

Sandy Lake Seventh-day Adventist Academy

2020-2021 Parent-Student Handbook (Summary)



Mission Statement

“Educating the Whole Person to the Glory of God”

Contact Information

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Email Office: secretary@sandylakeacademy.ca
 Principal: principal@sandylakeacademy.ca

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

Hours of Operation

School Hours Monday to Thursday. 8:15 a.m. to 3:35 p.m.
 Friday. 8:15 a.m. to 12:00 p.m.

Before/After-School Hours Monday to Thursday. 8:00-8:15 a.m./3:35-4:00 p.m.
 Friday. 8:00-8:15 a.m./12:00 p.m.-12:30 p.m.

Office Hours Monday to Thursday. 8:00 a.m. to 4:00 p.m.
 Friday. 8:00 a.m. to 12:30 p.m.

Principal's Message

2020--2021 "Doing Hard Things"

Hello SLA Students, Parents, and Staff,

Have you ever challenged someone you knew with a task or challenge, only to be met with the protest, "It's too hard." Perhaps you have been guilty of uttering that same response yourself. If it is hard, why would we ever do it, when ease is so, well, easy? Yet we do do hard things. My wife Melanie and I never voluntarily went into parenting believing it would be easy; the challenge was half the attraction. Why? Well, because great challenges met bring great blessings and rewards! What's even more amazing is that we can grow and strengthen *even when we fail*.

The Bible speaks to this theme in many places. Here are but a couple of examples:

"For our light affliction, which is but for a moment, is working for us a far more exceeding and eternal weight of glory." 2 Corinthians 4:17

"But he said to me, "My grace is sufficient for you, for my power is made perfect in weakness." Therefore I will boast all the more gladly of my weaknesses, so that the power of Christ may rest upon me... For when I am weak, then I am strong." 2 Corinthians 12:9,10

This year at SLA, we *hope* that you have to face hard things. Befriending that student whom you have a hard time getting along with. Standing up for what you believe in. Dealing with new ways of doing things at school during a pandemic. Mastering that instrument. Putting the Xbox aside and reading that novel. Sounding out those letters as you learn to read. Living for Jesus.

This year we most sincerely desire that, through or efforts and support at SLA, you will know God better and sense His love for you. This is not the easy road, but it leads to a beautiful place. Consider these words penned by GK Chesterton – *"The Christian ideal has not been tried and found wanting, it has been found difficult; and left untried."*

This year... *TRY!* If it seems hard, *DO IT!* As you struggle, push, press, crawl, and claw your way forward, you will be amazed at the person who emerges; the person whom God has designed you to be. This year, *do hard things*.

In Christ's service with you,

Mr. Stephen Kibbee

SLA Principal 2020-2021

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Organizational Personnel

Academic and Support Staff

Mrs. Mary Bellefontaine
Grade 1-6 Educational Assistant

Mrs. Viktoria Brunets, B.Ed.
Grades JP/P

Mrs. Falisha Cherenfant, B. Ed.
Grades 1/2 (volunteer)

Mr. José Dias, B.Mus., M.Mus.
Music, Technology

Mr. Stephen Kibbee, B.Sc.H, M.Ed.
Principal, Secondary Religion

Ms. Jill Kinney, AS Accounting
Secretary, Registrar, Treasurer

Ms. Shirleen Luttrell, B.Sc., MA.
Secondary Mathematics

Mr. Ron Scott, B.Ed., MS.
Secondary Science, Phys Ed

Mrs. Sharri Scott
JPP Educational Assistant

Mrs. Isabelle Tingley, B.Ed.
Grades 3/4

Ms. Kalie Todd, B.Ed.
Secondary Humanities

Pr. Sean Todd, B. Th.
SLA Chaplain

Mrs. Gina Walker
B.Ed., Grade 5/6

Introduction to SLA

Philosophy

True education is the harmonious development of every aspect of our life, keeping Christ at the center. The Bible is God’s revelation to us of His true character and is the foundation of all teaching at SLA. We believe Seventh-day Adventist Christian Education exists to...

- restore in man the image of his Maker;
- nurture an intelligent dedication to the work of God on earth;
- develop a practical preparation for conscientious service to our fellow man;

- ensure that youth receive a balanced physical, mental, social, and vocational education; and
- promote God’s revealed mind and will as the criteria for right and wrong.

Motto

“Service Above Self”

Mission

“Educating the whole person to the glory of God.” – Sandy Lake Academy offers a comprehensive curriculum, designed to develop the whole person by focusing on the academic, spiritual, physical, emotional, and social aspects of the students.

Vision

As a Christian school, we strive to provide an environment and education which will represent our Lord and Saviour Jesus Christ and the ideals that he personified in his life and teachings. High standards are important to us as we believe that “whatsoever you do, do all to the glory of God.” 1 Cor. 10:31 Therefore, we expect our staff and students to work together to bring glory to God through our school.

We believe that true education cultivates well-rounded students, preparing them for the joy of service in this life and for the higher joy of service in the life to come. To accomplish this goal, we have developed the five pillars of our vision for SLA. It is our desire that through each facet of the five pillars of our vision, our graduates will be impacted in the following ways:

5 Pillars of Our Vision

Our Spiritual Program

We want our students to develop a closer walk with Jesus while attending SLA, but we also desire to prepare them to take the next step in their walk with Christ, developing into mature Christian leaders. Whether or not students become leaders in their careers, we ultimately want them to become leaders in the Church and the community.

Our Academic Program

Our students should be well prepared for the continuing process of cultural change and will understand the need for ongoing personal growth and lifelong learning. They will be well-equipped academically to pursue higher education, having developed a thirst for knowledge and attained enhanced critical thinking skills.

Our Music Program

Our graduates should possess a broad range of skills in technical and artistic areas which will give them a comprehensive foundation on which to begin their career paths. They will exhibit self-confidence developed through performance and will be better equipped to express themselves and their ideas.

Our Practical Skills Program

It is our desire for students to have a working knowledge of the basic life skills appropriate for independent living. They should possess a multitude of skills to be better-rounded through all facets of life.

Our Health & Fitness Program

We strive to instill in each student a positive attitude towards the development and maintenance of healthy bodies and minds. They will realize that a healthy lifestyle creates the necessary foundation for learning and a productive life. We want them to recognize that our bodies are the temple of God and we honor Him when we properly care for our bodies. Students will be willing to promote healthy living within their families and communities.

Each of these five pillars will be approached in a manner that is consistent with our philosophy, rooted in our motto, and designed to richly contribute to carrying out the mission of the school.

Note – from here until the end of this document, “Parent(s)” will be used to refer to the parent(s), guardian(s), or primary caregiver(s) of a student.

Campus Spiritual Life

Staff Worship

The SLA staff have the privilege to meet each morning from 8:00-8:15 AM for a season of morning worship. We hope that it is encouraging to you as parents and students that your educators are seeking fresh strength and wisdom from the Lord each day in order to serve the families of SLA better. With the exception of emergencies, we ask that everyone respect this special season of worship by refraining from planning meetings or activities during this time. All teachers not assigned to supervision are required to attend.

Bible Classes

Students will have Bible classes each day other than on Friday, the day in which the weekly chapel service occurs. 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 Friday, students will attend a chapel service designed to uplift Christ and grow their knowledge of the Bible. Services, both in terms of the particular collection of students and the method of presentation, will occur in a variety of different ways.

Week of Prayer

For two separate weeks during the year, guest speakers will facilitate special activities and integrate into the daily school program to help provide spiritual enrichment to the student body. 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 the school Chaplain or Principal. 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.

School Chaplain

Pr. Sean Todd is our Chaplain for the 2020-2021 School Year. The school Chaplain will help to provide spiritual mentorship, counselling, and encouragement to staff, students, and families of SLA.

Service

The SLA family aims to put their motto into action for everything they do, whether curricular or extracurricular. SLA will strive to routinely incorporate service into its spiritual, academic, vocational, musical, and social activities.

Financial

Sandy Lake Academy is supported financially by four local Seventh Day Adventist constituent churches, the Maritime Conference of the Seventh Day Adventist Church, 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 and Fees Schedule and Method of Payment

Sandy Lake Academy's 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. *Tuition is charged per month for 10 months (September to June).*

	Yearly Fee (non-SDA Student)	Yearly Fee (Constituent SDA)	Yearly Fee (Maritime SDA)	Yearly Fee (International*)
Registration Fees**	\$320	\$320	\$320	\$320
Junior Primary	\$6,900	\$6,900	\$6,900	n/a
Grades P-6	\$5,300	\$3,850	n/a	n/a
Grades 7-9	\$6,000	\$4,150	\$5,100	\$15,000
Grades 10-12	\$6,600	\$4,450	\$5,500	\$15,000
Boarding Fees (Grades 9-12)	n/a	n/a	\$5,500	*See Below

*International student fees include tuition, room and board.

**Registration fees are non-refundable

Additional Costs

School Uniforms: Cost dependent on student selection – please see uniform order sheet.

Practical Skills Fee: \$50 (option available to pay at the beginning of each semester - 2 payments of \$25/year).

Classroom Fees (JP-6): \$50 to cover classroom supplies.

Music Program (9-12): Choir Jacket, Music, Clinics, Tours, etc.

Hot Lunch Program: Optional lunch program on Thursdays (approx. \$5-8).

Loonie Casual Day: The first Thursday of every month is Loonie Casual Day (\$10 per year).

Field Trips: Ski Day, End-of-year trip, etc.

Tuition Incentives and Schedule of Discounts

Early Registration Discount: \$85.00 discount

Full tuition payment at registration: 2% discount (no credit card payments)

Family Discounts:

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.

Tuition Referral Incentive: Families that are instrumental in bringing a new family to SLA will receive a \$500 tuition discount per newly enrolled family. Both existing and new students must remain enrolled for a full school year to be eligible for the Referral Tuition Incentive. The \$500 discount is per family and not per student and will be applied in June.

Student Account Collections

Overdue Accounts: 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, in the current school year, will not be provided report cards or transcripts until the account is paid in full.

**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 (12% annually).

Tax Deductible Receipts

Income tax receipts for the After-School Care program 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 Junior Primary tuition.

Tuition Assistance

SLA awards a limited number of scholarships that may be applied against tuition accounts, but these are limited. Please communicate with the school Treasurer in order to explore alternate funding streams for tuition fees.

Academic Program

Curriculum

SLA follows the Nova Scotia Department of Education curriculum guides as well as the North American Division of Seventh-Day Adventists curriculum. SLA is accredited by the Accrediting Association of Seventh-day Adventist (SDA) Schools, Colleges and Universities, Inc. 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 SLA's diploma. 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.

Secondary Course Planning

School Administration will work closely with students to ensure the proper planning of their academic schedule so that they remain on track for meeting the diploma requirements in their grade 12 year. Following are the expectations for course load at each secondary grade level:

- Grade 7-10: Full program of at least 7 credits with no spares.
- Grade 11-12: Full program of at least 7 credits, with the possibility of one spare if the student is on-track to exceed credit expectations for graduation (subject to Principal approval).

Promotion and Graduation

Promotion from grade JP 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 through 12 is by course. 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 18 credit courses for graduation. Beyond this, each student is also required to complete one credit of Bible for each year of attendance. Of the 18 credits, 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 18

credits. The following information, with the exception of the Bible requirement, has been sourced directly from the Nova Scotia Department of Education and Early Childhood Development.

Bible

1 Bible credit for each year in attendance

Language, Communication, and Expression

3 language arts (10, 11 and 12)

1 arts: e.g. music

Science, Mathematics, and Technology

3 mathematics (only one credit may be from the grade 10 level) *2019 grads only require 2 credits for graduation

2 science: one from science 10, biology, chemistry, or physics, and one other approved science course

2 others from mathematics, science, and/or technology

Personal Development and Society

1 physical education

1 Canadian history

1 global studies

SLA offers a variety of elective courses for academic credit to round out student graduation requirements (refer to the course listing beginning on p. 10). Additionally, the Nova Scotia Department of Education also authorizes the issuing of Personal Development Credits (PDCs) for students who have satisfied the requirements of various out-of-school programs. Please contact the school registrar or visit <https://pdc.ednet.ns.ca> for information regarding the credit application process and approved program list.

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.

Homework

SLA does not have a policy that mandates expectations for homework time based upon grade level. The amount of homework administered will be at the discretion of the course/classroom teacher. Homework time will also be influenced by how productive and efficient a student chooses to be during school hours. SLA will seek to deliver an academic program that is engaging, challenging, and enriching, while at the same time respecting the importance of school/life balance, temperance, and rest.

Exams (Grades 7-12)

Examinations are scheduled for the end of the first and second semester (refer to yearly calendar on p. 4 for exact dates). Any requests for alternative dates/times for exam writing must be addressed directly with the relevant teacher(s). Student found cheating on exams will automatically be awarded a grade of zero for their exam. Teachers are granted the freedom to adopt their own classroom/course policies regarding exemptions for the writing of exams, and will communicate this policy in their course syllabus.

Other Policies and Procedures

Academic Dishonesty Policy

Jesus has given us the perfect example of living a life of honesty and integrity, giving assurance that He did “nothing in secret.” God promises peace to those whose consciences are clear before Him. It is the desire of SLA for students to experience this peace by practicing honesty, integrity, and discernment in their learning. As such, the SLA staff will strive to equip students with skills with respect to documentation of sources (bibliography, endnotes, and quotations) and studying. Appropriate consequences not limited to discipline from the supervising teacher (e.g. suspension, restoration) will apply to acts of plagiarism, cheating, collusion, or other acts through which a student unfairly misrepresents his/her effort or achievement.

- **Plagiarism** occurs when a student knowingly represents another’s work or ideas as their own.
- **Cheating** occurs when a student acts dishonestly or unfairly to gain an unmerited advantage.
- **Collusion** occurs when a student knowingly allows his or her work to be copied and/or submitted by another student.

Attendance

Absences and Tardies

Attendance is an essential requirement for all classes. Minimum instructional time requirements exist for any course in which academic credit is granted. Students will forfeit academic credit for course completion once 16 unexcused absences are reached per full-year course (8 per half-year course). Parents are advised to contact the office before school begins if their child(ren) will not be attending school that day.

Students are expected to be in class on time. A student arriving late for class will have a "tardy" recorded in their class record. Tardiness may or may not be excused by the classroom teacher and their decisions are final. Three unexcused tardies are equivalent to one unexcused absence. Students who are more than 15 minutes late for a class under preventable circumstances will be marked absent (unexcused) for the class. The Principal, in cooperation with the staff, may grant a discretionary compassionate leave in extenuating circumstances. These absences would be excused, but it is nonetheless the student’s responsibility to ensure the make-up of missed work. If a parent is aware of an extended leave, arrangements are to be made in advance with teachers, where possible. A doctor’s note will be required to excuse the absence of any student who missed school for health-related reasons.

It is the student’s responsibility to approach the teacher regarding missed work in the event of an unexpected absence. In general, students returning from an absence will be given as many days as the absence lasted to complete make-up work. Teachers may use their discretion to extend such times depending on the circumstances. Work assigned before an absence will be due on the first day that the student returns to school and graded without penalty. Teachers and students will work together in scheduling the writing of tests that were missed during the absence.

Clothing and Accessories

The family that makes up SLA, both staff and students, has been given the privilege to work and learn in a safe, professional, and spiritual environment. Given this privilege, it is expected and required that both staff and students will represent the school well through adhering to their respective dress code policies. Faculty and staff should refer to the *Maritime Conference Education Department Employee Handbook* for dress policy information. In principle, we desire that each student reflect the dignity and value that God has given them through their choice of attire. Policies that reflect this principle follow.

The school uniform policy covers every uniform for every type of class and activity, though the apparel for each differs. There is both a standard school uniform and PE uniform. Information regarding these uniforms, as well as casual and activity day uniforms, is outlined below.

1. Students will choose clothing that is neat and clean, free of holes, tattered hems, tears or stains.
2. Clothing must be modest, not tight-fitting or revealing. For example:
 - a. Skirts and dresses will cover the knee when sitting.
 - b. Sleeveless tops are prohibited, as shoulders are not to be revealed.
 - c. Necklines will not be low-cut or gaping.
 - d. Midriff will not show when arms are raised.
 - e. Underclothing must not be visible.
 - f. Pants and skirts must not be baggy or ride low on the hips.
 - g. Pants and skirts must not be too tight.
 - h. Sweat pants, jogging pants, track pants, and yoga pants are prohibited.
 - i. Shorts for gym class should be close to or should touch the knees. Basketball type shorts would be the most appropriate type.
3. Clothing will not display writing or pictures which run counter to the Christian principles and philosophies of the school.
4. Jewelry of any kind is not to be worn.
5. If used, makeup should look natural.
6. Hair will be neat, clean and well-groomed and should not be in the eyes. Hairstyle is to avoid the extreme in colour and style. Hair should be a natural colour, and any tipping or highlighting should be subtle.
7. Hats, hoods, hoodies, or head gear may not to be worn in the building. Head coverings which have a cultural or religious significance are permitted.

The following standard of clothing is required at SLA:

	Boys	Girls
Standard Uniform	Wardrobe Beige khaki dress pants, or Beige khaki dress knee-length shorts with Navy blue polo shirt with SLA logo Navy blue sweatshirt or choir jacket with SLA logo may be added to the approved wardrobe described above Footwear Neutral colour dress/business casual shoes in good condition (no crocs, sandals, flip flops, etc.)	Wardrobe Beige khaki dress pants/capris, or Beige khaki dress skirt/skort reaching below the knee with Navy blue polo shirt with SLA logo Navy blue sweatshirt or choir jacket with SLA logo may be added to the approved wardrobe described above Footwear Neutral colour dress/business casual shoes in good condition (no heels, crocs, sandals, flip flops, etc.)
PE Uniform	PE t-shirt with SLA logo with Navy blue or black sweatpants or navy blue or black knee	PE t-shirt with SLA logo with Navy blue or black sweatpants or navy blue or black knee

length shorts

length shorts

Running shoes appropriate to activity

Running shoes appropriate to activity

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 otherwise specified by school staff.

Casual Days

Every first Thursday of the month will be a paid casual day for students. Casual clothing must still comply with the established dress code. If in doubt about the appropriateness of attire, a good rule of thumb is to either inquire or refrain from wearing the item. Other casual days as developed by the Student Association (SA) and approved by school administration will also take place throughout the year.

Daily School Routines

Operational Hours

School hours are from 8:25 am through 3:35 pm Monday through Thursday and 8:25 am until 12:00 pm on Fridays. Faculty and staff will be on the premises for one half hour before and after school. Students are required to be in the school building or under supervision of a staff member unless they have been given express permission otherwise. It is the responsibility of both students and staff to ensure that the whereabouts of each student is known at all times during school hours.

Morning Drop-Off

Teachers will open their classrooms by 8:15 a.m. unless they make arrangements to open earlier. A warning bell will ring at 8:20 a.m. and regular classes beginning at 8:25 a.m. for attendance and devotions. Parents are asked to not drop their students off at school prior to 8:00 am unless previous arrangements have been made with a supervising teacher.

Afternoon Pick-Up

School finishes at 3:35 pm Monday through Thursday, and at 12:00 pm on Friday. Unless previous arrangements have been made with supervising personnel (sports, choir, after-school care, extra help, etc.), SLA requires that students vacate SLA property by 4:00 pm Monday through Thursday, and 12:30 pm on Friday. We require that all parents respect these clear drop-off and pick-up times for their children so as to mitigate overtaxing of school staff and possible school liability issues.

Early Pick-Up

Parents who pick-up their child(ren) prior to the completion of the regular school day are required to complete the sign-out sheet in the office prior to departure.

Lunch Time

Grades JP-6 students are expected to eat in their homeroom classrooms until dismissed for recess. Grades 7-12 students are expected to eat in designated classroom lunch area. Students must clean their areas and sort their waste before permission is given to leave the lunch room. Recess plans on days with inclement weather will be left to the discretion of the supervising teacher(s). Parents are to ensure that their children bring clothing suitable for the weather. Students with driving privileges are permitted to leave SLA property during lunch hour, provided they have submitted the required permission documents to the office

After-School Care

The after-school care program is a new program being implemented at SLA for the 2018-2019 school year. Students from grades JrP to 6 must be pre-enrolled to participate in the program. Enrollment may occur any time throughout the school year. A designated person hired by the school will supervise the program. The program will operate on Monday to Thursday from 4:00 to 5:00 pm at a cost of \$5/day, and on Friday from 12:30 to 3:00 pm (4:00 pm seasonal) at a cost of \$10-15/day. Students remaining at SLA after 5:00 pm on Monday to Thursday and 3:00 pm on Friday will have additional fees added to their account on top of the original fee. Parents of students who remain after 5:35 pm on Monday to Thursday and 3:35 pm on Friday more than once will lose their privilege of participation in the program for the year. A \$100 down-payment is required to enroll in the program. For more details about the policy, please contact the school Principal.

Security

For the safety and well-being of every person on our campus, security cameras equipped with real-time administrative monitoring are located in public spaces throughout the school. Classroom doors must be locked during class time. Students and staff who must meet one-on-one will be plainly visible to the public eye. Lock-down alarms have also been installed throughout the school building to ensure a rapid response to any threat that may enter the school.

Food on Campus

The Bible instructs us, “whatever you eat or drink or whatever you do, do it all for the glory of God” (1 Cor. 10:31). This principle, as well as the truth given in the Scriptures and the writings of Ellen White, have informed the following food and dietary policies of the school.

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 grounds or at school events for school staff, students, or volunteers.
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. 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.

Medical

Important. Please see full Handbook for policies and procedures.

Renweb

SLA utilizes Renweb school administration software for managing its student information. Parents with children registered with SLA have 24/7 access to their grades. Teachers are required to keep their grade books current to within two weeks of the present date.

School Cancellations and Snow Days

The school Principal, through consultation with a committee, will cancel school in the event that (a) severe weather or poor road conditions pose a threat to school families and staff, and/or (b) exceptional circumstances create an unsafe or unhealthy learning environment. Full-day cancellations due to bad weather will be announced via the school’s Facebook page, Twitter account, and on CBC radio FM 90.5. A recorded message will also be left on the school telephone line. Please call (902)835.8548 to confirm cancellations. In the event of a midday cancellation, at least one parent will be notified by phone, and information will be posted on the school’s Facebook page and Twitter account. If the official wording for the school closure is, “Buses not running, school still open”, teachers are

still to report to school if possible, and this will be considered an instructional day. If the wording is, “School Closed”, it will be considered a snow day and teachers do not report.

Planning and Communication

- At any time when schools are open, parents should use their own discretion when deciding whether or not to send their children to school based on weather and road conditions in their community. Though students will be accountable for missed work on these days, the absences will be excused.
- In recognition of the fact that weather conditions may delay the arrival of teachers to school, students should not be dropped off or otherwise sent to school, without ensuring that staff are available to provide direct supervision.

Midday Cancellations

In the event of a midday cancellation due to severe weather, the decision will be communicated to all parents as close to 11:00 a.m. as possible. In such an event:

- The Principal will follow the process they have established and communicate to parents for the safe dismissal of students during a midday cancellation.
- Written instructions from parents will be collected each September indicating where students are to go in the event of a midday cancellation.
- The Principal will ensure that teachers follow the written instructions for midday dismissal collected from parents in September unless otherwise directed by the parent or designate during the phone contact.
- The Principal or designate will remain at the school for a reasonable length of time after students have been dismissed.
- The Principal may release staff prior to the end of the normal school day provided all students are appropriately supervised

Service Hours

Motivated by the SLA motto “Service Above Self” and inspired both by the life that Jesus lived on earth and the life which He now lives for us above – we are told that “He ever lives to make intercession for us” – students in grades seven through nine are required to participate in 20 hours of community service throughout the school year, and students in grades ten through twelve are required to participate in 40 hours.

Notes on community service hours:

- Community service verification forms will be distributed by your Bible teacher at the beginning of each quarter. Forms must be signed by the student’s Bible teacher and service supervisor.
- A record of service will be kept on file at the office. Students will also receive official documentation of their combined service hours and associated activities at their request. These can be useful in job and college applications.
- The intent of the service under consideration is to open the eyes of the students to the blessing that comes from giving of one’s self, as well as to expose them to a variety of means by which we might serve our fellow man. A list of approved and disapproved activities does not exist.

Technology

Electronics

At SLA, we desire to provide a total school program in which students progressively grow and mature in their ability to make good decisions, regardless of the presence of authority. It is our hope that our electronics policy, both as it pertains to appropriate usage and disciplinary consequences, will allow students to experience more freedom and

responsibility as they grow, while at the same time imbue them with strategies for making good decisions with regards to electronics usage.

General Guidelines and Information

- SLA is not responsible for any theft, damage, or loss of any cell phone, laptop, or electronic that is brought on the school premises. Students bring these things to school at their own risk
- Teachers will use their own discretion within their own classroom in developing appropriate guidelines for personal electronics usage, and such guidelines are limited to the time and classroom for which they apply.

Cell Phones/Tablets

SLA students from grades 7 to 12 are permitted to bring cell phones and tablet devices onto school grounds during regular school hours. Personal cell phone and tablet usage is prohibited for every student from grades Junior Primary to 6. Actual personal public usage for 7-12 students will be limited to the following times:

- Arrival time until 8:15 AM anywhere outside of the inner double doors.
- 12:25-12:50 PM – during the eating time within their own classroom
- 3:35 PM and after – when they have exited the inner double doors

In the event that a teacher requires a student to use a personal electronic device as it pertains to a class or club activity, the student and teacher will complete a simple exceptional usage form outlining the date, time, purpose, and authorizing teacher for such usage. This card may be shown to any staff as evidence of exceptional usage permission being granted.

In cases where students must either contact parents or receive their contact, the student must ask permission from their supervising teacher to visit the school office. School administration will indicate to the student where they may acceptably use their device for this purpose.

Disciplinary Measures

The following escalating disciplinary actions will be taken with regards to cell phone/tablet infractions with the hopes of both deterring prohibited usage and educating the student with regards to the importance of compliance with organizational policies and positive device usage.

Infraction 1 – Confiscation of device until 3:35 pm of the same day. Student will personally retrieve the phone from administration after signing a white discipline card.

Infraction 2 – Confiscation of device until 3:35 pm of the same day. Student will personally retrieve the phone from administration after signing a yellow discipline card. Parent will be notified that same day of the offense.

Infraction 3 – Confiscation of device until 3:35 pm of the same day. Parent will personally retrieve the phone from administration. Student and parent will sign a red discipline card. One day in-school suspension. Personal public usage as described forfeited for one week. Devices, if brought to SLA during this week, are to be kept in the office during regular school hours.

Responsible Technology Use Agreement

SLA recognizes the revolutionary changes that have occurred in learning, communication, and information sharing as a result of the progress of digital technology. Such advances have afforded great opportunities and risks for users, and we hope to educate and develop our students to appropriately navigate the online world. While it is 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
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 as long as the student is enrolled at SLA or until terminated by either party by notification in writing.

SLA believes that the benefits of internet access outweigh the risks in an educational setting 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, etc. 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.

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.

Failure to comply with these guidelines will result in the termination of network privileges for an individual or group.

School Board Responsibility

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 Responsibility

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 Responsibility

1. Review Board Internet policy and comply.
2. Review School Internet policy and comply.
3. Review student responsibilities with students at the beginning of the year 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.

Parent Responsibility

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 Responsibility

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 will lead to a revoking of this privilege.
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.
4. Report misuse of the internet to teacher or administrator.