

Sandy Lake Seventh-day Adventist Academy

2021-2022 Parent-Student Handbook



Sandy Lake Seventh-day Adventist Academy (SLA) is accredited by the Accrediting Association of Seventh-day Adventist (SDA) Schools, Colleges and Universities, Inc., and is supported by the SDA Church in Canada (SDACC) and the North American Division (NAD) of SDAs. SLA is a private, independent SDA JrP-12 School operating in Nova Scotia, Canada, with a church constituency comprised of the Dartmouth, Fox Point, Halifax, and Tantallon SDA churches.

Mission Statement

“Educating the Whole Person to the Glory of God”

Contact Information

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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

2021--2022 "All Things New"

Hello SLA Students, Parents, and Staff,

Welcome to the 2021-2022 school year. I would like to first thank all of the parents, students, and staff who made last school year such an overwhelming success in the face of unprecedented obstacles. You are an amazing family to be a part of.

One of the final promises that God makes in His book, The Bible, is found in Revelation 21:5: "Behold, I make all things new." He speaks of a time when there will be no more pain, tears, disease, and suffering; even death will have its end. In this life, we still have to live with all of these things, but we will overcome and find strength as we draw close together with one another and with the One who will make all things right someday.

There are many "new things" at SLA this year as well: new students, fiber-optic internet, a soon-to-be-installed gym floor, new courses, and surely new challenges. Note also that very few new things can be found in this year's handbook; changes have been confined to updates in the fee schedule, personnel, courses, and the registration process.

I hope and pray that we can navigate and find joy in these new things together, and would like to thank all of you for the new things you will bring to the SLA experience this year. I am looking forward to serving each of you this year.

In Christ's service with you,

Mr. Stephen Kibbee

SLA Principal 2021-2022

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Organizational Personnel

Academic and Support Staff

Mrs. Mary Bellefontaine
Elementary Educational Assistant

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

Mrs. Falisha Cherenfant, B. Ed.
Grade 1/2

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

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

Mrs. 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.
Grade 3/4

Ms. Kalie Todd, B.Ed.
Secondary Humanities, Phys Ed

Pr. Sean Todd, B. Th.
SLA Chaplain

Mrs. Gina Walker, B.Ed.

Grade 5/6

School Board

The SLA School Board is a governing board comprised of representatives from SLA, the four constituent SDA churches, and the Maritime Conference of SDA Office of Education. Consistent with the Education Code for the SDA Church in Canada (SDACC), the School Board functions in an advisory role for SLA school Administration, while the School Constituency functions in a decision-making role for the School Board. The Maritime Conference Office of Education functions in a decision-making role for both SLA School Administration and Teachers.

Pr. Gary Belhomme, District Pastor
Dartmouth and Halifax SDA Church
gary.belhomme@maritimesda.com

Chloe Kitchen-Scott
Dartmouth SDA Church
sholaeg2@hotmail.com

Donna Boutilier
Tantallon SDA Church
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Donald MacLaughlin
Halifax SDA Church
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Stuart Cherenfant
Halifax SDA Church
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Ben McBeth
Halifax SDA Church
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Jill Kinney, SLA Treasurer
TBD
secretary@sandylakeacademy.ca

Jonathan Rose
Halifax SDA Church
jonathan.rose@corp.eastlink.ca

Andrea Saylor, Education Superintendent
Maritime Conference Office of Education
andrea.saylor@maritimesda.com

Jason Smith
Tantallon SDA Church
jasonrasmith@live.ca

John Graves
Fox Point SDA Church
surelinefurniture@gmail.com

Pr. Sean Todd, District Pastor
Fox Point and Tantallon SDA Church, SLA Chaplain
sean.todd@maritimesda.com

Stephen Kibbee, SLA Principal
Sandy Lake Academy
principal@sandylakeacademy.ca

Calendar and Schedule

Sandy Lake Academy 2021-2022 School Calendar

August 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
September 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
October 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
November 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
December 2021 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
January 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
February 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28						
March 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
April 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
May 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
June 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
July 2022 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						

School / Office Hours

Monday - Thursday 8:15 am - 4:00 pm
Friday 8:15 am - 12:30 pm

Uniforms

First Thursday of Month Paid Casual Day
Monday-Friday Regular
TBA Other Casual Days

Breaks (No School)
New Quarter

Professional Day (No School)
Report Cards (service hrs. due)

PTC (Noon Dismissal)
First/Last Day (Students)

HS Exams
Spiritual Event



Supervision Hours

Morning:

Monday - Friday 8:00 - 8:15 am

Afterschool:

Monday - Thursday 3:35 - 4:00 pm

After-School Care (ASC) 4:00 - 5:00 pm

Friday 12:00 - 12:30 pm

ASC 12:30 - 3:00/4:00 pm (seasonal)

Introduction to SLA

History

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 and beyond 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, a 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, we 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.

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.

Admissions

SLA admits students of any ancestry, national or ethnic origin, religious belief, or gender to all of the rights, privileges, and activities generally accorded or made available to students in the school. SLA does not discriminate on the basis of ancestry, national or ethnic origin, religious belief, or gender in the administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs. SLA welcomes all students who are willing to abide by our school philosophy and mission.

For each student, an application form must be completed and photocopies of their birth certificate and health card submitted. All parents and students must be familiar with the content of this handbook and sign an agreement to uphold these 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.

Application Process

1. Fill out the online application form at sandylakeacademy.ca and complete the Character Reference, Educational Reference, and Student Conduct forms.
2. SLA administration will review the application, communicating with the applicant's family throughout the process.
3. An interview may be required at administration's discretion.
4. The SLA Parent-Student Handbook must be signed by parents and students before admission is considered complete.

Registration Process

Once a child has been accepted, he or she must also enroll to complete their placement at the school. A student is considered enrolled once the following requirements have been satisfied:

- Completion of online registration form.
- Registration fee paid.
- Financial arrangements made with the treasurer.
- Record of inoculations (if applicable).
- Photocopy of birth certificate for all Elementary students.
- Photocopy of health card for all students.
- Statement of Consent and Agreement signed.
- Acceptable use Policy for Computer/Internet Agreement signed.

Appeals

Parents who wish to appeal the school's application decision must first contact the school Principal. The school Principal will disclose any pertinent information pertaining to the decision made. The Principal will operate in harmony with the admissions policies of the school in rendering a decision that is consistent with school policy and transparent to the appealing party. Parents who are still unsatisfied with the school decision will be given information for contacting the Maritime Conference of the SDA Church Office of Education.

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

SLA is pleased to welcome Peter McPherson as the new Chaplain for SLA. 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 by the final registration day stating their method of payment. 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**	\$330	\$330	\$330	\$330
Junior Primary	\$7,600	\$7,600	\$7,600	n/a
Grades P-6	\$5,800	\$4,050	n/a	n/a
Grades 7-9	\$6,600	\$4,400	\$5,400	\$15,000
Grades 10-12	\$7,300	\$4,700	\$5,800	\$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: \$70.00 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.

Elementary Class Placement

The suitability of every child's placement at SLA will be assessed each year. Teachers, support staff, and administrators work collaboratively with the Admissions Committee to assign students to a classroom. Staff members take into consideration many variables when assigning children to classrooms including: age, gender, maturation, abilities, talents, and relationships amongst the students. Decisions are based upon the best interest of each child and their unique academic, social, or behavioral needs. Every teacher will strive to accommodate individual needs.

Adding/Dropping Courses

From time to time it may become necessary for students to drop or add a course. If a student wishes to drop a course they must do so within two weeks of beginning the course in order for the course not to show up on their transcript. Courses must be added within the first two weeks of a new semester (students transferring in excluded). If the drop period extends beyond this timeframe, the student will receive a Withdraw with Failure (WF) for that course, except for exclusive permission for extenuating circumstances from the Principal. No student may add or drop a course without seeing the SLA office and filling out an add/drop form complete with parent signature.

High School Course Listing

*courses offered vary year to year

Grade 10	Grade 11	Grade 12
Bible 10	Bible 11	Sound and Audio Production 12
English 10	Biology 11	Film and Video Production 12
Geography 10	Chemistry 11	Bible 12
History 10	Canadian History 11	Biology 12
Math 10	English 11	Chemistry 12
Music 10	Math 11	English 12
Personal Finance 10	Physically Active Living 11	Global Politics 12
Physical Education 10	Physics 11	Math 12
Science 10	Pre-calculus 11	Multimedia 12
Outdoor Education 10		Physics 12
		Pre-calculus 12

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).

Acceleration Policy

Parents, based on either their own observations or on the recommendation of their child's teacher, may request that their child be accelerated a year forward in their academic studies (colloquially referred to as "skipping a grade"). Applications for acceleration will take effect in September of the following school year. However, in rare circumstances in which it is determined that a child has been placed into the wrong grade level, the school administration, parents, and teachers will work in concert to ensure that the child is placed into the learning environment best suited for their academic, spiritual, social, and emotional success.

Acceleration Process (Grades 1-9)

- Parent submits signed acceleration application form to the Principal detailing any reasons, evidences, or observations that have motivated the request.
- A \$100 non-refundable acceleration processing fee is submitted to the school Treasurer.
- Students will complete required academic testing. If testing validates the acceleration request, students and parents will interview with the school Principal and any teacher directly involved in the potential acceleration.
- The case is referred to the Academic Standards Committee for review.
- Results of the review are disclosed to the Principal.
- The Principal will disclose the results of the review to the parent(s).
- Appeals will be referred back to the academic standards committee only in the event that new and pertinent information to the application is disclosed in the interview with the Principal.

Acceleration Process (Grades 10-12)

The Principal and faculty may approve a student's request for completion of the Secondary curriculum in less than three (3) years if the student has given evidence of exceptional academic ability, as well as social and spiritual maturity.

Criteria for Identification

1. The program will be initiated by the student's written application to the SLA Principal for acceleration. Such application must have the written consent of the parent(s).
2. A program for acceleration should be planned as early as possible, and an application submitted to the office during the first semester of the grade 10 year.
3. The student's projected program must be approved by the senior academy faculty and made a matter of record at the time the program is initiated.

Completion of an Acceleration Program

The student who wishes to follow the acceleration program must meet the requirements of the next grade through testing from entrance into that grade. Any student on an acceleration program must complete all curriculum requirements prior to receiving a diploma.

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.

Report Cards

Report cards will be issued within a week following the end of each quarter. Final course grades will be based upon both official quarter grades and end-of-semester exam scores. Please refer to your child's course syllabus for the actual calculation. Reports must be signed by parents and returned to the school office within three days of issuing to verify their reception by parents. Students who do not return their signed report within the allotted time will earn a white card, and parents will be notified by administration that the report has not been returned to school. Please note that current student grades can be accessed 24 hours a day on RenWeb.

Grading Scale (Grades 10-12)

As the Province of Nova Scotia does not have a standardized grading scale policy, the following scale has instead been developed based upon the scale and definitions outlined by Dalhousie University.

Grade	Percentage	Definition	Description
A+	90-100	Excellent	Clear evidence of: <ul style="list-style-type: none"> Original thinking Capacity to understand, analyze, and synthesize subject matter Comprehensive knowledge base
A	85-89		
A-	80-84		
B+	77-79	Good	Adequate Evidence of: <ul style="list-style-type: none"> Grasp of subject matter Capacity to understand, analyze, and synthesize subject matter Comprehensive knowledge base
B	73-76		
B-	70-72		
C+	67-69	Satisfactory	Some Evidence of: <ul style="list-style-type: none"> Basic understanding of subject matter Ability to develop solutions to simple problems Benefitting from academic experience
C	63-66		
C-	60-62		
D+	57-59	Marginal Pass	Some Evidence of: <ul style="list-style-type: none"> Minimally acceptable familiarity of subject matter Basic use of critical and analytical thinking skills
D	53-56		
D-	50-52		
F	0-49	Inadequate (Fail)	Insufficient Evidence of:

			<ul style="list-style-type: none"> • Understanding of subject matter • Basic use of critical and analytical thinking skills
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Please note that grade scores exceeding 100% are not permitted at any grade level, and that a grade of “zero” may be awarded for incomplete or missing work.

Other Marks

O	Outstanding	W	Honorable Withdrawal
S	Satisfactory	WF	Withdraw / Failing
N	Needs Improvement	I	Incomplete: Work must be made up within nine weeks or a grade of F will be issued

Transcripts

SLA issues both official and unofficial transcripts. Graduating grade 12 students, via the post-secondary institution to which they are applying, may request transcripts free of charge. These transcripts will be considered official and will be delivered to the requesting institution in an envelope secured with the SLA seal. Alumni may request official transcripts from the school by contacting the office and filling out the appropriate request form. A fee of \$5 is associated with this service. Transcripts are considered unofficial in instances where (a) the official seal on the envelope has been tampered with, or (b) the office is requested to print off a current academic record (such a transcript will be marked with the words “NOT AN OFFICIAL TRANSCRIPT”).

Parent Teacher Conferences (PTCs)

PTCs will be held after first and third quarter. Please refer to the yearly calendar on p. 4 for dates. Apart from PTCs, parents/guardians may schedule appointments with teachers outside school hours, communicate via email, or send a note with their child if any questions or concerns arise between conferences.

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.

Awards

The following awards will be presented to worthy students at the end-of-year awards ceremonies. Family, friends, and supporters are encouraged to attend. Individual classes/homerooms may also choose to present other awards

to deserving students apart from the proceedings of the awards banquet. Monetary awards will be credited to the account of the returning student. Grade 12 graduates will receive the cash value of the award. Students who are not returning will forfeit the monetary component of their award. Other awards specific to graduation will be awarded at their respective events. Award winners will be selected based upon academic standing and/or attendance and/or pertinent teacher(s) identification, where applicable.

PILLAR AWARDS

Service Above Self Award (\$250 each)

Awarded to a student in Elementary (Grade 1-6) and Secondary (7-12) who most faithfully and diligently applies the school motto "Service Above Self" in their daily life.

Citizenship Award

Awarded to a student in Elementary, Junior High (Grade 7-9) and High School (10-12) who displays a consistent spirit of kindness, patience, cooperation and a positive attitude toward their fellow students, staff, and broader SLA family.

Principal's Academic Excellence Award

Awarded to any student who ends the school year at 91% or higher in every subject.

High Honours

Awarded to any student who attains an average of 91% or higher with no grades below 75%.

Honours

Awarded to any student who attains an average of 85% or higher with no grade below 75%.

Perfect Attendance Award

Awarded to any student who has no absences, excused or unexcused, and who had no more than two tardies and/or early dismissals.

Heart for Health Award

Awarded to a student in Elementary, Junior High, and High School who most fully and consistently demonstrates fidelity to healthy living through their commitment to proper diet, physical exercise, temperance, and adequate rest.

Athletic Award

Awarded to a student in Elementary, Junior High, and High School who best exhibits a spirit of cooperation, encouragement, and effort, while demonstrating a high degree of athletic ability.

Entrepreneur Award

Awarded to a student in Elementary, Junior High, and High School who best demonstrates entrepreneurship, a strong work ethic, and honesty in their business pursuits.

OTHER AWARDS

Ron and Muriel O'Dell Scholarship: 10/11 Student (\$500)

Throughout their entire lives, Ronald and Muriel showed their strong belief in Christian education by dedication, strong support, and a sacrificial spirit. These scholarships are awarded in their honour.

Awarded to two grade 10-11 students. One scholarship will be awarded to the student who, along with their parents, exemplifies unequivocal support for Christian education. They must show dedication to SLA by hard work and a positive attitude that will promote the school both now and in the future. The other scholarship will be awarded to the student who displays diligence in attaining their educational goals.

Music Recognition (\$100 each)

Awarded to a student in Elementary and Secondary who demonstrates outstanding leadership abilities, participates enthusiastically in practice and performances, displays a willingness to help, and possesses exceptional musical talent.

Halifax Regional Council Citizenship Award

Each year the Halifax Regional Municipality honors a student from each Junior High School who exemplifies the qualities of a good citizen. Awarded to one Junior High student who best exhibits (1) the qualities of leadership and service in the school and community, and (2) commendable performance in the courses in which they are enrolled.

Caring Heart Award (\$500)

Awarded to a full-time junior or senior student with a strong citizenship record who has given evidence of a personal commitment to witnessing/service activities by exhibiting initiative and responsibility for carrying out such activities. The student, through participation in witnessing/service activities, is an overall example on the campus.

Okimi Award (\$420)

Awarded to the student who makes the most scholastic improvement during their junior academic year. The recipient must return to SLA for their senior year.

Art Award (\$100)

Awarded to one Elementary student and one High School student who best exhibits a passion and talent for visual art.

Dale Bennett Memorial Scholarship (\$500 each)

The Dale Bennett Memorial Scholarship was created to recognize the late Dale Bennett's influence as an educator. He worked hard for many years as an educator and made whatever school he taught at a better place. He made an impact here at SLA where he served both as a teacher and administrator.

Awarded annually to two returning students in recognition of their spiritual growth and influence throughout the past school year.

Miss Stanley Award/Scholarship (\$250 each)

In honor of Mrs. York (Miss Stanley as she will fondly be remembered), a scholarship has been established at SLA to ensure that the legacy of Miss Stanley will live on here in the Maritime Provinces of Canada. Miss Stanley brought out the very best in those young people that she touched. Teaching was much more than just a job for her; it was about serving her Father in heaven and preparing young people's hearts for eternal life. Her soft-spoken words, humbleness, and compassion for each and every individual will never be forgotten.

Awarded to 2 returning JP-11 students (\$250 each) that meet the following criteria. The recipient must:

- *Demonstrate distinguished achievement in academics and play an active part in leadership at SLA; and*
- *Exhibit a genuine love for God, a Christ-like character, which includes being slow to anger, kind in speech, and putting others before themselves by having unselfish love for others no matter the circumstances (all of the traits that Miss Stanley demonstrated daily and will always be remembered for).*

Max and Goldie Mercer "Doing Hard Things" Scholarship (\$2,500)

This award is given in recognition of a student's doing things that seem beyond their reach and growing from those experiences, and is awarded to a returning Sandy Lake Academy Grade 9, 10, or 11 student. This award is based on: not accepting knee-high bar expectations; a call to excellence; striving to fulfill one's full potential; mediocrity is the teenager's enemy; acknowledging that "hard things" are the vehicles for growth; voluntarily taking on responsibilities usually reserved for adults; challenging teens to escape the trappings of modern adolescent mediocrity; encouraging peers to get up and make a difference; taking a stand for Christ.

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.

Citizenship

As Seventh Day Adventist Christians, we strive to provide and maintain an environment which is in keeping with the principles outlined in the Holy Bible and the life and teachings of Jesus Christ, as well as the writings of Ellen White. This provides a safe and secure environment in which our school family can grow together intellectually, physically, spiritually, emotionally, and socially.

For this environment to exist, our citizens, both students and faculty, must share similar goals and be willing to dedicate themselves to our program. 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 and indecent language and gestures. Clothing, music, or literature which promotes anti-Christian, violent, sexual, or personally degrading ideals or organizations are prohibited from the SLA campus.

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 will result in appropriate disciplinary action.

Physical Safety

Students must feel physically safe. Fighting and bullying will incur comprehensive yet redemptive disciplinary measures. 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.

Gold Cards

Gold cards will be issued once per month at chapel to students who were “caught doing something good” by their teacher, fellow students, or another member of the staff. These awards are designed to encourage students in their selfless habits of service. Though students may nominate their classmates for an award, the awards themselves will be vetted and presented by a representative teacher.

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

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.

Clubs

If a group of students requests to establish a voluntary student organization (Student Club), they may make an application in writing to the school Principal. The application must include club name, purpose, proposed activities, meeting frequency/time and place, budget requirements, student organizers, and requested staff advisor. The decision to approve the establishment of a student club will reside with the Principal and School Board. Clubs will be established based upon the following guidelines:

- All club activities must be congruent with SLA's Motto, Mission, Vision, and Values.
- All student clubs must build student morale, contribute to the community through acts of service, and build positive support for the school.
- All club activities must be inclusive to all students regardless of race, sex, gender, religion, national origin, disability.
- All club meetings and activities must be voluntary and student-initiated.
- All club activities must be supervised by the staff advisor.
- All club activities must have prior approval from the Principal.
- Club meetings and activities must occur during non-instructional time.
- All published student club materials must be approved by the staff advisor.
- Clubs may have guest speakers but may not have regular attendance by non-school persons. Guest speakers must receive prior Principal approval.
- The school will not expend funds beyond the incidental cost associated with providing the space for student-initiated meetings. Clubs will be self-funded through fundraising or personal contributions.

Complaints and Appeals

Complaint Process

We recognize that, from time to time, questions, concerns and/or complaints may arise regarding the operation of the SLA school program. For questions, concerns or complaints regarding school matters, instruction, discipline, or learning materials, the sequence below should be followed:

1. Teacher
2. School Principal
3. School Board
4. Maritime Conference Education Superintendent.

Concerns or complaints will be handled in a confidential manner. In order to resolve the concern or complaint in accordance with the Freedom of Information and Protection of Privacy Act, the information about the concern or complaint, as well as the identity of the person lodging the concern or complaint, must be disclosed to:

- the person or persons named in the concern or complaint;
- those persons who need to be contacted for information about the concern or complaint;
- those persons who need to know about the concern or complaint as part of their duties; or
- those persons who will be responding to the concern or complaint.

No action will be taken on anonymous complaints other than to refer it to the appropriate supervisor. An SLA employee who is contacted by a parent, student, or community member with a concern or complaint will advise the person of the Complaint Process. Every effort will be made to resolve the concern or complaint at the earliest stage of the process. There are four levels of complaint process:

Level One

When a parent, student, or community member has a concern or complaint, the first step is to raise the issue with the individual SLA employee at the school. The employee(s) involved shall make every effort to meet with the individual with the concern or complaint. This meeting should be (a) in person, (b) one-to-one, and (c) focused on resolving the matter.

Level Two

If a resolution is not reached at Level One with the individual employee, the individual may direct the concern or complaint to the Principal. The Principal and appropriate staff members shall make every effort to meet with the individual to discuss the concern or complaint. The Principal and staff members will work with the individual to find a resolution.

Level Three

If the matter is not resolved at Level Two with the Principal, the individual may direct their concern or complaint, in writing, to the SLA Board. The written documentation shall outline (a) the nature of the complaint, and (b) the steps taken at the previous two levels to resolve the matter directly with the employee(s) involved. Individuals from the SLA Board may meet with the individual directly to ensure the issue is heard. Individuals from the SLA Board shall consider the concern or complaint, which may include gathering information, and involving other members of SLA administration as required. If the concern is regarding an educational program, the student's educational program shall continue in a manner established by the Principal until the review of the concern or complaint is completed. The SLA Board Chair shall communicate the board decision or resolution of the concern or complaint in writing, including a rationale for the decision, within 10 business days from the date of the meeting with the individual.

Level Four

If the matter is not resolved at Level Three with the SLA Board Chair, the individual may ask for the Maritime Conference of SDAs Education Superintendent to review the concern or complaint. The request shall be made in writing and include a description of the nature of the concern or complaint, steps taken to resolve the matter, a description of the decision, and the reasons for the review request. The Education Superintendent may meet with the individual to ensure the issue is heard. The Superintendent shall communicate a decision on the resolution of the concern or complaint in writing, including a rationale for the decision, within 10 business days from the date of meeting with the individual.

Appeals

A parent or a student who is 16 years of age or older may appeal a decision made by a SLA employee that significantly affects the education of a student, provided there are sufficient grounds for the appeal. For an appeal to demonstrate sufficient grounds for its issuing, it must claim that the SLA employee (a) failed to substantially follow procedures as laid out in the Parent-Student Handbook, and/or (b) failed to follow applicable legislation or regulations, and/or (c) made a decision that was influenced by bias, and/or (d) made a decision where there was no supporting evidence.

The determination of whether a decision significantly affects the education of a student must be made on a case-by-case basis. In the context of an appeal, an event will be deemed significant if it results in some kind of loss or jeopardy to a student. The parent or student asking for an appeal must demonstrate that the decision prejudiced the student or that the action complained of influenced the decision. Examples of decisions that may be deemed to be decisions that significantly affect the education of a student include:

- a decision that impedes the student's ability to participate in or complete their program of study;
- access to or the accuracy or completeness of the student record, and;
- disciplinary suspensions in excess of 4 days or expulsion of a student.

Where a decision is made by an SLA employee which would be appealable under this administrative regulation, the affected parent or student shall be notified of their right of appeal, and the time limits governing the initiation of an

appeal. Employee decisions that do not significantly affect the education of a student are within the final authority of the Principal.

Filing an Appeal

Before filing an appeal, the parent or student must first attempt to resolve the matter using the Complaint Process. Failure by a parent or student to use the Complaint Process may result in the appeal being dismissed. A parent or student who wishes to appeal a decision that significantly affects the education of a student must file his or her appeal in writing within 20 business days from the date the decision was made. The written appeal must be submitted to the Superintendent and must contain the following information:

- the name and address of the parent or student filing the appeal;
- the current placement of the student;
- the decision which is being appealed;
- the date the parent or student was informed of the decision;
- where the decision was communicated in writing;
- a copy of the decision, and;
- the grounds for appeal (the policy, procedure, rules, regulation, and/or criteria on which the appeal is being made).

If the Education Superintendent or delegate determines that a decision of an employee is not appealable, the parent or student will be informed of the decision and the reasons for it.

Appeal Process

Once an appeal is received by the Superintendent or designate, he/she shall provide a copy of the written appeal to SLA administration and/or the employee who made the decision. The Superintendent or delegate may decide the matter based upon written submissions or the Superintendent or delegate may invite oral submissions, in which case, he or she may decide the matter based on written and/or oral submissions. The SLA administration shall prepare a written report to be considered on appeal. The report shall be in writing and distributed to the parent or student appealing the decision within the timelines set by the Superintendent or delegate. The parent or student who asked for the appeal shall be provided with an opportunity to respond, in writing, to the administration report. The Superintendent will set timelines for the response. In the event of a necessary oral hearing, the Superintendent or delegate shall notify the parent or student appealing the decision, as well as SLA administration, of the date and time of the hearing. The Superintendent may set procedural rules to conduct an oral hearing and shall provide advanced written notice of the hearing to all parties. The written notice shall include that:

- the hearing shall be held within 30 business days from the date the appeal was received;
- the parent and/or student may be accompanied by a person of their choosing at any meetings held in connection to the appeal;
- where a parent launches an appeal, the student who is the subject of the appeal may, with consent of the parent(s), attend the hearing;
- the Superintendent has the right to restrict the number of people attending the appeal hearing;
- the parent and/or student or their representative shall be provided an opportunity to make an oral presentation, which may include other presenters;
- the administration shall be provided with an opportunity to provide an oral presentation, which may include other presenters;
- no participant may cross examine another participant at the hearing;
- the Superintendent or delegate may ask questions of the participants, as well as additional presenters;
- the Superintendent or delegate may set time limits on presentations and may limit the number of presenters, and;
- any other procedures required to conduct the hearing in a fair manner.

At any time during the appeal process the Superintendent or delegate may call upon legal advisors for advice and consultation.

Appeal Decision

Within 20 business days from the hearing or close of written submissions, the Superintendent will make any decision he or she deems appropriate regarding the appeal, including whether to uphold, alter, or revoke the decision of the matter under appeal. The Superintendent's decision shall be in writing and provide justifications for the decision. The parent and/or student making the appeal shall be provided a copy of the decision. The decision of the Superintendent is final. Once a final decision is made, the Superintendent shall notify the parent and/or student if the matter can be taken to higher levels of authority. An appeal is considered to be abandoned if one year elapses from the day that a step in the appeal was last taken.

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.

Discipline

School staff will strive to assist students in thriving within our school environment and reaching their goals. In the inevitable event that students fall short of these goals and violate the school's standards, discipline will be enacted and the student involved will be required to make appropriate reparations. A record of disciplinary actions is kept on file.

School Philosophy

The overarching aim in the administration of discipline at SLA is to develop self-discipline in the students. The following quote by Ellen White from her book Education aptly captures the philosophy underlying SLA's discipline policies:

"The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Therefore as soon as he is capable of understanding, his reason should be enlisted on the side of obedience. Let all dealing with him be such as to show obedience to be just and reasonable. Help him to see that all things are under law, and that disobedience leads, in the end, to disaster and suffering. When God says "Thou shalt not," He in love warns us of the consequences of disobedience, in order to save us from harm and loss. Help the child to see that parents and teachers are representatives of God, and that, as they act in harmony with Him, their laws in the home and the school are also His. As the child is to render obedience to parents and teachers, so they, in turn, are to render obedience to God."

Teachers and parents working together will enable us to achieve the consistency necessary to create a positive school culture and teach students how to function successfully within that structure. The goals of SLA's discipline policy goals are to:

- create a school climate that is conducive to learning;
- encourage each child to take responsibility for his/her own actions by creating awareness and accountability for choices that are made;
- develop Christ-like character;
- correct behavior which is disruptive, harmful to others, or interferes with the optimum-learning environment;
- provide appropriate consequences which help promote personal and social development, bring about a change in behavior, and bring resolution and restoration; and
- ensure each student is treated with respect, dignity, and fairness.

Discipline Process

“Rules should be few and well considered; and when once made, they should be enforced... Let the child and the youth be taught that every mistake, every fault, every difficulty, conquered, becomes a stepping-stone to better and higher things.” Ellen G. White, Education

Management of student behavior is a shared responsibility that is to be assumed by all staff members. However, discipline is the primarily the responsibility of classroom teachers who should partner with the parents. The classroom teacher establishes individual classroom expectations, rules, consequences, and reinforcements with students. Teachers communicate these expectations to the Principal, who will become involved in cases which fail to be resolved between teachers and parents alone. It is important to use the following procedures to give all parties involved ample opportunity to resolve discipline issues in the appropriate manner. Any parent wanting to discuss a concern, misunderstanding, or difficulty in the student/teacher relationship should do the following:

1. Visit the Teacher

For previously unaddressed minor classroom issues, parents and teachers should first seek to work together to reach mutually accepted resolutions to problems. For cases in which previous attempts of resolution have failed, or in which the safety and/or learning of the class is being negatively disrupted, discipline will be addressed at the administrative level.

2. Visit the Principal

Parents or teachers may make request for a meeting with the school Principal. 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.

When responding to unacceptable student behaviour, a Teacher or Principal will consider:

- the effect of the student's behaviour upon other students, the staff, the school, and the community;
- the nature of the action or incident that calls for disciplinary or alternative measures;
- the student's previous conduct and previous interventions;
- the student's age, maturity, and abilities;
- the impact of proposed action on the student's future behaviour;
- the student's learning needs; and
- any other information that the teacher or Principal considers appropriate or relevant.

Behavioural Problems

Minor: In the event of minor behavioral problems (disobeying class rules, incomplete homework/assignments, attendance problems, etc.):

1. The teacher will address the student privately and come up with a reasonable strategy for the student to change their behaviour in a timely fashion. *All disciplinary action must be documented.*
2. If the behaviour persists, the teacher will contact the parent to meet with them and discuss the problem and possible solutions (may involve student at this step).
3. If the behaviour persists after the student has been addressed and after the parent has been called, then the teacher will inform the Principal and together the teacher and Principal will identify a discipline strategy. Consistent with the Seventh-day Adventist Church in Canada (SDACC) Education Code, a teacher retains the right to temporarily suspend a student from class, but suspension from school is only to be done by the Principal.
4. If a resolution is not achieved the behaviour will be considered a Major Behavioral Problem.

Major: Administration will intervene in incidences where major behavioral problems occur (physical aggression, bullying, consistent non-compliance, etc.). In such cases:

1. The teacher will inform the Principal of the incident and the Principal will investigate the incident fully. *The incident must be documented.*
2. The Principal will determine a suitable consequence (behavioral or probationary contract, in-school or out-of-school suspension, expulsion). In accordance with SDACC Educational Policy, the School Board (or discipline committee acting on behalf of the School Board) is the final authority in the dismissal or expulsion of a student.
3. All disciplinary action will be documented and the Principal will communicate the incident and action to the parent.

Detention

Detentions are used to reinforce school rules (e.g. attendance, completing homework/assignments on time, uniform policy, etc.). The ultimate goal of detentions is to help instill and reinforce good habits and correct behaviour which is disruptive or interferes with the optimum learning environment. If a student is non-compliant to a staff's instructions or established expectations and the effort to achieve student compliance has failed, the teacher may use a school detention. The teacher will ensure the student understands the reason for the detention and ensures the incident is documented. Detentions will usually take place during lunch in a designated classroom. If detention(s) are unsuccessful in bringing about improved behaviour, the Principal will meet with the student and parent and administer an appropriate consequence (behavioral/probationary contract, suspension, etc.).

Detention Rules:

- Be on time.
- Comply with teacher rules for talking, seat assignment, and bathroom breaks. There will be no locker visits, visitation of other classrooms, electronic devices, or sleeping;
- Detention time will be utilized to complete school work. Lunch may be eaten during lunch hour detention.

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 a referral to the discipline committee, which may recommend expulsion to the school board if it is evident that previous attempts of more moderate discipline have failed to bring about the desired cooperation and/or compliance of the student. Students ending the year on citizenship probation may be denied readmission the following school year.

Suspension

By deliberately choosing to act in ways that contradict or undermine the established philosophy, values, and policies of SLA, a student may bring upon themselves an in-school or out-of-school suspension (especially when attempts at more moderate disciplinary measures have failed). Suspension means to remove a student either from school (out-of-school), or from one or more class periods, courses, or education programs.

- A suspension may be issued by the Principal for a repeated offence or a serious offence.
- The suspension begins with the first full day the student is out of school/class. This is typically the school day following the suspension decision.
- The suspension can only be for a maximum of five days.
- The Principal will provide a dated letter to the parent that will include details of the suspension (start/end date, suspension offence, post-suspension recommendations). The Principal will meet with the parents to discuss the details of the suspension.

- A record of the incident will be placed in the student's file for the duration of their time at SLA, and may be included in the student's cumulative record.
- The letter will stay in the students record for 1-3 years.
- Recommendations established as a part of a student's re-instatement or re-enrollment will be included in the student's file and provided to the parents and the student.
- The Principal will meet with the parent(s) and student prior to the student returning to class.
- During in-school suspensions, students will be assigned to a location designated by the Principal and Detention rules will apply to the student.

Suspension Offences

- Physical aggression towards peers or staff members.
- Defiance or non-participation in the activities of school.
- Theft of private or public property.
- Vandalism or willful destruction of property including tampering with fire alarms and safety equipment.
- Cheating/plagiarism.
- Inappropriate use of cell phones or technology (please refer to Responsible Technology Use Agreement).
- Use of obscene language.
- Harassing, threatening, bullying, or intimidating peers.
- Frequent non-compliance with uniform requirements.
- Leaving school grounds without permission.
- Involvement in blatantly immoral or socially offensive acts;
- Smoking at or away from the school during school hours or functions.

Expulsion

By deliberately choosing to act in ways that contradict or undermine the established philosophy, values, and policies of SLA, a student may bring upon themselves expulsion. Expulsion means to remove a student from school or from one or more courses or education programs for a period of more than five school days.

- Expulsion of a student is the most serious school-initiated consequence possible. The Principal, in consultation with the SLA School Board, may expel a student in the event of persistent and repeated offences or single serious offences.
- While an expulsion decision is being considered, the student will be suspended immediately until the expulsion process is completed.
- The Principal will provide a dated letter to the parent that will include all circumstances pertaining to the suspension and recommended expulsion (start/end date, past and previous offence and disciplinary measures where applicable, reference to SLA policy, etc.). The Principal will offer to meet with the parent(s) to discuss the expulsion.
- The letter will make recommendations about an alternate education program for the duration of the school year. The parent may wish to receive the alternate education program or register their child in another school; at which time SLA will no longer be responsible for the student's education.

Expulsion Offences

- The use, possession, sale, or distribution of illegal substances or alcohol. Bringing drugs and/or alcohol on to the school property, or appearing on the property or at a school sponsored activity off campus while under the influence or in possession of drugs or alcohol will almost always result in expulsion. If a student is trafficking drugs or supplying alcohol, he/she will be expelled and the appropriate authorities will be notified.
- The use or possession of weapons (any object which is either designed, intended, or used to intimidate, to threaten or to inflict bodily harm on a person - including an object which imitates a weapon) on SLA property or at a school-related event.

- Sexual harassment, sexual abuse, verbal abuse, emotional or physical abuse directed at students, staff or others.
- Persistent or severe bullying (both verbal and physical) directed at students, staff or others.
- Severe instances of theft of private or public property.
- Severe instances of vandalism of private, public or school property.
- Severe inappropriate use of technology.
- Involvement in severely immoral or socially offensive acts.

Emergencies

Fire and lockdown drills will be held periodically throughout the school year. Students are educated on the emergency procedures at the beginning of each year. Additionally, student fire evacuation and lockdown procedures will be posted in visible areas of each classroom. All staff at SLA are required to possess a minimum of Emergency First Aid/Level “C” CPR and AED certification.

Fire Drills

Six fire drills are required of SLA during the school year. Whenever the fire alarm rings, everyone in the building must leave through the designated doors and meet in assigned areas. Each classroom has a map posted near the door showing the route to be taken and the place to assemble. Teachers will stay with their classes at all times while outside. The signal to re-enter will be given by the Principal.

Lockdown

A lockdown is an emergency procedure where students, teachers, and faculty are confined to their rooms due to a perceived or real threat either outside or inside the school. Throughout the school year, a number of lockdown drills will be practiced. A lockdown drill is much like a fire drill in that it is a drill or practice to help students be prepared and not to panic if a real threat were to occur. Teachers will educate their students on the specific procedures required for a lockdown.

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.

Harassment and Abuse

All individuals have the right to learn in safe settings that promote equality of opportunity and prohibit discriminatory practices. As such, SLA is committed to a healthy, safe and harassment-free environment. SLA requires all individuals to treat others with dignity and respect and requires compliance with this policy by all individuals regardless of age. This policy applies to all individuals employed by, volunteering at, or attending SLA.

Definition of Harassment

Harassment occurs when an individual is subjected to unwelcome verbal, visual, or physical conduct. Examples of harassment include verbal or physical abuse, threats, derogatory remarks, jokes, innuendo, or taunts about appearance, religious beliefs, colour, place of origin, mental or physical disabilities, ancestry, marital status, family status, stereotypes, economic and employment status, or gender. SLA prohibits the display of pornographic, racist or offensive signs or images; practical jokes that result in awkwardness or embarrassment, and; unwelcome invitations or requests, whether indirect or explicit.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to: unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature. Sexual harassment can include such things as pinching, patting, rubbing, crude jokes, pictures or pornographic materials, comments, suggestions, innuendoes, and requests or demands of a sexual nature.

Reporting (Sexual) Harassment

Students are encouraged to report any conduct that makes them feel uncomfortable, bothered, or afraid. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps will be taken to resolve the problem. Both the complainant and the accused will be interviewed, as will any individuals who may be able to provide relevant information. All information will be kept in confidence. If the investigation reveals evidence to support the complaint of harassment, the harasser will be disciplined appropriately. Discipline may include suspension or dismissal/expulsion, and the incident will be documented in the student's file. Regardless of the outcome of a harassment complaint made in good faith, the individual making the complaint (and anyone providing information), will be protected from any form of retaliation. If the matter is deemed to be criminal in nature, the Halifax Regional Police will be contacted. Beginning this school year, all SLA staff must have completed the Adventist Learning Community course "Sexual Abuse – Reclaiming Hope".

Reporting Child Abuse

Child abuse is morally sinful and legally wrong. Its impact can last a lifetime and even extends to future generations. Any adult who has reason to believe that a child is being verbally, physically, sexually, or emotionally abused or is in need of protection has a legal duty to report such abuse to Child and Family Services or to the Police. SLA is developing a comprehensive sexual abuse policy. Please inquire with school administration to request information regarding the policy.

Illegal Drugs, Controlled Substances, and Other Prohibited Substances

Cigarettes, vape, eCigarettes, alcohol, street drugs, and any other controlled substances 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 result from their use.

Lockers and Backpacks

Backpacks must be put into lockers during school hours. Students should choose books needed for 1-2 classes and then return to their lockers to exchange supplies for classes that follow. Backpacks should remain in lockers during the school day. Ladies' purses should not be so large as to substitute for a backpack. For the purposes of PE classes, students need a small bag to transport their clothes and shoes. Personal items are not to be left in the washrooms at any time. Dirty PE uniforms are not to be stored in lockers; instead, they should be taken home and washed when necessary.

The lockers owned and maintained by the school are provided as a convenience to students for storage of

books and school supplies. The Lockers must be kept locked at all times, as SLA will not assume responsibility for missing items. SLA will sell locks to those who do not come prepared with one to start the school year. There will be a fee associated with this. Lockers are for students in grades 4-12. One locker will be assigned to each student (at their choosing). Lockers are not to be traded. Students are responsible for all items and the condition of their lockers. Unlocked lockers will be considered a minor infraction and will be subject to disciplinary action by school administration. The school reserves the right to inspect the contents of lockers and back packs at any time, with or without the student present, if there is concern of a posed threat or blatant disregard for the rules/policies.

Medical

Every staff member at SLA is required to possess a minimum *Emergency First Aid/CPR Level “C”* and AED certificate.

Student Medical Information

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.

Parents are required to provide SLA with updated written medical information regarding their child(ren)’s medical problems or medication requirements. Parents are also required to inform their child’s classroom teacher of any health concerns. Parents authorize qualified SLA staff to provide emergency medical treatment to my child(ren) for mild medical concerns.

Illness or Injury During School

In the event of illness or injury, students must inform supervising teacher. First aid certified school personnel will review the situation and make a decision on what action is necessary in the event of a serious injury or emergency. Parents will be notified as soon as possible. If the medical concern cannot be handled by the school, an ambulance will be called and the parents will be contacted as soon as possible. The responsibility of SLA ends as soon as the child enters into the care of qualified medical personnel and the remaining duty is to continue efforts to contact a parent/guardian or caregiver. An accident report will be completed and kept on file at the school. When a parent picks up their child from school due to illness, they must sign their child out in the office prior to leaving the school building. In the interest of public health, parents are asked to keep sick children home until symptoms have been resolved.

Medication

The school will not be responsible for administering medication to students, as this creates the assumption of an obligation, which exposes school staff to possible liability. Pain medication will not be dispensed at random at the school office. 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 administer pain relievers to students.

Allergies

Food Allergies

Exposure to peanuts and other nuts can have a very serious, and even fatal outcome for certain children and adults. Because it is our desire to promote as safe an environment as possible for all SLA students and staff, SLA strives to be a peanut-free and nut-sensitive environment. We ask that parents carefully monitor the food items brought to school and refrain from sending any peanuts or peanut products with their child(ren). Because of the seriousness of exposure for certain students and staff, such food items will be confiscated immediately. While SLA strives to be peanut-free and nut-sensitive, we recognized that it is virtually impossible to guarantee such an environment given the variety of food brought in day-to-day by the students. However, we will make every attempt to maintain a safe and healthy learning environment for all students and staff, and will apply due diligence to ensure that food provided at school events or for classroom parties will be peanut-free and clearly marked with relevant allergen information.

Life-Threatening Allergies

Parental Responsibility

If a child has a life-threatening allergy, parents are required to provide SLA with detailed information regarding the type of allergy, symptoms and emergency measures required to treat the allergy. Parents must provide updated medical information upon time of registration. The parent is required to ensure the child carries at least one EpiPen®. Parents are highly recommended to provide the office with an additional EpiPen® as an emergency back-up.

Student Responsibility

The student is expected to take personal responsibility for their allergy by checking labels, carefully washing hands before and after meals, always keeping their EpiPen® available and informed of its proper use, wearing a Medic-Alert tag, and informing an adult ASAP when experiencing an allergic reaction.

School Responsibility

The school will ensure all staff is properly informed of any life-threatening allergies that any student may have, and will be prepared to recognize and respond to a medical emergency.

Contagious Diseases

This policy has been informed by the Halifax Regional Center for Education (HRCE) policy regarding contagious diseases. As communicable diseases, illnesses, and infections can be transferred to others and life-threatening, a student diagnosed with such may be absent from school. The school will respect their confidentiality.

School Responsibility

Administration will contact parents if it suspected that a student is exhibiting symptoms of a communicable disease, illness, or infection. The Principal will collaborate with a public health practitioner in both the distribution of information sheets and the disclosing of information concerning school outbreaks.

Staff Responsibility

Staff are to notify the Principal if they become aware that a student has been diagnosed with a communicable disease, illness, or infection. Teachers will communicate to their students best practices regarding preventing the spread of infection (washing hands, coughing/sneezing into inside of elbow, etc.), and cooperate with the Principal in distributing communicable disease, infection, or illness information when required. Staff will exercise sensitivity and confidentiality toward diagnosed students.

Parental Responsibility

Parents shall notify the Principal if their child has been diagnosed with a communicable disease, illness, or infection that might put others at risk, promote proper hygiene with their children, and contact public health for information regarding their child's diagnosis.

Please refer to page 2 and 3 of the HRSB policy (CODE: B.002) concerning recommended absence times for various communicable diseases, illnesses, or infections.

Head Lice

SLA recognizes that the discovery of head lice on a child can result in discomfort and embarrassment for both parents and students. We will thus strive to respect the confidentiality and dignity of each student. As head lice is an exceedingly common condition amongst children, we urge parents to be open about the subject with their

child(ren). The goals of SLA with respect to head lice are (a) to minimize time missed from school, and (b) minimize the spread amongst students.

School Responsibility

- Communicate pro-actively to parent(s) regarding head lice prevention and treatment;
- Notify the parent(s) of the suspicion that their child has head lice;
 - Children who are suspected of having nits (small silver-gray egg casings) may remain at school;
 - Children who are suspected of having live lice (insects) will be sent home with parent(s) for treatment.
- Recommend to parent(s) that they examine their child for the presence of head lice;
- Send home in an envelope or email an electronic copy of the NS Department of Health and Wellness pamphlet, *How to Prevent, Find and Treat Head Lice*;
- Notify parent(s) that a child with head lice may return to school after the first treatment outlined in *How to Prevent, Find and Treat Head Lice*, is completed;
- Recommend to parent(s) that anyone living or spending time in their household be checked for head lice;
- Regularly remind parent(s) to check their child for nits or lice; and
- Advise school staff that student confidentiality is to be maintained.

Staff Responsibility

Apart from instances in which qualified personnel conduct lice screening at school, a staff member who suspects that a student may have head lice shall notify the Principal.

Parental Responsibility

Parent(s) are expected to:

- Check their child for nits and head lice on a regular basis;
- Notify the school if their child has head lice;
- Check other family members or others spending time in the house of children identified as having head lice;
- Provide recommended head lice treatment to a child identified as having head lice as outlined in *How to Prevent, Find and Treat Head Lice*, and complete first treatment prior to their child returning to school;
- Call 8-1-1 at any time to speak with a Registered Nurse for more information and guidance if head lice are still present after the second treatment.

Vaccinations

The Department of Health provides a designated Public Health Nurse to SLA to administer immunizations and provide staff training on various health issues. Vaccination dates and authorization forms will be sent home to parents prior to the administration of any immunizations. It is imperative that parents are familiar with their rights with regards to vaccinations; they have a right to either grant or deny consent for the administering of the four free vaccines administered by Public Health. Please refer to the “School Immunization Consent Form” and “Immunization Information for Parents and Guardians” form.

Pets on Campus

Please note that pets are not permitted to be on campus anywhere outside of vehicles during regular school hours unless previously arranged with administration. Out of concern for those student that may not be comfortable with animals, at no time during regular school hours will pets permitted to be off-leash on SLA property.

Records

A student’s record is regarded as confidential, and release of the record or of information contained therein is governed by regulations of the federal law. Parents, and parents alone, may inspect and review records, and are

entitled to challenge the content of records. Every effort will be made by SLA administration to ensure the safe storage of student records, both paper and digital.

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.

Student Transportation

Student Vehicles

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

Students who have their own vehicle and possess the appropriate licensing and insurance requirements may be extended the privilege to use their vehicle to leave the campus for lunch or other appointments. To be eligible for this privilege a senior must:

- have at least 1 million dollars of third-party liability insurance with a copy of the current policy on file in the administrator's office;
- have a signed permission form from his/her parents (form available in office); and
- not be on probation or under any other disciplinary action.

Student Passengers

In order for students to ride as passengers in student vehicles, the aforementioned requirements of the driver must be met along with the following requirements:

- The driver must have a signed note from his/her parents listing approved passengers.
- 2 million dollars of third-party liability insurance.
- The student passenger(s) must have the appropriate form (see office) signed by 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 participating in this privilege.
- To maintain this privilege the students must return to class before the tardy bell. Both driver and passenger students will forfeit the privileges described about for one week in the event of a tardy arrival to class.

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.

Trips

Day/Field Trips

Field trips add to the excitement and enjoyment of school. Adequate supervision will be provided and all care will be 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 25 years of age and the vehicle must be registered and insured with at least two million dollars of liability insurance.

Student Behaviour

Parent-Student Handbook policies extend to field trips. Teachers will maintain a satisfactory level of supervision at all times.

Transportation

In the event that field trips require parent drivers, SLA will only seek the driving help from parent volunteers who have been authorized to assist during the current school year. These parent drivers must meet the following conditions:

- Parent drivers must have completed the Parent Driver Authorization Form and must have submitted a Driver's Abstract, copy of license, and copy of insurance to the office.
- Parent drivers must submit a Vulnerable Sector Check (VSC) to the office.
- Parent drivers must submit proof of at least \$2,000,000 liability insurance.
- Parent vehicles must be in safe and working mechanical condition.
- Parent vehicles must have seat belts available for each student assigned to the vehicle.
- Parent vehicles must have enough gasoline to complete the trip without a fuel stop.
- Parent drivers must supervise students at all times.
- Parent drivers must go directly to the destination and return directly to the school on the return trip. It is not permitted to stop for food, drinks, or attraction if they vary from the prescribed route.
- Any in-car entertainment must be consistent with the values and standards of SLA, and should be sensitive to the tastes, convictions, and preferences of every passenger.

Planning

Field trips will be planned so that parents will be informed in a timely fashion. Parent consent forms will be sent home at least one week prior to the excursion. All consent forms must be signed and returned at least 24 hours prior to the trip, or by the date stipulated.

Overnight Trips

School field trip policies will apply to overnight trips where relevant. Overnight trips require higher level approval. The policies that will apply to these trips will be outlined and agreed upon in the trip information packets.

Visitors

All visitors are required to report to the office upon arrival to receive authorization to remain in the school. Visitors must display their lanyard identity card for the duration of their visit. Visitors must make an appointment through the office with the appropriate person. Arrangements for student visitors must be made in advance through the Administration. Though an attempt will be made to accommodate unscheduled visitors, it may be necessary to ask the visitor to return when an appropriate appointment has been made. Parents are asked to contact teachers to schedule an appointment at a mutually convenient time. All visitors are expected to abide by school rules/policies. Visitors who interrupt or disrupt the conducting of the school program will be required to leave.

Volunteers

We welcome the support of volunteers at SLA. Volunteers must have a current Vulnerable Sector Check (VSC) on file with the office and must be on the Volunteer list.