twelve grade school. SLA maintains the historic ideals of Seventh-day Adventists (SDA) on matters of morals, dress, and conduct as its reason for existence. SLA is operated by the SDA churches of College, Lancaster Portuguese, Leominster, Sterling and Village. The administrations of SLA and Browning Elementary were combined in the 1980's. Shining Stars for Jesus Preschool & Pre-K and Discovery After-School Care were added programs to the K-12 school in the interim time. In 2009, all preschool to twelfth grade programs came to be known under the name of South Lancaster Academy.

Mission Statement

Vision: Enter to Learn, Leave to Serve

Mission: Deliver academic excellence and inspire independent thinkers to know God and develop a Christ-like character for service.

Values: Knowing God, Love, Community, Service, Lasting Friendships, Academic Excellence

Serve

Love

Achieve

Philosophy

The primary objective of education at South Lancaster Academy is to restore the image of God in man by promoting the harmonious development of the physical, mental, social, and spiritual life of each child.

Education at our school is:

- Christ-centered, with an emphasis on study of the Scriptures.
- Integrated, sequential, and innovative.
- Preparing students to be successful in a changing world.
- Multi-cultural, recognizing and affirming the contributions of various cultures to American society.
- Values-centered, being concerned with the development of Christian morals and character.
- Interactive, where students learn cooperatively and work together toward a common goal.

The Four Respects

South Lancaster Academy expects students to live in accordance with the Christian standards of the Seventh-day Adventist church. We maintain four basic behavioral principles for our students:

Respect for God - Students who respect God will:

- Not use God's name in vain.
- Be reverent and respectful in places of worship, including the chapel and the Church.
- Actively seek to be of service to others.
- Show respect to presenters during programs.
- Respect God's natural creation.
- Respect others who speak about their relationships with God.

Respect for Self - Students who respect themselves will:

- Live healthfully physically, mentally, socially, and spiritually.
- Daily strengthen your relationship with Christ through devotions and prayer.
- Refuse to use (or to supply others with) drugs (including energy enhancers, such as caffeine tablets), narcotics, alcohol, vaping, or tobacco.
- Avoid the occult and occult paraphernalia.

Respect for Others - Students who respect others will:

- Avoid lewd, indecent, and obscene language, conduct, and literature.
- Be honest in class work and in life, and refuse to steal, plagiarize, or deceive.
- Avoid sexual contact with people of either sex.
- Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member.
- Avoid possessing or using weapons, including guns, knives, explosives, and firecrackers.
- Avoid insubordination.
- Treat others' property as if it were their own.
- Refuse to help or cover for any student violating school policy.

Respect for the School - Students who respect the school will:

- Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies.
- Avoid wearing or displaying things that promote violence or anti-Christian principles.
- Treat school property as if it were their own.
- Commit to being an owner of your school's positive school climate.

Admissions

Rationale

South Lancaster Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, creed, sex, physical handicap, or national and ethnic origin in the administration of its educational and admission policies, or scholarship, athletic and other school-administered programs. Parents seeking admission for their children into the school agree to respect and honor the Seventh-day Adventist religious principles on which this school is founded and to comply with all school rules. South Lancaster Academy is not designed to handle children with severe educational/emotional needs; hence, these children may be asked to seek admission where their needs may be more effectively met.

New Student Admission

- The Admissions Committee will consider a student's application only when an online application has been submitted and the following documents have been uploaded or brought to the school office:
 - Birth certificate
 - Any existing Individual Education Plans (IEP), 504 Plans (504), or Modified Accommodation Plan (MAP)
 - Current Medical Examination Form: For all new students and all students entering grades one, four, seven, and ten
 - Immunization Records
 - Cumulative records (grades 1-8) /Transcripts (grades 9-12)

Students entering grades 5-12 may be required to have an Interview with the Administration

Incoming Secondary Transfer Students

Students applying to enter high school after the end of the first or third quarter must be able to transfer grades for the preceding quarter, otherwise they cannot transfer for that semester.

Students applying to enter may only do so at the beginning of a marking period. Extenuating circumstances will be considered by the Admissions Committee. Grades from previous schools must be submitted before applications can be processed.

International Students

Tuition is calculated based on the grade level of the student at the international rate. To apply, international students must submit the following:

- Completed online application
- Copy of passport
- Evidence of ability to pay all tuition, fees, and living expenses (i.e. bank statement)
- \$500 non-refundable administrative fee and a \$75 online application fee.
- Physical and vaccine record
- Academic Transcript-translated to English

After acceptance by the Admissions Committee, the school will issue the I-20 and send a formal acceptance letter to the student.

The student must then submit the following before beginning attendance:

- A copy of the student's visa
- Payment of tuition in full for one academic year
- Minimum TOEFL scores of 20 in each category or equivalency

All international students must have a local guardian regardless of the age of the student.

International Non-Returning Students

An international student must provide the following documentation for school transfer:

- A written notice to South Lancaster Academy requesting transfer
- Written confirmation from the new school indicating acceptance

International Re-enrollment

Payment of tuition, re-application fee, and all other general fees is required prior to the signing of an ongoing I-20 for future enrollment years.

Refund Policy

Tuition and fees are non-refundable for a current semester. Any student leaving at the end of first semester may receive a tuition refund for the prepaid second semester. Students leaving mid-semester forfeit the full semester tuition.

Note: The school reserves the right to cancel an I-20 for any student who does not comply with the terms of their I-20.

Homeschool Bridge Program

Participation and Policies

As a service to our homeschool community, South Lancaster Academy offers a hybrid program allowing students in grades K-12 to enroll in music and physical education courses. In addition to enrollment, "Bridge" program students would also be eligible for participation in school sports programs, music concerts and weeks of prayer.

We are happy to have your child participating in our program. Please note the following policies to make the experience enjoyable for everyone.

Attendance

Students need to sign-in at the front desk upon arrival for class and sign-out as they leave at the close of class. Attendance will be taken for each period. If your student will not be able to come to class, please notify the office as a courtesy. We ask that you take your child off campus between periods. We are not equipped with staffing to supervise your child, nor do we wish to disturb other classrooms in session.

Drop-Off and Pick-Up

Students may be dropped off at the door no sooner than five minutes before class begins and must be picked up no later than five minutes after the close of class.

Grading Policy

Teachers will be placing your child's grade for the class into the Facts SIS system, a location you will have access to online. We recognize the parent as the main teacher for the homeschooled child. Therefore, this grade is a suggestion based on the guidelines the class's teacher sets up at the beginning of the course. If you choose to record a different grade in your own gradebook at home, that is your choice, but we ask that you respect the teacher's guidelines.

School Policies

Participating students will be expected to follow the dress code, behavior, and general guidelines as outlined in the South Lancaster Academy School Handbook.

Class Meeting Times:

A schedule of classes will be given when completing the registration process.

NOTE: Space availability is dependent on maximum class size per grade level.

Returning Student Admission

All students must re-enroll every year. An email for online re-enrollment is sent in the spring for consideration for the following school year. Upon completion of the online re-enrollment, the school admissions committee will review the student's current academic and financial records to determine the student's eligibility for continuation at SLA based on the following guidelines:

Criteria for re-enrollment:

- **All Students:** Students must obtain financial clearance from the SLA treasurer.
- **All Students:** Student discipline history may be a factor in determining re-enrollment.
- **Grades K-2:** If needed, academic performance is reviewed by the Admissions Committee.
- **Grades 3-8:** Students cannot have more than two F's for the final grade in any core subject: Math, Science, English, Bible, Social Studies. For learning disabled students, see below.
- **Grades 9-12:** Students must have a minimum of a 2.0 cumulative grade point average for the previous two semesters. For learning disabled students, see below.

For students with clinically documented learning disabilities in Grades 5-12: Students with clinically diagnosed learning disabilities that fall into one of the two academic categories listed above and have a Modified Academic Plan (MAP) or Individual Education Plan (IEP) will be reviewed by the school Admissions Committee to determine whether continued enrollment is appropriate for the learning disabled student.

Early Childhood Program Preschool – Kindergarten

Our Early Childhood Program is designed to prepare and transition students to the primary level. In accordance with Standards Based Learning, students must master requisite standards for each level. Please note that students could be requested to complete transitional work in a given year.

Preschool & Pre-Kindergarten

Preschool & Pre-K is located in the elementary school building. This program operates daily, Monday through Friday, from 8:00 a.m. to 12:00 noon during the regular school year. The Preschool & Pre-K is closed during the summer months. Preschool & Pre-K students must be potty-trained.

Grade Level	Age Requirement	Date
Pre-school	Between 3 & 4	August 31
Pre-K	Between 4 & 5	August 31
Kindergarten	5 years	August 31
1 st Grade	6 years	August 31

Kindergarten and First Grade

The chronological age may or may not correspond to a child's developmental readiness for school. Kindergartners and first graders are required to show proof of date of birth. A potential 1st grader can provide documentation of successful kindergarten completion, or may be given a curriculum assessment before admission to the school as an aid in determining grade placement. It should be noted that children turning five during the summer months often benefit from waiting until the following August for Kindergarten entrance.

After-School Care

This program provides childcare to parents/guardians for students at the close of school each day. This is a daily rate fee-based program. This is a service that we provide for our parents on an as needed basis, whether a weekly service, occasionally daily, or on an emergency basis. We expect parents to pick up their child(ren) on time and require parents to call if they are going to be late. We reserve the right to dismiss families from our after-school program upon recurring lateness in picking up their children. For a list of fees, please refer to the Financial section.

Eligibility & Hours

Elementary students in Preschool through age 13 are eligible to participate in this program.

Monday – Thursday	12:00 noon to 5:30 p.m.
Friday	12:00 noon to 3:00 p.m.

The program is not open on legal holidays, school vacations, snow days, or any other days that the school is closed.

Emergency After-School Care

Students in the elementary school building are supervised at all times. A reasonable 20-minute period is provided for families to pick up children following dismissal. Any remaining students are moved to the Discovery After-School Care Program. Students are signed in and retained until an authorized individual picks them up. **Please note that any child that is sent to the After-School Care Program room following dismissal incurs a supervision fee.** The daily rate fee for these services is at a higher “non-scheduled” rate.

Medical Policies

Physical Examinations of Students

- A current physical examination is requested for all new students and all students entering grades one, four, seven, and ten.
- The medical examination report is kept in the health office. Health forms are online or available in the school office.

Varsity Sports Physicals

All students must pass a physical examination prior to participation in school athletics. A physical exam covers the student for 13 months from the exam date. A student’s eligibility will terminate once a physical has reached the 13-month limit.

Medications

The school will follow Atlantic Union Education Code 1681:18 when administering medications on campus. School personnel are unable to administer any medication, OTC medications, or prescriptions. Only designated personnel (i.e. nurse) are allowed to assist, if necessary, in helping students take their prescription medications if needed during the day. Medication prescribed or non-prescribed is not allowed in the classroom. Specific policies are to be adhered to and parents must consult with the school nurse for proper administration and storage of medications on campus.

State regulation Part 1, Title XII, Chapter 71, Section 54B allow students to carry and administer emergency medications such as Epipens, inhalers, and insulin. Proper reporting of these medical needs must be reported to the school nurse at the time of registration.

Illness Guidelines

Students who are injured or not feeling well will be sent to the office. If the nurse is available, they will see her. When the nurse is unavailable, the Administrative Assistant will take temperature, dispense ice, Band-Aids, and Vaseline. If the student has an unmedicated temperature of 100 degrees or higher, has vomited, or has diarrhea, the parent is called to come and pick up the child. **Do NOT send a child to school that has shown these symptoms within the last 24 hours prior to arriving at school.**

Infectious Disease Guidelines

The school maintains specific guidelines and policies when confronting infectious diseases on campus. These policies are meant to minimize the effect of any infectious disease outbreak on campus. Guidelines include preventive measures as well reactive measures, which can include the closure of school for a time until the infection has subsided. We encourage families to practice preventive measures both at home and at school.

Vaccine Information

Up-to-date immunization records must be supplied and kept with a student's application.

Vaccines	Preschool & Pre-K Requirements	Kindergarten Requirements	Grades 1-6 Requirements	Grades 7-12 Requirements
Hepatitis B Vaccine	3 doses	3 doses	3 doses	3 doses
DTP/DTaP/DT/Td 4	4 doses DTaP/DTP	5 doses DTaP/DTP	≥ 4 doses DTaP/DTP or ≥ 3 doses Td	4 doses DTaP/DTP or >3 doses Td; plus 1 dose Tdas
Polio	3 doses	4 doses	≥ 3 doses	≥ 3 doses
Hib	1 to 4 doses	N/A	N/A	N/A
MMR	1 dose	2 dose measles	Grades 1-5: 2 doses Grade 6: 2 dose measles 1 dose mumps, 1 dose rubella	2 dose measles 1 dose mumps, 1 dose rubella
Varicella	1 dose	1 dose	1 dose	Under 13 yrs, 1 dose older than 13, 2 doses

NOTE: In accordance with state law, failure to present documentation of immunizations by **October 1** will result in exclusion from school until compliance is achieved. The General Laws of Massachusetts, Chapter 76: Section 15.

After-School Care

The After School Care Program is designed to meet the needs of school-age children while their parents are at work or involved in other activities. This program is structured to provide children with a place to be that is safe and nurturing. The children in this program are encouraged to choose between various activities that provide recreation, individual creativity and diversity. Arts, crafts, table games and “building” are just a few of the options. Of course, the “all-time-favorite” is the time made available for homework. Children may bring a snack of their choosing. As with school lunches, we encourage this to be a healthy snack.

Eligibility

Elementary students in Preschool through grade 8 are eligible to participate in the Program.

Hours

We are open during the following hours:

Monday – Thursday	12:00 noon to 5:30 p.m.
Friday	12:00 noon to 3:00 p.m.

The program is not open on legal holidays, school vacations, snow days, or any other days that the school is closed.

Safety Protocols

1. Sanitation
 - a. Walking in the door
 - b. Walking out to play outside
 - c. Returning to classroom
 - d. Before/after food
2. Illness: Sick children not allowed to be in After Care

Financial Information

It is **very important** that all aftercare fees are paid online promptly through FACTS to ensure that this program does not financially detract from the regular educational program.

Daily Rates

- Rates can be found on our website at www.mysla.org
- All rates are daily only, there are no hourly rates.

Nap Mat

Nap Mat – Every child in Preschool and Pre-Kindergarten using the daycare services must bring a nap mat purchased in the below link. This will enable the child to use the same mat from Preschool through

Kindergarten. It is important that it be 50", have an attached pillow, blanket, and closure (usually velcro). Color and design are unimportant.

Other

- Stuffed animals and other naptime toys are not allowed.
- If your child is staying past 3:15 p.m., be sure they have a lunch for noon and a separate snack for afternoon.
- Be sure your child has clothing appropriate for the weather (i.e. jacket, sweater, boots etc.) We like to go outside often.

Financial Information

Each student has a school account with a payment plan. The standard payment plan is developed for nine monthly payments. Parents will receive an estimated payment plan, which outlines the monthly payment. The first payment is due in July. Payment plans, payments and financial aid is processed online via Facts/Facts SIS using our website www.mysla.org.

Tuition & Fees

Tuition and fees can be found on our website at www.mysla.org.

NOTE: ALL FEES ARE NON-REFUNDABLE

Other Financial Information

Monthly Tuition Payments

The standard tuition payment plan is for nine equal payments. The first payment is due in July. The remaining payments are due August-March. The monthly payment date can be chosen during the financial enrollment through FACTS. Payment plans can be extended until May 31 upon request, contact the treasurer to request payments spread over more months.

Full tuition will be charged for a student who registers late, is absent during the school year, or needs to make up work missed prior to registration.

Constituent Rate Eligibility

Five churches provide a subsidy for the operation of South Lancaster Academy. These churches are: College, Lancaster Portuguese, Leominster, Sterling and Village Seventh-day Adventist Churches. The subsidy, which these churches pay to the school, allows their members to be eligible for the constituent tuition discount. Verification of constituent membership may be requested in writing from the church.

Institutional Financial Aid Program

Need-Based Financial Aid (Grades K-8)

This financial aid is designed for elementary and middle school level students. Eligibility is based on family income. An application with income verification through FACTS/Facts SIS is required. FACTS charges an application fee for each application.

Need-Based Work Study Financial Aid Program (Grades 9-12)

This is a work study financial aid program and is designed to help students, 14 years old and older, to assume a greater financial responsibility for their own education. Eligibility is based on family income. An application with income verification through FACTS/Facts SIS is required. FACTS charges an application fee for collecting and processing the application. (Minimum of 0.5 and not more than 5 hours a week are required)

Three Way Plan (Grades PK-12)

This is a program sponsored by the Southern New England Conference, the home church and the school. Eligibility is based on family income. Families must apply each semester through their home church and must complete both of the forms under <https://www.mysla.org/financial-aid/> in order for the funds to be included with the payment plan.

Secondary Educational Trust Funds (S.E.T Grades 9-12)

This is available to all qualifying grade 9 to 12 students. Seventh-day Adventist church membership within the Southern New England Conference is required. Application must be submitted to SNEC's Department of Education each fall.

Local Home Church (Grades P-12)

. In the process of preparing a payment plan, we need to include the financial aid funds that the family will receive from their home church. This form is required if the family is applying for any financial assistance from school or church.

Literature Evangelism/Camp Winnekeag Summer Work (Grades 9-12)

South Lancaster Academy will match 25% of the student's gross income for any Literature Evangelism/Camp Winnekeag summer work. This financial aid will be applied to the student's tuition account. A copy of the official paystub showing the gross amount received must be submitted to the treasurer's office or by email to treasurer@mysla.org before September 30 of the school year right after the summer worked.

Financial Policies

The school financial policies, approved by the school board, ensure the financial stability of the school and the fair and equal treatment of all account holders.

Payment Plans

South Lancaster Academy manages all their payment plans under the FACTS/Facts SIS tuition management system. All payment plans are automatically processed from a bank account, debit or credit card. If a family wishes to request an exemption to the automatic payment plan, the following requirements must be met.

- No outstanding/past due balances with the school.
- No history of payment delinquency with the school.
- If approved, payment must be mailed directly to FACTS following the instructions on the FACTS website.
- If approved and the account becomes delinquent, the exemption will be revoked and an automatic payment will be required.
- An official yearly request by completing the information under <https://www.mysla.org/financial-policies/>.

Once this request is submitted, the school administration will evaluate, determine, and inform the decision by email. If approved, an appointment must be made to complete the manual payment plan with the school treasurer. This request is required every year. To access your payment plan and financial information go to your [Facts SIS/FACTS](#) account. Once you login, go to "Financial" and then "Go to FACTS".

Delinquent Accounts

Active accounts that are more than 30 days past due are subject to financial probation. Active accounts that become more than 60 days past due will be subject to a cessation of services from the school. If a returning student has a past due balance from a previous school year, the family must have a consultation with the finance office before the student can register for the next school year. The school, administration, and committees continue to be willing to work with families to develop appropriate payment plans; however, failure to meet the payment plan obligation will be cause for stoppage of services.

Past due accounts are subject to finance charges and/or processing with a collection agency.. Both current student accounts and any accounts remaining when students transfer out of our school system may be assigned to the collection agent for follow-up. This collection agency may assist with accounts that fall behind in payments.

Diplomas

Students will not receive their graduation diplomas until their school accounts are paid in full.

Family Discount

A family discount will be granted when three or more students from the same immediate family are attending South Lancaster Academy, Grades Kindergarten - 12.

Property Charges - Discipline

The Administration and Discipline Committee retain the right to charge students for damages to property, which may include faculty property. Damage may be from carelessness, misuse, or willful destruction. This includes but is not limited to writing or placing stickers on desks, furniture, walls and lockers. Damage to windows, doors, and light covers may be included in this. A fine equaling the cost of repairs or replacement including staff labor and materials will be assessed.

Student Transfer

For a student who transfers from another school during the school year, tuition is pro-rated based on the number of days the student is enrolled in SLA.

Student Withdrawal

A student will be charged tuition for the days they are enrolled. The process includes filling out a withdrawal form and submitting to the Registrar's office. If a student withdraws after registration but prior to the first day of school, a full tuition refund will be made.

Textbook Charges

Textbooks and workbooks for Grades K-12, are assessed and rolled into the yearly enrollment fee. If textbooks are lost or damaged, an additional fee will be assessed to cover damages.

Early Childhood

General Policies

Early Childhood Program Preschool – Kindergarten

Our Early Childhood Program is designed to prepare and transition students to the primary level. In accordance with Standards Based Learning, students must master requisite standards for each level. Please note that students could be requested to complete transitional work in a given year.

School Calendar

Early Childhood (EC) follows the same calendar as the entire school. We are closed for all holidays and other noted days on the calendar. We are not open during the summer months.

Operating Hours

EC operates Monday – Friday, starting at 8:00 am and ending at 12:00. The tuition fee is a flat rate. It is not dependent on how many days in attendance.

Snacks

We have snack time at 9:30 am and parents are encouraged to send in a snack for their child. We ask that the snack be healthy and nutritious. The following are suggestions:

Cheese sticks	100% fruit juice boxes	carrot sticks
Pretzels	crackers	wheat thins
Graham crackers	raisins	rice cakes
Fresh fruit	yogurt	mini bagels
Small sandwiches	fruit cups	100% fruit roll-ups

Nap Time

For EC students who stay beyond noon, we have nap time for 1 hour. Every child will need their own nap mat with attached blanket and pillow.

Toilet Training

All children must be toilet trained before entering Preschool, which includes no pull-ups. Accidents can happen and clothes will be changed if they do. We do not rinse out underclothes.

Change of Clothing

An extra set of clothing is required on the first day of school in case of accidents. This set of clothes will be kept at school to be available when needed. This includes slacks, underwear, socks and shirt. Place clothing in a zip lock bag labeled with your child's name.

Personal Labels

Please label all clothing, shoes, lunch bag, food storage containers, coats, hats, mittens, boots, backpack, nap mat.

Pacifiers and Bottles

No pacifiers or feeding bottles are allowed in school.

Sickness Policy

Please do not bring your child to school if he/she is displaying sickness or has a fever. Please respect our judgment when we determine that a child should not attend school because of sickness. These limits are designed to help sick children recover and to avoid the spread of disease. Listlessness, diarrhea, fever, severe spastic coughing or crankiness may all be symptoms of illness and it is our policy to isolate children showing such symptoms. Parents need to pick up their child promptly if he/she is ill. Below are some specific policies related to certain illnesses:

- Fever – do not return to school until 24 hours after a fever has passed without medication.
- Diarrhea – 3 times in one day, the child will be sent home and cannot return for 24 hours after the diarrhea has stopped.
- Nose mucus – green or yellow mucus, child will be sent home.

- Strep throat – child cannot return to school until 24 hours after doctor prescribed medication has been dispensed and a doctor’s note must accompany the child when he/she returns.
- Head lice, ticks, fleas – child will not be permitted to attend school until he/she has been treated with over the counter or prescribed medication.
- Conjunctivitis child may not return to school until 24 hours after medication has been given.

Medication

In general, we cannot administer medication. Please refer to the medication policy under Admissions.

Toys

No toys may be brought to school unless the teacher has specified a certain day for certain toys or Show and Tell day. We cannot be responsible for broken or lost valuables.

Vacation

Many families take vacations throughout the year. However, in order to keep your child’s spot in Preschool/Pre-K, you will be responsible for making the usual monthly payments. Please alert the preschool director and the office staff of your vacation intentions.

Birthdays

We celebrate each child’s birthday and encourage parents to send party favors for each classmate. Keeping in mind various food allergies, we ask that no outside food be provided for your child’s birthday. No gifts, please.

Jewelry

We follow the guidelines for the school. No jewelry is to be worn during school hours or for school programs. This includes necklaces, bracelets, earrings, and rings.

Newsletters

Calendars and newsletter will be sent home on a regular basis. Important information is always enclosed, so please be sure to read them and take note of upcoming events.

Pick-up List

The school office must have a list of all authorized people who will be picking up your child from school. If there is a change in your plans for pickup, you must notify the school office.

Disciplinary Policies & Procedures

Educational Philosophy

Young children have a zest for life and learning and are bursting with energy! Such characteristics make teaching this age group enjoyable and exciting, yet these qualities can also lead to disruptions and difficulties with behaviors.

Proverbs 10:17 says, “Those who accept correction show others how to live. Those who reject correction lead others the wrong way.” It is our desire that our students be salt and light in the world, showing others how to live and not leading others the wrong way.

Children cannot become self-disciplined unless adults teach them right from wrong. At SLA, children are taught the expectations for correct behavior while being encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, negative consequences will follow to communicate that there is a price to be paid for misbehavior. This is in line with God’s relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3:11-12 says, “My child, don’t reject the Lord’s discipline, and don’t be angry when He corrects you. The Lord corrects and guides those He loves, just as parents correct and guide the children they love.”

Disruptive Behavior

Disruptive behavior, which distracts from the full benefit of the classroom will result in negative consequences. These are disruptive behaviors:

- Requires constant attention from the staff.
- Disrespects people and materials provided in the classroom.
- Disobeys the rules established to enable a community of learners.
- Uses verbal or physical activity that diverts attention away from classroom activities.
- Inflicts physical or emotional harm on other children, adults, or self.
- Verbally threatens other students or staff.

Disciplinary Policies and Procedures

A very important part of the early childhood education experience is helping children learn how to get along in the world and enjoy being with other children as well as following the directions of an adult other than the child’s parents/guardians. Teachers focus on the positive behaviors of the children and reinforce these positive behaviors as often as possible. The following disciplinary steps are employed:

- Encouraging children to use their words when having a disagreement with another child.
- Facilitating children in their efforts to settle their disputes.
- Redirecting behavior when it seems potentially effective.
- Separating a child from the group (“time out”) -- one minute away for each year of age (e.g., 4 years old = 4 minutes of “time out”). The school does not use corporal punishment in any form for any reason.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns.
- Addressing serious or chronic disciplinary concerns in an Incident Report. The Incident Report will be completed in the FACTS SIS to document inappropriate behavior that directly negatively impacts other children, staff members, or the classroom. This report will be shared with the parent(s) and will explain the negative behavior and how that behavior has affected others. It will also explain how the negative situation was resolved. The Incident Report will be presented to the parent(s)/guardian(s) at the time of pick-up on the day of the incident. In extreme or chronic situations, a more formal

conference with the parent(s)/ guardian(s) will be required. Parents of all children involved in the incident will be notified by note, phone, and/or conference. The Incident Report must be signed by a parent/guardian and returned to the child's teacher to be placed in the child's file. (In keeping with our confidentiality practices, parents/guardians should note that information about other children will not be disclosed in their children's Incident Reports.)

- Asking the Principal to conference with the family and teacher(s) if the negative behaviors are extreme or persist to a chronic state. The purpose of this conference is to find the best solution for the student and classroom. It may be necessary for the child to be sent home (for a time to be determined during the conference) or dismissed from the school permanently.

Reasons for Dismissal

The school reserves the right to permanently dismiss a student due to a parent's failure to adhere to school policies or procedures, or when a child's repeated negative behavior or extensive special needs prevent staff from providing optimal care. Parents will have a two weeks' notice to prepare for their child's dismissal from school. Tuition will, of course, be required during the two-week period.

Rights & Responsibilities of Parents/Guardians

We recognize parents'/guardians' rights to raise your children the way that you deem best. However, please remember that school policies are made for the positive benefit of the entire school community, not for the convenience of one child. Just as you regularly re-evaluate your parenting strategies, we continually refine our policies and procedures. To that end, we welcome your positive suggestions and feedback.

We ask that parents/guardians talk frequently with your children about their school experiences and encourage your children to:

- Be respectful of others.
- Obey their teachers.
- Follow all the classroom and playground rules.
- Use their words -- not their hands or bodies -- when disagreements or misunderstandings occur.
- Speak calmly, respectfully, and kindly.
- Wait for their turn.
- Share
- Pray for their schoolmates and teachers every day.

We value our partnership with all our families as we work together to prepare our children for meaningful, productive lives on this earth as well as for eternal life with God in Heaven. It is our hope and prayer that your children will see Jesus at school every day in the actions, demeanor, and words of those who are entrusted with their care, education, guidance, and nurturing.

Academics

Elementary Academic Information

Elementary Grading Scales

Kindergarten

<u>Mark</u>	<u>Description</u>
I	Independently achieves objectives and performs skills
P	Progressing toward objectives and performing skills
N	Needs more time to develop

Grades 1 & 2

<u>Mark</u>	<u>Description</u>	<u>Percentage</u>
E	Excellent	90-100
S	Satisfactory	70-89
N	Needs to Improve	0-69

Grades 3-8

<u>Mark</u>	<u>Description</u>	<u>Percentage</u>	<u>GPA</u>
A+	Excellent	97-100	4.00
A	Excellent	93-96.99	4.00
A-	Excellent	90-92.99	3.67
B+	Very Good	87-89.99	3.33
B	Good	83-86.99	3.00
B-	Good	80-82.99	2.67
C+	Average	77-79.99	2.33
C	Average	73-76.99	2.00
C-	Average	70-72.99	1.67
D+	Poor	67-69.99	1.33
D	Poor	63-66.99	1.00
D-	Poor	60-62.99	0.67
F	Failing	0.00-59.99	0

Standardized Testing- Elementary Level

MAP Assessment

All students in grades K-12 take the MAP Assessment. These tests provide valuable information about each student's academic progress from year to year. The test is given three times a year to monitor growth throughout the year.

Student Grade Retention

Grade retention of students, while not normally a desirable practice, occasionally will provide an opportunity for the student to regroup and have overall success in the future. Students, parents, teachers, and the school administration will do everything possible to avoid retaining students. The decision will be based upon the student's overall academic picture in accordance with the guidelines set forth in the *Atlantic Union Education Code* 2431:04.

Elementary Grade Acceleration

Many factors go into the appropriateness of academic acceleration such as social age of the student and academic proficiency. Elementary grade acceleration will be in accordance with *Atlantic Union Education Code* 2435:04.

Elementary Cumulative Homework Guidelines (Grades 3-8)

The Southern New England Conference Office of Education recommends a judicious and conservative homework policy to be used for grades three to eight. Homework must serve a specific curricular purpose and benefit student learning. The administration and grades three to eight faculty will be endorsing and practicing the following recommended policy. Starting at grade 3, students will receive approximately ten minutes of homework per grade up to a maximum of approximately one hour per night, and the assignment of homework will be limited to three to four nights per week, and none for special event/holiday weekends. There may be occasions when a specific project will require more at-home time to complete, but this should not be a frequent occurrence. This policy also assumes that the child is using the allotted classroom time to complete in-class assignments. Naturally, any reading the child and parent can do together in addition to homework is encouraged.

Grade	Approximate Homework Minutes	Nights Per Week
3	10	3-4
4	20	3-4
5	30	3-4
6	40	3-4
7	50	3-4
8	60	3-4

Eighth Grade Graduation Requirements

A student who fails two or more core subjects may not be promoted to the ninth grade.

Each student must be eligible for promotion to ninth grade to participate in graduation exercises at the end of the year.

A student who is not promoted due to failing a class or classes may remove the failing grade or grades by attending summer school or taking these courses by home study. Upon satisfactory completion of the courses the student may/will be promoted.

The student’s final statement of account must be paid in full before he/she will receive his/her diploma.

Honor Requirements for 8th Grade Graduation

Highest Honors	3.90 – 4.00
High Honors	3.75 – 3.89
Honors	3.50 – 3.74

The grade point average (GPA) will be computed for all courses taken in the seventh and eighth grade.

Elementary Academic Records

All elementary records are maintained in accordance with Southern New England Conference Office of Education policy. Students that leave the elementary school will have their records sent to Southern New England Conference.

Secondary Academic Information

Secondary Grading Scale

Mark	Description	Percentage	GPA
A	Excellent	93-100	4.00
A-	Excellent	90-92.99	3.67
B+	Very Good	87-89.99	3.33
B	Good	83-86.99	3.00
B-	Good	80-82.99	2.67
C+	Average	77-79.99	2.33
C	Average	73-76.99	2.00
C-	Average	70-72.99	1.67
D+	Poor	67-69.99	1.33
D	Poor	63-66.99	1.00
D-	Poor	60-62.99	0.67
F	Failing	0.00-59.99	0

Principal’s List

A student will be placed on the Principal’s List when they meet the following qualifications:

1. Earned a quarter/semester GPA of 3.85 or higher.
2. Have received no disciplinary infractions beyond the two “free” minor infractions.
3. Have received no more than the equivalent of three unexcused absences during a semester.

Secondary Credits

Secondary students must achieve a minimum of D- for a semester in any course to receive semester credit for the course. Students that do not receive the minimum grade will be required to retake the failed semester for said class for credit. Alternatives to this requirement may be addressed on a case-by- case basis through the school Academic Standards Committee.

Secondary Acceleration

Many factors go into the appropriateness of academic acceleration such as social age of the student and academic proficiency. Secondary acceleration will be in accordance with *Atlantic Union Education Code* 2435:05.

Academic Probation

Students who fall below a 2.0 GPA in either the first or third quarters and in either first or second semester will be placed on academic probation. The process is as follows:

- A mandatory meeting will take place with the Academic Standards Committee, the parents, and the student.
- The student will be required to attend tutoring and/or meetings after school with the teachers whose classes the student is having trouble with.
- Academic Standards Committee will monitor student's progress throughout the following quarter for improvement.
- Parents will be required to assist their child at home in the monitoring and completion of assignments.
- At the end of the quarter, it is expected that the student will have raised their grades above a 2.0 GPA and will be removed from academic probation.
- If the aforementioned has not taken place, further evaluation will take place to determine a further course of action, which can include dismissal.
- A student who finishes the school year on academic probation will be required to meet with Academic Standards Committee over the summer if they wish to return for the next school year. At that time, the student along with their parents will be required to present to the Committee an academic plan of action that promotes the student's desire to succeed academically.

Adding and Dropping Classes

To add or drop a class a student must file an add/drop voucher through the office. **Any addition to the student's class schedule must be done before the end of the second week of the semester.** Dropped classes will be handled as follows:

- An "Add/Drop" voucher must be filled out, with signatures obtained from the teacher whose class is being dropped and whose is being added. In addition, a parent signature is required before the voucher can be processed. Classes may only be added within the first two weeks of school.
- No record will appear on the student's transcript if the class is dropped prior to the end of the fifth week of the semester.
- A class being dropped between the end of the 5th week and the end of the 10th week of the semester will be noted as WP (withdraw passing) or WF (withdraw failing) on the transcript.
- After the end of the 10th week, any class dropped will show an F on the transcript.
- Any appeals must be made to the Academic Standards Committee.

Dual-Enrollment Program

South Lancaster Academy provides a dual-enrollment program for the junior or senior student who is scholastically and socially qualified. The program is currently available through Andrews University. The guidelines for taking college course work include the following:

1. Senior students must have a minimum GPA of 3.0 or higher over the past two semesters. Junior students must have a minimum GPA of 3.3 or higher over the past two semesters.
2. Students must be considered as a full-time student at SLA.
3. The student must maintain at least a "C" average in the college course work taken.
4. The student must be approved by SLA's Academic Standards Committee to be enrolled in the dual-enrollment program.
5. A college class can be substituted for only one core class per year. Core classes are defined in the subject areas of Math, Science, Social Studies, English, and Religion.

Honors Program

SLA offers an "Honors Track" into the general classroom. For each chapter or unit in a semester, there will be an extension unit specifically for honors students to complete. These units should challenge higher-order thinking skills and cause the student to show a higher level of mastery than students in the standard course. If a student completes the extension unit for all chapters in a semester, achieving a "pass" on a "pass/fail" scale of grading, the student will receive an honors designation for the course on their transcript.

If a student does only a portion of the extension units for the semester, and does not complete everyone assigned, an honors designation will not be granted. Timelines for completion of these extension units will follow regular classroom deadlines for late work.

Challenge Exams

Any challenge exam will be arranged by the instructor. There will be a \$90 fee to take the exam. To receive credit for the course on the transcript, the score on the challenge exam must be 80% or higher. Students who successfully challenge the course will receive either an A or B depending upon their exam score, and the corresponding grade points credited to the transcript.

Credits

One credit is granted for a class, which meets for 200+ minutes per week for the full school year. A class, which meets a minimum of 200 minutes per week for one semester, receives one-half credit. One-quarter credit indicates that the class met for a minimum of 100 minutes per week for one semester.

Final Date for Changing a Grade

No grade change will be accepted for a progress report after the grade due date on the school calendar. All make up work will have to be completed and turned in on time for a teacher to meet the grade due date. Exceptions to this will be considered upon written request to the Academic Standards Committee.

Semester Exam Exemption

Semester exam exemption is at the discretion of individual teachers. Consult course syllabi for details.

Incomplete Grade

Incomplete (I) grades will be given only when circumstances such as illness have made it impossible for the student to finish class work in the time allotted. The teacher must submit an incomplete request to the registrar **by final examinations**. The incomplete work must be submitted within the time frame determined by the instructor and registrar. After the deadline, the final grade will be calculated.

Off Campus Course Credit

Students may take courses which are not offered at SLA to provide enrichment, a special need, or to make up a deficiency. Any off-campus credits must be approved by the Academic Standards Committee prior to taking the course, and it will not be approved if SLA offers the course.

Completion of Graduation Requirements

All seniors must have completed any external class work needed to graduate and the transcript reflecting the grade must be received by the registrar by May 30. We strongly encourage the completion of all external classwork to be completed by May 15 to allow adequate time for the transcript to arrive by the May 30 deadline.

Make Up Classes

If a student fails any course during the year, with a percentage of 59.99 or less, the course must be made up to receive credit. If possible, the course will be added to the student's schedule at SLA in a subsequent year. The student may decide to take the course through an online accredited school or a qualified summer school.

Due to the remedial nature of **summer school**, if a course is completed successfully at summer school, the passing grade will be averaged with the original failing grade to produce the grade for the course that will appear on the student's transcript.

If a course is completed successfully by taking a full course at SLA or via **correspondence or Internet**, the passing grade for the course will appear on the student's transcript along with the failing grade. The failing grade will no longer be calculated in the student's GPA.

If the course is not completed successfully during the summer, the student must appeal to the Academic Standards Committee for re-admission for the following school year. If re-admitted, the student will be placed on academic probation limiting extra-curricular activities and class offices until the course is successfully completed. If the course is not successfully completed the student's graduation status will be jeopardized.

Independent Study Classes

Independent Study Classes are available when traditional class schedules do not meet a student's particular needs. All independent study classes must be approved prior to beginning the class by the Academic Standards Committee and **will be considered only if there is documentation for extenuating circumstances.**

Progress Reports

Grade reports will be prepared and available to parents online at the end of each quarter and semester grading period. Parents may monitor their student's progress through Facts SIS. Login and password information may be obtained through the office. The semester grade is the only grade recorded on the student's transcript for high school students.

Standardized Testing

Measures of Academic Progress (MAP) Assessment

MAP® Growth™ measures what students know and informs what each student is ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. The test is administered three times a year for Grades 3-10.

ASVAB

(Armed Forces Vocational Aptitude Battery) All students in their junior year will take the ASVAB. This standardized test provides information to the student about their abilities and skill sets for use as they make educational decisions about their futures. This test is provided free of charge.

PSAT/NMSQT

(Preliminary Scholastic Aptitude Test) Juniors are administered the PSAT/NMSQT in the fall. SLA covers the expense for all PSAT testing.

SAT

(Scholastic Aptitude Test) Students are encouraged to take the Scholastic Aptitude (SAT) test at the end of their junior year in preparation for the college application process. *The SAT is administered at the student's expense.*

ACT

Some colleges request that students take the ACT. Juniors and seniors are encouraged to take the ACT to have the broadest educational opportunities. *The ACT is administered at the student's expense.*

Test Center at South Lancaster Academy

South Lancaster Academy is a Sunday test center for the SAT and ACT. This service allows students to not compromise their Sabbath observance to take standardized tests. A complete test schedule is available at the administrative offices.

Scholastic Load

A full load is considered seven credits per year. Any student who wishes to take more than seven credits of class work in a school year must have approval from the Academic Standards Committee. Students on academic probation may be limited in the number of credits taken. All students, regardless of class load, are considered full time students.

Secondary Academic Records

Retention of Records

In accordance with the *Atlantic Union Education Code* and appropriate federal and MA laws, South Lancaster Academy establishes the following schedule for student records disposal:

The following disposal schedule has been developed for temporary student records:

- 30 days after the end of their 12th grade year
 - Disposal of all information other than specified records, which are maintained for five years. This does not include ongoing financial information relating to account payment.
- 5 years from the date of departure from Secondary
 - School Applications
 - Legal documents
 - Attendance records

Prior to disposal each authorized individual will be notified in writing at their last known address of the disposal date. Prior to disposal date authorized individuals only (as per *Atlantic Union Education Code* and MA 603CMR) may request in writing to receive the student's temporary record.

Permanent Student Transcript

Secondary student transcripts are maintained for sixty years after departure from SLA.

Transcript Requests

To obtain a copy of a student transcript a written or online (under academics on the SLA website) request is required, which must include all the following:

- Name while a student at SLA
- Years of attendance or year of graduation
- Complete mailing address and specific office of the place where the transcript needs to be sent.
- **The first four requests are complimentary, every request thereafter will be charged \$5.**

Secondary Graduation Requirements

Four years in a secondary program are required by the *Atlantic Union Conference Education Code*. Any exception to this policy must be presented to the faculty for consideration and approval by the end of the fourth quarter of the freshman year (AUCOD code 2318:99). To receive a diploma from SLA, a transfer student must take the last semester of full-time work (a minimum of 3.0 credits) at SLA and meet all other requirements for graduation, which are:

- The student's final statement of account must be paid before he/she will receive his/her diploma.
- To participate in graduation students must not have any imminent discipline pending.
- Students transferring from other schools may have taken subjects not taught at SLA. After analysis of these subjects, it is possible that they may be substituted for some of the required semester periods for a diploma.
- A student must take and pass all required subjects for graduation.

- All required community service hours must be completed in order for the student to graduate. To receive credit, any community service hours must be reported in the semester they were completed.

Graduation Honors (AUCOD code 2342:93)

Highest Honors	3.90 - 4.00
High Honors	3.75 - 3.89
Honors	3.50 - 3.74

Student recognition for graduation ceremonies is based on their cumulative grade point average for the eight semesters of secondary school.

Graduation in Absentia

Participation in graduation exercises is mandatory once graduation requirements have been met. Requests for graduation in absentia must be made in writing at least two months before graduation exercises.

Three different diplomas offered at South Lancaster Academy: (Note: all three required 25 clock hours of community service per year of attendance)

- **General Diploma** - Designed for students transitioning to a community college or alternate post-secondary program. It requires 24.75 credit hours and a cumulative GPA of 2.0
- **College Prep Diploma** - Designed for students seeking admission to a four-year college or university. It requires 28.25 credit hours and a cumulative GPA of 2.5.
- **Honors Diploma** - Designed for students seeking a comprehensive four year advanced academic program. It requires 29.25 credit hours and a cumulative GPA of 3.5. In addition, 50% of classes must be honors over the 4 years of Academy. During each of the Junior and Senior years, at least 50% of the core course load must be honors courses.

Valedictorian/Salutatorian Recognition

Recognition is given every year to the two Seniors who have achieved the highest academic honors. Determination is based on a student's GPA carried out to the 100th decimal. If a differentiation cannot be determined by GPA alone, then the following will be used:

- Class ranking according to national test scores (ACT & SAT)
- Total service hours

Secondary Credit Requirements

Graduation Requirements	General Diploma	College Prep Diploma	Honors Diploma
Religion	4.25 credit hours (Senior Survival Required)	4.25 credit hours (Senior Survival Required)	4.25 credit hours (Senior Survival Required)
English	4 credit hours	4 credit hours	4 credit hours
Fine Arts	1 credit hour	1 credit hour	1 credit hours
Modern Language	0 credit hours	2 credit hours	2 credit hours
Physical Education	2.5 credit hours (Health Required)	2.5 credit hours (Health Required)	2.5 credit hours (Health Required)
Mathematics	3 credit hours	4 credit hours	4 credit hours
Technology/Business	1 credit hour	2 credit hours	2 credit hours
Science	2 credit hours (Lab Science Required)	3 credit hours (Lab Science Required)	4 credit hours (Lab Science Required)
Social Studies	3 credit hours (US History Required)	3.5 credit hours (US History Required)	3.5 credit hours (US History Required)
Electives	4 credit hours as needed to complete total credits	2 credit hours as needed to complete total credits	2 credit hours as needed to complete total credits
Total credits required	24.75 credit hours	28.25 credit hours	29.25 credit hours
Community Service *	25 clock hours per year of attendance	25 clock hours per year of attendance	25 clock hours per year of attendance
GPA required	2.0	2.5	3.5

* See Community Service section in Campus Life for details of what constitutes community service.

Class Standing

Class membership at SLA is determined by the number of credits a student has earned and by the successful completion of specific courses. Students who have not earned the minimum credits for a particular class standing may not participate in any of the activities for that class. Senior Survival is an exception as it is a required part of the Senior Bible curriculum.

Freshman

Completion of eighth grade or approval of the Academic Standards Committee.

Sophomore

One year of secondary school and a minimum of 5.75 credits.

Junior

Two years of secondary school and a minimum of 11.5 credits. Credits must include the following:

- English 2
- Religion 2
- Social Studies 1.5
- P.E. 1
- Math and Science 2
- Other 3

Senior

Three years of secondary school and a minimum of 17.25 credits. Credits must include the following:

- English 3
- Religion 3
- Social Studies 2.5
- P.E. 1.5
- Math and Science 3
- Other 4

Exceptions to this policy may be made by the Academic Standards Committee in response to a written request by a student and parent.

Secondary Course Descriptions

Please note: Not all classes may be offered every year. Decisions regarding the course offerings are made by the administration after considering the current needs of the students.

ELECTIVES



Basic Auto Mechanics

A practical course, covering the theory of operation, construction, maintenance, repair and adjustments of the various automotive components. Laboratory experiences are provided.

2 semesters, .5 credit

Criminal Justice

What is a crime? What should society do to people who commit crimes? What happens to people after they are arrested by the police? What happens to them after they go to prison? After they get released from prison? What's the most dangerous situation for a police officer to be in? Should all drugs be legal? Should an eyewitness be believed over forensic evidence? These are some of the questions that are asked in the field of criminal justice. It's not like what you see on all those crime shows on TV. Criminal justice begins long before the police get involved and goes on long after a person is put in jail or prison. This class will take you on the journey from deciding what to call a crime to how we should think about the law and justice.

1 semester, .5 credit

Journalism

"Did you know that one of the last truly independent local sources of news in America are high school journalism labs? Does the idea of tracking down a story that nobody else wants to or can excite you? Would you like to not only learn about the news but write and produce it? Then journalism might be the right elective for you. In this class you will be the reporter, the producer, and the publisher of real news for the real community. This won't be newsletters about banquets and scores from sports. If you want to be on the front lines of the First Amendment, come be a gumshoe in SLA's new journalism program!"

2 semesters, 1 credit

Freshmen Seminar

This course is to help incoming freshmen students manage the academics and social struggles and stress associated with high school and therefore learn to achieve educational success. The course will cover social-emotional learning, various study skills, note-taking, test-preparation, as well as reading and writing strategies. Organizational skills and strategies will also be taught and practiced.

1 semester, .5 credit

Project Management & Planning

This course aims to provide students with hands-on experience collaborating to plan, promote, and implement club meetings and special events. Students will work directly with elementary students and acquire leadership and organization skills. In addition to assisting in running the art club and robotics club meetings, students will have an opportunity to work on planning an additional event. Opportunities for extra community service hours will be available through this class.

2 semesters, .5 credit

Home Repair

This course provides students with an opportunity to explore the many different areas in construction that relate to home maintenance and repair. Students will develop advanced problem-solving skills as they relate to home repair and essential life skills that will help make them self-reliant in maintaining or updating a residential structure. Students will also learn and practice many different home repair procedures and techniques including plumbing, electrical, drywall work, etc.

1 semester, .5 credit

Psychology

The focus of this course is to connect students to high-impact research, to focus on developing critical thinking skills, and to present a multicultural perspective on psychology, so students can see themselves in the context of a wider world. Students will see the importance and value of psychological research, and how psychology can help students make sense of the world around them.

1 semester, .5 credit

Sociology

Did you know that there's a group of people in the United States whose culture teaches them to eat dirt? On purpose! Did you know that when the mob yelled to Pilate, "Crucify Him!" about Jesus, they were reenacting a scene that has been documented in societies for centuries, before and after? These and other fun facts are some of the things you study in sociology. Sociology is the study of society, the groups that make up society, and the behavior of those groups. Sociology helped end child labor and start universal, free education. Sociology helped the civil rights movement fight against racism and racial segregation. And sometimes, sociology discovers weird behaviors--like people who eat dirt--and bad behaviors--like mobs who call for the execution of the innocent. But most of all, sociology can help us learn about ourselves and our own identities by learning about the groups we belong to and how those groups influence our thoughts, beliefs, and behaviors. No matter what you find interesting, sociology has a way of asking questions about it that go deeper to discover the new, the weird, and the surprising. In this course you will learn how to ask questions about the environment around you in ways that make you a better student, citizen, friend, and family member.

1 semester, .5 credit

Woodworking

Woodworking will begin with the study of the proper use and care of woodworking hand tools. As the course progresses, the student will learn more about the safe and proper use of woodworking machinery. The course is designed for beginners. Two projects are required. There will be a lab fee.

1 semester, .5 credit

LANGUAGE ARTS

English I

An overview of the different types of literature and a careful study in paragraph writing with a review of grammar.

2 semesters, 1 credit

English II

A study of the genres of literature with emphasis on structure and form; a study of basic nonfiction and creative writing.

2 semesters, 1 credit

English III

A chronological survey of selected works by American writers. Students will learn to analyze or appreciate literature in different forms, according to Seventh-day Adventist Christian standards of good literature.

2 semesters, 1 credit



English IV

A course designed to acquaint students with major English writers who have helped determine our western culture. Works by Shakespeare, Milton, Bunyan, Swift, Wordsworth, Dickens, and others will be studied.

2 semesters, 1 credit

Public Speaking

This class is a practical course designed to offer the novice speaker a number of opportunities to organize and prepare public speaking assignments. Students will learn about the role of communication in our lives, the communication model, delivery styles, and the effectiveness of language, gestures, and organization techniques.

2 semesters, 1 credit

FINE ARTS



Art I

In this introductory, hands-on art course, students will create artistic pieces in a variety of media, including drawing, painting, collage, and 3D/tactile sculptures. Students will develop and revise works of art for the purposes of personal enjoyment, artistic skill development and sharing art with others in real-world settings.

2 semesters, .5 credit

Art II

This course is a more in-depth, advanced study of the principles and skills learned in Art I.

2 semesters, .5 credit

Band

The secondary band is a one-year course, with an annual commitment expected of participants. Students will review basic skills of scales, rhythms, and theory while working on exciting band repertoire. This will be a graded class that requires participation and practice both at school and at home. The South Lancaster Concert Band will perform for both elementary and secondary Christmas and Spring Concerts.

2 semesters, .5 credit

Choir

A vocal ensemble designed to develop vocal techniques and expose the students to the basics of music theory while giving them an opportunity to perform standard vocal literature. This is a performance-based class open to all students. A minimum number of public performances are required for grading purposes. Auditions may be required.

2 semesters, 1 credit

Drama

This is a performance-based class. Various forms of acting will be practiced to express spiritual themes. Students are required to present at various Sabbath and other religious functions throughout the school year. Students must audition prior to enrolling in the class.

2 Semesters, .5 credit

Resound-Handbell Choir

The South Lancaster Academy Bell Choir is a music class for students who wish to participate in a performance-based ensemble whose repertoire consists of compositions of an intermediate to advanced level. This course is open to all students who have previous experience and are interested in a unique performing opportunity. The South Lancaster Academy Bell Choir will perform for the secondary Christmas and Spring Concerts, as well as in area churches.

2 Semesters, .5 credit

Il Vocé

A chamber vocal ensemble designed to further expose the students to a wide variety of musical styles and literature. This is a public performance-based class. Specialized attire may be required. Students are auditioned from the choir.

2 semesters, 1 credit

Photography

This course covers basic concepts and practice of digital photography, including understanding and use of the camera, lenses, and other basic photographic equipment. The course will address aesthetic principles as they relate to composition, space, exposure, light and color. Digital darkroom techniques through the use of Photoshop and Lightroom will also be addressed.

2 semesters, .5 credit

Pre-requisite: Juniors and Seniors only. Freshmen and Sophomores must interview with teacher if they wish to take the course.

SOCIAL STUDIES

Behavioral Economics

This course examines our day-to-day choices, which are often influenced by factors that we are not aware of. According to the Harvard Business Review, behavioral economics “combines insights from psychology, judgment and decision making, and economics to generate a more accurate understanding of human behavior.” It can help us make better decisions in our day-to-day lives, and help us be aware when we are being manipulated.

1 semester, .5 credit



Creative Cultures

This course is designed to enhance students' knowledge of the world around them as it relates to cultures. The importance of interrelations between cultures will be explored. This course will examine cultures from the Bible, missionaries, the expatriate lifestyle, travel-savvy skills, country close-ups (traditions, tastes, sights, symbols & sounds), and interactive projects in addition to the textbook curriculum materials.

1 semester, .5 credit

Economics

This course introduces and reinforces the fundamentals of economics, including macroeconomics, microeconomics, and personal finance. During this course, students will gain a greater understanding of economics ranging from the viewpoint of the individual consumer or small business owner to the global economy. The course will study the law of supply and demand, forms of business, labor unions, government finances and influence on the economy, money, and prices.

1 semester, .5 credit

Practical Law

Practical Law is a course that studies laws that affect our everyday lives. This course delves into criminal and juvenile justice systems, individual rights and liberties, tort law, family law, and consumer law. It includes contemporary issues while providing students with a practical look and approach to law and government and providing an opportunity to develop problem-solving skills that are needed in a law saturated society.

Prerequisite: Senior standing or permission of the instructor.

1 semester, .5 credit

History of American Culture and Issues

An in-depth look at various cultures throughout American history and their struggles. The student will gain an understanding, appreciation, and sensitivity to cultures other than their own by studying the vast cultures, struggles and victories that make America what it is.

1 semester, .5 credit

History of New England

This course explores the history of the states that comprise New England from precolonial times to the present. This class takes an in-depth look at specific events, issues, battles, and wars that helped form the first colonies and then the first states.

1 semester, .5 credit

U.S. History

This course traces the development of the U.S. from its founding through its rise to world prominence in the twentieth century. The emphasis of this course is on nineteenth century and twentieth-century developments, which prepared the U.S. for its role as a world power.

2 semesters, 1 credit

U.S. Government

This course examines the structure, functions, and historical development of government in the U.S. at the national and state/local levels. Current issues, especially those that are most resistant to legislative solutions, will provide a major part of the material for this course.

Course Highlights: Focus on mastery of study skills, research & essay writing, and real-world application exercises.

Pre-requisite Requirements: U.S. History

1 semester, .5 credit

World History

This course examines human development from the earliest known civilization to the present day. Students learn about the socioeconomic conditions, political institutions, and ideological attitudes that have marked various time periods throughout history. Using primary and secondary sources as-well-as media, students conduct an inquiry-based research to examine historical events, cultural developments, and social and family structures.

2 semesters, 1 credit

MATHEMATICS

Algebra I

An understanding of the real number system is developed and used throughout the course. Functions are presented as sets or ordered pairs and as mappings. Abundant and varied practice in computation and problem solving for three levels is provided.

2 semesters, 1 credit



Algebra II

This course includes a review of elementary algebra with topics in trigonometry, logarithms, conic sections, polynomial functions, matrices, determinants, permutation, combinations, and probability. Relation and functions are thoroughly explored and used to unify the course.

Pre-requisite: Algebra I.

2 semesters, 1 credit

Consumer Math

This course covers the mathematical processes and techniques currently used in the fields of business and personal finance. It includes basic business math skills with particular emphasis on percentages, interest discounts, arithmetic of payroll taxes, bank statements, income, budgeting, personal banking, establishing retail prices, consumer credit, simple interest, compound interest, and consumer loans. The course will also help students understand the impact of their financial decisions and discover the Biblical principles for dealing with money and materials.

2 semesters, 1 credit

Geometry

Skills are developed in deductive reasoning and the logic in deductive proofs is plainly revealed through recognition of postulates, definitions, and theorems. Both induction and intuition aid in discovery of problems and solutions. Algebra and geometry are integrated in novel treatment of number properties. Plane geometry is extended to solid geometry throughout the course to demonstrate spatial relationships.

Pre-requisite Requirements: Algebra I

2 semesters, 1 credit

Pre-Calculus

This course is designed to develop facility with the topics and techniques necessary for first semester calculus. This includes polynomial and rational functions, exponential and logarithmic functions, trigonometric functions and identities. It includes composition and inverse functions, complex numbers, and radian measure.

2 semesters, 1 credit

Calculus

This course covers limits both finite and infinite. Students will work with both algebraic and trigonometric functions as well as how discontinuities relate to the calculations of limits. Students will also learn how to use the rules of differentiation for many types of functions. They will both approximate the area under the curve and use integration to calculate the area. Applications in both differentiation and integration will covered such as but not limited to related rates, optimization, and solids of revolution.

2 semesters, 1 credit

MODERN LANGUAGE

Spanish I

An introductory course designed to establish basic principles of Spanish grammar with emphasis on conversation skills and reading of simple material on Spanish culture. Language laboratory materials assist in acquiring listening and speaking skills.

2 semesters, 1 credit



Spanish II

Review of grammar combined with oral and writing practice, continued vocabulary building through reading, aural-oral drill and laboratory practice.

Pre-requisite: Spanish I.

2 semesters, 1 credit

PHYSICAL EDUCATION AND HEALTH

Health

A course designed to help students appreciate the value of physical, mental and social health, and to help them acquire the knowledge they need to achieve and maintain such a state of well-being.

1 semester, .5 credit



Physical Education I, II, III, IV

Offerings include beginning classes in the following courses: racket sports, conditioning, softball, basketball, volleyball, and fitness for life.

1 semester, .5 credit

Varsity Athletics

Those participating in varsity /junior varsity athletics may earn up to 1.0 PE credits, which can be applied to the Physical Education graduation requirements of 2.5. A student must attend 90% of practices and games to qualify for the credit.

Per Sport, .25 credit

Core Performance

Core Performance is a great exercise program for anyone, but it can especially benefit athletes. It delivers strength, endurance, a lean body, balance, flexibility, quickness, and power. When you move your body, it almost always involves core muscles in your abs, lower back, hips, and/or thighs. The focus on your core will help you perform better, stand taller, feel better, reduce the chance of injury, and prevent the back pain from which most people eventually suffer. This program enables you to totally transform your body.

1 semester, .5 credit

RELIGION

Religion I

First semester is a study of Genesis in order to understand God's love for man. Second semester is the continuing theme of God's love reflected in the Life of Christ in the Gospels.

2 semesters, 1 credit



Religion II

A historical survey of the development of God's People. First semester covers the book of Exodus, an Old Testament survey, the Inter-testament period, and the Reformation. Second semester is a historical survey of the Seventh-day Adventist Church describing God's final church in action.

2 semesters, 1 credit

Religion III

First semester is a study of the book of Romans with the portrayal of salvation, followed by a study of the prophecies of Daniel and Revelation. Second semester is a study of the fundamental Adventist doctrines including the Sabbath, the Second Coming, and the Judgment. Principles of Bible study are also developed and applied.

2 semesters, 1 credit

Religion IV

A study of human behavior as it relates to the problems and adjustments of everyday life. Special emphasis is given to practical Christianity, vocations, love, courtship, and marriage.

2 semesters, 1 credit

SCIENCE

Anatomy and Physiology

A lab science college preparatory course that covers topics including a survey of skeletal, muscular, nervous, respiratory, digestive, circulatory, lymphatic, endocrine, and reproductive systems. Honors credit available.

Pre-requisite: B in Biology and Chemistry minimum.

2 semesters, 1 credit



Astronomy

A science course that studies the history of astronomy, the nature of planetary systems, the nature of stars, galaxies, and the Universe and God as Creator. This is an independent study course completed in close contact with the science teacher. This course will include the use of a telescope.

Pre-requisite: B in Physical Science minimum

2 semesters, 1 credit

Biology

A lab science class that covers topics including creationism, fundamentals and history of biology, ecology, cell biology, and genetics. Lab includes experience with microscopes and dissections. Honors credit available.

2 semesters, 1 credit

Chemistry

A lab science college preparatory course that covers topics including fundamentals and history of chemistry, subatomic matter, writing formulas and naming compound, chemical bonding, changes in matter, mole relationships and stoichiometry. Honors credit available.

Pre-requisite: B or better in Algebra I and Biology

2 semesters, 1 credit

Environmental Science

A science course that covers the natural world and how it is influenced by human activity and the problems that our planet is facing today and various efforts to solve these problems for a sustainable future. Topics include ecology, populations, renewable and nonrenewable resources. This is an independent study course completed in close contact with the Science teacher.

2 semesters, 1 credit

Genetics

A lab science class that studies heredity and variation. Topics include patterns of inheritance, molecular structure, replication of the genetic material, molecular properties of genes, and genetic technologies. Second semester, this is an independent study course completed in close consultation with the science teacher.

Pre-requisite: C in Biology minimum.

2 semester, 1 credit

Physical Science

A year-long lab science that covers topics including introduction to the periodic table, basic chemistry and physics. This course prepares students for advanced studies in chemistry and physics. Lab experience includes emphasis on lab safety, basic lab equipment and lab behaviors. Honors credit available.

2 semesters, 1 credit

Physics

A year-long lab science that covers topics including mechanics, heat, waves, and electricity. Each topic is organized in a graded development that starts with the simpler ideas and goes on to the more complex. The relationship between matter and energy is stressed throughout the course.

Pre-requisite: Algebra I, Geometry and Algebra 2

2 semesters, 1 credit

Zoology

A semester long lab science that covers topics including taxonomy, vertebrate and invertebrate animals. There will be an emphasis on research, projects, field and lab work. Honors credit available.

Pre-requisite: Biology.

1 semester, .5 credit

TECHNOLOGY/BUSINESS



Accounting

A course designed to introduce accounting principles and vocabulary. The course stresses learning to analyze transactions and to apply the rules of debit and credit.

1 semester, .5 credit

Advertising & Marketing

This course offers a basic foundation in the area of Advertising and Marketing. It will provide students with an understanding of the marketing mix; product, price, promotion, and place. The class also includes topics on types of advertising media and strategies, target marketing, market segmentation, marketing plan, and market research. Students will have the opportunity to compile information and analysis on a particular business and product and organize and plan an advertisement campaign.

1 semester, .5 credit

Personal Finance

Personal Finance is a course designed to help students understand the impact of their financial decisions, discover the Biblical principles for dealing with money and materials and choose ways to integrate God in their financial planning. This course utilizes *Faith and Finance workbook* and *Foundations in Personal Finance: High School Edition*, which features in class and online lessons taught by Dave Ramsey and his team of experts covering topics such as, savings, budgeting, debt, life after high school, consumer awareness, investment and retirement, insurance, career and taxes, and giving.

1 semester, .5 credit

Career Explorations

This course is designed to assist students with exploring careers and developing skills necessary to make meaningful decisions about their career choice. Personality and interest tests will be administered to help students identify their areas of strength. Guest speakers from various careers will share their experiences for their chosen career, giving students the opportunity to ask questions directly with individuals in the workplace. College representatives will be invited to expose students to the process of selecting a college and completing a college application including the financial aid process.

1 semester, .5 credit

Computer Applications

An introduction to various computer applications. Students are introduced to creating presentations, spreadsheets, documents, drawings, and sites using Google Workspace. Instruction is given in this software, emphasizing functions related to the creation of documents required in an education setting. Additional material covered in this course includes digital citizenship lessons on real-world digital challenges that students face today and coding Scratch using the Google CS First curriculum.

1 semester, .5 credit

Creative Artistic Exploration

A semester-long project-based course in which students will explore using a variety of different media. Students will design their own projects and syllabus for the semester with teacher guidance. The course will provide students with an opportunity to pursue projects in their field of interest, which can include but are not limited to drawing, painting, 2D/3D design, video, and career exploration projects. This course will also allow those interested in pursuing creative careers to develop their portfolio for college admission. Pre-requisite: Art 1 or by permission of instructor.

1 semester, .5 credit

Introduction to Computer Science

This course is designed to offer an introduction to computer science. Students will learn the basics of computer programming along with the basics of computer science. The material emphasizes computational thinking and helps develop the ability to solve complex problems.

1 semester, .5 credit

Intro to Python

This course teaches the foundations of computer science and basic programming, emphasizing helping students develop logical thinking and problem-solving skills. This course utilizes a fully web-based program where students will be writing and running code in the browsers.

1 semester, .5 credit

Yearbook

The goal of this class is to create the school's yearbook, *Footsteps*. Students will be involved in various activities, such as: fundraising to supplement the financial needs of production, using digital cameras, and working with software for page layout. Students will also learn and practice team working skills and decision making as they progress through the creation process. *Note: This course can be count as a business credit.*

2 semesters, 1 credit

Attendance Policy

Success in school is directly related to attendance because new skills and concepts are introduced every day. At South Lancaster Academy, students are expected to conform to the rules of attendance. South Lancaster Academy adheres to and is in full compliance with Atlantic Union Education Code 1881.93, and Chapter 76 of the laws of the Commonwealth of Massachusetts, which defines attendance regulations.

Except in cases of illness and extenuating circumstances, students are expected to be present when school is in session. Out-of-school appointments should be scheduled after school hours if possible, so that the continuity of education will not be interrupted. Please do not make regular appointments that require frequent early dismissals. Whenever a child leaves school early, he/she needs to be signed out at the office by an adult before being dismissed.

Students who are absent from school for any reason must present a written excuse to the teacher or office upon return.

Attendance Expectations

A student who enrolls in a course is expected to be present for every class session. Class time is important and excessive absences and tardies will result in a failure due to absence. A student missing 15 percent of any one class per semester due to unexcused absences or 25 percent of any one class per semester due to combined excused and unexcused absences will be subject to failure due to absence (FA) except by special action of the Academic Standards Committee. The following indicates what is considered excessive absences:

<u>ELEMENTARY</u>		
7 unexcused absences per quarter		
12 total absences including excused per quarter		
<u>SECONDARY</u>		
<u>Class Periods Per Week</u>	<u>Unexcused Absences Per Semester</u>	<u>Total Absences Per Semester</u>
Class in a block period	7	12
Class in a non-block period	14	24

Excused Absences

- Illness
- Death in the family
- Health professional appointment (formal documentation needed from physician, dentist, optometrist, etc.)
- Court date (formal documentation needed)
- College visitation for juniors and seniors (up to two visits of up to four school days each per year) with documentation of visitation
- Any school-sponsored activity scheduled during class time
- Long-term illness (documented by physician at the start of the year or illness)
- Absence due to disciplinary action/suspension

- Extenuating circumstances excused at the discretion of the administration.
- **Homework Makeup:** A student is given the number of days absent to make up their work in classes, i.e. if a student is absent three days, they have three days to make up the work. If the work is not made up in the allotted time period, teachers are under no obligation to accept the work and can count the work as incomplete.

*A note stating the date of and reason for the absence must be submitted within **5 days of return**, or the absence will count as unexcused. Absences **for medical reasons** that exceed 3 consecutive days must be substantiated with a physician's note. Students are expected to make up any missed work.*

Unexcused Absences

- Family trips
- Non-health related appointments
- Any other circumstances that do not fall within the guidelines for excused absences above.

Pre-Arranged Absences

Planned absences from school must be requested in writing by submitting a completed "Pre-Arranged Absence Form" to the school registrar. Forms may be obtained from and returned to the school administrative offices for approval. **The school does not encourage these requests under any circumstance.** Pre-arranged absences DO count towards a student's failure due to absence count.

Family vacations and trips, which are scheduled when school is in session, are not considered valid reasons for absence and are not excused absences. While teachers will allow students who submit a pre-arranged absence form to make up missed assignments, tests, and quizzes, they will not prepare work in advance for a vacation related absence. In addition, teachers will not re-teach or tutor students when they return from a vacation. The classroom teacher will establish the appropriate timeframe for making up the work. It is the student's responsibility to determine the work which needs to be done when he or she returns to school.

Tardiness

Our school strives to teach students to be punctual. Students are expected to be in their classes at the bell when attendance is taken. Students in grades 9-12 late for school must report to the administrative office and sign in.

If a student in grades 7-12 is **tardy three times to one class, one unexcused absence will be charged to the student for attendance and credit purposes of the class.** If students are not punctual to class, they could lose credit for the course. Lost course credits could jeopardize meeting graduation requirements. Students who miss more than 10 minutes of a class will be considered absent for that period. Students who have an unexcused tardy to class will not be permitted to make-up work missed due to tardiness.

Loss of Credit

In the event a student loses credit for a course, it will be recorded on their transcript as FA (Failure Due to Absence) and calculated as an F in their GPA. The student will be required to make up the course as necessary to meet graduation requirements.

Appeal Process

A student and/or family may appeal the loss of credit due to excessive absences. The appeal must be **submitted** in written form to the Academic Standards Committee. The committee may decide to waive or modify the attendance policy where reasonable grounds for the absences exist.

All appeals must contain written documentation that may excuse absences and reduce the number to below the 15% of unexcused or 25% total absences allowed. The Academic Standards Committee will be the final determiner of credit acquisition/loss in the event of an appeal. Absences that cannot be appealed include truancy or class cuts, unexcused tardies, vacations, etc.

Early Dismissal Procedure

If parents wish to have a student dismissed before the close of the daily session, a written request should be submitted to the office in advance. Students may not leave the school grounds during the day without written permission from their parents and approval of the administration.

Early Release

Students that have earned enough credits to fully qualify as either a junior class member or senior class member have the privilege of early release from school for work or college classes only. Students are allowed to leave school early who:

- Have no scheduled classes during the afternoon including credit recovery classes
- Have no disciplinary or administrative actions prohibiting them from departing early
- Have documentation of work schedule or college classes
- Have an appropriately completed Early Release Form with their parent/guardian signature.

No student will be allowed early dismissal prior to the lunch period. Students with early release must leave campus immediately after the last scheduled class. Documentation of the college class or work schedule must be supplied with the Early Release Form. Students with Early Release may not return to campus for any reason during normal school hours. They may return for after-school programs or meetings.

Truancy

Students who are truant from school, including leaving school grounds without permission, will receive a minimum of one day out-of-school suspension. Students will receive zeroes on all assignments missed that day. Excessive truancy will be handled as a disciplinary matter and referred to the Discipline Committee. As mandated reporters, we are also required to report a student's excessive absences to MA Department of Children and Families (DCF).

Dress Code Policy

Rationale

SLA expects students to be dressed and groomed in such a way as to not disrupt or distract from instructional procedures or classroom decorum. Appropriateness to the occasion, the activity, and the time should always be the guide. Students should choose their clothing based on the principles of Cleanliness, Neatness, Modesty, and Appropriateness.

All uniform purchases must be purchased through our exclusive vendor, Tommy Hilfiger (TH). Our past vendors are no longer carrying our uniform.

During School hours, all non-dress code items must be properly stored in student lockers or classroom coat racks. Students should be in full school uniform when they enter the building.

School Uniform

The basic school uniform shall consist of a polo style shirt and casual slacks/shorts/skirts. This uniform is required Monday through Thursday. Friday is optional *should a student wish to dress in Crusader wear.* Details follow:

Polo Shirts

- Exclusively purchased from Tommy Hilfiger with the embroidered SLA school logo.
- Required polo shirts are listed as such at our exclusive TH website.
- Authorized colors for polos are: Purple, black, grey, and white.
- Must fit properly.
- All students must own a purple shirt for special occasions and field trips.
- Note: No Browning Elementary or alternate logo is acceptable.

Pants/Shorts/Skirts/Skort/Jumpers-Dresses

- All Pants/Shorts/Skirts/Skort/must be of uniform style and material.
- Required bottoms are listed on TH's website along with optional pieces.
- Authorized colors are: Black, Navy Blue, or Khaki.
- Must be properly sized, not baggy or skin tight.
- Must never have any underwear showing.
- Shorts, skort, and skirt length must be no more than mid-thigh from the back of the knee.
- Leggings, sweatpants, yoga pants, etc are not acceptable on any school day.

P. E. Uniforms

- All students in grades 7-12 must wear a specific uniform for physical education.
- Optional sweatpants/sweatshirts may be purchased from TH for physical education only.
- Athletic shoes are required for all P.E. activities.

Fleeces/Sweaters/Outerwear

- All outerwear that is worn inside SLA must have the SLA logo embroidered on them and are to be purchased through TH. **No other outerwear is allowed to be worn inside the building.**
- A student does not have to wear a school polo underneath a school logoed sweater/vest. However, a shirt is required and must have a collar and be of the school colors: purple, black, gray, or white.
- Students may wear clothing underneath their polos and/or skirts so long as it is either solid black or white. (Referencing long sleeve pullovers and leggings.)

Optional Formal Uniform Pieces

- Optional uniform wear is available to purchase from TH if a student wishes to dress on the formal side. These pieces are on our exclusive TH uniform website and are listed as optional.

Crusader/Class Spirit Fridays

- Dress Down Day ***with*** Crusader Gear ***during Friday school days only.***
- Must be appropriate, neat, clean, and properly fitting.
- ***Leggings, sweatpants, yoga pants, etc. are not acceptable on any school day.***

Footwear

- Must be worn at all times.
- For safety reasons enclosed shoes must be worn on the playground and in the gym.

Headwear

- Headwear of any type (hats, bandanas, hoods, do-rags, etc.) is not permitted in the building at any time. Exception: Headwear worn for religious and/or cultural beliefs.

Headphones

- Headphones, including wireless and wired earbuds, are not to be worn in the building unless they are used for instructional purposes in the classroom by the teacher's request. **SLA reserves the right to confiscate these items and return them to the owner at the end of the year.**

Jewelry

- Jewelry is defined as including but not limited to bracelets, necklaces, rings, ear and tongue rings and studs, body piercings and toe rings.
- Leave your jewelry at home if you wear it. Thanks.

Dress Code Violations

- Students found out of dress code will be dismissed from class and required to change into appropriate clothing before returning to class. This could mean parents having to bring the appropriate clothing for their child. Repeat offenses will incur discipline actions according to the 9 Step Discipline process.

Exclusive Authorized Vendor

Tommy Hilfiger

- SLA exclusive uniform website: www.globalschoolwear.com
- Customer Service: 1-800-825-2860

School Discipline

Nine Step Discipline Program

Grades 1-12

It is the aim of the school to provide all its students with a safe Christian environment in which to worship, study, socialize, and play. It is also the school's objective to institute a disciplinary process that is redemptive and educational.

Nine-Step Discipline plan is based on five elements:

Simplicity: The plan is easily understood by all concerned and the consequences are clearly defined.

Consistency: A standardized program provides a consistent enforcement policy as well as fairness for all students.

Communication: Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the student's placement within the step process, as well as the disciplinary action to be expected if the student chooses to move to the next step.

Parental Involvement: As adults, we are expected to be Christian role models for our children/students. Therefore, all behaviors that are expected of our students are also expected of our parents and of school personnel. We expect everyone to act within Christian principles and practice Biblical counsel when working towards solving disagreements.

Parents are involved in every Step, either through written and/or personal communication.

When a student begins to show a consistent disregard for school policy, we will ask the parents to meet with Guidance Committee. The staff and the family form a partnership to encourage the student to modify his or her behavior and make future steps clear should the student continue to make poor choices.

Progressive Disciplinary Action

With each successive violation, the student advances to another level. If all interventions fail—assigned detentions, conferencing, counselling and suspensions—the student will be asked to withdraw.

Step Procedure

- Step 1 Detention (one-hour)
- Step 2 Detention (one-hour)
- Step 3 Detention (2 one-hour detentions) Discipline Committee meeting
- Step 4 Suspended for 1 day
- Step 5 Suspended for 2 days

- Step 6 Suspended for 3 days
- Step 7 Suspended for 1 week
- Step 8 Suspended for 2 weeks
- Step 9 Student is asked to withdraw

Minor Infraction Areas

A student will begin the step process on the third minor infraction in any area including on campus and off campus infractions. Minor infractions begin at Step 1

Infractions in these areas include, but are not limited to the following: disruptive behavior in the classroom, inappropriate dress, jewelry usage, food, gum, electronic devices, cell phone usage, skipping classes, swearing, on-campus vehicle violations, public display of affection (PDA), Chromebook violation, and crude language.

Attending Detention

If a student does not want to attend detention, that will be unfortunate. Their action will tell us that they no longer wish to serve a detention and instead would like to be placed at Step 4 for a one-day in house suspension.

Major Infractions

For violations of a more serious nature, such as open defiance of authority, leaving campus without permission, obscenity, substance abuse, possession of a weapon, violence, attacks on the Christian values of the school, sexual misconduct, etc., staff members will submit an infraction form, which is sent directly to administration for disciplinary action by the Discipline Committee.

Major infractions that involve criminal charges will be turned over to the local authorities. All infractions that require a suspension will begin at Step 4 and can begin at a higher Step depending on the severity of the infraction. Below is a list of the major infractions and at which Step they would begin disciplinary action.

Step 4 (1-day suspension)

- Minor Insubordination
- 4th offense-Unauthorized electronic device usage

Step 5 (2-day suspension)

- Gambling
- Gang Attire
- Fire alarm/equipment violations (includes \$50 fine and equipment replacement)

Step 6 (3-day suspension)

- Leaving campus without permission
- Vandalism
- Bullying
- Intimidation

- Initiations
- Misuse of school keys
- Harassment (includes all forms, verbal, physical, and sexual)
- Inappropriate use of Internet
- Pornography

Step 7 (1-week suspension)

- Theft (including school keys)
- Discrimination/Racism
- Fighting
- Major Insubordination
- Threats of harm to the school, students, and/or faculty and staff

Step 8 (2-week suspension)

- Drug use and/or possession
- Smoking/Vaping
- Alcohol use
- Network hacking
- 2nd Offense-Insubordination
- 2nd Offense-Bullying

Step 9 (expulsion)

- Supplier-cigarettes, alcohol, drugs
- Occult involvement
- Sexual activity
- Weapon possession and/or use
- Physical attack-staff, students, or property

Special Disciplinary Situations

Academic Dishonesty

South Lancaster Academy places a strong emphasis upon academic honesty and integrity. Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person's words, ideas, artwork, pictures, etc. without giving credit to the original source. Plagiarism includes: Using, borrowing, lending or copying anyone else's words, ideas, or information in an assignment, without giving proper credit to the original author or turning in work that has been submitted for credit in any other class without prior approval from both teachers. Students who copy other students' work, cheat on tests, and/or assist other students to cheat will receive:

- 1st Offense- no credit for the work involved and may, at the teacher's discretion, be required to attend a conference between the teacher and the student's parents.
- 2nd Offense- will receive no credit for the work involved and will be required to appear before the Discipline Committee for review.

- 3rd Offense- will be dropped for the semester from the class in which they were caught and will receive WF.
- 4th Offense- may be expelled.

Inappropriate Cell Phone/Electronic Device Usage

If a student violates SLA's cell phone policy, the following disciplinary action will occur:

- 1st Offense-cell phone will be confiscated and only returned to the parent.
- 2nd Offense- cell phone will be confiscated, \$50 fine, returned to parent upon payment of fine.
- 3rd Offense-Student will begin at Step 4 (1-day in-house suspension)
- Any subsequent cell phone infraction will result in subsequent disciplinary steps being initiated.

Suspension

A suspension will be up to a maximum of two weeks on or off campus. If the suspension is on campus, community service for the school may be required. Studies will be assigned during this time and must be handed in the first-class day after the suspension ends.

Tests missed must be scheduled at the discretion of the teacher. It is understood that some in-class and performance work cannot be made up.

Expulsion

Any practice or attitude, which undermines the standards of the school, is not permitted. Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or his/her influence becomes detrimental to others, s/he may be dismissed whether s/he has broken specific rules.

An expulsion will be for the remainder of the semester or the remainder of the semester plus one full semester depending on the offense.

A student who has been expelled may apply to Academic Standards Committee for permission to write his/her final exams if his/her expulsion and other absences result in no more than 13 class absences (per the attendance policy, credit may be lost if 15% of any course - approximately 13 class periods - is missed). If permission is granted, a student may also complete assignments missed after his/her withdrawal date. It is the student's responsibility to contact his/her teachers for assignments missed. All such assignments are due one week before final exams.

Disciplinary Visitation to Campus (after suspension or expulsion)

Students who have been suspended or expelled may be permitted to visit the campus during the current school year at the discretion of the Guidance Committee. **APPROVED VISITS MUST BE PRE-ARRANGED WITH THE PRINCIPAL.**

Process of Appeal

It is the school's policy to provide an orderly process for students and parents to appeal decisions regarding students made by the faculty or administrators of the school. It is intended that decisions regarding students

be made as close to the classroom as possible without involving the School Board. However, the School Board has the right and responsibility to make the final decision. This policy establishes a process that meets the needs of students and protects their privacy while also protecting the academic and organization integrity of the school.

When a student or parent is unwilling to accept a decision of the faculty or administration, the following steps will be taken:

1. The student or parent will first meet in private with the teacher and administrator to seek resolution of the issue. A serious attempt will be made to achieve an acceptable solution at this level. Parents are encouraged to clarify the specific facts of the situation before proceeding with an appeal. Appeals of administrative decision go to the Chair of the School Board as described in Step #4.
2. When a student or parent is not willing to accept the decision of a teacher, they should prepare a written statement of appeal stating: a) the decision that is being appealed, b) the relevant facts to be considered, and c) the specific action on the part of the school that is desired. This statement should be given to the principal of the school who will then request the person or group making the original decision to reconsider their decision based on the appeal.
3. If the student or parent is unwilling to accept the decision that is made as a result of Step #2, and it is the decision of an individual faculty member that is being appealed, the next step is to request a hearing before the appropriate faculty committee as determined by the principal. The student or parent may request that the original written statement be presented or may write a new statement of appeal. If the student or parent finds the faculty committee decision unacceptable, they may appeal to the full faculty. The principal will present the written statement of appeal to the faculty.
4. If a student or parent is unwilling to accept the decision of the full faculty or an administrative decision, the next step is to appeal to the School Board. The student or parent should direct their appeal to the School Board Chair or in his /her absence to the Vice-Chair who will appoint a three-person subcommittee of the School Board to hear the appeal. The student or parent must submit their appeal in writing along with any supporting information. The student or parent has the right to view the administration's response to their appeal, but because of confidentiality concerns, may be limited in what information they may view.
5. If the decision of the School Board subcommittee is not acceptable to either party, they may appeal to the full School Board, which will follow the same process as in Step #4. The decision of the full board is final.

All appeals should be in writing. However, at each step in this process the student and/or parent may appear in person to present their side of the issue in addition to their written statement if they so desire.

Probation

Under some circumstances after a suspension or expulsion, students may be permitted to return to school on a probationary basis. The Administrative Council will develop the conditions. Each student on probation will be assigned a faculty mentor.

Arrival/Dismissal Policy

Please do not leave your car unless it is parked in a designated parking spot. Avoid exiting your car and leave it running at any time while in the driveway. This presents a safety hazard. Avoid parking near the driveway entrance or exit. It blocks the flow of traffic.

SPEED LIMIT ON CAMPUS IS 10 MPH EXCEPT DURING PICK-UP OR DROP-OFF TIMES WHICH IS 5 MPH.

Under no circumstances should transportation park on the north side of George Hill Road causing students to cross the street.

The through lane (left lane) is exactly that, a through lane, which means no stopping to pick up or drop off your child. IT IS NOT TO BE USED TO CUT INTO THE DROP-OFF LANE.

Student Patrols are utilized during arrival and dismissal for grades P-6 to assist students and help assure their safety. **We work hard to teach our students respect, courtesy, and responsibility and we appreciate you helping us teach them by showing the same.**

Families with students in the elementary building will be issued an official school numbered placard card, which must be displayed clearly in the vehicle until your child has been picked up. Any vehicles without our official placard may be required to park and report to the office for pickup.

Arrival

It is very important for your child to start the school day in a positive way. Prompt attendance ensures that your child will not miss important information and the worship experience that begins each day. Therefore, all students should ideally arrive by 7:55 a.m. School begins at 8:00 a.m. Please note that there is no supervision before 7:30 a.m. We ask that you do not drop students off prior to this time.

Parents are kindly asked to leave the building by 7:55 a.m. so the teachers and students may focus on starting the school day. If you have a message for your child's teacher in the morning, please try to send it in a note. (The first day of school will be an exception since this day may pose some adjustment needs for parents and students.)

Cars are asked to pull up as far as possible. Exiting the car should be done at the beginning of the porch or beyond. This allows us to use all available space as quickly as possible. It also helps keep the children safe. The children should then proceed into the building along the sidewalk.

Grades P-6 Dismissal

Our ability to effectively serve depends on everyone's cooperation with guidelines and procedures. The safety and care of your children is our number one concern. Please take careful note of the following responsibilities and procedures.

Students

Students in the elementary building must be picked up by 3:35 p.m. (12:20 p.m. Friday). All students remaining after this time will be sent to the Discovery After-School Care, and the parent/guardian will be charged accordingly. We ask that students be prepared to exit his/her classroom as soon as his/her number is called to expedite dismissal.

- **Walkers will be dismissed first.** If you are a walker, you must exit the building by the front door and leave the campus immediately. Please do not return to the campus after school hours unless a parent accompanies you.
- **Remaining students** will wait in the classroom for their dismissal number to be called.
 - Listen carefully and wait silently for your number to be called. Proceed immediately to the porch.
 - Remain on the sidewalk as directed by the traffic monitor. We want to keep traffic moving and use all available space. Under no circumstances will we allow students to walk across the driveway to a car parked on George Hill Road.

Dismissal to the Discovery After-School Care: Students signed up for after-school care will be sent immediately when the dismissal bell rings.

Parents

During dismissal time all parents, siblings, and visitors will be asked to remain outside the building. The hallway must remain as open as possible. All arrivals and dismissals are conducted through the front entrance. Teachers need this time slot to concentrate on dismissal order and management. We are asking you to understand that a teacher's classroom duty is not complete until dismissal is over. If you need to speak with your child's teacher, please make an appointment outside of school hours. This time is specifically set aside for teacher/student focus.

If you are a **walking parent**, please give your number to the door supervisor and wait on the outside porch for your child. ***Siblings from the secondary building will not be allowed to pick up students from the elementary building and take them to the secondary building or anywhere else on campus. Student drivers picking up siblings at the elementary building must drive their vehicle to the front of elementary for the sibling to be released to them. They should leave the campus immediately.***

If you are a **driving parent**, display your number on the dashboard the whole length of the driveway. By keeping your number displayed it helps the patrols know your number if they have to call it more than once. **If you are sending someone else to pick up your child, we must have written permission.** Verbal requests will not be accepted. Drive as far as possible so that other cars can pull up behind you and be loading their

children at the same time. Do not park on George Hill Road. Students are not allowed to cross the street. They may only get in the vehicle in the driveway to the right. In addition, parking on the road makes it difficult for local traffic to get through. We must keep the traffic flowing. This promotes good community relations. In order to keep traffic flowing on George Hill Road, all traffic is required turn right (east) at the end of the driveway. It holds up everyone when cars attempt to enter the line of traffic going west on George Hill Road.

Grades 7-12 Dismissal

Parents need to plan to pick up their children by the dismissal time. All students will be required to exit the building at this time except under severe weather conditions. *If there is an after-school activity, the students involved in that activity must be under the direct supervision of the faculty member involved with that activity. Student spectators of sporting events are required to leave the secondary building until the scheduled event.*

There will be no early dismissal of students from the secondary building. Parents or transportation providers may pick up elementary students and then wait in the lower secondary parking lot until secondary building dismissal.

Secondary transportation providers will follow the elementary building drive pattern or pull in and park in the lower parking lot allowing secondary building students to safely walk to their vehicles. Cars that pull into the lower parking lot must park and not sit in the laneway blocking traffic.

Seventh and eighth grade students are to exit and be picked up from the lower entrance of the secondary building. Students that are not immediately picked up may wait within their classrooms under supervision of their teacher until 4:00 p.m. (Fridays 12:40 p.m.)

Traffic Flow

NOTE: Only school issued numbered placards will be recognized as authorized to pick up students.

Grades K - 6: The early arrival of vehicles fills up the driveway quickly causing traffic congestion. Please plan to arrive at the school no earlier than 3:10 p.m. (M-Th) or 11:55 a.m. (F). The dismissal for students being picked up does not begin until 3:15 p.m. (M-Th) or 12:00 p.m. (F) All traffic unable to enter immediately into the school driveway must wait in a line to the edge of the road next to the secondary building and the lower field leaving the lower secondary building parking lot entrance open for traffic to enter and exit. If there is already a line of traffic waiting to come into the driveway, please do not try to turn in, but go to the end of George Hill Road, turn around at Goss Lane/Langen Road, and join the line of waiting cars. This will work to keep at least one full lane of traffic always open and free.

Grades 7-12: Vehicles picking up students from the secondary building will enter and exit the lower parking lot or follow the traffic pattern in front of the elementary building.

Student Life

Rationale

South Lancaster Academy has certain standards by which all students are expected to abide. When these principles are accepted and practiced by the students, this school becomes in a truer sense the school that God wants it to be. The Four Respects located in the front of this handbook outline these standards.

Asbestos Policy

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this school. The management plan has been submitted to the state for review and approval. A copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

School Athletics

Ski Club

During the winter months, opportunity is given to students in grades 4-12 to ski six afternoons at the Wachusett Mountain Ski Area with discounted rates for the school organization. Students will be excused from classes and eligible to ride on school transportation only if ski tickets are purchased through the school ski program. The students in grades 9-12 ski club also go on a one-day ski trip to a larger ski area each year. There is a fee for participation in this event.

Varsity Interscholastic Sports Program

Students in grade 5-12 have an active and successful varsity program for both boys and girls. Teams are selected after extensive tryouts. Students have an opportunity to develop their skills during organized practice times. These students will have the opportunity to participate in the sports with students from other schools. Emphasis is placed on the Christian student-athlete perspective, proper sportsmanship and fair play. Coaches and students that participate in the varsity program are required to adhere to strict codes of conduct.

Students that participate in school athletics have additional minimum academic performance requirements as listed in the table below and physical examination requirements that are listed in “Medical Policies”. There are fees for participation in school athletics.

All sports require a minimum academic requirement for participation of no more than one D and no F’s per weekly grade check.

The following sports are available during the following seasons:

Fall

- Cross Country
- Middle School Soccer
- Boys' Soccer
- Girls' Volleyball

Winter

- Middle School Basketball
- Boys' Basketball
- Girls' Basketball

Spring

- Boys' Volleyball
- Girls' Soccer

All sports are subject to implementation based on interest and coach availability.

Please reference the SLA [Athletic Handbook](#) for a complete list of requirements and expectations.

Student Drivers

There must be written permission from both sets of parents for a student to leave campus with another student driver, whether to transport to and from home or to and from a school function off campus, including but not limited to school music, sport, or SA events. Furthermore, there must be a proof of \$250/500K liability insurance coverage report provided to the academy office.

Bullying & Hazing

SLA follows the policies regarding hazing and bullying as defined in Massachusetts law Chapter 269 Section 17-19. A copy of the law will be provided upon request.

Students should expect respect and fairness from other students and from teachers. Harassment, intimidation, and offensive language, including demeaning jokes, gestures, comments, name-calling, drawings, pictures, and writings, along with deliberate physical or sexual contact, will be disciplined. **STUDENTS HAVE THE RIGHT TO A SAFE SCHOOL ENVIRONMENT. *Hazing, bullying, harassment in any form are not tolerated. Seriously, we do not tolerate this behavior, so don't even think about it. If this is what you want from a school, then you're reading the wrong handbook.***

Acts of bullying, which include cyber bullying, are prohibited anywhere the school has a presence, and we mean anywhere.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is a huge mistake. You can expect disciplinary action to follow.

Anyone convicted of hazing as defined by the law is subject to suspension and/or expulsion from any or all extra-curricular activities and/or from school.

Child Protective Services

All faculty and staff of SLA are considered mandatory reporters when there is a suspicion of child abuse or neglect. A complete description of our responsibilities as mandated reporters can be obtained at the following website: <http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf>. The school will cooperate with the Massachusetts Department of Social Services during the investigation of a report of child abuse or neglect.

Class Trips

The senior class and eighth grade are allowed a class trip in accordance with the school and union policies. The class trip is subject to approval by the faculty and School Board.

School Closing Notice

You will be notified by Parent Alert through Facts SIS via email, text, and a phone call. Please keep your contact information current with the school office. Please do not call the teachers, administrators, or staff. **If bad weather conditions cause a delay, Preschool & Pre-K is automatically cancelled.**

Clubs & Organizations

Rationale

SLA's secondary level sponsors a number of organizations that are designed to promote leadership among the students and to develop the physical, mental, social, and spiritual abilities.

Eligibility

Students must maintain a minimum quarterly GPA of 2.00, have no F's, and not more than one D or they will be released from the team, office, or organization/club. The MIAA requires all participants to carry an academic load of 4 credits. Any students on academic probation are ineligible to hold offices or to participate in varsity sports or other extracurricular activities and clubs, which infringe on school time.

Major and Minor Offices

Offices are divided into major and minor offices. Major offices are the yearbook editor, president, vice-president, and pastor of each class and SA. All other offices are considered minor offices. A student may hold two offices but only one may be a major office.

To qualify for a major elected office, a student must have:

- A cumulative grade point average of 3.00 or above
- No major discipline issues in the previous semester
- Minimum minor disciplinary actions

To remain in a major office, the student must maintain the standards mentioned above.

- A student who receives an F grade in any subject will be placed on probation for the duration of the quarter. A student receiving more than one F for any quarter will lose his/her office.

To qualify for a minor office, a student must have:

- A cumulative grade point average of 2.50 or above
- No major discipline issues in the previous semester
- Minimum minor disciplinary actions

To remain in a minor office, the student must maintain all the standards mentioned above.

- A student who receives an F grade in any subject will be placed on probation for the duration of the quarter. A student receiving more than one F for any quarter will lose his/her office.

Community Service

As Christians, we are committed to helping others and making a positive contribution to our community. All students at SLA (Grades 9-12) are required to complete 25 hours for each year in attendance at SLA. The hours are split between the community (10 hours) and your church/school community (15 hours).

We believe that it is important to give to our community, therefore, the 10 hours of community service is restricted to any type of service that directly services the community at large.

Community service hours are credited only in the school year they are performed and submitted.

The goal of community service is simple, to make a positive impact in our community and hopefully, others will see Jesus through us.

Comments and Suggestions

SLA's success depends on parent-teacher cooperation. The faculty values parents' comments and suggestions. Should there be a misunderstanding or problem, please follow the school's Process of Appeal. The school administration encourages issues to be brought to the appropriate teacher first then to administration. Due to student confidentiality, the administration encourages teachers and parents to be mindful of sharing information about other students.

Parent Communications

Communication between home and school is vital for the success of the student. The school utilizes several different methods of communicating with parent such as teacher notes, telephone and email. The official method of communication is email.

Custodial Parent

It is the responsibility of the custodial parent to notify the school if a court has modified the rights of non-custodial parents regarding access to the student, school records and staff in any way.

Emergency Response Strategic Plan

Purpose of the Strategic Plan

The nature and the details of disturbances are so unpredictable and varied that it is virtually impossible to plan for every event or combination of events that might occur. As such, planning appropriate responses to every

possibility is neither practical nor realistic. Conversely, having an effective strategy—a plan of action or procedure designed to achieve an orderly overall response—can be both meaningful and effective. The purpose of this plan is to define a strategy requiring different roles and reactions based on known conditions and anticipated consequences.

The Emergency Response Plan is on file in both offices for review and all school personnel have access to the plan. The school schedules regular drills throughout the year, practicing the procedures of the plan. When events dictate the implementation of the plan, parents will be notified through the school's emergency response communication and instructions will be sent through our communication outlets.

External Emergency Communications

Routine Updates for Communication Contact Information

The Facts SIS Parent Alert System contact information for voice/text/email is reviewed and updated annually. Parents and/or guardians and staff should make sure their information remains current and accurate through the school offices. Staff is also on the Facts SIS Parent Alert System.

Off-Campus Evacuation and Emergency Operational Areas

Primary Site: College Church, 337 Main Street, South Lancaster, MA

Secondary Site: Village Church, 75 Sawyer Street, South Lancaster, MA

Facts SIS Parent Alert

The school provides an emergency notification system service to all families. In the event of a school emergency, snow day, or other important information of an immediate nature, a broadcast phone, email, or text message will be sent to every home allowing parents to be informed.

Note: It is very important to notify the school office immediately if any of your contact information changes.

Facts SIS Family Portal

This is a private and secure parents' portal, which will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance, and homework, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here is how to access our easy-to-use Facts SIS Family Portal:

- First, you need to make sure that the school has your current email address in Facts SIS.
- Next, go to www.FactsSIS.com and click Logins.
- Click **Family Portal Login**.
- Type your school's District Code: SL-MA
- Click **Create New Family Portal Account**.

Fund Raising/Class/Organization Funds

All money transactions are to be processed through the business office. Class, clubs, and other organization funds are to be maintained through the business office. No money is to be held by sponsors, students, or teachers. Cash must be kept in the school safe. All fund-raising projects must be approved by the administration. It is recommended that the 8th grade class and Senior class get priority to raise funds.

LGBTQ Policy

In its admission practices, South Lancaster Academy does not discriminate based on sexual orientation. However, we do reserve the right to discriminate based on sexual misconduct, which includes, but is not limited to, non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of South Lancaster Academy and the Seventh-day Adventist Church.

Lockers

Lockers are the property of SLA and should be treated carefully and kept clean, closed and locked. The school is not responsible for items stored in the lockers. To safeguard personal effects as much as possible, students should not give the combinations of their locks to other students. Students who wish to use a locker can make a request to the office to have one assigned to them. A \$25 cleaning charge can be assessed at any point during the school year if a student refuses to keep their locker clean.

Looking Forward Newsletter

This is a bi-weekly e-newsletter sent to every school parent. It provides current information about school activities, upcoming activities, and other useful information.

Other Ride-on Vehicles

Due to student safety and liability concerns skateboards, scooters, roller blades, and wheeled shoes will not be used on the property of South Lancaster Academy at any time. Bicycles may be ridden to and from school but may not be used on the campus during school hours.

Parent / Teacher Conferences

Parents should show interest and concern in the daily progress of their child. They should attend all parent/teacher conferences or make other arrangements to confer with the teacher. Conferences are regularly scheduled after the first and third grading periods. Parents or teachers may schedule a conference whenever there is a need.

Playground

It is mandatory that supervision of children on our school playground be only by a paid employee of the Southern New England Conference. This is due to insurance regulations and for the safety of the children. No one should be on the playground at any time without a SNEC or SLA employee or school designated personnel supervising.

Prohibited Items

Fireworks, laser lights, lighters, matches, weapons, all guns, all knives, including look-alikes of any kind, are strictly forbidden anywhere on school grounds, school transportation, or during school-sponsored activities.

This policy also applies to drug related devices, including vaping devices. Immediate discipline will result from any infraction.

Public Display of Affection (PDA)

PDA includes any type of inappropriate affection and/or sexual related activity between any two or more students while on campus. This includes, but is not limited to, non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of South Lancaster Academy and the Seventh-day Adventist Church.

Remote Events & Travel

For remote events (sporting, field trips) that require travel, the school cannot be held liable for traffic or weather conditions that compromise the safety and security of students or staff. On school-supplied or sanctioned transportation, the school will make every attempt to use good judgment when planning and executing these events. Students, staff, and volunteers are also expected to use good judgment when participating. Individuals who demonstrate poor judgment will be prohibited from participation in future events.

Campus Safety and Security

Closed Campus Policy

South Lancaster Academy has a 24 hour, 365 days a year closed campus policy and is as follows:

- Buildings are secured during school hours therefore, students should not open secured entrance doors without the permission of a staff member. Students who observe visitors within the campus are requested to report it immediately to a staff member.
- Students may not leave the school grounds during the day without written permission from their parents and approval of the administration.
- All parents and other guests must report to the office upon arrival on the school grounds.
- All messages or student items are to be given to the office to keep interruptions of class instruction to a minimum.
- Our campus is private property and as such, we do not allow trespassing on our grounds when not in session.

Surveillance Cameras

Campus interior/exterior common areas and travel ways are under 24-hour video surveillance. The surveillance is used to maintain campus security and safety and can be accessed by designated administrative personnel.

School Trips

The South Lancaster Academy School Board, in conjunction with the school administration and staff, has developed comprehensive school-wide trip policies and comply with Atlantic Union and Southern New England Conference Education Code.

Field trips are for the exclusive benefit of the students within the class or classes intended for. No other students, current or non-current can attend.

Search & Seizure

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school staff have the right and responsibility to conduct a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smartphone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. Students have no privacy rights or expectation of privacy in the utilization of any school property, including lockers.

Sponsors

A faculty member is appointed to every school sponsored club and/or organization. No meeting is official and no action taken is binding if the sponsor is not present. All organization members and officers must work with the sponsor to coordinate activities. The treasurer of each organization, in cooperation with the sponsors and the school business office, is to keep written accounts of all funds for the organization. The organization must deposit all cash into the organization's account in the school business office.

Student Organizations

Class Organizations

Eighth grade, freshman, sophomore, junior and senior classes will be allowed to organize and elect officers any time after school begins under the supervision of the class sponsor(s).

Student Association

Every enrolled student in grades 9-12 is a member of the Student Association.

National Honor Society

A chapter of the National Honor Society has been organized at South Lancaster Academy to create enthusiasm for scholarship, service, leadership, and character development. Membership in this organization is determined by nomination of the faculty on the basis of service, leadership, character and scholarship (*a minimum grade point average of 3.5 is required for admission, and must be maintained, and only sophomores, juniors, and seniors can apply*). Students admitted to the National Honor Society must maintain its standards. A student who fails to maintain these standards during two consecutive 9-week grading periods permanently forfeits membership. Nomination forms can be obtained from the NHS sponsor or registrar.

National Student Council

A chapter of the National Student Council (NSC) has been organized at South Lancaster Academy. The NSC is a program of the National Association of Secondary School Principals. The NSC is about:

- Leadership—Supporting the development of student and adviser leadership skills and knowledge
- Service—Helping build a climate of caring and tolerance through volunteerism and service to others
- Student Voice—Promoting student council as the voice of the student body and giving every student an opportunity to be heard
- Engagement—Encouraging students to become involved in school and community leadership and decision making

Students who are elected as Council reps by their respective classes become members of this Council. They must maintain academic requirements as laid out under the Major/Minor Offices section.

Student Guests

School and class activities on and off campus are open only to students who are enrolled at the school. For some occasions, student guests are invited under the following guidelines:

- All student guests must be under the age of 18 for events such as school banquets.
- Obtain permission from the office.
- Complete a campus visitation form.
- Maintain the same standards of dress and conduct as school students.
- Abide by all school guidelines.

Student Motor Vehicles

The following regulations apply to all motorized student vehicles including scooters and motorcycles:

- Vehicles are to be parked in designated parking areas and are to be locked at all times. The school does not assume responsibility for any damage or loss to the student's vehicle.
- Vehicles are not to be used during the school hours except by permission from the administration.
- Vehicles will be driven in a safe and careful manner on school property.

Student Relations

The school promotes healthy, positive relationships between all students. We strongly discourage any type of relationship between students that considered to be romantic in any form. Students are expected to conduct themselves in a Christian manner that encourages positive friendships and nothing that would be considered dating.

Technology

Privacy Notice

South Lancaster Academy's computer technology network and Internet system is to be used for educational and professional purposes. Users are reminded that all computer, network, and Internet use may be monitored by the school and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of the system agree to abide by all school policies as noted in the [South Lancaster Academy School Handbook](#) and [Acceptable Use Policy](#).

School Website

The school website www.mysla.org provides links to other useful school information, including Facts SIS, school social networking sites, the *Looking Forward* weekly newsletter, alumni information etc.

South Lancaster Academy makes every effort to insure that all links are operational and all information is accurate, appropriate, and of high quality. The viability of links that are not created through our school cannot be guaranteed. The linked sites are not under the control of the school and the school is not responsible for the content of any linked site or any sites contained in a linked site or any changes or updates on such sites.

Computer Technology Use Agreement

South Lancaster Academy is pleased to make available to students access to computer technology, connectivity to the Internet and other school networks, use of software programs and peripherals (henceforth also referred to collectively as “the system,” “network,” or “technology resources”). The Internet or World Wide Web (WWW) is the worldwide network that provides various means of accessing significant educational materials and opportunities via a connected computing device.

For the school to be able to continue to make technology resources and connectivity available for appropriate and lawful use of this system, students must understand that one student’s misuse of the network and/or the Internet connection may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of computers, network use, and Internet access, they must have student cooperation in exercising and promoting responsible use of these resources.

To maintain and encourage appropriate and effective use of computer technology and connectivity, South Lancaster Academy has defined a set of *Rules for Computer and Network Use* and a *Technology Appropriate Use Policy* (henceforth referred to as Computer Rules and AUP respectively). The AUP is part of a series of South Lancaster Academy policies and guidelines. All students and staff are required to sign a Technology User Agreement that signifies their understanding and commitment to follow these regulations.

Personal Electronic Devices

- A student may **not** have in their possession any personal electronic device (e.g. portable handheld or wearable devices designed to receive and/or send an electronic signal) during school hours, unless issued or approved by the school. Outside of school hours, electronic devices are allowed on campus at the student’s and family’s own risk.
- Students will be required to submit all unauthorized devices (including any watch used as a communication device) at the beginning of school to their respective teachers (Elem & MS) and to the high school admin office (High School). They will be returned to them at the end of the school day.

Volunteers/Chaperones Guidelines

The role of a volunteer/chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. We require confirmation and verification of the following:

- Verified Volunteers Training
- CORI/SORI
- References

- School Trip Chaperone Guidelines Form
- Driver Verification (if applicable)
- Copy of the driver's license

A volunteer application form can be found on SLA's website or pick an application up at our elementary office. We also ask for all volunteers assisting with a school function to avoid bringing any of their own children that are not a part of that specific field trip.

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