



SOUTHLAKE CHRISTIAN ACADEMY



PARENT-STUDENT HANDBOOK 2023-2024

(Last updated June 2023)



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Introduction

The following information is designed to assist our students and parents in the successful completion of the school year. We at SouthLake Christian Academy (SLCA) firmly believe that a major ingredient for a successful year is a mutual understanding of how the school operates. If you have any questions, please call our office.

As the year progresses, the Head of School may announce additional guidelines to the student body. Parents and students are responsible for and have agreed to follow all policies set forth in this handbook. The SouthLake Christian School Board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice.

Statement of Faith

As a school affiliated with SouthLake Presbyterian Church, we affirm and embrace the fuller expression of the Church's doctrinal position as found in the Westminster Confession of Faith, the Larger Catechism, and the Shorter Catechism, which together are a reliable arbiter of doctrinal disagreement. The following is a summary of the religious beliefs of the Academy:

We believe the Scriptures of the Old and New Testament are verbally-inspired by God, wherein He reveals Himself to humankind, reveals His will and ways for all men and women; and which are of supreme and final authority in faith, life, and standards of education. The Scriptures teach:

That there is one God, the Creator of heaven and earth and all things in them, Who eternally exists in three persons: Father, Son, and Holy Spirit, Who are the same in essence and equal in every divine perfection.

That God has a perfect knowledge of all His works, of the final issue of every event and of the end life condition of every intelligent creature; consequently, a concerted plan in relation to creation, providence and grace, from eternity.

That God created man in His own image, holy, upright, and constituted him, regarding the moral state of his posterity, their public head and representative. That God created mankind male and female in complementarity for companionship and bringing forth progeny.

That our first parents fell from their state of innocence and holiness through disobedience to God's command.

That consequent upon mankind's fall and apostasy from God, lost his spiritual life, becoming dead in sin, and that he became subject to the power of the devil. This spiritual death has been transmitted to the entire human race so that every person comes into existence with a heart deceitful above all things and in a state of entire moral depravity, under God's wrath and judgment; and needs regeneration of soul, body, and mind.

That Jesus Christ, the only begotten Son of God, is the eternal Word manifested in the flesh; He was conceived by the Holy Spirit and born of the Virgin Mary; He is true God and true man.

That for the purpose of carrying forward the work of man's redemption, the Lord Jesus Christ has suffered and died for our sins according to the Scripture, as a representative and substitutionary sacrifice; that He arose from the dead in His glorified body, ascended into heaven and as our great High Priest and Advocate He ever lives to make intercession for us; He lives on high as Head of the Church, and shall return to earth to judge the world and reign over all.

That all who place full faith on Christ's name are justified on the ground of His shed blood and perfect righteousness and receive the gift of eternal life by the grace of God, thus becoming children of God.

That the Holy Spirit, the Third person of the Godhead, convicts men of sin, and regenerates believers unto a holy life; He is the Teacher of the Word of God; He is the Light of our minds, our affections, and our morals.

That sanctification is a divine and progressive work of the Holy Spirit whereby God sets the believer apart and works out, in, and through him by means of a submissive will that which is well pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body. The renewed man in Christ is enabled to worship and serve God and to enjoy Him forever.

Mission, Vision, and Values

Mission Statement: SouthLake Christian Academy exists for the sake of God's glory and mission, proclaiming the gospel and discipling the whole person in all aspects of God's reality.

Vision Statement: that Christ may be preeminent in all things (Colossians 1:18)

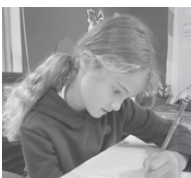
Core Values:



Respect: To take into consideration the knowledge, opinions, and skills of others as people created in the image of God.



Kindness: To receive and respond to others with cheerful goodness.



Integrity: To be honest and take responsibility for our decisions every day.



Joy: To have an internal gladness dependent on who Jesus is rather than what is happening around us.

Escalation Policy

Whenever possible, problems should be solved at the level they occur. Therefore, when a problem arises within the classroom regarding a student, parents should contact the teacher to discuss the problem and seek a solution. If the problem persists or the family is not satisfied with the response, please contact the division head or school principal for that grade. A meeting with the teacher and principal can be scheduled to help resolve the issue. After that, parents may seek assistance from the Head of School to resolve the issue. Only after all other attempts to resolve grievances are exhausted, appeals concerning unresolved issues then may be submitted in writing to the SouthLake Christian Academy Board Chair. The written appeal should indicate how the administrative decision in question violates school policy and, whenever possible, suggest remedies to resolve the issue.

Campus Policies

Morning Drop-Off

School buildings open to all students at 7:15 a.m. Students may not be dropped off prior to 7:15 a.m. Students must be dropped off at a designated spot and may not be dropped off on the streets adjacent to campus.

Lower School (JK-4th grade):

Between 7:15 and 7:30, all Lower School students should be dropped off at the main entrance to the Upper School by the flagpole (Wilcox Building) and wait in the gym until they are dismissed. After 7:30, Lower School students should be dropped off at the Hampton Hall covered entrance and proceed to their classrooms.

Middle School (5th – 8th grade):

Between 7:15 and 7:50, all Middle School Students should be dropped off at the main school entrance to the Upper School by the flagpole (Wilcox Building). After 7:50, Middle School students should be dropped off at the Hampton Hall covered entrance and may proceed directly to their classes.

Upper School (9th – 12th grade):

Upper School students will be dropped off at the main entrance to the Upper School by the flagpole (Wilcox Building) and wait in the gym until they are dismissed.

Huntersville Traffic – All Grades

All families traveling west on Hwy 73 from Huntersville must turn right onto Hagers Ferry Rd., then turn left into third driveway (labeled “Main Entrance”) and queue up around the Upper School to drop-off students at one or more of the specified locations.

Denver Traffic – All Grades

All families traveling east on Hwy 73 towards Huntersville should turn left into the first school entrance after the stadium (Denver entrance), or they may turn left onto Hagers Ferry Rd. and then turn left into the third driveway (labeled “Main Entrance”). All students must enter the main buildings as described above. Students will not be allowed to enter the buildings from the side entrances. When leaving school, you may not turn left onto Highway 73 from the Denver entrance.

Afternoon Pick-Up

Dismissal 1: Students in grades JK-2 will dismiss at 2:30. Students in the After School program will dismiss to the lower level of Hampton Hall. Late Wait students remain in classrooms until they are dismissed to ride the bus or with a parent or sibling driver.

Dismissal 2: Students in grades 3-5 will dismiss at 2:45 p.m. Students in the After School program will dismiss to the lower level of Hampton Hall. Late Wait students remain in classrooms until they are dismissed to ride the bus or with a parent or sibling driver.

Dismissal 3: Students in grades 6-12 will dismiss from classes beginning at 3:10 p.m.

Huntersville Traffic – All Grades; All Dismissals

All families traveling west on Hwy 73 from Huntersville must turn right onto Hagers Ferry Rd. then turn left into the third driveway (labeled “Main Entrance”) and queue up around the upper school to pick-up your students from the designated locations.

Denver Traffic – 3:10 Dismissal Only

Denver car riders will be dismissed for pick-up at the Denver entrance. All families traveling east on Hwy. 73 towards Huntersville must turn left onto Hagers Ferry Rd. then turn left into the third driveway (labeled “Main Entrance”) and queue up around the upper school, peeling off the queue near the football field to pick-up your students by the Denver entrance.

Visiting Campus

Campus visitors should park in a designated visitor’s parking space. Numbered parking spaces are for staff and students only. All visitors, including parents, must check in to the building they are visiting before they proceed to a classroom, common area, or volunteer assignment. Due to safety issues, parents are not allowed to park in the carline to pick up their children. If parents must come inside a school building, they must park in a visitor’s parking space, not in the driveways.

Student Vehicle and Parking

Students in grades 11-12 are permitted to drive and park on campus if the following criteria are met:

- The student must have a valid NC driver’s license.
- The vehicle must be insured as required by the state of North Carolina.
- The student must register with the school all vehicles that will be driven to school by completing a parking application, which requires parental permission and signature.
- A school-issued parking permit must be displayed on the vehicle driven on campus at all times. Vehicles not displaying the school-issued parking permit may be towed from school property at the owner’s expense.
- Student vehicles parked on the SLCA campus are subject to search.
- Students may only park in the space with their assigned number.
- Upon arriving, students are expected to lock their cars. Permission must be obtained from the office for students to access their vehicles during school hours.
- Students must obey traffic laws, heed campus traffic signs, and drive safely while on campus.
- Violation of the above policies will result in a one-week suspension of parking privileges. Repeated violations may result in the permanent suspension of parking privileges.
- Parents and student drivers are NOT to use cell phones while in carline.
- 10th graders may park on campus only by request and only as space allows.

Student Lockers and Cubbies

Grades JK–4 Cubbies and Lockers:

Students in grades JK–4 will be issued cubbies/lockers for their personal use. These cubbies are provided for student use to store books, supplies, and other items required for a successful educational experience. We ask students to keep their cubbies clean. Students may decorate the inside of the locker if nothing displayed is inconsistent with the policies of the school, no stickers are used, and the decoration does not inhibit entry into the locker. All bookbags must fit into cubbies/lockers as they are not allowed inside the classrooms. The school reserves the right to search any locker at any time.

Grades 5-12 Lockers and Locks:

Students are issued lockers for their personal use, and they may also receive locks by request. These lockers and locks are the sole possession of SLCA and provided for student use to store books and supplies required for a successful educational experience. Locks belonging to students are not allowed. If a student's school-issued lock is lost, the student's account will be assessed a fine for the replacement of the lock. Students are not allowed to use other students' lockers or locks at any time, as students are liable for all contents located within assigned lockers. Students may decorate the inside of the locker if nothing displayed is inconsistent with the policies of the school, no stickers are used and the decoration does not inhibit entry into the locker. The school reserves the right to search any locker at any time.

Medication Administration on Campus

Students taking prescription and/or non-prescription medication or supplements on campus or under school supervision should have written documentation from their physician. Students are not allowed to self-medicate at any time while on the campus. Any needed medications during the school day (including field trips) must be provided by students, through their parents, and delivered to the appropriate school office for administration. All medications (including "over-the-counter") must be in their original packaging with printed directions as to their administration. It is the student's responsibility to request the medication from the school office. Special procedures apply to students who are diabetic or use inhalers or EpiPens. Students using dietary supplements while on campus may not distribute to others.

Disease Mitigation

SouthLake Christian Academy attends carefully to health guidance from the Centers for Disease Control (CDC), the North Carolina Department of Health and Human Services (NCDHHS), the Mecklenburg County Health Department (MCHD), and the North Carolina Department of Non-public Instruction pertaining to disease mitigation on campus. During public health emergencies, school administrators reserve the right to make decisions to modify school operations or implement protocols to protect the health and safety of our teachers, students, and families.

Student Cell Phone Usage

Cell phones should be silenced or powered off during school hours. Students may use their cell phones before school and after school or times as specified by a teacher. Upper School students may also use their cell phones during lunch and break. Videos, photographs, and audio recordings may not be taken during the school day. Students are not permitted to post to social media during school hours.

This policy will be strictly enforced, and any device on a student's person during unapproved times will be confiscated. Confiscated devices will be held by administration until the end of the day. **SLCA is not responsible for damage to a cell phone under any circumstance, whether in the possession of a student, teacher, staff member, or administrator.** Depending on the offense, the device may be released to the parent only. Disciplinary action will result if a student's phone contains profane, abusive, sexually explicit, or otherwise inappropriate content. Likewise, students who share inappropriate content will face disciplinary action.

This policy will be enforced as outlined in the Student Conduct and Discipline section. Parents are encouraged not to receive text messages sent by students during the school day as the final source of information about school operations. The school will contact parents directly with all pertinent information.

Lunchroom/Food and Drink Policies

Students are expected to order lunch in advance, bring their own lunch or pay for any available lunches with cash, debit card, or credit card. Hot lunches are pre-ordered monthly by submitting an online lunch order form. This form can be found by following the links on www.southlakechristian.org or FACTS (RenWeb). Students may not charge lunches or snacks.

Students will eat lunch in classrooms or designated areas with teacher supervision. A table is available for students with food allergies in all common areas. In classrooms, desks for students with food allergies will be labeled with purple tape on the legs.

Food and drink are to be consumed only in designated areas. All students should have a refillable water bottle, preferably plastic, with them on campus.

For security reasons, students and parents may not order food from delivery services such as DoorDash, Grubhub, Uber Eats, or any other delivery service during school hours.

Communication with Teachers

Open and unhampered communication between parents and teachers is an integral ingredient for a successful school year. The following general practices help guide appropriate communication:

- Teachers and administrators are expected to respond to parental communication within 24 hours, excluding weekends and holidays. If it is an emergency, parents should contact the school office.
- Parents are not allowed to visit classrooms without an appointment.
- All parents of students in grades JK-4 will have a scheduled Parent/Teacher Conference at the end of the first quarter during the dates designated on the student calendar.
- Parents of students in grades 5-8 who are new to the school are required to participate in the scheduled Fall Parent/Teacher conference day.
- To schedule a conference with a teacher, a parent should contact the teacher directly or call the school office.

Inclement Weather

SLCA's population draws from six counties, and our main concern is student safety. School administrators will monitor weather and road conditions as well as the closure decisions of local schools. SLCA, however, will make its own decisions regarding schedule adjustments for inclement weather. If inclement weather, local flooding, or a weather-related power outage forces a closing or delay of school, this decision will be announced via the SLCA text alert system, email, social media, the school's website, and local media outlets. Because road conditions differ from place to place, parents are always free and responsible to make whatever decision they think is in the best interest of safety for their family.

Solicitation

Solicitation is prohibited at SouthLake Christian Academy without the permission of the administration. This policy includes the distribution of sports camp information, party invitations, or similar correspondence by students while on campus.

Continuous Enrollment Policy

Students are enrolled at SouthLake Christian Academy on a continuous basis, meaning that parents must indicate their intentions to un-enroll prior to the effective date of the next year's tuition contract. Students and parents are expected to be positive and contributing members of SLCA by their adherence to the policies and procedures of SLCA and by their reflection of Christian values both on and off campus. Students who demonstrate values or behaviors that are not consistent with the policies of the school can be expelled or asked to withdraw prior to the end of the year. The faculty and administration review students at the end of each semester and make recommendations to the Head of School regarding students who are performing below school expectations. Students will be allowed to continue their enrollment for the next academic year if they are succeeding academically and their behavior is consistent with what is expected by SLCA. Parents and students will be notified when a student is placed on probation. Students may not be invited back to SLCA if their parents, at the sole discretion of the school administration, engage in behavior inconsistent with SLCA's policies and procedures.

Financial Aid

On average, approximately 20% of SouthLake families qualify for financial aid. If you think you may qualify, including those who have received financial aid in the past, you must apply online at <https://online.factsmgt.com/aid> for consideration. No financial aid will be awarded without a completed and verified financial aid application. There is a small fee to apply and that payment goes directly to FACTS to verify your uploaded tax documents. The FACTS system considers your income and expenses and generates a recommendation to our Financial Aid Committee. The maximum financial aid award families may receive is 70%, but award amounts may decrease as class sizes increase. This means that it is to your advantage to apply early. The deadline to apply for financial aid and submit all required documentation is August 1. Once a grade is full, no additional aid will be awarded for that grade. If you have any questions about financial aid, you may contact our Senior Accounting Clerk at 704-949-2221.

Obligation to Report Suspected Child Abuse

Pursuant to North Carolina state law (7B-101), school personnel are required to report any suspected cases of child abuse or neglect to the Department of Social Services. North Carolina law mandates that if school personnel have reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the local law enforcement agency, or the Department of Social Service.

Attendance

Every effort should be made for students to attend school to ensure they have the full benefit of the educational opportunity available at SLCA. SouthLake Christian makes no distinction between excused and unexcused absences as it pertains to the attendance policy. Students are allowed seven (7) absences per semester. Excessive absences may result in a student not being promoted, being required to complete remediation work during school or outside of school hours, or losing credit for a class.

Students with a long-term illness will be dealt with on a case-by-case basis. Documentation of the illness is required to receive attendance accommodations.

Students who are absent due to illness must be free of fever, vomiting, or diarrhea without the aid of medication for 24 hours before they can return to school.

Students are expected to remain on campus from the beginning of the school day to the end of the school day unless given permission to leave for employment or off-campus courses as their class schedule permits. Students must be present for at least half of the instructional day in order to be counted present for the day for attendance and sports participation.

Excessive Absences

A student's continued enrollment at SLCA will be reviewed at the end of each semester with respect to all areas, including academic, behavior and attendance. A student who has been absent from any class more than the allotted number of absences may not receive credit for taking the class and be placed on probation to address the excessive absenteeism. Make-up time for any classes missed may be required. If excessive absenteeism continues, the student's enrollment may be terminated by the administration. The school in its sole discretion will make the final determination as to whether cumulative absences are excessive and require intervention or withdrawal of the student.

Tardies

Students are tardy to school if they are not in their first period classes when the first bell rings. If students are tardy to school, they must first come to the office, sign in and receive a tardy/admit slip before going to class. Tardies will be excused only when the cause for the tardy was illness, doctor's appointment, or unavoidable traffic delays at the discretion of school administrators. Students will be considered tardy for class if they are not in the room when the tardy bell for that period rings. Students accumulating three unexcused tardies in any one class will receive lunch detention and will receive lunch detention for each offense after three. For Upper School students, every three tardies will also be counted as an absence for the purpose of crediting considerations. Students with excessive tardies will be addressed on a case-by-case basis, and additional consequences beyond lunch detention may be assigned at the discretion of the administration. A student's tardy count resets each quarter for Middle School students and each semester for Upper School students. Students arriving at school past the halfway point of the day will be considered absent for the day.

Study Halls

Students in grades 9-12 may have study hall scheduled. Students in grades 7-8 will have a study hall every other day. This time is set aside for students to begin to complete homework, prepare for class, or makeup tests. Students may not use cell phones during study hall unless a class project requires such use. The use of other forms of technology during study hall vary by grade.

Make-Up Work

1. When five days or fewer are missed, the student will have one school day for each day he/she missed to make up the work. This work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above.
2. When more than five days are missed, the teacher, student, and parent(s) will work out a schedule that will give the necessary time needed to make up the work.
3. If a student misses only the day a project or assignment is due, he/she is responsible to submit the work the first day he/she returns regardless of whether that class meets every day or not, provided he/she was informed of the due date in advance of his/her absence. Upper School students must submit projects or writing assignments the day they are due regardless of attendance.
4. If a student returns to school on the day of a pre-announced test or quiz after a short absence, the student is expected to take the test or quiz on the day it is given, unless prior arrangements have been made with the teacher.
5. All tests/quizzes are made up during enhanced learning block, study hall, or before/after school. Students may NOT miss a scheduled class to make up a test.

Withdrawal from School

If withdrawal from school is necessary, parents must notify the business office in writing. At that time, all outstanding bills are to be paid and all textbooks and materials of SLCA returned. For all students leaving the school, permanent records (transcripts or report cards) will not be released until all outstanding balances due to the school are collected, including tuition due in accordance with the school's tuition contract. SLCA reserves the right to withdraw students from school for non-payment of tuition or fees, for inappropriate conduct, or for other reasons deemed to have a negative impact on the safety, security, or educational effectiveness of the Academy.

Academic Policies

Textbook Policy

Any textbooks issued by SLCA are the property of SLCA. The expense of supplying books is included in the annual tuition. Students who lose or damage textbooks may be assessed the partial or full replacement cost of the text. Some Advanced Placement classes will require students to purchase the textbook or other materials for that class.

Academic Communication

SLCA uses RenWeb, an academic communication portal, for scheduling and for reporting academic progress.

Achievement Testing

SouthLake Christian students take part in standardized testing.

- The SAT-10 and OLSAT-8 will be administered to students in grades 3-9.
- The PSAT 8/9 will be administered to students in grades 9.
- The PSAT/NMSQT will be administered to students in grades 10 and 11.
- The Pre-ACT will be administered to students in grade 10.
- The SAT will be administered to students who wish in grades 11-12.
- Students enrolled in AP classes will be required to take AP exams at the end of the course.

Accommodations for Students with Diagnosed Issues Affecting Learning

SLCA strives to provide an environment conducive to the spiritual and educational development of all its students. The Academic Development Center at SLCA provides specialized assistance for students with documented learning disabilities and works with teachers to provide reasonable classroom and testing accommodations. Because SLCA does not receive federal funding, academic accommodations are provided not out of legal obligation, but because we are committed to seeing all our students succeed academically regardless of their backgrounds and experiences. With proper documentation, SLCA can provide an Educational Plan of Action (EPA) for students who qualify for academic accommodations or have received an IEP or 504 at a public school.



Lower and Middle School Academics

Junior Kindergarten

Ongoing progress is monitored, and formal evaluations are conducted mid-year and at the end of the year. Mid-year and end-year evaluations are published in Renweb.

Kindergarten

Evaluation standards are performance-based. Parents receive quarterly report cards.

Grading Scale for Grades 1-8

For most subjects, the following scale is utilized:

Grade	
98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59 or below	F



For certain elective/special classes students may receive letter grades as follows:

E (Excellent) S (Satisfactory) P (Passing) N (Needs Improvement) F (Failing)

Homework

Students at SouthLake Christian Academy are expected to apply themselves consistently to achieve their best potential in all subjects. Due to the work pace of SLCA, it is not possible for the students to achieve satisfactory performance without extra effort outside the classroom. Students should plan to study each evening in preparation for the next day of school. All homework assignments are to be completed and turned in on time.

The amount of time necessary to complete homework assignments will vary according to the grade level and the ability of the student. For the Lower School, homework and classwork are assessed based on the subject and grade level.

Test Make-Up Policy

Teachers will work with students to make up tests during the course of the school day, if at all possible.

Conduct Evaluations

All students in grades 1-4 will be assessed in their development of work habits and social skills. The evaluation rubric is as follows:

Excellent (E), Satisfactory (S), Progress Shown (P), or Needs Improvement (N)

Work and Study Habits	Social Development
Prepared for class Listens to and follows directions Neat and organized Work independently Works cheerfully Does not disturb others Uses time effectively	Cooperative Respects authority Courteous and kind in speech and actions Accepts correction Respects the rights and properties of others Practices self-control

Quizzes

Quizzes are designed to encourage students to study and be prepared for class. Students are given no fewer than five quizzes per quarter per subject.

Tests

Tests, projects, and similar assignments will be valued at 100 points. A minimum of three tests/major assessments are given per quarter per subject. Assessments will be limited to two tests and one quiz per day.

Practice Exams

Students in grade 7 will be administered practice semester exams in the Spring semester. Students in grade 8 will be administered practice semester exams in both Fall and Spring semesters. These exams are designed to prepare students for Upper School exams, are cumulative in nature, and will count as one test grade.

Incomplete

Students receiving an incomplete ("I") for a grading period will have a limited amount of time to complete their work, as determined by administration. After that time a grade of zero will be entered for the missing work and a final grade will be compiled.

Seventh Grade Math

Students in seventh grade have two math options:

Option 1 - Pre-Algebra

This course is designed for students who excelled in Math 6 and are ready for the challenge of Pre-Algebra. Students are expected to show strong mastery of basic skills and concepts taught thus far. Students who take this course in 7th grade are likely to take Algebra I in 8th grade which is on the path designed to take AP Calculus as a senior in high school. Eligibility will be contingent upon success in Math 6 (at least an 85-overall average), a review of standardized testing scores, and teacher recommendation.

Option 2 - Math 7

This course is designed for students who are not yet ready for the rigors and/or pace of Pre-Algebra. Basic skills and concepts will be reinforced. New algebraic concepts will also be introduced. The goal of this course is to equip students for Math 8 the following year.

Eighth Grade Math

Students in eighth grade have two math options:

Option 1: Algebra I

This course is designed for students who excelled in Pre-Algebra and are ready for the challenge of Algebra I. Students are expected to show mastery of basic skills and concepts taught thus far. Eligibility will be contingent upon success in Pre-Algebra (at least an 85-overall average), a review of standardized testing scores, and teacher recommendation.

Option 2: Math 8

This course is designed for students who are not yet ready for the rigors and/or pace of Algebra I. Basic skills and concepts will be reinforced. New algebraic concepts will also be introduced. The goal of this course is to equip students for Algebra I the following year.

Promotion Policy for Entering Ninth Grade

Eighth-grade students intending to enter the ninth grade must have a combined average of at least a C- (70) with no failures in all core subjects and demonstrate acceptable behavior to be promoted.

Upper School Academic Assessment

To ensure the credibility of our grades from year to year, we require teachers to follow a standard procedure to compute grades. Understanding this policy will help students and their parents understand how to generate improvement in their grades.

Grading Scale

The following system will be used to grade student performance:

Grade		Weighting					
98-100	A+	College Preparatory	4.00	Honors	4.50	Advanced Placement	5.00
93-97	A		4.00		4.50		5.00
90-92	A-		3.70		4.20		4.70
87-89	B+		3.30		3.80		4.30
83-86	B		3.00		3.50		4.00
80-82	B-		2.70		3.20		3.70
77-79	C+		2.30		2.80		3.30
73-76	C		2.00		2.50		3.00
70-72	C-		1.70		2.20		2.70
67-69	D+		1.30		1.80		2.30
63-66	D		1.00		1.50		2.00
60-62	D-		0.70		1.20		1.70
59 or below	F		0.00		0.00		0.00

Note: Letter grades will be reported on transcripts

Tests

A minimum of six tests/major assessments are given per semester in all course levels. Exceptions may apply to AP level courses.

Semester Exams

Upper School students will take semester exams at the end of the first and second semesters. The exams will be ninety minutes in length and cover all material taught in class per semester as explained by the teacher. These exams are given during the last week of the semester and are completed within the exam schedule. They are calculated as 20% of the semester grade. Seniors will be exempt from semester exams if they have an average of 90% or higher for the semester and have fewer than seven (7) absences in the class. This exemption policy does not apply to seniors enrolled in AP courses; they will be required to take the national AP Exams scheduled in May.

Semester Grades

Semester grades are computed as follows: Semester progress grade = 80%

Final semester exam = 20%

Semester grade = 100%

Upper School Parameters for Promotion

At the end of each academic, promotion to the next grade depends on students earning a GPA above a 1.8 (9th grade), 1.9 (10th grade), and 2.0 (11th grade). A cumulative GPA of 2.0 is required for graduation.

Incomplete

Students receiving an incomplete ("I") for a grading period will have a limited amount of time to complete their work, as determined by administration. After that time a grade of zero will be entered for the missing work and a final grade will be compiled.

Upper School Course Credit

Students in grades 9-12 receive credit towards graduation. Classes are structured with 0.5 or 1 credit earned. The following general guidelines apply:

- Students are expected to make satisfactory progress toward earning credits in order to graduate from SLCA in a period not to exceed four academic years beginning with the student's ninth grade year.
- Credit is awarded only if the course is passed with a grade of 60% or higher, except for Health class which requires a grade of at least 70% to pass.
- All students must take a Bible class each year.
- Freshmen will be required to have a fine arts class. Students must have 2 (4 x 0.5 credits) fine arts credits to graduate. All students are required to have at least 1.5 credits by the end of junior year; they are advised to have 2 by the end of junior year.
- Required courses, if failed for the year, must be repeated at SLCA or through an SLCA-approved course provider. For year-long courses, only the semester failed must be recovered. A student may have only four courses total of credit recovery over four years.
- On an SLCA transcript, credit recovery will be shown in the semester it is recovered and will be denoted with CR in the course name. All earned grades for a course are averaged into the student's GPA.
- Students may be allowed to repeat a grade if they have maintained an average of 69 or below in core classes the prior year. If a student repeats a grade, the student is not eligible for athletic participation until the second semester. The impact on college admissions or NCAA eligibility cannot be predicted.
- Credit for high school coursework completed prior to 9th grade may be awarded at the sole discretion of the Academy. Grades received for this coursework are not calculated as part of a student's GPA.

AP Courses

SLCA offers opportunities for qualified students to potentially earn college credit through Advanced Placement courses while also meeting requirements for high school graduation. AP courses are college-level courses that are academically rigorous. Due to the challenging content of AP courses, students may not be permitted to take more than three AP courses per year. Students are required to take the AP exam in May. The costs for the AP exam and course materials are the responsibility of the student. Students not taking the exam will have the course re-classified as an Honors course. Pre-requisites for AP courses vary by class; students should review course requirements.

College Prep/Honors/AP Courses

Students meeting requirements will follow an appropriate academic flow and are able to move from College Prep courses to Honors courses or from Honors courses to AP courses. Students are unable to move from College Prep courses to AP courses without permission from administration. Students will be evaluated and recommended to an honors section of a course at the sole discretion of the school administration. Course pre-requisites and teacher recommendations may be used to determine students' entry into an honors level class.

Drop/Add and Withdrawal

Upper School students have a limited time determined by the administration to drop or add a course following the beginning of the semester. Any withdrawals from a course must be completed before the end of the first nine weeks. They will be recorded as "Withdrawn Passing (WP)" or "Withdrawn Failing (WF)."

Extended Curriculum Courses

Extended Curriculum Courses are ones that a student might take from an on-line classroom or at a nearby community college. All such coursework must have SouthLake Christian Administrative approval and parent signature agreeing to the SLCA policy for such coursework before the student may register for the course.

Acceptable Extended Curriculum Courses will only be courses not offered at SLCA or ones in which a student is not able to sequence in his/her required schedule of courses for graduation. Extended Curriculum Courses have numerous variables (teachers, hours, requirements, etc.) and are not guaranteed to meet the prerequisite knowledge level for the next sequenced SLCA course of study. For example, an Extended Curriculum Course of Pre-Calculus may not be the same level for the following SouthLake Christian Calculus course, which may impact the student's success in Calculus. These courses are not incorporated in the SLCA transcript and will require a transcript from the crediting institution, which can be provided as part of the supplemental materials sent by SLCA for college applications.

Junior Marshals and Class Rank

Junior Marshal is a SouthLake Christian Academy academic and service honor; those ten individuals selected are the guides for senior graduation activities and the graduation ceremony.

Any junior who has attended the Academy for five high school semesters, has earned a weighted GPA of at least 3.75, and is available to participate in all graduation activities is encouraged to apply. Application materials include a one-page, single-spaced introspective writing, a service and leadership resume, and a non-academic letter of recommendation. Junior Marshals will be selected in the spring of junior year by an independent committee and announced during assembly.

SouthLake Christian Academy does not rank its students for the purpose of college admissions but does recognize a Valedictorian and a Salutatorian as part of graduation ceremonies. Any senior earning an Honors Diploma who has attended the Academy for six consecutive semesters through senior year is eligible to earn these honors.

Graduation Requirements

SLCA confers three diplomas with the following credit requirements:

	Honors	Academic	General
Language Arts	5.5	5.5	5.5
Math: (Includes Alg 1, Geom, & Alg II)	4.5	4.5	3.5
Science: (Includes Chem & Bio)	4	3	3
History: (Includes World, US & Gov/Econ)	4	3	3
Foreign Language: (Consecutive Years)	3	2	0
Religious Studies:	2	2	2
Health & Physical Ed:	1	1	1
Fine Arts:	2	2	2
Electives:	1	2	5

Note: Credits could vary for transfer students based on course availability from previous schools.

SLCA Testing

The following will govern the administration of tests given at SLCA:

- Tests must be completed during the allotted time unless formal accommodations permit otherwise.
- Students are not allowed to leave the room prior to the completion of the test.
- A teacher may cancel a test on or before the end of the school day preceding the scheduled date of the test. Teachers will communicate the change to the students in the classroom and via RenWeb.
- No communication among students is allowed during testing. Students should raise their hand to communicate with the teacher.

Academic Probation

This status is applied to a student who has demonstrated an inability or unwillingness to maintain passing grades. Students will be placed on academic probation at the end of the semester when there is a course failure for the semester, or their core class cumulative grade-point average is less than 2.0. Academic probation will result in the student being removed from extra-curricular activities until the probation period has ended.

Academic Eligibility for Extra-Curricular Activities

Students desiring to participate in extra-curricular activities (sports, theatre productions, student organizations, school sponsored travel, etc.) are required to maintain a cumulative grade-point average of 2.5 and have no failures in any course. Students not meeting this expectation throughout the semester at two-week checkpoints are not eligible for activities. Students remain ineligible until the next checkpoint. Then, if a student has successfully earned a cumulative grade-point average of 2.5 and has no failures in a course, he/she will be eligible to participate until the next checkpoint. Ineligible students may still practice, but they may not compete or travel with the team or group.

Full-Time Enrollment

All students are required to be full-time students. "Full-time" means being enrolled in a minimum of six credits per year for grades 9-11 and five credits per year for seniors.

School Dress Code and Appearance

General Expectations for All JK – 12 Students

- School faculty and administration reserve the right to determine the appropriateness of items worn to school. School administration has the final say in making a fair and consistent determination about clothing standards including determinations about clothing, make-up, hair, jewelry, and other accessories that may cause distractions in the learning environment.
- Student dress should always be neat in appearance. All articles of clothing should be worn appropriately and in accordance with uniform guidelines corresponding with one's birth gender.
- Undergarments should not be visible.
- Particular attention should be given to the appropriate fit/size/length of all items.
- Students should avoid wearing outdated uniform items or those that are excessively worn or faded. Clothing with rips, tears, and/or holes is not allowed.
- Friday is "Spirit Dress", students may wear any SouthLake polo or SouthLake t-shirt with appropriate jeans or school uniform shorts or pants.
- Shoes must be appropriate for use in PE and Recess. Birkenstocks, Flip flops, Crocs, athletic slides, shoes with lights or wheels, and house slippers are not allowed.
- Students are not allowed to wear sunglasses, hats (including hoods), or other kinds of headwear while inside school buildings.
- Only SLCA-affiliated outerwear may be worn inside school buildings at any time of year.
- No writing should be visible on any shirt worn under a school polo.
- Heavy winter jackets and outerwear not SouthLake-affiliated should be kept inside a school locker during the day. Students may retrieve and wear these jackets only when outside of the school buildings.
- Uniforms may be purchased from Lands' End via landsend.com, Eagle's Landing (the School Store located in room 114 of the Upper School building), or procured from the SouthLake Christian Academy Clothing Exchange by appointment only. Set an appointment via email to [Sadie Lovallo at slovallo@southlakechristian.org](mailto:slovallo@southlakechristian.org).

When visiting the Land's End website:

1. Select the school tab from the menu
2. Select "Find Your School"
3. Enter the appropriate information under search "by school address"
 - a. SouthLake Christian Academy
 - b. United States
 - c. Huntersville
 - d. North Carolina
4. Select the appropriate gender and grade level.
5. You can then set up an account or go directly to "shop now"
6. Make sure to add the school logo when prompted (shirts and outerwear).
7. SouthLake's Preferred School Number is 900166851 and School Logo Item number is #1398420K.

Lower School Dress Code (Grades JK-4):

Important Lower School Uniform Policies:

1. Lower School Students (JK – 4) will wear Informal Uniform Monday through Thursday.
2. Friday is "Spirit Day." Students may wear any SouthLake polo or SouthLake t-shirt with appropriate jeans or school uniform shorts or pants. Spirit Day shirts include Missions T-shirts, Fine Arts T-shirts or other t-shirts purchased at the School Store.
3. Lower School students may NOT wear cargo shorts/pants, jean shorts, athletic shorts/pants, wind pants, warmup pants, sweatpants, or joggers. Leggings are allowed for layering under uniform only.

• Lower School Girls' Formal Uniform

- o Navy Jumper (Lands' End item #527913-BPX)
- o White Peter Pan-collared shirt in short-sleeve or long-sleeve (Lands' End Item #528947-BP0 or #528942-BP8) or limited quantities available in School Store
- o Solid dark dress shoes

• Lower School Girls' Informal Uniform

- o Polo and Performance-Fit Polo Shirts (Lands' End various item numbers and colors or limited quantities available in School Store)
- o Navy or khaki pants and shorts (Lands' End or any Lands' End-style)
- o Informal uniform also includes dresses, skirts, and outerwear options including sweaters, jackets, and more listed under the "Daily Wear" tab through Lands' End.

• Lower School Boys' Formal Uniform

- o Long-sleeved, light-blue, oxford with school logo (Lands' End Item #529205-BPX)
- o Navy pants (Lands' End Item #529023-BP2 or any Lands' End-style)
- o Solid dark dress shoes
- o Dark belt

• Lower School Boys' Informal Uniform

- o Polo and Performance-Fit Polo Shirts with school logo: (Lands' End various item numbers and colors, or limited quantities available in School Store)
- o Navy or khaki pants or shorts (Lands' End or any Lands' End-style)
- o Informal uniform also includes outerwear options including sweaters, jackets, and more listed under the "Daily Wear" tab through Lands' End.

Middle School Dress Code (Grades 5-8):

Important Middle School Uniform Policies:

1. Intermediate Students (5 – 6) will wear informal uniform Monday through Thursday.
2. Junior High Students (7 – 8) will wear informal uniform Monday, Tuesday, and Thursdays. Every Wednesday, students will wear the formal uniform.
3. Friday is "Spirit Day." Students may wear any SouthLake polo or SouthLake t-shirt with appropriate jeans or school uniform shorts or pants. Spirit Day shirts include Missions T-shirts, Fine Arts T-shirts or other T-shirts purchased at the School Store.
4. All shorts should have at least a 5" inseam.
5. Middle School students may NOT wear cargo shorts/pants, jean shorts, athletic shorts/pants, wind pants, warmup pants, sweatpants, joggers, yoga pants, jeggings, leggings or spandex.

• Middle School Girls' Formal Uniform

- o Any Lands' End classic navy solid skirt, skort, or pants except cargo pants
- o White oxford w/ school logo (Lands' End long-sleeved Item #528924-BPX or short-sleeved Item #528919-ALX)
- o Solid dark dress or tennis shoes

• Middle School Girls' Informal Uniform

- o Polo and Performance-Fit Polo Shirts w/ school logo (Lands' End various item numbers and colors or limited quantities available in School Store)
- o Navy or khaki pants or shorts with at least a 5" inseam (Lands' End or any Lands' End-style)
- o Informal uniform also includes dresses, skirts, and outerwear options including sweaters, jackets, and more listed under the "Daily Wear" tab through Lands' End.

• Middle School Boys' Dress Uniform

- o Long- or short-sleeved, light-blue oxford w/ school logo (Lands' End Item #529205-BP6, #529205-BPX, #458481-BP8, or #458476-BP7)
- o Navy pants (Lands' End Item #529023-BP2 or any Lands' End-style pant)
- o Solid, dark belt
- o Solid dark dress or tennis shoes

• Middle School Boys' Informal Uniform

- o Polo and Performance-Fit Polo Shirts w/ school logo: (Lands' End various item numbers and colors, or limited quantities available in School Store)
- o Navy or khaki pants or shorts (Lands' End or any Land's End-style)
- o Informal uniform also includes outerwear options including sweaters, jackets, and more listed under the "Daily Wear" tab through Land's End.

• Junior High Girls' & Boys' PE Uniform (Required for 7 – 8 students only)

- o Navy PE shorts purchased from the School Store. The previous Lands' End navy PE shorts will also be accepted for the 2023/2024 school year.
- o PE T-shirts purchased from the School Store.

Note: JK-6th grade students do not need to change clothes for their PE Special. All students in grades 7-12 must dress out for physical education classes such as PE, weight training, fitness training, etc., in the SLCA-approved PE uniform from Lands' End and the School Store.

Upper School Dress Code (Grades 9-12)

Important Upper School Uniform Policies:

1. Upper School Students (9 – 12) will wear informal uniform Monday, Tuesday, and Thursdays. Every Wednesday, students will wear the formal uniform.
2. SENIORS ONLY may wear Spirit Day shirts with their uniform pants or shorts on informal uniform days during both semesters. Seniors may also wear college/university t-shirts or sweatshirts on informal uniform days during Spring semester ONLY.
3. Friday is "Spirit Day". Students may wear any SouthLake polo or SouthLake t-shirt with appropriate jeans or school uniform shorts or pants. Spirit Day shirts include Missions T-shirts, Fine Arts T-shirts or other T-shirts purchased at the School Store.
4. All shorts should have at least a 5" inseam.
5. Students in grades 9-12 may NOT wear cargo shorts/pants, jean shorts, athletic shorts/pants, wind pants, warmup pants, sweatpants, joggers, yoga pants, jeggings, leggings or spandex.
6. Upper School students who exceed three (3) dress code violations will serve a three-hour Community Restoration on a Saturday morning.

• Upper School Girls' Formal Uniform

- o Any Lands' End khaki long pant or Lands' End-style khaki long pant
- o Long-sleeved, white, oxford shirt w/ school logo (Lands' End #458436-BP2)
- o Navy Hopsack Blazer. No school crest. (Lands' End Item #473115-BP5)
Class of 2024 & 2025 students may wear a previously purchased Blazer with the school crest for 2023/24 school year, but new purchases of the Blazer should not have the school crest. Class of 2026 & 2027 should purchase the Hopsack blazer with no school crest.
- o Solid dark dress shoes

• Upper School Boys' Formal Uniform

- o Any Lands' End khaki long pant (or Lands' End-style pant - example: Item # 243850-BP5)
- o Solid, dark belt
- o Classic navy/gold school uniform tie (Lands' End #426748-BP7)
- o Long-sleeved, white, oxford shirt w/ school logo (Lands' End #458481-BP8)
- o Navy, Hopsack Blazer. No school crest. (Lands' End Item #315357-BP3)
Class of 2024 & 2025 students may wear a previously purchased Blazer with the school crest for 2023/24 school year, but new purchases of the Blazer should not have the school crest. Class of 2026 & 2027 should purchase the Hopsack blazer with no school crest.
- o Solid dark dress shoes

• Upper School (9 – 12) Girls' & Boys' Informal Uniform

- o Polo and Performance-Fit Polo Shirts with school logo (Lands' End various item numbers and colors, or limited quantities available in School Store)
- o SENIORS ONLY may wear Spirit Day shirts with their uniform pants or shorts on informal uniform days during both semester. Seniors may also wear college/university t-shirts or sweatshirts on informal uniform days during Spring semester ONLY.
- o Navy or khaki pants or shorts with at least a 5-inch inseam (Lands' End or any Lands' End-style)
- o Informal uniform also includes outerwear options including sweaters, jackets, and more listed under the "Daily Wear" tab through Lands' End.

• Upper School Girls' & Boys' PE Uniform

- o Navy PE shorts purchased from the School Store. The previous Lands' End navy PE shorts will also be accepted for the 2023/2024 school year.
- o PE T-shirts purchased from the School Store.

*All students in grades 7-12 must dress out for physical education classes such as PE, weight training, fitness training, etc., in the SLCA-approved PE uniform from Lands' End and/or the School Store.

Discipline Policies

Philosophy of Discipline

SouthLake Christian Academy seeks to embrace the fullness of discipline by means of counsel, encouragement, teaching, and correction. The faculty desires a relationship with students that encourages redemption and reconciliation illustrated by the gospel of Jesus Christ. SouthLake's core values of joy, kindness, integrity and respect are integrated into our discipline policies as desired outcomes and expectations.

Violations of City, State, or Federal Law

Behavior that is a violation of city, state or federal law is a violation of our code of conduct and subject to consequences including suspension and expulsion. Consequences are at the discretion of the administration, who reserve the right to impose disciplinary action pending the outcome of legal proceedings.

Items Prohibited at School

The following items are not to be brought to school and are subject to immediate and permanent confiscation: alcohol, tobacco, vaping products, unauthorized drugs, weapons, drones or any object prohibited by law. This includes but is not limited to e-cigarette, Juuls, and associated products.

Discipline Procedures

SouthLake encourages a discipline process of escalation from the classroom, to a dean, and finally the principal or division head. Teachers will handle situations involving infractions of the classroom rules. If the student's inappropriate behavior becomes habitual or is severe, it will escalate to the school dean or principal as needed. If the infraction is a major violation, the dean or principal will be immediately involved. These major violations include but are not limited to: dangerous use of a vehicle, bullying, sexual acts, inappropriate electronic communication, use or possession of illegal substances, threatening behavior, use or possession of weapons on campus, and use of vulgar, profane, degrading, and ethnically- or racially-charged language.

The goal of any discipline situation is redemption and restoration to the community. However, certain violations of our school policies could result in immediate dismissal. With restoration in mind, SouthLake will involve students in community service as a consequence whenever possible. Students will be required to sacrifice time for these acts of service, so they will be need to satisfy their obligations during the lunch, after school, before school, or on Saturdays. Students may be required to give back to their community through school improvement projects. Other conduct consequences could include lunch detention, in-school suspension, out-of-school suspension, or expulsion. Discipline violations will be recorded in Renweb, and parents will be notified when deemed necessary. Students dismissed from SouthLake are not allowed to visit campus or attend school events.

After School Events

Parents shall assume full responsibility for the conduct of their children at after school events including sporting events, talent shows, school fairs, talent shows, club meetings, academic tutoring, etc. All school policies apply to students attending school events whether on campus or off. Students younger than grade 6 may not attend school events on or off campus without parental supervision. The consumption of alcohol on campus or at any school event on or off campus is strictly prohibited for students, faculty, staff, parents, and visitors.

Cheating

Any student who intentionally gains improper access to answers before or during a test will be considered by the administration to have cheated on the assignment, quiz, or test and will incur possible consequences of 0% on the assignment, 50% on the assignment, suspension, or expulsion. This includes copying information, looking on someone else's work to use those answers as one's own, and/or attempting to gain or give advantage by any method other than memory or the proper procedure for the assessment. Students caught with any information on their persons, devices used to hold information (such as a cell phone or other electronic device), or unauthorized notes will be assumed to be cheating.

Plagiarism

According to dictionary.com, plagiarism is defined as "an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author" and "a piece of writing or other work reflecting such unauthorized use or imitation."

All students in grades 9 – 12 are expected to use the resources of www.turnitin.com when preparing and turning in any written assignment that is prepared outside of the classroom. This website may also be used as an excellent resource for students who wish to check their own work for plagiarism before turning any assignment in for grading.

Bullying

"Bullying" is defined by SLCA as systematically and chronically inflicting physical hurt or psychological distress on one or more students involving an imbalance of power. Students, faculty, staff, and parents should notify a member of the Administration immediately when there is a suspicion or report of such activity. The Administration reserves the right to respond with disciplinary action, up to and including suspension or expulsion. Wrongful or untrue claims of bullying, harassment, threats, or assault are strictly prohibited.

In cases of bullying via social media, texting, or other electronic means, victims are encouraged to take screenshots or pictures of items when they are available. School administrators must act upon tangible facts to discipline a student for bullying. In all cases of bullying, steps will be taken to ensure the emotional safety of the targeted students.

School Sponsored Trips and Events

SLCA school standards and expectations still apply while attending off-campus school-sponsored trips, events, or activities. Faculty, students, parents, and chaperones are expected to comply with SLCA policies, follow the directions given by school leaders, and model appropriate behaviors (Colossians 3:15-17). Prior to participation in a school-sponsored trip, parents or legal guardians may be asked to sign a statement acknowledging receipt of the "School-sponsored Trip Covenant" and to agree to comply with the included guidelines. The leadership team for the trip or event determines the nightly curfew, departure times, schedule/itinerary adjustments, and free time allowances. Failure to comply could result in a student being sent home at parents' expense or other disciplinary action deemed appropriate by school administrators. School staff may use discretion and require dress uniforms or casual dress as conditions dictate. These expectations will be communicated to students and parents in the days leading up to the trip or event.

Behavior at Athletic Events

Students and parents attending SouthLake athletic events, home or away, are expected to conduct themselves in a manner consistent with our values of respect, integrity, kindness, and joy. The North Carolina Independent School Athletic Association (NCISAA) requires member schools to provide adequate control of spectators. Failure to do so can result in forfeiture of games, loss of state tournament privileges, fines, or suspension or expulsion from the NCISAA. As such, SouthLake will not tolerate insults from spectators, parents, or students directed at officials or opposing teams and their fans. Spectators may cheer for their team but never against another team. SouthLake Christian Academy should be known for exemplary sportsmanship and Christlike behavior at all school athletic events.

School Technology Use

1. Students should never use school technology in a way that would negatively impact the SLCA computer network or negatively impact other students, parents, teachers, or staff members.
2. The following activities are never permitted: spamming, hacking, spoofing, spying, harassment, threats of harm or violence, bullying, access, or distribution of obscene or offensive material, or solicitation.
3. Students should restrict their use of WiFi to the appropriate SLCA Guest network only.
4. SLCA has web filtering technology in place and regularly updates that technology, but it is impossible to block or filter all offensive material on the internet. Students should refrain from accessing any obscene or objectionable content while using the school's internet and should report any accidental access of such content to a teacher or administrator.
5. Access to social media during class time is strictly prohibited.
6. Photography, video recording, or audio recording during class time without teacher/administrator permission is strictly prohibited.

Email Communication Policy

1. Email is the official means of communication of SouthLake Christian Academy. Students and parents are expected to attend to the details contained in official communication from SouthLake Christian Academy.
2. Students and parents may not use email to send harassing communications to teachers, administrators, or School Board members, making threats or unfounded accusations toward members of the SouthLake community.
3. Students and parents may not use email to send anonymous communications, forge a communication, or impersonate another person.
4. Students using email while on campus should not open email attachments from unknown users or attempt to send files with large attachments unless instructed by a teacher or staff member.

Use of Social Media and Group Communication

SouthLake Christian Academy students, parents, faculty, and staff use social media networks as a means of connecting with others, sharing educational information and resources, and enhancing classroom instruction. Social media platforms also hold the potential to harm others and to disrupt the educational and spiritual environment of SLCA. For that reason, students may not post to social media during school hours. Popular social media tools include Facebook, Twitter, LinkedIn, TikTok, Snapchat, GroupMe, Flickr, Google Docs, group texting, and other apps, blogs, and internet tools. Use of social media by members of the SLCA community is subject to the following policies:

1. Be respectful. All members of the SLCA community should always use respect and good judgment in their use of social media.
2. Be accurate. All members of the SLCA community should be sure that information they post about school matters is accurate.
3. Be honest. No student or parent may create or operate a social media account that uses the SouthLake Christian Academy name, logo, or likeness without the express written permission of school administration.
4. Students may not use any form of social media or other forms of public or private communication in a way that violates SouthLake policies.
5. Posts to social media or group communication applications of any kind, whether public or private, that violate school policies as outlined elsewhere in this Handbook may result in disciplinary action.
6. Social media or group communication posts that violate school policies may result in disciplinary action even if the post was made off campus, after school hours, or by another party using your phone or social media account.
7. Always protect your account passwords and never share them with other students.

Attorney Participation in School Meetings

SouthLake Christian Academy prohibits the participation of attorneys in student discipline hearings, parent teacher conferences, or other school meetings that administration may schedule to address student academic, emotional, or behavioral concerns. This policy does not apply in cases when a student has a parent or legal guardian who happens to be an attorney.

Parental Cooperation

Parents whose children are enrolled at SouthLake Christian Academy are expected to cooperate with one another in matters related to their children's enrollment, academic progress, and involvement in school activities. Should parents seek to involve school employees in family disputes through subpoenas, depositions, or other court orders, SouthLake reserves the right to charge families the cost of complying with or responding to such orders and/or requests, including reasonable attorney's fees and any other associated costs.

Policies Not Otherwise Included in This Handbook

Some school policies may not be covered in this Handbook. SLCA Administration reserves the right to enact and enforce policies not explicitly stated in this handbook when the safety, security, or operational effectiveness of the school requires it. SLCA will update this handbook periodically and post it online, indicating the most recent date the document was edited.