

# South Lancaster Academy



## School Handbook 2021-2022

David Branum, Principal  
Ginnie Hakes, Vice Principal



South Lancaster Academy

A Seventh-day Adventist PreK-12 school providing quality Christian education since 1882

## 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

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### School Hours

	<b>Monday-Friday</b>
Preschool & Pre-Kindergarten	8:00 a.m. - 12:00 p.m.
Grades Kindergarten through Six	8:00 a.m. - 3:15 p.m.
Grades Seven & Eight	8:00 a.m. - 3:30 p.m.
Grades Nine-Twelve	7:50 a.m. - 3:40 p.m.
	<b>Friday</b>
Grades Kindergarten through Six	8:00 a.m. - 12:00 a.m.
Grades Seven & Eight	8:00 a.m. - 12:10 pm
Grades Seven through Twelve	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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Randy Harr, M.B.A.	101	Treasurer/Business Manager	<a href="mailto:treasurer@mysla.org">treasurer@mysla.org</a>
Shauna Neidigh	108	Development Director	<a href="mailto:development@mysla.org">development@mysla.org</a>
Karl Hernandez	107	Maintenance Director	<a href="mailto:maintenance@mysla.org">maintenance@mysla.org</a>
Judy Currie	112	Afterschool Care Director	<a href="mailto:jcurrie@mysla.org">jcurrie@mysla.org</a>
Adrian Olivera	151	Athletic Director	<a href="mailto:athletics@mysla.org">athletics@mysla.org</a>
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Linda Oetman, RN	115	School Nurse	<a href="mailto:loetman@mysla.org">loetman@mysla.org</a>

## Elementary School Faculty

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Janice Ford, M.Ed.	153	Grade 3	<a href="mailto:jford@mysla.org">jford@mysla.org</a>
Heidi Larsen, M.A.	154	Grade 4	<a href="mailto:hlarsen@mysla.org">hlarsen@mysla.org</a>
Ollyce Gardner, M.Ed.	152	Grade 2	<a href="mailto:ogardner@mysla.org">ogardner@mysla.org</a>
Kathy Girma, M.Ed.	160	PreK/Pre-school	<a href="mailto:kgirma@mysla.org">kgirma@mysla.org</a>
Mindy Imperio, B.S.	150	Kindergarten	<a href="mailto:mimperio@mysla.org">mimperio@mysla.org</a>

## Middle School Faculty

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Kristie Creitz, B.S.	156	Grade 6	<a href="mailto:kcreitz@mysla.org">kcreitz@mysla.org</a>
Lauren Jones, B.S.	155	Grade 5	<a href="mailto:ljones@mysla.org">ljones@mysla.org</a>
Damarie Olivera, B.A.	158	Grade 8	<a href="mailto:dolivera@mysla.org">dolivera@mysla.org</a>

## Secondary School Faculty

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Tishawna Brahmia, M.A., M.B.A.	167	Science	<a href="mailto:tbrahmia@mysla.org">tbrahmia@mysla.org</a>
Lira Cady, M.M.Ed.	161	Music K-12	<a href="mailto:lcady@mysla.org">lcady@mysla.org</a>
Adrian Olivera, B.S.	109	Physical Education	<a href="mailto:aolivera@mysla.org">aolivera@mysla.org</a>
Luis Gracia, B.A.	165	Religion/Campus Chaplain	<a href="mailto:lgracia@mysla.org">lgracia@mysla.org</a>
	166	Spanish	
Veronica Iria, B.A.	168	Art, Business, Technology	<a href="mailto:viria@mysla.org">viria@mysla.org</a>
Randall Creitz	164	Social Studies	<a href="mailto:rcreiz@mysla.org">rcreiz@mysla.org</a>
Michelle Vinton, B.S.	159	English/Literature	<a href="mailto:mvinton@mysla.org">mvinton@mysla.org</a>

## Support Staff

Leah Girma	Teaching Assistant
Michelle Hunte	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

**S**erve

**L**ove

**A**chieve

## 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.

*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.

### 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 students must be between the ages of 3 and 4 years old (as of September 30 of the current year). Pre-K students must be between the ages of 4 and 5 years old (as of September 30 of the current year). In addition, all Preschool & Pre-K students must be potty-trained.

### Kindergarten and First Grade

The chronological age may or may not correspond to a child's developmental readiness for school. Potential kindergartners must be at least five years of age no later than September 30 of the current year. Kindergartners and first graders are required to show proof of date of birth. Subsequently, a potential first grader should be six years old by September 30, or 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 September for Kindergarten entrance.

## Discovery 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 Discovery 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.

# 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](http://www.mysla.org).

## General Fees

The General fees allow for different programs and activities in our school. Below is a list of the additional fees that are required based on grade, class or activity.

**NOTE: ALL FEES ARE NON-REFUNDABLE**

## Enrollment Fees

ENROLLMENT FEE						
	P & PK	Gr K-4	Gr 5-7	Gr 8	Gr 9-11	Seniors
Graduation Fee-Seniors						\$40
Graduation Fee- 8 <sup>th</sup> Grade				\$35		
*Administration Fee	\$75	\$75	\$75	75	\$75	75
Classroom Supply Fee	40	40	40	40		
Student Association Fee					50	50
Yearbook Fee	30	30	30	30	30	30
Textbook Fee		100	120	120	180	180
Technology Fee	30	30	30	30	30	30
Chromebook Fee			80	80	90	90
<b>Total Fee</b>	<b>\$175</b>	<b>\$275</b>	<b>\$375</b>	<b>\$410</b>	<b>\$455</b>	<b>\$495</b>

\*Administration fee is waived if application/re-enrollment is completed before July 1.

## CLASS/ACTIVITY BASED FEES

- \$90 Spanish Challenge Exam Fee
- \$90 Algebra 1 Challenge Exam Fee
- \$30 Science Lab Fee
- TBA Senior Survival Trip Fee
- TBA Health Class (based on Red Cross fees)
- TBA Mission Trip (based on trip cost)
- TBA Field Trips (based on trip cost)
- TBA Woodworking Class (based on project cost)
- TBA Il Vocé (based on cost of concert attire and some travel)

**Tuition – Non-International Students**

	<b>Tuition</b>
<b>Preschool</b>	
5 days/week	\$4,684
Constituent Church Discount	1,124
Family discount with 3+ students enrolled	234
<b>Pre-Kindergarten</b>	
5 days/week	4,684
Constituent Church Discount	1,124
Family discount with 3+ students enrolled	234
Prepay discount for advance payment in full	141
<b>Kindergarten – Grade 4</b>	
Tuition	5,691
Constituent Church Discount	1,366
Family discount with 3+ students enrolled	285
Prepay discount for advance payment in full	171
<b>Grades 5-8</b>	
Tuition	5,890
Constituent Church Discount	1,414
Family discount with 3+ students enrolled	295
Prepay discount for advance payment in full	177
<b>Secondary</b>	
Tuition	11,512
Constituent Church Discount	2,418
Family discount with 3+ students enrolled	576
Prepay discount for advance payment in full	345

**Constituent Churches:** College, Sterling, Village, Leominster, & Lancaster Portuguese SDA churches.

**Tuition – International Students**

<b>Grades 9-12</b>	\$14,610
<b>Grades 5-8</b>	7,474
Administrative Fee (non-refundable)	500
On-line Application Fee	75



# Discovery After-School Care

The Discovery 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 for 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 promptly to ensure that this program does not financially detract from the regular educational program. All parents/guardians are expected to pay prior to services being provided. For appropriate planning, payment and schedules are required to be made by Thursday 5:30 p.m. the week before service is requested.

## Refunds

The only refunds allowed are for illness or snow days. In case of illness a message **MUST** be left on the After School Care voicemail extension #112 the morning of the illness.

## Forms of Payment

All payments are paid online through the school’s website. For any questions, please contact the school treasurer.

**Daily Rates (Hourly Rates are NOT applicable)**

After School Care	Pick-up Time	Daily Rate
<i>Preschool/Pre-K</i>	3:30 p.m.	\$15
	5:30 p.m.	\$25
<i>K-8th Grades</i>	5:30 p.m.	\$15
<i>Preschool-8th Grades</i>	<i>Half Days/Fridays</i>	\$25
	<i>Drop-In</i>	\$30 Flat Rate
	<i>Late Charge</i>	\$10 per every 15 minutes after pick-up time
<b>Application Fee</b>	There is a one-time application fee of <b>\$35</b> per school year	
<b>All fees for the week are to be paid by the prior Thursday 5:30 p.m.</b>		

**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 a pillow, blanket, and closure (usually velcro). Color and design are unimportant.

[https://www.amazon.com/Wildkin-Preschool-Features-Attached-Measures/dp/B0899L9PRM/ref=sr\\_1\\_1?dchild=1&keywords=Wildkin%2BCotton%2BTwill%2BNap%2BMat&qid=1616535857&sr=8-1&th=1&pldnSite=1](https://www.amazon.com/Wildkin-Preschool-Features-Attached-Measures/dp/B0899L9PRM/ref=sr_1_1?dchild=1&keywords=Wildkin%2BCotton%2BTwill%2BNap%2BMat&qid=1616535857&sr=8-1&th=1&pldnSite=1)

**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.

## 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. For a FACTS modified payment plan, please contact the school treasurer at treasurer@mysla.org.

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. Financial Aid application fee is \$30 per family per year.

### **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. Financial Aid application fee is \$30 per family per year. (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)**

South Lancaster Academy works to identify the specific needs of each family and assists in preparing a payment plan. SLA is willing to stretch the tuition payments up to 12 months to better accommodate the family's needs, but the school depends on the home church to assist with their financial need. 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](mailto: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 within two business days. 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 stoppage 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. Greenflag Profit Recovery by Transworld Systems assists the school in collecting accounts. 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.

### **Refund Policy**

Refunds for pre-scheduled hours will be provided for snow days (school closure) and illness only. In case of illness, a message must be left on the After-School Care voice mail (extension 112) on the morning of the illness.

### **Semester Exam Financial Clearance (Grades 9-12)**

In order to take exams, student financial accounts must be up to date. No student will be allowed to take final tests if their account is delinquent unless special clearance has been given by the executive finance committee by contacting the treasurer at [treasurer@mysla.org](mailto:treasurer@mysla.org).

### **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 a yearly textbook fee. If textbooks are lost or damaged, an additional fee will be assessed to cover damages.



# Early Childhood

## General Policies

### 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.

- 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 in a treat for their child’s special day. Please keep in mind common allergies (i.e. peanuts) and send snacks that are allergy neutral. No invitations need to be delivered to the children. 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 as a whole. 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 of 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 of 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 ten minutes of homework per grade up to a maximum of 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	Required 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 in order 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 has the opportunity to provide 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

In order for SLA to offer honors courses, there needs to be a unique approach in how these courses are offered. With only one teacher per department, scheduling separate classes for honors students just is not possible. With this in mind, SLA's model will blend 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 every one 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 in order 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 choose to make arrangements 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 they're 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 and is given to Grades K-12.**

#### 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 8/9, PSAT 10, & PSAT/NMSQT

(Preliminary Scholastic Aptitude Test) Freshman are administered the PSAT 8/9, sophomores are administered the PSAT 10, and juniors are administered the PSAT/NMSQT in the fall. SLA covers the expense for all PSAT testing.

#### Accuplacer Test

All Juniors are required to take the Accu-placer exam. This exam provides accurate information to the student about their proficiency in math and English language. SLA covers the expense for one Accu-placer exam for each junior.

#### 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 in order 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 amount 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 of 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). In order 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.

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.

## 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	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
<b>Total credits required</b>	24.75 credit hours	28.25 credit hours	29.25 credit hours
<b>Community Service *</b>	25 clock hours per year of attendance	25 clock hours per year of attendance	25 clock hours per year of attendance
<b>GPA required</b>	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

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#### ***Applied Outdoor Living***

Applied Outdoor Living (AOL) is a course that is designed to obtain practical applicable knowledge in an outdoor environment. Students will gain skills that translate into confidence building, team work, self-preservation, athletics and spiritual growth through spending time in creation, testing personal limits, and exploring new things. Skills learned will include backpacking, canoeing, rock climbing and solo survival techniques. Certificates earned during the course include:

- C.E.R.T (Community Emergency Response Team)
- Adult CPR
- Adult First aid
- Defibrillation
- Wilderness First aid
- Belay (Rock climbing)

*2 semesters, .5 credit*

### **Acro Sports**

This is an actual team that meets for 2 hours every weekend to create a routine that they will showcase at a couple special events throughout the year. It is a great opportunity for students to experiment with acrobatic skills and be part of a team without the competitive aspect.

*2 semesters, 1 credit*

### **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*

### **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*

### **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*

### **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.

*2 semesters, 1 credit*

## **LANGUAGE ARTS**

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### **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**

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### **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*

### **Handbells 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*

### **Private Music Lessons (applies only to on-campus lessons offered by SLA)**

A maximum of one-half credit may be applied toward Fine Art credit. Additional music lesson credits may be applied to general electives.

*A thirty-minute weekly lesson for a school year is worth .5 credit*

*A sixty-minute lesson for a school year is 1.0 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*

## **SOCIAL STUDIES**

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### **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*



### ***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.

*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 semester, 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 Requirements:** Algebra I.

*2 semesters, 1 credit*

### Advanced Algebra

This course will cover a variety of topics in algebra, selected from Chapters 1, 2, 3, 4, 5, 6. The topics covered include the set of real numbers, equations and inequalities, functions and graphs, systems of equations, polynomial functions, exponential and logarithmic functions, as well as rational functions, and conic sections.

*2 semesters, 1 credit*

*Pre-requisite: Algebra I*

### 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*

### **Integrated Math**

This course is designed to give students a working knowledge of material covered in a College Algebra course. This course will cover the major types of functions that help students prepare for Pre-Calculus. The functions that will be covered are: linear, quadratic, polynomial, root, exponential, and logarithmic. Students will work on simplifying, solving, graphing, and applying each of the functions above. In addition, certain topics will be covered as time allows. Students will be given an introduction to basic topics in Statistics. As time allows students may be able to complete further work on standardized test prep to help them with college entrance requirements.

*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*

### **Introduction to Statistics and Probability**

This course is designed to provide a basic understanding of descriptive and inferential statistics. Topics include the measures of central tendency, standard deviation, combinations and permutations, probability, sampling, and various distributions. Emphasis is on applications of statistical concepts.

*2 semesters, 1 credit*

## **MODERN LANGUAGE**

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### **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**

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### **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*

## **RELIGION**

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### **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

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### **Anatomy and Physiology**

A year-long 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 minimum or permission of the instructor  
*2 semesters, 1 credit*

### **Biology**

A year-long 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 year-long 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:** C or better in Algebra I and Biology or by permission of instructor  
*2 semesters, 1 credit*

### **Environmental Science**

A year-long lab science class 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.

*2 semesters, 1 credit*

### **Genetics**

A study of heredity and variation. Topics include patterns of inheritance, molecular structure, replication of the genetic material, molecular properties of genes, and genetic technologies. There will be a lab fee.

**Pre-requisite:** minimum 55<sup>th</sup> percentile language composite score on the most recent Iowa E exam and a minimum final grade of B in Biology or permission of the instructor.

*1 semester, .5 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**

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### **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*

### **Entrepreneurial Seminar**

This course is an independent class offered to those students who desire to study in-depth the planning and development of a small business. Meeting for scheduled seminars with various local entrepreneurial mentors, the student will develop a formal business proposal and plan for presentation to a committee of local businessmen and designated faculty. The committee determines the worthiness of the business for startup. If selected for funding, the student must begin the business during the current school year.

*2 semesters, 1 credit*

### **Graphic Design I**

This course introduces students to the characteristic manner of expressions, basic designs, various constructions, and execution of graphic design by exploring the fundamental concepts associated with both raster and vector graphic creation and manipulation.

*1 semester, .5 credit*

### **Graphic Design II**

This course takes the concepts and skills learned in Graphic Design I and adds more advanced concepts and techniques. Students can then use their knowledge and skills to create actual products using a Glowforge laser cutter. Such products may include fashion, leather goods, wooden goods, etc.

*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 Javascript**

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*

### **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*

### **Mobile App Design**

This course introduces students to the fundamentals of developing mobile apps for a wide range of platforms. An emphasis on design, publishing, and distribution of basic to sophisticated games for iOS, Android, and HTML5 guide this introduction to computer programming.

*1 semester, .5 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:

<b><u>ELEMENTARY</u></b>		
7 unexcused absences per quarter		
12 total absences including excused per quarter		
<b><u>SECONDARY</u></b>		
<b><u>Class Periods Per Week</u></b>	<b><u>Unexcused Absences Per Semester</u></b>	<b><u>Total Absences Per Semester</u></b>
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.

*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. **Any pre-arranged absence that extends beyond 3 days will need to be reviewed by the Academics Standard Committee.**

### 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 9-12 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 Clean, Neat, Modest, and Appropriate.**

SLA has chosen to formalize our school uniform and are currently in the last year of transitioning from our current uniform guidelines to the guidelines listed below. **All uniform purchases must be purchased through our exclusive vendor, Tommy Hilfiger (TH).** We understand that not everyone fits within the “average” body size and type and therefore, TH may not have the needed size. That said, we do allow exceptions for those of us in that category to shop at our usual go to clothing stores for school bottoms uniform pieces. We do require that those items purchased outside of TH match the school accepted material and colors.

**BEGINNING WITH THE 2022-23 SCHOOL YEAR, THE FOLLOWING SCHOOL UNIFORM GUIDELINES WILL BE THE ONLY ACCEPTED SCHOOL UNIFORM. WE STRONGLY ENCOURAGE ALL OF OUR FAMILIES TO BEGIN THE PROCESS OF TRANSITIONING TO THE OFFICIAL SCHOOL UNIFORM DURING THIS CURRENT SCHOOL YEAR.**

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. There are optional formal options listed below. This uniform is required Monday through Thursday. Friday is optional should a student wish to dress in Crusader wear. Details follow:

### Polo Shirts

- Must be purchased from Tommy Hilfiger with the SLA school logo.
- All students must own a purple shirt for special occasions and field trips.
- Authorized colors for polo shirts are: Black, Purple, and Gray.
- Required polo shirts are listed as such at our exclusive TH website.
- Must fit properly. **Undersized/Oversized uniform pieces will be considered out of school uniform.**

### Pants/Shorts/Skirts/Skort/Jumpers-Dresses\*

- All Pants/Shorts/Skirts/Skort/must be purchased through TH. 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.
- Short, skort, and skirt length must be no more than 3" above the back of the knee.
- **\*Jumpers-Dresses**-Only for girls in Grades K-2. The length must be no more than 3" above the back of the knee.

## P. E. Uniforms

- All students in grades 7-12 must wear a specific uniform for physical education.
- Mandatory t-shirt and shorts must be purchased from Tommy Hilfiger.
- Optional sweatpants/sweatshirts may be purchased from TH for physical education only.

## Fleeces/Sweaters/Outerwear

- All outerwear that is worn at 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.**
- The school polo shirt is a mandatory item and can be accessorized with school labeled outerwear such as sweaters and vests.
- Students may wear clothing underneath their polos and/or skirts so long as it is either 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

- Only upper wear items that carry the Crusader logo or are the official class sweatshirt/shirt are accepted as alternatives to official school uniform.
- Only allowed to be worn on Fridays.
- Jeans or school uniform clothing worn below the waist are the accepted forms of clothing. No other clothing worn below the waist is acceptable and will be considered out of school uniform.

## 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, scarves, 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. They may not be worn in the hallway at any time. **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.
- The school does not allow for any type of jewelry to be worn at school, with the exception of wedding bands worn by the staff. Please leave it at home. We do not want to start a collection.

## 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](http://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), 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, 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

#### **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
- 2<sup>nd</sup> Offense-Insubordination
- 2<sup>nd</sup> 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> Offense- will receive no credit for the work involved and will be required to appear before the Discipline Committee for review.
- 3<sup>rd</sup> Offense- will be dropped for the semester from the class in which they were caught and will receive WF.
- 4<sup>th</sup> Offense- may be expelled.

### Inappropriate Cell Phone Usage

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

- 1<sup>st</sup> Offense-cell phone will be confiscated and returned to student at end of day.
- 2<sup>nd</sup> Offense-cell phone will be confiscated and only returned to the parent.
- 3<sup>rd</sup> 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
- Boys' Baseball



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

## 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. 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, 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

#### **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

#### **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.

### **Strategic Plan for Emergency Response**

#### **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.Facts SIS.com](http://www.Facts SIS.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 eighth 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 must use school provided locks.

## Looking Forward Newsletter

This is a 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. Immediate discipline will result from any infraction.

## **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 closed campus policy 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.

### **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.

## 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:

- 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.

## 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](http://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. In order 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.

In order 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

All devices listed in the Technology Policy including gaming devices are prohibited from use during school hours unless otherwise permitted by the teacher.

### Personal & School-Issued Electronic Device Policy

A student may have in their possession a personal electronic device (ED) (e.g. portable handheld devices designed to receive and/or send an electronic signal) in school, on school property, at after school activities and at school-related functions. Personally owned ED's connected to the South Lancaster Academy's computer network pose a risk for every other connected device and therefore users must abide by all SLA policies and guidelines.

### 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 not bring any of their own children that are not a part of that specific field trip.



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