



Journey to Excellence

**Sandy Lake Academy
435 Hammonds Plains Road
Bedford, NS B4B 1Y2**

Phone: 902-835-8548

Fax: 902-835-9752

E-mail: principal@sandylakeacademy.ca

Website: www.sandylakeacademy.ca

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Our Motto

Service above Self.

Our Mission

Educating the whole person to the glory of God.

Philosophy

True education is the harmonious development of every aspect of our life, keeping Christ at the centre. The Bible is God's revelation to us of His true character and is the foundation of all teaching at SLA.

Sandy Lake Academy ensures a quality education encouraging each student to:

1. Build and share a personal relationship with Jesus Christ
2. Develop strong interpersonal skills
3. Display personal growth toward academic excellence
4. Develop their personal talents to demonstrate their uniqueness
5. Show respect for self, others and property

History of SLA

Sandy Lake Academy began as a Seventh-Day Adventist church school in the basement of the Halifax Seventh-Day Adventist Church in 1927. In the late 1960's the student enrollment grew to over 40, and plans were made for a larger facility to accommodate students from Halifax, and the other area churches. This process was begun with the help of church leaders, and God made available to us a beautiful piece of property on the shores of Sandy Lake in Bedford. Members of our area churches and other dedicated individuals from around the Maritimes sacrificed to provide materials and funds to complete our current building. Construction began in 1972 and was completed in 1974. The school building consists of seven classrooms, kitchen, science lab, industrial arts room, gymnasium, and library/computer lab.

When the school opened its doors in 1974, there were 90 students in grades 1 - 10. In 1979-80, grade 11 was offered by correspondence. The Maritime Conference and the Seventh-day Adventist Church in Canada authorized the school to offer grade 12 in 1981 and in June of that year, we had our first graduating class. In the fall of 1997 began to offer Primary and in 2014 we started a Junior-Primary program for 4 year old children. These two programs offer structure and music training both in an activity setting that prepares the students for the elementary program and beyond.

Sandy Lake Academy is accredited by the North American Division Office of Education for Seventh-Day Adventist Schools. SLA consistently received good accreditation reviews.

Admissions

Sandy Lake Academy welcomes all students who are willing to abide by our school philosophy and mission.

An application form will be completed and photocopies of their birth certificate and health card submitted.

All parents and students in Grades 4 – 12 must be familiar with the content of this handbook and sign an agreement to uphold our principles and rules.

Applicants for the Junior Primary program must be four years of age and Grade Primary students must be five years of age by December 31 of the current school year.

The application process:

1. Obtain the application form, financial worksheet and handbook.
2. Fill out the application form and financial worksheet and return it to the school with a copy of the student's latest report card.
3. An interview is required for all new students and their parents. Please make an appointment with the principal upon completion of the application form and financial worksheet.
4. Parents will receive a letter from the principal to inform them of the decision of the school regarding the admission of their child.

The registration process:

Once a child has been accepted, he or she must also register to insure their placement at the school. A student is considered registered once the following has been obtained:

1. The applicable registration fee. (See financial information)
2. A course schedule sheet for students (grades 9-12).
3. Postdated cheques for tuition and textbook fees and/or financial arrangements with the treasurer.
4. Record of Inoculations.
5. Photocopy of birth certificate
6. Photocopy of health card
7. A signed Statement of Consent and Agreement
8. A signed statement agreeing to the Acceptable use Policy for Computer/Internet

Financial Information

Sandy Lake Academy is supported financially by the local Seventh-Day Adventist churches, the Maritime Conference of Seventh-Day Adventists, private donations, and student fees. It is through the generous support of our churches and their members that we can keep our tuition rates at their current low level.

Tuition Payment

Sandy Lake Academy's (SLA) fees are payable in full at the beginning of the school year or by 10 monthly payments.

Those choosing the ten payment method must sign a financial agreement on the final registration day stating that they will pay by post dated cheques or pre-authorized credit card. If you choose to pay in person payment must be made by the 5th of each month.

Student Account Collections

At any time throughout the school year overdue accounts will result in the withholding of student report cards and transcripts unless a financial plan has been approved by the administration. Any family whose account is in arrears on May 31, 2016 will not be provided report cards or transcripts until the account is paid in full.

Please Note:

*Failure to clear up outstanding tuition fee may result in student(s) not being reenrolled for the following school year.

**N.S.F. cheques are subject to a \$45.00 charge per cheque.

Interest on Past Due Accounts

Accounts thirty (30) days or more in arrears will be charged interest at a rate of 1.0% per month (10% annually).

Schedule of Discounts:

Early Registration Discount: \$50.00 off if paid by May 15
Full Registration fee after May 15

Family Discounts:

Second and additional child(ren): 20% discount

Note 1: The child in the highest grade is always designated as the first child when considering discounts.

Note 2: Discounts are applied **only** when accounts are current. Current is considered within 45 days.

Note 3: The treasurer is available to discuss financial concerns.

* A discount of 2% is also given if the year's tuition is paid in full at the time of registration.

Financial Assistance

Scholarships are available on a first come first served basis to eligible families. Families who require assistance are required to fill out a confidential online form, available from Apple Financial Services www.applefinancialservices.ca. The information we receive from Apple Financial Services will determine the amount of scholarship that can be provided. Families who fill out the online form are required to pay the \$100 Apple Financial Services fee, once SLA has received the first month's tuition payment we will reimburse the \$100 service fee. All financial information will be kept strictly confidential and securely filed.

Since scholarships provided by SLA are limited, we ask that you seek financial aid from the following in the order listed. 1. Your local church 2. Family members 3. Sandy Lake Academy

Income Tax Information

Income tax receipts for the After School Care, childcare during the lunch hour, and the religious education portion of tuition will be issued in accordance with the Income Tax Act by February 28th.

Income Tax receipts are issued in the full amount for the Junior Primary tuition.

Academic Information

Sandy Lake Academy follows the Nova Scotia Department of Education curriculum guides as well as the North American Division of Seventh-Day Adventists curriculum. Our grade 12 diploma is a recognized university entrance diploma for most Canadian Universities. Students wanting to apply to universities in the United States should note that they must take the ACT exam before they will be accepted into any program. However, international students should consult with the Post-Secondary program that they intend on entering to see if they will recognize Sandy Lake Academy's diploma. It should be noted that Post-Secondary institutions have a variety of entrance requirements. So, students in cooperation with parents and teachers should ensure that they are taking the courses that they need for their chosen program.

Promotion and Graduation:

Promotion from grade P to 9 will be based on scholastic achievement and attainment of specific competency levels in the basic skills encompassed in each of the subject areas.

Promotion from grades 10-12 is by course, not by grade. To graduate from High School, students must complete the requirements below. Students must achieve a passing grade in all required subjects and pass the required number of credits before they can receive their diploma.

High School Diploma Requirements:

Students entering grade 10 are required to attain a minimum of 21 credit courses for graduation. Of these 21 classes, no more than 7 can be grade 10 credits and at least 5 must be grade 12 credits. The classes listed below must be included in the 21 credits.

Religious Studies (1 credit for each year in attendance)

3 English (10, 11 and 12)

3 Mathematics credits

2 Science credits

2 Math/Sci./Tech

1 Global Studies (History or Geography)

1/2 Physically Active Living

1/2 Careers 11

1 Canadian Studies

Religious Studies:

Students are required to successfully complete one religious studies course for each year in attendance. As we consider these courses critical to character development we may refuse to readmit a student who, due to lack of effort, fails to complete these classes with a passing grade.

Report Cards and Parent-Teacher Conferences:

Report cards will be issued during the week following the end of each quarter. After first and third quarter, parent-teacher conferences will be held. Parents should feel free to make an appointment after school hours or send a note with their child if any questions arise between conferences.

Grading Scale (Grades 9-12):

90-100	A	70-74	B-	57-59	D+
85-89	A-	67-69	C+	53-56	D
80-84	B+	63-66	C	50-52	D-
75-79	B	60-62	C-	0-49	F

Other Marks:

O Outstanding
S Satisfactory

W Honorable Withdrawal
WF Withdraw / Failing

N Needs Improvement

I Incomplete: Work must be made up within nine weeks or a grade of F will be issued

Academic Probation (Grades 7-12):

Students failing more than one subject for any grading period will be placed on academic probation. Students must make the improvements needed to be released from academic probation by the end of the year or they may be denied admission for the following school year. Any student on academic probation who, in the opinion of the staff, is not attempting to improve may be brought before the discipline committee.

Exams (Grades 7-12)

Twice a year there are scheduled examination periods. The first set of exams take place at the end of the second term and the second takes place at the end of the fourth term. Students can be exempt from their final exams at the end of the fourth term provided they meet the following criteria:

-They must have a 94% average in a class once their four term marks are totaled and the averaged is determined for the four terms.

-A student who has perfect attendance and who is not tardy more than twice throughout the school year is eligible to choose one exam that they wish to be exempt from once the final exams begin.

Awards

The following awards are presented to elementary and secondary students unless otherwise specified.

Principal's Academic Excellence Award:

This is awarded to any student who ends the school year a 91% or higher in every subject.

High Honours:

This award is given to students who attain an average of 91% with no grades below 75%.

Honours:

This award is given to students who attain an average of 85% or higher with no grade below 75%.

Citizenship Award:

This award may be presented to both a male and female student who displays a consistent spirit of kindness, patience, cooperation and a positive attitude toward the school and its philosophy.

Perfect Attendance Award:

This is awarded to any student who has no absences, excused or unexcused, and who has been late no more than twice.

Other Awards:

There are other awards that students may qualify for but are only given according to the funding provided by the donor. Students and parents who are interested in finding out about our current awards should contact administration.

Attendance Policy

Attendance to all classes is required. Class time is important as a student can only attain their full potential if they attend classes on a regular basis. All absences will fall into one of the categories below:

Excused: Illness, death in the family, medical appointments (only when it is impossible to make such appointments outside of normal school hours).

Unexcused: Any absence that is not of an emergency nature. (Students will not receive credit for work missed.)

The principal, in cooperation with the staff, may grant a compassionate leave to a student so that, though the absence is unexcused, students can make up their work. **Arrangements must be made in advance** and, if leave is refused, the absences will be unexcused.

Tardiness:

Students are expected to be in class on time. A student arriving late for class will have a "tardy" recorded in the class record. Tardiness may or may not be excused by the classroom teacher and their decisions are final. If a student is tardy more than three times it will be recorded as an unexcused absence and the same consequences will apply. Students who are more than 15 minutes late may be marked absent for that class. Since attendance is so critical to the successful completion of a subject and important learning happens in the classroom that might not be found in the textbook, students need to make every attempt to not miss any class time. If a student misses more than 15 classes or the equivalent through tardies their ability to pass the course is in jeopardy. Consequently, depending on the class that the student fails due to missing so many classes, they might not have enough credits to graduate.

Unexcused Absences:

Unexcused absences here, as in any serious work environment, will have consequences. Notes from parents must be provided to the 7th room teacher upon return to school.

Not only will the student's grade suffer but, after repeated absences and after the parents have been notified the student may be suspended and eventually be asked to withdraw from the program.

Academic Credit:

Eligibility for a credit will be lost when a student is absent for sixteen or more hours (classes) of a full-time credit course and either or more hours of a half course. This applies to excused and unexcused absences. Special circumstances that would apply are: documented acute or chronic medical condition, hospitalization or specialist appointments, verifiable religious observance, and death in the immediate family, participation in an approved educational activity and documented legal obligations.

School Hours:

School hours are from 8:25 am through 3:35 pm Monday through Thursday and 8:25 am until noon on Fridays. Parents are requested to have their children at school on time and to pick them up immediately after school. There will be adults on the premises for one half hour before and after school.

Once students arrive on campus, they are not to leave school grounds. Students are required to be in the school building or where a staff member can see them unless they have permission from the staff to do otherwise. **For their safety we require that students make sure a staff member knows their whereabouts at all times.**

Any student who drives his/her own vehicle to and from school is to leave the vehicle parked in the designated place during school hours.

Grade 12 students who have their own vehicle may be extended the privilege to use their vehicle to leave the campus for lunch. To be eligible for this privilege a senior must have 1 million dollars (\$1,000,000) liability insurance (2 million dollars (\$2,000,000) is highly recommended) with a copy of the current policy on file in the administrator's office, have a signed permission from his/her parents and not be on probation or any other disciplinary action. To take another student in the above-mentioned vehicle the driver must have a signed note from his/her parents listing approved passengers who must also be seniors. The student passenger(s) must have a signed note from their parents stating they have permission to ride with that specific student driver in that specific vehicle. These signed statements must be on file in the administrator's office before requesting the privilege. To maintain this privilege the students must return to class before the tardy bell.

Storm days:

School cancellations due to bad weather will be announced on the radio station CBC (FM90.5), the school's Facebook page, and on our Twitter account. Please be sure that school is in session before you leave your child. If school is cancelled, there will be no supervision.

Visitors:

We welcome visitors to our program and usually will allow students to have their friends visit us. **All visitors are asked to report to the office before attending classes or visiting with students.** If a friend/parent/alumni wants to visit, they should make arrangements well in advance to ensure the visit would not interfere with the school program.

Spiritual Life

Sandy Lake Academy has been established to bring glory to God and to provide a place where students can get to know Him in a non-threatening environment. It is our goal, as a school family, to uphold the morals and values taught in the Bible and exemplified in the life of Christ. To help achieve this goal the following will be a part of our program:

Morning Worship:

Each day will begin with a devotional and prayer designed to draw us closer to God.

Bible Classes:

Students will have Bible classes each day other than on the day that the weekly chapel will take place. The primary focus with Bible classes at Sandy Lake Academy is for students to learn more about the Bible and develop a closer relationship with Jesus.

Weekly Chapel:

Each week the student's first class of the day will be devoted to singing praise and worship songs, praying, and learning more about their heavenly Father.

Week of Prayer:

For two separate weeks during the year guest speakers will hold meetings which are designed to draw us closer to God. We believe that salvation is gained through our relationship with Jesus and, therefore, we set aside time during our week of prayer to get to know Him better.

Bible Studies:

Bible studies may be organized by a local pastor. Any students wishing to study the Bible in a small group or wishing to prepare for baptism should contact a staff member. We can arrange for these studies at a time that is convenient for the student and pastor. The studies can be tailored to meet the needs of the individual student. The final decision regarding baptism will be left to the parents and student in consultation with a pastor.

Health and Safety

The Seventh-Day Adventist church believes that a healthful lifestyle will enhance performance in all areas. Health education is an important part of our curriculum and we feel that the principles we teach must be practically applied by our school. Therefore,

we observe the following:

1. Because many of our families are vegetarian and our church promotes a vegetarian lifestyle, school-sponsored functions will be vegetarian. If you are asked to provide food for a function, please keep that in mind.
2. Caffeinated beverages are not permitted on the premises.
3. Out of respect for our families who do not eat meats mentioned as unclean (e.g. pork or shellfish) in Leviticus 11, and taking into consideration that children often share their lunches, we ask that parents not send these foods to school. We appreciate your cooperation in avoiding misunderstandings in this area.
4. Cigarettes, alcohol and street drugs are not permitted on campus at any time. Any student in possession of them, for any reason, will be suspended or expelled. A second offense during a student's attendance at SLA will result in expulsion. We take this stand to protect our student body from the addictive nature of these products and the health and social problems that can result from their use.
5. We ask parents to assist us in providing the best education possible by ensuring that their children receive adequate rest on school nights. Also, some students react strongly to red dyes, sugar and chocolate. If your child tends to be hyperactive or "acts up" when exposed to these products, please choose other alternatives for their school lunches.
6. For the safety of students and staff, Sandy Lake Academy will be a scent-free zone.

Safety Concerns:

The safety of your children is a primary concern of Sandy Lake Academy. Activities that require notification of the governmental authorities will be turned over to them. Therefore, we ask that the following regulations are observed:

1. Knives, firearms, lighters, slingshots, weaponry and explosives are not to be brought on school property for any reasons. Any student in possession of them will be suspended or expelled. A second offense during a student's attendance at SLA will result in expulsion. Items of this nature will be confiscated and disposed of in a proper manner.
2. The school will not dispense medication. If your child requires medication, please ensure that they bring their own supply. The office will have pain relievers on hand for those who forget theirs at home. However, families need to complete the permission form for the school to make pain relievers available.
3. If your child has a medical condition which may put them at risk during school activities, please inform the school in writing. Also, be sure that the medical information section of your application form is complete.
4. During the winter season, snowball throwing is not allowed.
5. We encourage outdoor activity as the students need the fresh air and exercise. Please ensure that your child is dressed for the weather. If you would like your child to remain indoors for health reasons, please be sure to send a note, which includes the duration for which the child is to stay indoors.

Citizenship

As Seventh-Day Adventist Christians, we 10 strive to provide and maintain an

environment which is in keeping with the principles outlined in the Holy Bible, the writings of Ellen White and the philosophy of love exemplified in the life and teachings of Jesus Christ. This provides a safe and secure environment in which our school family can grow together mentally, physically, spiritually and socially.

In order for this environment to exist, our citizens, both students and faculty, must share similar goals and be willing to dedicate themselves to our program. *Those who do not agree with our philosophy and are not willing to lend themselves to our program should explore other options.* The environment which we strive to achieve revolves around four fundamental concepts: respect for God; respect for persons, respect for ownership and property; and physical safety. These concepts are embodied in, but not limited to, the examples below:

Respect for God:

We choose not to behave in a way that shows disrespect to God, His Holy Bible, or the institutions that He has established in heaven or on earth. This does not mean that we cannot discuss God's purposes and standards, or those of our church, but it does mean that we should in no way degrade them. It means that we may not use God's name in a disrespectful way, worship other gods, or experiment with or promote the occult.

Respect for Persons:

We will respect people's sensitivities by refraining from personal insults or intimidation, indecent language and gestures, or publications that will offend members of our society. Clothing, music, or literature which promotes anti-Christian, violent, sexual, or personally degrading ideals or organizations will be kept off campus.

We must be honest with each other in all situations. Mistakes and errors in judgment can be forgiven, but dishonesty will destroy the relationships within our school family.

Physical Safety:

Students must feel physically safe. Fighting and bullying will not be tolerated. Though we realize that conflicts will occur, we insist that our students adopt a non-violent approach to these problems.

Personal space will be respected. Sexual contact or any public show of affection is not acceptable.

Respect for Ownership and Property:

All physical property on campus; whether owned by students, staff or the academy, must be respected. Theft, vandalism and unauthorized use of property will only degrade our property and our trust for each other and may lead to appropriate disciplinary action.

Disciplinary Action:

The staff of our school will attempt to assist students in living within our school environment and reaching their goals. However, people fall short of these goals and violate the school's standards. In those cases suitable, discipline will be enacted and the student involved will be asked to make appropriate reparations. If at any time the student reveals by his words or actions that he does not want to uphold the standards of the school he will be suspended so that he can consider whether he wants to remain a part of the school. The discipline committee may recommend expulsion to the school board if the student demonstrates that he/she is unwilling to be a positive part of our program. A record of disciplinary actions is kept on file.

Citizenship Probation:

Students who repeatedly demonstrate attitudes or behaviours which violate the philosophy and guiding principles of the school will be placed on citizenship probation. When this occurs, the student and their parents should be aware that their continued presence at the academy is in jeopardy. Continued violations will result in the student being referred to the discipline committee which may recommend expulsion to the school board. Students ending the year on citizenship probation may be denied readmission for the next year.

Dismissal:

Any practice or attitude which tends to undermine the school in its attempts to achieve its mission and follow its philosophy jeopardizes the student standing. When, in the judgment of the discipline committee, a student's connection with the school is no longer beneficial to him or the school family as a whole, the student may be dismissed whether or not specific rules have been broken.

School Related Misunderstandings:

It is important to use the following procedures to give administration ample opportunity to resolve the situation in the appropriate manner, to provide a teacher time to make any necessary changes and the parent time to fully evaluate the situation in a reasonable manner.

Education can be a very emotional topic as it concerns the future of our children. Consequently, it is important that misunderstandings be cleared up as quickly as possible. Any parent wanting to discuss a concern, misunderstanding, or difficulty in the student/teacher relationship should do the following:

1. Visit the teacher

If there is a problem which arises that you are concerned about, please take time to inform the teacher regarding your concerns. If the teacher is not aware that there is a problem, then they cannot take the appropriate steps to address the issue.

2. Visit the Principal

Request the Principal to arrange a ¹²meeting between the parties involved. If no

resolution is reached, each party involved will document their case in writing to the Principal. Copies of these documents will be provided to all parties involved, with the original filed in the Principal's office.

If no resolution is reached, the Principal may make the necessary arrangements for the parent/teacher to take their concerns to the school board or the Superintendent of Education.

Student Appearance

As a private school, our biggest asset is our reputation. We ask that students keep that in mind when they choose their classroom attire. Our image and reputation are often determined by our appearance and, thus, it is important that we make the best impression possible without sacrificing the comfort of our students. We ask, therefore, that:

1. Students wear either their formal uniform or their gym uniform at all times during the school day while they are on campus. The only exception to this rule is when the school schedules a casual day. However, on casual days students will still need to wear their physical education uniform for that class. On casual days students need to base their clothing choices using the guidelines found below.
2. Students will choose clothing that is neat and clean, free of holes, tattered hems, tears or stains.
3. Clothing must be modest, not tight-fitting or revealing, as follows
 - Skirts and dresses will cover the knee when sitting.
 - No sleeveless tops may be worn, and shoulders are not to show.
 - Necklines will be modest – not low cut or gaping.
 - Midriff will not show when arms are raised.
 - Underclothing must not be visible.
 - Pants must not be baggy or ride low on the hips.
 - Pants must not be too tight
 - Sweat and yoga pants are not allowed. Track pants are permitted provided they abide by the criteria found above.
 - Shorts for gym class should be close to or should touch the knees. Basketball type shorts would be the most appropriate type.
 - Skirts must not ride low on the hips.
4. Clothing will not display writing or pictures which run counter to the principles and philosophies of the school. We ask students not to wear clothing that advertises or doesn't reflect our Christian ideals.
5. Jewelry of any kind such as rings, earrings, bracelets and necklaces are not to be worn.
6. If used, makeup should look natural.
7. Hair will be neat, clean and well groomed and should not be in the eyes. Boys' hair must be above shoulder-length. Hairstyle is to avoid the extreme in colour and style (i.e. bright colours, shaved heads, longer hair styled to stand on end). Hair should be a natural colour, and any tipping or highlighting should be subtle.
8. Hats and hoods may not to be worn in the building.

The following standard of clothing is required at SLA:

Girls:

- Beige khaki skirt or skort reaching below the knee
- Beige khaki pants or capris
- Beige khaki knee-length shorts
- Navy blue polo shirt with SLA logo
- Navy blue sweatshirt with SLA logo
- Physical education T-shirt with SLA logo
- Navy blue physical education sweatpants with SLA logo or navy blue knee length shorts

Boys:

- Beige khaki pants or capris
- Beige khaki knee-length shorts
- Navy Blue polo shirt with SLA logo
- Navy Blue sweatshirt with SLA logo
- Physical Education T-shirt with SLA logo
- Navy blue physical education sweatpants with SLA logo or navy blue knee length shorts

Polo and PE shirts with school logo for boys and girls will be purchased at the school and must be worn while attending school unless permission is given.

Student Activities

If education is to accomplish its true purpose, it must provide opportunities for social development. In this light we try to provide a variety of social activities such as banquets, intramural sports, talent shows, picnics, ski trips, etc.

Student Association (SA):

The student association officers are elected in the fall and work together to provide activities that will be enjoyed by the students.

S.A. officers must be students in good standing, neither on academic nor citizenship probation. They must be in grades 9 - 12 and 14the President must have previously served as

an SA officer.

Field Trips:

Field trips add to the excitement and enjoyment of school. Adequate supervision is provided and all care is taken to ensure the safe conduct of each child on such trips. Parents are welcome and encouraged to participate. Signed permission slips are required for all trips.

Drivers for the trip must be 21 years of age and the vehicle must be registered and insured with 1 million dollars (\$1,000,000) liability insurance. Two million dollars (\$2,000,000) liability insurance is highly recommended.

We welcome your input and participation in our social activities. It takes many people, working together, to provide the activities our youth will enjoy. Thank you in advance for your support of our programs.

Acceptable Use Policy for Cell phone/Electronics

Since cell phone/electronic devices have become more commonly used throughout our daily activities Sandy Lake Academy has revised its cell phone/electronic use policy for students in grades 7-12. However, along with the revising and loosening of our policy in some ways we are tightening the usage of devices in other ways. The changes and the consequences are outlined below.

-Students from Primary to grade 6 are not allowed to bring their devices to school until they are in grade 7 and above.

-SLA is not responsible for any theft, damage, or loss of any cell phone or electronic that is brought on the school premises. Students bring these things to school at their own risk

-Cell phones/electronic devices may be used for a specific classroom activity as directed by the teacher but this does not however give permission to students to use their devices during unapproved times.

-So when can students use their devices?

Up until 8:15 AM – when they enter the inner double doors

12:20-12:35 PM – **during** the eating time within their own classroom

3:35 PM – **when** they have exited the inner double doors

-Students using their cell at a time not designated will have their phone confiscated and locked in our safe for one week's time. If a student refuses to give up their cell phone/electronic device they will lose their device for two weeks. If students continue to be disrespectful and or disobedient, a suspension or expulsion might occur.

For example, If Sally uses her phone/electronic device at 3:30 PM on Thursday (without permission) she has lost the privilege to use her device until the end of the school day the following Thursday. Further, if Sally is asked to give her phone/electronic device to a staff member and then refuses to do so, she will then lose her device for two weeks for being disrespectful and disobedient.

Acceptable Use Policy for Computer/Internet

Sandy Lake Adventist Academy wishes to allow its students to be able to access curriculum based information resources no matter where they may be. To this end, SLA permits its students to access the internet. The responsible use of school facilities is the overriding goal of this policy.

This interconnected world wide web of computers can provide the students with access to the most recent research and the most up-to-date statistics and opinions. However, the internet can also provide the students with access to less than desirable information. While it is in fact, impossible to completely protect students from accidental exposure to inappropriate materials, it is important that SLA has an Acceptable Use Policy to provide guidelines for the use of this vital informational resource by its students.

It is expected that students will conduct themselves according to the social and cultural norms of their school community.

1. School use of the internet is under the direction/supervision of school staff and students are obligated to use it appropriately. They should conduct themselves responsibly, ethically and politely while on-line.
2. Inappropriate use of the internet is prohibited. Use of obscene or illegal materials or indulging in activities in support of such activities is prohibited.
3. Students should not allow themselves to become involved in activities or discussions which are illegal or ill-suited and that might include opening themselves to access by people wishing to make inappropriate contacts with students.
4. Appropriate etiquette of internet use includes:
 - a) Respect for the rights of others
 - b) Prompt removal of electronic mail
 - c) Moderate information storage
 - d) Acceptance of responsibility to use the internet wisely
5. The internet user accepts SLA's regulation and control of school network use and consents to investigations, where necessary, relating to misuse of networks.
6. The student and parent will not hold the teacher, SLA or the Maritime Conference liable for any materials retrieved from the internet.
7. Abuse of the Acceptable Use Policy will lead to suspension and/or termination of the student's access to the internet. The time for this to be determined based upon previous behavior.
8. This agreement shall remain in effect 16 as long as the student is enrolled at

SLA or until terminated by either party by notification in writing.

Sandy Lake Academy believes that the benefits of internet access far outweigh the risks and that the key to safe internet usage is based on education and example.

Goals and Expectations:

Student use of the internet is under the direction and supervision of the teacher. Parents may also play a part in supervising appropriate use outside of the school. Under school supervision, the rationale for student use is based on the importance of achieving the following goals:

1. Learn the basic procedures and skills to log into a host computer.
2. Demonstrate knowledge of telecommunications technology and how it may be used to enhance classroom activities and personal growth.
3. Practice good net-skills by being polite and considerate, and closing unneeded internet connections.
4. Learn to participate in discussion forums, list servers, conferences, and so on where appropriate.
5. Learn to use search tools and research curriculum related activities, assignments and projects.
6. Learn to utilize e-mail for individual or group use.

Rationale:

Sandy Lake Academy believes that while there are both pro's and con's to student internet access, it is a valuable educational tool that cannot be ignored, if we are to properly prepare students for the challenges of the information age. At this time, full student access via networks for educationally acceptable uses is critical for our students.

School Internet Guidelines for Access:

Students and teachers are expected to conduct themselves in a socially acceptable manner at all times while on the internet. Access is to be limited to either:

1. Directly curricular related information searches, or
2. E-mail with other students or teachers where the interaction is based on acceptable community standards.

The following responsibilities are expected of all internet users at SLA:

1. Users will not use the internet for illegal, inappropriate or obscene purposes.
2. Users will not use the internet for any product and/or service advertisement or political lobbying.
3. Users are expected to follow SLA's responsibility codes at all times when using the internet. Failure to comply with these guidelines will result in the termination of network privileges for an individual or group.

Roles and Responsibilities:

School Board

1. Have and communicate a policy on the student use of the internet.
2. Appoint a committee of involved teachers, administrators and parents to review this policy every two years.
3. Provide SLA with a standard informed consent form for parents.

School

1. Have a policy on student's use of the internet that follows the Board policy.
2. This policy is to be in the staff and/or student handbook and reviewed with the staff and or students before students are given internet access.
3. Communicate both the educational benefits and the potential dangers to the staff and students.
4. Provide teaching staff with a standard informed consent form for parents.

Teacher

1. Review Board Internet policy and comply.
2. Review School Internet policy and comply.
3. Review student responsibilities with students before internet access.
4. Have all parents sign an informed consent form before students have internet access.
5. Provide students with internet access, but also provide an appropriate level of supervision to ensure that SLA guidelines are followed.

Parents/Guardians

1. Be aware of the consequences set out by SLA for unacceptable and inappropriate use.
2. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices of use.
3. Read the acceptable use guidelines and the school policies as they apply to computer/internet access and permit their child(ren) access by signing the informed consent form.
4. Report misuse of the internet to teacher or administrator.

Student

1. Sign the informed consent form and understand compliance with this is a condition of access to SLA computer and electronic resources, and non-compliance may have other consequences as well.
2. Conduct of all his/her activities in accordance with the guidelines and policies set out for the use of computer and electronic resources related to SLA.
3. Conduct all activities in a responsible, ethical, legal and courteous manner, especially when contacting others on the internet network.

