



SMITH MOUNTAIN LAKE
CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK 2009-2010

This Handbook is not intended to be exhaustive in its content. In some instances, the *spirit of the law* is expressed in contrast to *absolute letter of the law*. Circumstances could require modifications during the school year. Parents will be informed by email or notes sent home of any changes or updates.

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THE SMLCA BOARD

Purpose of the Board

The Board of SMLCA provides oversight and accountability for the operation of the school. Their primary responsibility is the hiring of the Head of School whose primary responsibilities are attaining pupils, developing personnel and implementing the program within a board approved budget.

The Board provides guidance and vision for the future of the school. Through an organization of standing committees, the board will protect the integrity of the school by ensuring the school remains true to its mission. The board will set tuition, approve the budget, develop long range planning and help raise funds through capital campaigns and the annual fund.

Qualifications of Board Members

Prospective board members should be faithful believers in Christ and active in their church. They should possess a testimony beyond reproach and have a passion to serve, help and promote SMLCA.

Current Board Members

Smith Mountain Lake Christian Academy is indebted to the following individuals who have stepped forward to guide the school through its foundation:

Mrs. Rachel Abrams	<i>Chairman of Policies and Procedures</i>
Mr. Gary Feazell	<i>Chairman of Site Development</i>
Mr. Micah Gaudio	<i>Chairman of Development and Fundraising Activities</i>
Mrs. Maggie Gray	<i>Chairman of Human Resources</i>
Mrs. Jessica Morgan	<i>Chairman of Admissions</i>
Rev. Bob Odom	<i>Chairman of Prayer and Pastoral Support</i>
Mrs. Sharon Sicher	<i>Chairman of Curriculum Development</i>
Mr. Karl Vandegriff	<i>Chairman of Business and Finance</i>
Mr. Deke Andrews	<i>Head of School, Ex Officio</i>
Ms. Kay McCoy	

VISION/MISSION STATEMENT

The vision of Smith Mountain Lake Christian Academy goes far beyond being a school. It goes far beyond fielding athletic teams. It goes far beyond concerts, drama productions and days of community service. The vision of SMLCA is to make a profound impact for Christ on its community and beyond, through its alumni and in the manner it conducts its business. The rewards of an impressive college acceptance, winning a state championship or receiving artistic critical acclaim in and of themselves are fleeting. However, if those achievements are earned as a consequence of being pleasing to and honoring the Lord, a long lasting impact may be felt.

In other words, we don't simply desire to develop excellent students but to develop excellent students who are godly, wise, humble and strong with a desire to impact their world for Christ. Consequently, while the pursuit of academic, athletic and artistic excellence will certainly be the standard at SMLCA, of greater importance will be the personal growth of each student incurred during the process, as so carefully expressed in the mission statement:

The Mission of Smith Mountain Lake Christian Academy is to grow students spiritually, mentally and physically. The foundation of the mission is set forth in the Four Principles of the Student Integrity Curriculum: developing a mind for the Master, learning that leadership is predicated on being a selfless servant, realizing the importance of being academically acute, and understanding the value of being physically fit.

The total SMLCA experience should enable its alumni to be characterized as being joyful, articulate, poised, confident, humble, polite, balanced, discerning and fully prepared for their next step of life.

- **Joyful:** Perhaps nothing has a more positive influence on peers than a joyful spirit. How can a vibrant child of God walk with their head down? What good is academic excellence if it is encompassed by a depressing spirit with no ability to have a positive impact on the world around? The world says we ought to be depressed. The child of God says, "Not me."
- **Articulate:** We live in a contradictory culture. Clearly, the ability to effectively communicate is a prerequisite to success. If an athlete wins a championship and with it the opportunity to influence, yet cannot properly communicate the message, what good is the forum? With text messaging, instant messaging and email slang, the need to effectively articulate truth is overwhelming. The world says take short cuts. The child of God says, "Not me."
- **Poised:** To experience grace under pressure or the ability to contain our emotions is such an asset today. Anger and quick-temperedness is rampant. Rage has become an everyday word. Religious hostility has become normal. The world says to rant your rights. The child of God says, "Not me."

- **Confident:** Confidence is the result of good preparation. Well prepared students walk with confidence and poise. The ability to joyfully articulate with poise and confidence is the result of an intentional and carefully thought out plan or curriculum. The world says there is nothing to be confident about. The child of God says, “Not me.”
- **Humble:** It is not contradictory for a confident, poised, articulate and joyful student to be humble. In fact, the concepts should be mutually inclusive. It is the recognition that all of our gifts, talents and even the ability to work hard are gifts from God which we enjoy by His grace. Few things attract more positive attention and a command of respect than true humility. The world says the world revolves around self. The child of God says, “Not me.”
- **Polite:** Nothing distinguishes young people more (other than good grammar) than being respectful and well mannered. Simple politeness opens doors beyond our imagination. There is a reason men in uniform have a certain awe about themselves. The world says good guys finish last. The child of God says, “Not me.”
- **Balanced:** Paul said to let your moderation be known to man. We live in a world of extremes; people going off deep ends. Consistency and stability will bring notice and an opportunity to serve others. The world says go off and do your own thing. The child of God says, “Not me.”
- **Discerning:** We live in an age that is becoming increasingly deceptive. “Spin” is the operative word in many areas of life. Truth has become relative and whatever is expedient. Today’s student must be wise and discerning; have the ability to read between and to see what is behind the lines. The world says we’ll fall for anything. The child of God says, “Not me.”
- **Fully prepared for their next step in life:** Again, acquiring excellence in academics, athletics and the arts is admirable. However, without acquiring personal growth during the process, opportunities to impact the community will be lost. This culminating statement in our mission is all encompassing. When objective excellence is actively pursued along with personal growth, the ultimate mission of fully preparing yourself for the next step of life has been fulfilled. The world says be dependent on the system. The child of God says, “Not me.”

Generally, the vision of SMLCA should be pervasive in every facet of school life; the classroom, the lunch room, the gymnasium, the stage, the ball field or in community service. Faculty will be trained and encouraged to be purposeful and intentional in looking for those invaluable “teachable moments” to instill and develop these character traits so desired for the students. More specifically, curriculum content, materials, learning activities and teaching methods will all be influenced by the vision.

OUR PHILOSOPHY

The following words of **exhortation** reflect what we believe establish the optimal **educational environment**:

- The top priority in all that we do will be a pursuit of **excellence**. God calls for nothing less. (Colossians 3:23)
- We believe that high **expectations** are critical to achieve excellence. Students tend to perform at the expected level. Consequently, they will always be challenged to reach beyond what they think is achievable for themselves. (Romans 8:37, Phil.4:13)
- We believe the proper **execution** of any task is fundamental to reaching those expectations. If it's going to be done, it ought to be done right! The concept of hard work and delayed gratification will be stressed in every academic and extra-curricular discipline. To this end, we believe in the value of effective and productive homework; not just the idea of busy work. (2 Tim. 2:5) **Endurance**; or persevering to the end, commensurate with good execution leads to excellence. (James 1:4)
- We believe that students thrive in an atmosphere of **encouragement** and **empathy**. Putting others' interests and feelings before our own is a staple of the Christian life. Students should understand that being intentional in helping others will also help them. (Heb. 10:25, 2 Cor.1:4, Romans 12:3)
- We believe it is important to be an **example** or role model for others. Teachers should be role models for students and students should be good examples for one another. (1 Cor. 4:16, Heb. 6:12)
- Finally, although hard work and discipline should never be replaced in schools, we believe that in a Christian school, the joy of the Lord should be ever present through an atmosphere of **energy, excitement and enthusiasm**. The root of enthusiasm is *en theos*; to be with God. A school that is with God should be one of enthusiasm! (1 Thes. 5:16)

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- We believe that there is one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:3), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that people are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith are we saved (John 3:16-21, John 5:24, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28,29).
- We believe in the spiritual unity of the believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).

THE ADMISSIONS PROCESS

Applying is as simple as 1-2-3:

Step One: Return Application with the following items no later than June 1st:

- Completed Application Form
- Application Fee- \$50 (\$100 after June 1st)*
- Permission to Release Student records and Transcripts (to be signed and given to the applicant's current school)
- Teacher Recommendation Form (teacher will return form directly to SMLCA)
- Complete the financial aid information FFNA Packet (optional)

Step Two: Parent- Student Interviews and Screening

Once the application and records are reviewed, an interview for parents and students will be scheduled. All Kindergarten and First grade applicants will require screening to be done by the school.

Step Three: Acceptance

Parents will be notified with the School Board's recommendation. A welcome packet will follow in early summer. Upon acceptance, Proof of Immunization and copies of original birth certificate and original social security card must be on file.

** Enrollment is limited to the space available at our temporary location. Space is given to the first qualifying students that apply. Your application fee will be refunded if the board does not recommend your child for acceptance.*

The Family Agreement

As a Christian school, SMLCA seeks to partner with parents in the education of their children. As a result, SMLCA requires that all parents, as a condition of enrollment and continued enrollment, agree to cooperate with the school in the education of their children and support the educational philosophy and ministry of the school. Parents must agree to the following Statement of Support:

We agree to cooperate with the school in the education of our child/children and to uphold and support the values, beliefs and principles of Smith Mountain Lake Christian Academy, as stated in its Statement of Vision, Philosophy, Distinctives, Statement of Faith and the School Handbook. We have read these documents and agree to support and abide by them.

We acknowledge the importance of appropriate parental involvement as the top indicator of a successful school and will do everything possible to manifest this in our own lives.

We will support the school financially by upholding the conditions of our enrollment contract and will contribute time, resources, gifts and talents in every possible way. We agree that for any reason of withdrawal, whether voluntary, involuntary or otherwise, we are responsible for the entire month's tuition that withdrawal occurs and 50% of the remaining months of that semester.

Re-enrollment

We acknowledge and agree that the SMLCA reserves the right if it, in its sole discretion, determines that we are failing to abide by this statement of support or are otherwise demonstrating an inability to cooperate with SMLCA, to refuse to re-enroll or discontinue the enrollment of our child/ children. We acknowledge that our child's/children's continued enrollment could be contingent upon our conduct, cooperation and faithfulness to the mission of the school.

We attest that all the information on this application is true and complete to the best of our knowledge.

SIGNATURE OF PARENTS:

_____ Date: _____
_____ Date: _____

I understand that attending SMLCA is a privilege and will do everything I can to honor my parents and SMLCA through my effort, attitude and behavior. I understand that my commitment to these areas of my school life could determine if I am permitted to continue and/or return.

SIGNATURE OF STUDENT:

_____ Date: _____

Tuition and Fees

Application Fee (due with application)	\$50
Annual Tuition K-8	\$5400
Partial-Day K	\$4400

Payment Schedule Options

	Amount Due	Due Date
A) One Payment Plan	\$5400	August 15
Early Discount Plan	\$5200	July 15
B) 12 Payment Plan*	\$450	July 1-June 1

**Option B must be done with automatic withdrawals from checking, savings or credit card account. With option B, families may prepay their tuition balance at any time during the school year.*

Financial Assistance

SMLCA is dedicated to allocating a significant portion of its operating budget towards financial assistance. Consequently, SMLCA is partnering with Family Financial Needs Assessment to facilitate all requests for financial assistance. The assessment is based on need, relative to household income and circumstances.

FFNA has a proven track record, having worked with hundreds of schools, across the nation, over the past twenty years. SMLCA suggests visiting the FFNA website www.ffna1.com as it is a great resource on explaining the philosophy of tuition, financial assistance and operating budgets for private, Christian schools.

Applying for Financial Assistance

- 1) Go through the Admissions Process first, as acceptance is blind to financial needs.
- 2) Ask SMLCA for a FFNA packet with an application to send directly to FFNA. You may also go online at www.ffna1.com to complete the application.
- 3) Send the application to FFNA in their provided envelope with a \$20 processing fee. Recommendations will be returned to the school within four weeks. Online registration fee is \$30 with a recommendation returned in two weeks. You may also choose to send a \$40 fee for *Fast Back Processing* with a recommendation returned in 3 days.

Withdrawal Policy

In **all** cases of withdrawal, whether voluntary, involuntary or otherwise, families are responsible for the entire month's tuition that withdrawal occurs and 50% of the remaining months of that semester.

Nondiscrimination Policy

SMLCA admits students of any race, color, national origin 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 on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

ACADEMICS

Curriculum Overview:

Months of research, involving countless hours of school visitations, publisher presentations and an enormous amount of prayer have gone into the curriculum development. The only objective has been to produce the best overall curriculum for Smith Mountain Lake Christian Academy. Christian publishers were given priority, but wherever it was deemed necessary to achieve academic excellence, decisions were made to utilize secular publishers and adapt a biblical worldview to it. Curriculum development will be an ongoing process with annual evaluations to ensure SMLCA stays pure in its desire for an innovative yet fundamentally sound program. The pursuit of academic excellence will be relentless.

A Typical Day

1) The Integrity Institute: *Foundation*

- First 20 minutes of everyday
- Mondays and Fridays student body together
 - develop family atmosphere
 - provide leadership opportunities for older students
- T-W-TH One group in II while others in Bible Study
- Students experience the *Joy of Jesus* and *Power of Prayer*

2) The Academic Institute: *Preparation*

- *Biblically-Based, Christian Curriculum*
- Taught by *Faithful Faculty*
- Core subjects: language arts, math, science, social studies/history
- PE 4 days/ week with art, music, Spanish 1 day/week
- ATD: Appropriate Driven Technology

3) The Adventure Institute: *Application*

- Half day adventure about every other week
- Opportunity to exploit the gifts and talents of the area

Adventure Outings (Samples):

Kayaking	Publishing	YMCA Personal Training
Sailing	Chef Training	Handicap Equestrian
Woodworking	Funeral Home	Gun Safety
Firefighting	BoS Meeting	Sheriff's Department
Construction	Landscaping	State Park Rangers
Banking	Wakeboarding	Development

Students will journal, take notes and complete handouts to develop their own “textbook”. Every adventure would be built around a biblical theme or principle.

Grading Scale

Kindergarten:

O – Outstanding
G – Good
S – Satisfactory
N – Needs work

Grades 1-6:

A = 92-100
B = 83-91
C = 74-82
D = 65-73
F = 64 below

Report Cards

Report cards, or progress reports, will be sent home following each of the four 9-week grading periods. Conference days will be set aside in the fall and spring for teachers/parents and students to review the student’s performance for the preceding period.

Awards

We believe that students should learn from the outset that “hard work does indeed pay off” as well as the reality of the biblical principle that “one reaps what they sow”. Consequently, at appropriate times and in the appropriate way, students should be recognized for exemplary efforts. Such awards should not be frivolous as to render them meaningless.

Homework

SMLCA believes that meaningful homework will contribute to the academic success of students. It is our goal to give homework which reinforces concepts learned, provides independent practice for new skills, or prepares the student for the next major concept, increasing the student’s ability to think, reason, and respond. SMLCA will be intentional in avoiding meaningless, time consuming homework.

The *average* time spent on assigned homework Monday through Thursday should be:

K: 10 minutes a night These times do not include expected, nightly reading.
1-2: 20-30 minutes a night
3-4: 30-45 minutes a night
5-8: 45-60 minutes a night

Homework will generally consist of reading assignments, reviewing Bible verses, spelling words, math facts, and test prep. If your child consistently exceeds these time limits on the assigned homework, we would ask that you keep a record for two weeks of how much time is spent on each subject and then contact his/her teacher. Other homework will be dependent on how responsible the student is in using their class

time wisely. Students may have additional homework that consists of class work not finished during class time.

Homework may or may not be used for a class grade. This will be left to the discretion of the individual classroom teacher. However, they will make it known to the student if a grade will be taken on a specific homework assignment.

ATTENDANCE POLICY

One portion of the mission of SMLCA is to provide an excellent education. Parental support is essential for us to accomplish this mission. A quality education can only be provided to students whose families make regular attendance a high priority. Parents are encouraged to plan family activities during scheduled school vacations, thereby allowing their students the opportunity to receive the highest quality education SMLCA can offer. We recognize, however, that at times there may be a need for a student to be absent. The following guidelines govern our attendance policy:

- 1) When family need or activity results in a student's absence, the classroom teacher, when possible, should be notified in writing of the expected absence at least one week prior to the absence. In these situations we ask families not to request work to take with them. New concepts can typically be introduced and covered best with the teacher in person rather than through independent work.

Sudden family emergencies will be handled on a case by case basis. Parents should inform the teacher of the absence as soon as they know about it. Some work may be able to be collected ahead of time and the rest will be supplied to the student upon his/her return. Students have one day to make up work for every day missed. Special consideration can be given depending on the circumstances.

- 2) Medical Allowance: A student who experiences a long-term illness or hospitalization (five or more consecutive school days) or who has a physical impairment and/or medically substantiated problem which entails repeated absences can be granted an attendance medical allowance based upon a review of the individual case by the Principal. Documentation from a doctor or other medical professional may be requested in these situations. In those cases, absences are waived and will not count toward the maximum allowance permitted.
- 3) Excessive Absences: A formal letter of concern will be sent to the parent(s) of the student(s) whose absences have become excessive. Excessive absences (six unexcused per semester) may result in one of the following consequences: academic probation, retention of the current grade, and/or being asked to withdraw from the school.
- 4) Principal Conference: A formal conference may be held with the parent(s) of the student(s) whose absences have become excessive. For each absence thereafter, the parent(s) must provide the Principal with appropriate documentation verifying compliance with the school policy.

Leaving During the School Day

Students who must leave school during the day must sign out through the office. In order to help us maintain a safe environment, parents must come to the office to sign out their child. When a student returns after an appointment, the parent must sign the child back in at the office. Students are responsible for class work missed due to appointments.

Tardy Policy

Being on time to school is important for several reasons:

- 1) Learning to be punctual is an important issue in training and discipline.
- 2) Class begins at 8:00 a.m. each day. Teachers begin important tasks with their students at that time. Tardy students require teachers to repeat instructions and take time away from the entire class. Being on time is showing consideration for others.
- 3) Coming to class late often puts late-arriving children in a position of playing “catch-up” and possibly feeling self-conscious or embarrassed.

School Closings

Inclement weather, power outages or other unforeseen circumstances could cause a delay in opening school, early dismissal or cancellation altogether. Information will be provided on the school website www.smlacademy.com, local radio stations and TV channels 7, 10, and 11. If the school is operating on a two hour delay, school personnel will not be on hand to supervise students until that time.

Campus Hours

The school day will begin at 8:00 a.m. and ends at 3:00 p.m. Drop-offs will begin at 7:45 and pick-ups must be made by 3:10. Failure to pick-up students on time could result in fees being imposed. Students cannot be let out of vehicles in the morning without school staff supervision.

COMMUNICATIONS

Parent-Teacher Conferences

To provide for communication between parents and teachers, a parent-teacher conference is scheduled toward the end of the first nine-week period. A time is scheduled for each family to meet with their children's classroom teachers. Regular classes are canceled to provide time for these conferences. Parent-teacher or parent-teacher-student conferences are encouraged as often as needed. Either parents or teachers may initiate conferences other than the regularly scheduled fall and spring conferences.

Teachers are generally not available during the school day unless appointments have been made. Emails and phone messages should be responded to within 24 hours. Text messaging teachers is not an acceptable mode of communication.

Parental Involvement

The key to success for any school like SMLCA is strong parental involvement in the education of their child. Our school has a superior level of parental involvement and thanks our wonderful group of parents for being so supportive. By choosing to send your child to SMLCA, you are making an invaluable investment in his or her future. The Bible tells us that we reap what we sow in life. The quality of your experience at SMLCA is largely dependent upon how well you and the school partner together in the education and training of your child. Following is a suggested list of helpful tips for parents wishing to make the most of their SMLCA experience:

- Train up a child in the way of the Lord by having home devotions and instruction and regular church attendance. Prov. 22:6
- Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest and accountable for his or her actions.
- Teach the child, by word and example, respect for law, for the authority of the school and for the rights and property of others.
- Instill in your child a positive and enthusiastic attitude and encourage a personal desire to learn. (Keep in mind that parental attitudes and opinions often become those of the child.)
- Discuss with your child the rules for which he or she is responsible and as a family become aware of the consequences of specific violations as outlined in this handbook.
- Be sure that the child's attendance at school is regular and punctual and all absences are properly excused.
- Encourage your child to be responsible for his or her appearance.
- Provide a consistent time and a location at home where your child can do his or her homework in a quiet atmosphere and stimulate your child with assigned projects, drills, and activities.
- Make every effort to attend your child's school activities and events.
- Pray continuously for your child.

DRESS CODE FOR K-8 SCHOOL YEAR STARTING AUGUST 2009

Philosophy of the Dress Code

The primary purpose of a Dress Code is to produce an optimal learning environment. It should incorporate biblical principles such as modesty, frugality, contentment, humility and simplicity. We believe that any attire that draws attention to oneself is contrary to the tone we hope to set. An effective Dress Code should actually create a sense of freedom and liberation among students and parents alike, allowing a focus on far more important priorities. SMLCA desires to instill a true spirit of an appropriate, God-honoring Dress Code rather than establishing an elaborate, legalistic system.

Girls

Jumper - navy, khaki or blue plaid

Skirts/Skorts - khaki or navy may be worn that are not more than two inches above the knee and not below mid calf in length. Biking shorts should be worn underneath.

Boys and Girls

Boys and girls may wear khaki or navy **pants** with a maximum of four pockets (not cargo type), and must not be frayed, ripped or low-riding. **Shorts** may be worn that are not more than two inches above the knees. If the pants have loops a belt must be worn. Corduroy is acceptable.

Shirts (short or long sleeve) must have collars, plain or school logo only, solid color of white, navy, red, Kelly green or pink for girls. (Oxford cloth and knit fabrics are acceptable.) Shirts must be tucked in at all times except for recess and PE.

Shoes should be rubber soled. (No heels, boots, flip flops, strapless sandals, clogs or crocks.) All students are required to have separate PE tennis shoes to be kept at school. **Socks** white only. **Girls' Tights**- white or navy

Sweaters/Sweatshirts - a school sweater/sweatshirt with the school logo will be offered as a fundraiser.

Hair/Body - Body piercing, visible tattoos, make-up, dyed hair, jewelry and sunglasses are not allowed. Girls are permitted to have single pierced ears and wear studs, but no hoop or dangling earrings. Earrings not allowed on boys.

Boys - hair must be out of the eyes, off the shirt collar, with no pony-tail or braids.

Girls - headbands, ribbons, hair clips and bows are allowed. Hair must be out of the eyes.

Hats are unacceptable inside the building.

Notice of student violation

- 1) First violation: a note goes home to the parents.
- 2) Subsequent violations: the parent will be called to bring a change of clothing.
- 3) Repeated absences from the classroom due to violation of dress code will be considered unexcused absences.
- 4) The principal, classroom teachers, assistants, and/or office staff will make the final decisions regarding the dress code.

GENERAL SCHOOL RULES

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

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

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

- Remain in assigned areas.
- Keep hands, feet, and objects to yourself. Simple rule: Don’t touch.
- Complete work assigned.
- Use appropriate language. Unkind words, disrespectful speech, and cursing are not allowed. (Ephesians 5:29)
- Behave in a way that does not disrupt the learning of others.
- Students must respectfully obey all instructions of the adult in charge. This includes parent volunteers, another teacher, teacher assistants, or office staff.

MISCELLANEOUS RULES AND GUIDELINES:

- Food and drink may be consumed in designated eating areas only.
- School property is to be treated with respect and great care. Damage caused by students, whether willful or accidental, will become their responsibility to repair or replace.
- Cell phones, radios, tape recorders/players, and walkman-type devices are not permitted on school grounds except with special permission from an administrator or teacher.
- Knives, martial arts weapons, firearms and other types of weapons are strictly prohibited in school or at school activities.
- Skateboards, roller blades, or skate shoes are not allowed on campus before, during or after school without permission from the office.
- Gum chewing is not allowed on campus during the school day.

BEHAVIORAL EXPECTATIONS

SMLCA places a great deal of emphasis upon spiritual things. In an atmosphere of clear Christian standards of conduct there is a fine opportunity for the development of strong, stable Christian character. The following are guidelines for behavior SMLCA:

- An attitude of respect for those in authority is to be maintained by all students. The title of Mr., Miss, or Mrs., should be given respectfully regardless of time or place. The use of “yes/no, ma’am/sir” is also encouraged.
- Students will be considerate towards other students and adults. Students are expected to show good manners at all times, and use the words, “thank you”, “please”, and “excuse me”.
- In keeping with spiritual standards maintained by SMLCA, behaviors such as physical violence, gambling, use of tobacco, alcoholic beverages, drugs, and the unauthorized use or possession of a controlled substance are prohibited on and off campus. If at any time a student’s influence in these areas is considered harmful, or his/her presence in the school is regarded as undesirable, the school reserves the right to require his/her withdrawal.
- Students will respect school property and other students’ property. Students may use school’s property, but not abuse it. Any damage to school property must be paid for by the student(s) responsible.

- Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior.
- Students are to be punctual for school.
- Students will do their own work.
- Homework is to be completed and handed in on time.
- Students will maintain a spirit of cooperation in all areas of the school program.
- Profanity is prohibited. This includes the phrase, “Oh, my God!”.
- Food and beverages will be consumed only in the lunchroom, except with special permission, or during teacher-supervised snack times or class parties.
- No electronic devices, including (but not limited to) cell phones, iPods and hand-held electronic games should be brought to school. Also, no face-type playing cards or trading cards of any kind are allowed.
- There will be no chewing of gum during the school day.
- The office phone is to be used with permission for important reasons only.
- Students will abide by all guidelines above while on school-sponsored trips away from SMLCA.
- Criminal behavior on or off campus will result in immediate suspension or expulsion.
- **Right to Search:** If the school believes illegal substances, dangerous items, or missing items of others are in a student’s possession, permission to search the student’s belongings will be sought. If denied, the parents will be called in to seek permission. If the parents deny permission, there will exist a presumption of guilt.

COMPUTER ACCEPTABLE USE POLICY

The following is a set of regulations that govern the appropriate use of computers while you are enrolled at SMLCA. While it cannot cover every aspect of computer use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the SMLCA community use the computers and the network in a safe, responsible, considerate and appropriate manner.

- Hacking of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act and will necessitate the involvement of the FBI by the school.
- No instant messaging, blogging or journaling at school is permitted. E-mail is to be used for academic purposes only during the school day.
- Students are never to access someone else's email or Internet account. In addition, students must never reveal their password to anyone.
- The Internet is to be used for scholarly research and as a means of obtaining information for school approved purposes. Students are not to join chats at school unless they have a teacher's permission to do so as a legitimate class project. Chats offer opportunities to develop relationships with people through the Internet; however, students should realize that certain safety measures should be considered when communicating this way. Frequently, it is impossible to really know with whom you are communicating; therefore, students are not permitted to reveal any personal information (name, address, phone #, etc.). The Internet offers access to information that is inappropriate; however, SMLCA currently uses an Internet filter to prevent students on campus from accessing inappropriate information online. However, no filter or blocking system is foolproof. Therefore, any student who accidentally accesses inappropriate sites or information must immediately report the situation to the student's teacher or to an administrator of the school.
- Students may not access their personal subscriber online services using school lines.
- Material obtained through research on the Internet and then used in academic work for SMLCA is to be properly documented. Plagiarism of any degree is inappropriate and prohibited. Teachers have access to turnitin.com and will use it. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.
- Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and their email accounts. Students are to respect the need for this security/ confidentiality and are to make no efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public and/or school

community. Students are not to make any effort to bypass security systems and/or gain access to this information. Violation of this rule is a form of hacking.

- The playing of games and music, in the classrooms, on the laptops is prohibited during the school day, unless authorized by a faculty member.
- The school strongly recommends that students take great care when loading any software on their laptops. There is a risk that any new material may carry viruses.
- The sharing of disks is strictly prohibited. Students may not transfer information without permission from a teacher.
- Students shall observe all copyright laws. The simplest rule to follow is that software you have not purchased should not be installed on your computer.
- Any software belonging to SMLCA installed for specific courses is required to be returned or deleted at the end of the designated term.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off, except when it is being used as part of the class.
- Both printed and electronic media containing sexually explicit information, vulgarity and violence are not permitted and will be grounds for referrals or dismissal from SMLCA.
- Student selection of appropriate, tasteful screensavers and wallpaper is expected. Violence, vulgarity and nudity may not be depicted on screens. SMLCA faculty reserves the right to request the removal of material deemed offensive.
- Students are not to change the name on their computer without approval.
- Any attempt to by-pass the firewall or filtering system is considered hacking and could be grounds for dismissal.
- Blogging is not permitted on campus. Additionally, students are not permitted to reveal information about the school or other students at any time, from any computer -- whether personal or school property.
- Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals (such as MySpace, Facebook), etc. are subject to dismissal.
- Students who post negative comments about the school, school employees or other students or who post threats or any statement not in accord with the school's philosophy are subject to dismissal.
- Tunneling is prohibited and may result in dismissal from SMLCA.
- Upon request of a SMLCA faculty member or administrator, a student must provide access to his/her computer. SMLCA reserves the right to review any information stored on a student's laptop or CD's. In addition, SMLCA reserves the right to review the content of all information, emails, messages, searches, etc. on student computers or over the school's network. Access to SMLCA's network and Internet is a privilege that will be suspended at any time if deemed necessary.

DISCIPLINE

Philosophy of Discipline

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

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

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

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

Conflict and Resolution Process

Conflicts are a normal part of life on earth. Our tendency in conflict situations is often to withdraw or retaliate. Conflict with others many times prompts us to go behind people's backs or over their heads without talking to them about the problem. These are natural reactions. Jesus urged us to have a supernatural reaction in Matthew 18:15-17.

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

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

Problem Solving: The Matthew 18 Principle

In any organization involving people, because of human nature, problems will invariably arise. The best way to handle such problems is to do so quickly and decisively. Teachers, students, and parents are all urged to take care of differences, disagreements, misunderstandings, and the like in a manner that is Scriptural and conducive to good relationships within the body of Christ and the school community. Such things should be handled in a fashion of humility, concern, compassion, and Christ-likeness. In order to accomplish this, SMLCA will utilize a principle found in Matthew chapter 18 (vs. 15-17) and enumerated by our Lord Jesus Christ. This procedure is very simplistic and easy to understand and follow; however, it is guaranteed to work correctly if followed in the manner given and with the attitude intended. This procedure allows problems to be solved at the lowest level, in the quickest possible time, and with the fewest people involved.

Some principles involved in using the Matthew 18 Principle:

- Do not jump to conclusions; do not unconditionally take the child's side; do not criticize or put down the teacher in the presence of the child; remember, children often perceive events and words differently than intended;
- Pray about each situation before beginning the process; ask the Lord's guidance, ask for divine wisdom, ask for patience, and ask for a loving, humble spirit;
- Set up an appointment to talk to the teacher or other party involved when the discussion can be done privately, confidentially, and unhurriedly; do not take the teacher away from the classroom or other supervision unless absolutely necessary;
- Do not involve other people in the problem; keep the matter between you, the party involved, and the Lord; do not call in others or seek to garner additional support "for your side";
- Bring in notes to the conference; be specific in the concern, complaint, or question; talk and then listen;
- Remember that the teacher is a professional hired to conduct instruction in the classroom and maintain an atmosphere conducive to learning; there are many good philosophies, instructional strategies, techniques, and methods; just because the teacher doesn't conduct the class in the way that you would, that doesn't make him/her wrong;
- Leave the conference with a good word, a handshake, hug, or whatever, to show that even though things may not be worked out exactly the way you feel they should be, you can part as a brother or sister in the Lord;

- Begin and end conferences with prayer; this may be initiated by either the parent or the teacher, but does allow for a good feeling and a proper attitude.

The Matthew 18 Principle

The MATTHEW 18 PRINCIPLE as mandated to be used by parents, teachers, and students in SMLCA is as follows:

- **Level 1:** Parent and Teacher - a conference is set up between the parent and teacher to discuss the complaint, concern, or whatever the matter might be; both parties are to make every effort to solve the problem here;
- **Level 2:** If the problem cannot be adequately solved at Level 1, the parent and teacher will agree to take the problem to the Head of School who shall set up an appointment for a conference, listen to both sides of the situation, and attempt to offer a solution to the problem;
- **Level 3:** If the problem cannot be adequately solved at Level 2, the parent, teacher and Administrator will agree to take the problem to the pastors of the sponsoring churches who shall set up a conference with all parties, listen to the components of the problem, and attempt to offer a solution to the problem;
- **Level 4:** The Board of Directors believes that most difficulties encountered can be worked through using the MATTHEW 18 PRINCIPLE as stated in this manual. The Board of Directors realizes that in rare situations it becomes necessary for the Board to become involved in helping solve a problem. For such times the Board has established the following guidelines to be followed when an appeal to the Board is made:

The Board elects to allow administrative decisions to be the final step in matters discussed in the handbook where the school has specific written guidelines and the consequences are stated when the guidelines are not met. Some examples that fit this category are punishment resulting from an accumulation of demerits, an accumulation of days absent and/or tardy, and matters of grade retention. No appeal will be granted by the Board unless, in the opinion of the Administration and an appointed Board Moderator, there are extenuating circumstances which warrant the Board's decision.

The Administration is authorized to suspend and/or expel students who are in violation of school policy in the use of tobacco, drugs, alcohol, in matters of sexual misconduct, violation of the attendance policy, in cases of open and defiant rebellion, and in other incidences where the immediate removal of a student from the student body is in the best interest of the student and the student body. These matters can be appealed to the Board within one week of the suspension or expulsion of the student.

Appeals to the Board of Directors shall be submitted in writing to the Moderator of the Board via the Administrator. In the letter of appeal, the individual should give the necessary background of the situation being appealed. The written appeal should include the steps that have been taken to the point of appeal and the results of each step taken. State in the letter of appeal exactly what is being asked and state the reason for the appeal. The Board will act on the appeal at the next scheduled board meeting, unless at the moderator's judgment a special meeting will be called to consider the appeal. The moderator may elect to have the parties making the appeal appear before the Board. If this is the case, the individual will be notified of the time and place to appear to make a personal appeal before the Board. The Board may act on the matter using information given in the written appeal. The party making the appeal will be notified by letter of the Board's decision in the matter after the Board has considered the appeal. The decision of the Board in the matter is final.

Discipline Procedures

Students will be clearly informed of various rules and procedures at the beginning of the year. They may also need periodic reminders about specific rules. The focus will be respect, responsibility, and relationship. Students will be responsible for their own behavior. We work as a team in the development of these areas in each student. Our goal is to promote students becoming responsible for their choices and to develop character that will please God, bless others, and bring peace and joy to their own hearts.

Progressive Discipline

The clear explanation of rules and expectations is the first step in promoting a positive atmosphere of self-control. When behavior is inappropriate, consequences are administered as the next step. Natural consequences are the most common discipline method. For instance, if a child defaces another child's property, the offending child is required to make restitution.

Should a child repeatedly disobey or disturb the classroom learning environment a principal will become involved. Parents are frequently contacted in these situations letting them know what behavior the student exhibited and the consequence the principal has determined would be appropriate.

The goal of each step in the discipline process is to encourage the children to make choices that result in appropriate behavior and to teach students to be involved in their own character development.

When the above steps are not successful, the discipline process continues. The goal remains the same, yet the consequences for the child become more serious.

Suspension:

Suspension from school is defined as temporarily removing a student's privilege of participating in and attending school and school activities for a specified period. Work missed in classes will be able to be completed for full credit, with one day allowed for every day missed. However, the faculty is not required to re-teach lessons to suspended students.

Suspension may result from repeated violations of school rules or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense, and may be from one (1) to five (5) days. Any suspension requires a parent conference with the administration prior to the student being allowed to return to classes.

Suspensions of longer than five (5) days may be given only by the Head of School. Any suspension for five (5) days or longer will automatically result in a recommendation by the administration whether to proceed with expulsion or not. Certain offenses may receive automatic suspension without prior attempts at remediation. Suspension from school may place the student on behavioral probation. A student under suspension may not attend or participate in any school-sponsored activity during the time of the suspension

In some cases, at the discretion of the administration, an alternate suspension arrangement may be allowed. If the student is not a threat or negative influence on other students, it may be possible to let a parent of the offending student attend classes with the student. The student would have to come on campus at the beginning of the school day and leave immediately each day with the parent. No sports or social activities would be allowed during the suspension period.

Suspension from school automatically places the student on behavioral probation, which lasts for 90 calendar days starting with the student's return to school. Any further violations of school rules within the 90-day probation period will automatically increase the seriousness of the situation and may result in consideration for expulsion.

Expulsion

Expulsion will be recommended if it becomes apparent that the school will not be able to meet the needs of a student, or if the student repeatedly violates school policies. Expulsion may also be recommended for unresolved academic or disciplinary probation.

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

MISCELLANEOUS POLICIES:

Birthdays

Party invitations may not be distributed (or verbalized) in school unless there is an invitation for each child in the class (or to all the boys or all the girls, as appropriate). Notes from parents are required for students being transported to parties in other than regular transportation arrangements. When invitations are issued privately which exclude some boys or some girls in the class, we request that the school is not involved in the transportation arrangements, and that presents and other items for the party not be brought to school. This will avoid hurt feelings!

Field Trips

Policies will be determined for each individual field trip which will be emailed or sent home with students when applicable.

Lost Items

Label all coats, jackets, sweaters, sweatshirts, lunch pails, and wallets with the student's name. Found items that contain student names will be returned to the students. SMLCA cannot be responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school. If your child has lost a personal belonging at school, please check the "Lost and Found". SMALL ITEMS such as glasses, jewelry, and keys will be kept in a box in the office. Unclaimed items will be donated each quarter to the needy.

Lunches

Students will be required to bring their own lunches with drinks, along with a small snack for a mid-morning break.

Telephone Use

The office phone is to be used by students only for school business or extreme emergencies. Students must ask permission of their teacher and office staff member in order to use the phone.

Cell Phones:

Cell phones or beepers of any type are not allowed at school in grades K-8.

Textbooks:

Students in grades 3-5 will be asked to cover their books the first week of school. The name of the student should be written on the inside cover of the book. Teachers keep a record of books distributed to the students so that if any of the assigned books are damaged or lost the student will be responsible for costs. These costs must be paid

for before the end-of-the-year report cards are issued to your student(s). Please help your student handle the books with respect and care.

Visitors

Upon arriving on campus, visitors (this includes parents) must report directly to the school office where a visitor's tag will be issued. All student visitors are expected to follow the school rules while on campus.

Volunteer Training

All Field Trip Drivers and other on-campus volunteers must complete the Volunteer Training Seminar with a member of our Human Resources Department. Several training times are scheduled at the beginning of the school year. Training then occurs monthly throughout the school year. No one may volunteer to drive on field trips, work in the classroom, or on the playground without going through the training. Parents may attend the training one time during their elementary school career at SMLCA. They do not need to attend every year. Records of parents who have taken the training are kept in the school office. Please call the office to check training times.

HEALTH GUIDELINES:

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

- Temperature above 100 degrees (students should be fever free for 12 hours before returning to school)
- Yellow/green nasal discharge (seasonal allergies could be considered exceptions), drainage from the eyes (pink eye), a questionable rash, disruptive coughing - The student should be symptom-free for 24 hours before returning to school
- Vomiting and/or Diarrhea
- Seizures
- Suspected or confirmed communicable diseases: i.e., head lice, pink eye, chicken pox
- Multiple office visits in the same day with the same complaint
- An accident/injury to such a degree that a physician visit is recommended

If a parent/guardian is unavailable by phone, the next designated contact person will be called until someone is reached who can retrieve the ailing student. Students will not be allowed to sleep or rest in the Health room for extended periods of time.

A student may return 24 hours after their first dose of an antibiotic.

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

Medication Taken at School

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

- Medications, whether over the counter or prescription, must be given to the office for administration, not to the teacher or the student and accompanied with the proper form.
- Written authorization from the parent must be given for over the counter medications. Appropriate forms must be filled out and given to the office.
- A doctor's authorization must be given for prescription meds and must include the following:
 - a) Child's name, name of medication, date of authorization, dosage when administered, how the medication is to be given, special instructions when needed, possible side effects of the medication.

- b) Medication must be in the original container and the label must include the following: Child's name, date of the prescription, name of the medication, how the medication is to be administered, time when medication is to be given, Physician's name, and dosage.
- If your child needs to carry medication or a medical device with them, a form must be filled out and signed by your physician, and given to the office. All medical forms and guidelines are available in the school office.

Allergies

Please advise the school office and classroom teacher of any known allergies due to food or animals.

Illnesses

Students with any symptoms needing medical attention will be immediately directed to the school nurse or designated employee. The nurse will determine the appropriate course of action. Parents will be contacted in all questionable situations. Any student exhibiting symptoms of a communicable illness will be placed in a designated location and parents will be notified that the student is required to leave school as soon as possible. The student will not be allowed to return to school until he has been free of any symptoms for a minimum of 24 hours. Communicable illnesses include, but are not limited to:

- Fever
- Pink Eye
- Vomiting
- Diarrhea
- Lice/Nits*

** Hair must be totally free of nits before a student may return to class.*

Medication

The school will not administer over-the-counter medications or prescription drugs without a permission slip signed by the parent and the child's doctor. Parents should complete the required form with the appropriate signatures and return it to the school nurse. If a student must take prescription drugs during the school day, his parent must complete a prescription medicine form and leave the form and medicine with the school office. Teachers are not permitted to administer any form of medication in the classroom.

Infectious Disease Policy

SMLCA is concerned about the spread of infectious diseases in our country and the impact it could have on our school community. We, therefore, have developed the following policy to deal with students or employees who have acquired an infectious disease and to educate our students about the diseases.

1. **Education** - It is in the best interest of our student body, parent body, faculty and trustees to be educated fully on an ongoing basis about the transmission, symptoms, prevention and treatment of infectious diseases. Information will be given to those students enrolled in the junior and senior high school and taught by our own faculty and/or nurse.
2. **Advisory Panel** - The Head of School will appoint an Infectious Disease Review Panel. In cases involving students or faculty, this panel will be composed of the Head of School, a church representative, and physician(s) with expertise in this area. This panel will review each case on an individual basis to make a recommendation as to whether the infected student/employee should remain a member of the school community. The recommendations of the panel are advisory only. The decision of Head of School or school administration on any health condition within the scope of this policy shall be final.
3. **Essential Questions** - The Infectious Disease Review Panel will review each case independently of previous cases. If the case involves a student, the family physician and the panel will question parents, student, and other involved persons. If the case involves an employee, both the employee and the employee's physician will be questioned. The following 4 questions must be answered: What is the physical condition of the student/employee? Is he/she capable of performing on a daily basis, the expectations required of enrolled student/hired employees? Is the student/employee capable of interacting with other school community members in a safe and constructive manner? What is the probability of this student/employee infecting other persons in the school? (This probability will be based on the current guidelines published by the National Center for Disease Control.)
4. **Decision** - If the decision allows the student/employee to remain enrolled/employed, the case must be reviewed on a regular basis. No one will be allowed to continue in a position which would expose students or employees to any significant risk of disease.
5. **Confidentiality** - Confidentiality is always a point of concern in cases involving student, family and employee related matters. Confidentiality will be honored as permitted by law.

SMLCA students are required to comply with all state immunization requirements as outlined by the State of Virginia Department of Health.

MANDATED REPORTING

In cases when a member of the faculty suspects that the child is a victim of physical or emotional abuse, he or she will immediately report said suspicion to the Head of School or other administrator. That suspicion will then be shared immediately with the County, or State Office of Child Welfare.

SEXUAL HARASSMENT

SMLCA has adopted a policy strictly prohibiting sexual harassment in all its forms. Harassment of any kind at SMLCA violates the goals of the School's philosophy as well as respect for the individual. As a school community it is important for every individual to recognize the value of every other individual in the School. Incidents of sexual harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner. Sexual harassment is defined as any unwelcome sexual advances, requests for favors of a sexual nature, or other verbal or physical contact of a sexual nature. Written harassment is included in the definition.

What might constitute sexual harassment between students and employees of the School?

Between employees, that is teachers or staff members and students, the following examples might be viewed as sexual harassment:

- Making comments about a person's clothing, body, personal life, or "bad reputation"
- Addressing a person with a nickname or term of endearment
- Telling sexual jokes or making sexual innuendoes
- Subtle pressure for sexual activities accompanied by implied or overt threats concerning a person's standing in the school
- Touching, petting, hugging, or kissing
- Overtures of a sexual nature
- Leering at a student's body
- Displaying sexually explicit or offensive pictures or materials
- Standing too close, cornering, or locking
- Gesturing with hands or body

In addition to the above examples, the following examples might be viewed as sexual harassment among students:

- Name calling of a sexual nature
- Telling obscene jokes, especially in mixed company
- Circulating pornography or obscene drawings
- Rating an individual (as on a scale of one to 10)
- Drawing or writing graffiti which targets an individual
- Continuously asking someone out who has no interest or leaving love letters or notes that are unwanted
- Wearing provocative attire, or obscene t-shirts, hats or jewelry
- Gesturing with the hands or body
- Making kissing or smacking sounds or licking the lips suggestively
- Whistling, howling, or making catcalls
- Pulling on someone's clothing to cause them discomfort
- Playing sexually offensive games

While every incident of student misbehavior may not be intended as sexual harassment, each student needs to be aware that the victim might interpret the misbehavior in that manner. The underlying caution is to treat all others in the school community with respect.

Reporting an incident of sexual harassment

A student can report an incident of sexual harassment to any teacher, the Division Director, or the Head of School.

It is important to include as much pertinent information as possible, such as time, place, witnesses present, and a clear description of the offensive behavior.

The victim is requested to keep the incident confidential after reporting it to protect both himself or herself and the offender.

Students should feel free after an initial incident to tell the offender that the behavior is offensive.

After an incident is reported

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

Penalties for sexual harassment.

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

SAFETY AND SECURITY

SMLCA acknowledges its primary responsibility, beyond its stated mission, is to provide a safe and secure environment for students and adults alike. To that end, SMLCA will stringently enforce the following guidelines:

- Students will not be allowed in the building alone
- At drop-off, students will be allowed in the building only if two SMLCA staff members are present
- At morning drop-off, students will be supervised by SMLCA staff
- No student will be allowed to cross the parking lot without direct adult supervision
- Once the school day begins, no student will be allowed to exit the building without adult supervision
- Students may not be dropped off more than 15 minutes before the start of the school day
- All drivers must carefully follow stipulated ingress and egress procedures
- Students must be picked up within 10 minutes of the end of the school day unless arrangements have been made and only on an exceptional basis (This precludes any formal after school activity)
- No student will ever be left alone at the end of the school day (A fee may be imposed for continued late pick-ups)
- Students in grades 2-8 may go to the bathrooms unescorted
- No student will be allowed beyond the bathroom area without adult supervision
- Security cameras may be installed to cover the entrance corridor and corridor in the restroom area
- All exterior doors to the school area will remain locked throughout the school day
- An intercom may be installed at the entrance door with a locking mechanism controlled at a central desk area
- All visitors must report directly to the reception area to sign in and put on a Visitor's tag
- All visitors must report back to the main desk before leaving to return their tag
- Parents will not be allowed to enter their child's classroom without prior arrangements having been made
- Church members and their guests or invitees will not be allowed into the corridor area unless met by a SMLCA staff person. Otherwise, they would

be required to go outside and come in through the entrance subject to same restrictions as all visitors

- All paid and regular volunteer staff of SMLCA will be required to undergo a criminal background check including fingerprinting -- In addition, SMLCA will have written employee policies concerning suspension, dismissal, harassment, demotion, hiring and review
- All paid staff will have references checked and undergo at least a two-tiered interview process
- Parents and others who volunteer on an infrequent basis, may not be required to undergo certain background checks but no person, other than paid SMLCA staff, will be allowed contact with students without additional adult supervision.
- All SMLCA paid and volunteer staff must view the risk management film provided by HBC
- All enrolled students will be required to complete an information sheet that includes approved names to pick-up the students after school
- Anyone other than the parents, will be required to produce a photo ID their first visit
- Students in divorced cases must submit copies of court orders outlining custodial arrangements
- Students in grades 2-6 will participate in a child safety training program to thoroughly educate them in school procedures and precautions necessary for their own safety and benefit
- Students who must leave early should turn in a note at the beginning of the day which is signed by a parent/guardian stating the reason for leaving, the time of dismissal and approximate time of return (If it is a doctor's appointment, the note should also include the time of the appointment and the location)
- Students arriving late must be accompanied by an adult when entering the school and sign in at the reception area

CRISIS RESPONSE PLAN/EMERGENCY PROCEDURES

SMLCA will work with representatives of HBC to develop a mutually beneficial Crisis Response Plan. It is understood that a true moment of crisis would require a cooperative and corroborative effort between the school and the church.

SMITH MOUNTAIN LAKE CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK

SIGNATURE PAGE

I have read and understand the requirements as stated in the Smith Mountain Lake Christian Academy Parent-Student Handbook and am willing to abide by said rules and regulations.

STUDENT'S NAME (PLEASE PRINT): _____

STUDENT'S SIGNATURE (GRADES 3-8): _____

Date: _____

I have read and agree to support the rules and regulations as stated in the Smith Mountain Lake Christian Academy Parent-Student Handbook.

PARENT'S/GUARDIAN'S SIGNATURE(S): _____

Date: _____

This page will be used if signature verification is necessary.

Please turn this page in (with appropriate signatures) to your classroom teacher.