

SILVER LAKE ACADEMY

Code of Conduct Policy

Effective Date: August 1, 2026

At Silver Lake Academy, our policies exist to support the formation of young men and women of strong character. We believe education involves far more than academics. It includes learning how to present oneself with dignity, speak with courtesy, act with integrity, and live with personal responsibility.

We hold to traditional values: respect for biological reality, honor, a strong work ethic, and regard for legitimate authority—including parents, teachers, the law, and elders.

We encourage young men to grow into gentlemen who protect and provide, and young women to grow into ladies of grace and strength.

Our goal is to help students mature into independent, ethical adults and good citizens who understand both their strengths and their limitations, and who pursue truth throughout their lives.

We recognize that not every student will agree with every standard, and we expect parents to support the school's policies even when their child disagrees.

Because modern culture has moved so far from traditional values and expectations, we believe it is essential to uphold time-tested principles of character, responsibility, and orderly conduct.

Godly versus Ungodly Behavior

God and Goodness versus Satan and Evil

According to the *Baptist Faith and Message 2000* (the official doctrinal statement of the Southern Baptist Convention):

- Satan is a real, personal being, not merely a symbol of evil.
- He is a fallen angel who rebelled against God.
- Satan is active in the world, seeking to deceive, tempt, accuse, and destroy.
- He is powerful, but not equal to God. He is a created being who operates only within limits God allows.
- His final defeat is certain. Scripture teaches that he will ultimately be judged and cast into the lake of fire.
- Christians are called to resist him (see James 4:7, 1 Peter 5:8–9) while relying on God's power rather than their own.

Parental Support

We recognize that not every student will agree with every standard, and we expect parents to support the school's policies even when their child disagrees.

Parent or Guardian #1 initials _____ Parent or Guardian #2 initials _____

Progressive Discipline Guidelines

Silver Lake Academy uses a progressive approach to discipline. Consequences generally increase with repeated or more serious offenses. The Head of School reserves the right to adjust consequences based on the severity of the situation and the student's overall record.

Dress Code including Hair Violations

- ☐ First offense: Parent is notified; student is required to correct if possible - if not possible, then student is not allowed to participate in class and parents are asked to pick up the child.
- ☐ Second offense: Parent is notified and parent/student/teacher conference required; student is required to correct if possible - if not possible, then student is not allowed to participate in class and parents are asked to pick up the child; one day suspension.
- ☐ Third offense: Parent is notified and parent/student/teacher conference required; student is required to correct if possible - if not possible, then student is not allowed to participate in class and parents are asked to pick up the child; two day suspension.
- ☐ Additional offenses: Parent is notified and parent/student/teacher conference required; student is required to correct if possible - if not possible, then student is not allowed to participate in class and parents are asked to pick up the child; multi-day suspensions leading to expulsion.

Code of Conduct #1: Cell phone brought into the classroom ... even if it's in a backpack or purse

- ☐ First offense: Phone confiscated for the day; parent notified.
- ☐ Second offense: Phone confiscated for the day; parent notified; one day suspension.
- ☐ Third offense: Phone confiscated for the day; parent notified; two day suspension.
- ☐ Additional offenses: Phone confiscated for the day; parent notified; multi-day suspensions leading to expulsion.

Code of Conduct #2: Classroom disruption ...talking out of turn / horseplay, etc.

- ☐ First offense: Warning; verbal apology.
- ☐ Second offense: Warning; verbal apology required.
- ☐ Third offense: Warning; verbal apology required; written apology required.
- ☐ Additional offenses: Warning; verbal apology required; written apology required - leading to parents being notified; parent-student-teacher conference; one-day through multi-day suspensions leading to expulsion.

Code of Conduct #3: Public displays of affection ... holding hands or more

- ☐ First offense: Warning.
- ☐ Second offense: Warning; Parents notified. Third offense: Warning; Parents notified; Parent-student-teacher conference required. Additional offenses: Warning; Parents notified.
- ☐ Third offense: Warning; Parents notified; Parent-student-teacher conference required; one day suspension. Fourth offense: Warning; Parents notified; Parent-student-teacher conference required; two day suspension.
- ☐ Additional offenses: Warning; Parents notified; Parent-student-teacher conference required; multi-day suspensions leading to suspension and expulsion.

Code of Conduct #4: Disrespect the School Head or a substitute teacher

- ☐ First offense: Verbal correction; verbal apology required.
- ☐ Second offense: Verbal correction; verbal and written apology required; parents notified. Second offense: Verbal correction; verbal and written apology required; parents notified.
- ☐ Third offense: Verbal correction; verbal and written apology required; parents notified; one day suspension.
- ☐ Fourth offense: Verbal correction; verbal and written apology required; parents notified; two-day suspension.
- ☐ Additional offenses: Verbal correction; verbal and written apology required; parents notified; longer suspensions leading towards expulsion.

Code of Conduct #5: Inappropriate / Vulgar language

- ☐ First offense: Verbal correction; verbal and written apology required; parents notified.
- ☐ Second offense: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required. suspension one day.
- ☐ Third offense: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; two day suspension.
- ☐ Additional offenses: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; multi-day suspensions leading to expulsion.

Code of Conduct #6: Skipping class or leaving campus without permission

- ☐ First offense: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; two day suspension.
- ☐ Additional offenses: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; multi-day suspensions leading to expulsion.

Code of Conduct #7: Fighting, bullying, harassment, or threats

- ☐ First offense: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; two day suspension.

☐ Additional offenses: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; multi-day suspensions leading to expulsion.

Code of Conduct #8: Theft / vandalism

☐ First offense: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; two day suspension.

☐ Additional offenses: Verbal correction; verbal and written apology required; parents notified; Parent-student-teacher conference required; multi-day suspensions leading to expulsion.

☐ Note: * Law enforcement will be contacted if the stolen item(s) is valued at \$5 or more.

Code of Conduct #9: Possession of drugs, alcohol, tobacco, vape, firearm, knife

☐ Possession or use of drugs, alcohol, tobacco, vape, firearm or any other item that could be used as a weapon will result in expulsion.

☐ Law enforcement will also be notified.

NOTE: The Silver Lake Academy Code of Conduct is a living document. Additional rules, expectations, and consequences may be added at any time as determined necessary by the administration to maintain a safe and orderly environment for students, faculty, and guests.

Acknowledgment

_____	_____	_____
Printed name of student	Signature of student	Date
_____	_____	_____
Name of parent / guardian #1	Signature of parent / guardian #1	Date
_____	_____	_____
Name of parent / guardian #2	Signature of parent / guardian #2	Date
_____	_____	_____
Dr. Sharon Fair, PT, PsyD, PhD		
Head of School	Signature of Head of School	Date

SILVER LAKE ACADEMY

Visitor and Guest Policy

Effective Date: August 1, 2026

1. Purpose

The purpose of this policy is to ensure the safety, security, and orderly operation of Silver Lake Academy by regulating access to school premises by visitors and guests. All individuals who are not current students, faculty, or staff are considered visitors or guests and must comply with the procedures outlined in this document.

2. Definitions

Visitor / Guest: Any individual who is not a currently enrolled student, faculty member, or staff member of Silver Lake Academy, including but not limited to parents, guardians, family members, prospective families, vendors, contractors, delivery personnel, and community members.

School Premises: All buildings, grounds, parking areas, and outdoor spaces owned, leased, or controlled by Silver Lake Academy.

3. General Requirements

All visitors and guests must:

- Enter the school through the designated main entrance only.
- Report immediately to the front office or designated check-in location upon arrival.
- Present a valid government-issued photo identification (driver's license, state ID, or passport).
- Sign the visitor log, including full name, date, time of arrival, purpose of visit, and person being visited.
- Wear a visible visitor badge at all times while on school premises.
- Be escorted or remain in designated areas as directed by school personnel.
- Sign out and return the visitor badge upon departure.

4. Check-In and Check-Out Procedures

Upon Arrival:

1. Proceed directly to the main office.
2. State the purpose of the visit and the name of the person you are meeting.
3. Provide photo identification for verification.
4. Complete the visitor registration log.
5. Receive and display a visitor badge.

Upon Departure:

6. Return to the main office.
7. Sign out on the visitor log.
8. Return the visitor badge.

5. Authorized Visits

Visits during school hours should be arranged in advance whenever possible. The following types of visits are generally permitted:

- Scheduled meetings with administration, faculty, or staff
- Parent/guardian conferences or observations (by prior arrangement)
- Delivery of items or materials essential to school operations
- Vendor or contractor work that has been pre-approved
- Special events, open houses, or tours authorized by the administration

6. Restrictions and Prohibited Conduct

Visitors and guests are prohibited from:

- Entering classrooms, instructional areas, or student spaces without prior authorization and escort
- Interrupting instructional time or disrupting school activities
- Photographing, recording, or filming students, staff, or school activities without written permission from the administration
- Bringing weapons, illegal substances, alcohol, tobacco, or any item that poses a safety risk onto school premises
- Using inappropriate language, engaging in threatening behavior, or acting in a manner that endangers the safety or well-being of others
- Loitering on school grounds after the purpose of the visit has been completed

7. Supervision of Visitors

Visitors may be required to remain under the supervision of a staff member for the duration of their visit. Unescorted access to student areas is not permitted. The administration reserves the right to limit or deny access to any individual when necessary to protect the safety and security of the school community.

8. Emergency Situations

In the event of an emergency (lockdown, fire, severe weather, or other crisis), all visitors must follow the instructions of school personnel immediately. Visitors are expected to remain calm, stay with their assigned escort or designated area, and comply fully with emergency procedures until the situation is resolved.

9. Consequences for Non-Compliance

Failure to comply with this policy may result in:

- Immediate removal from school premises
- Denial of future access to the school
- Notification of law enforcement when appropriate
- Other actions deemed necessary by the administration to protect the school community

10. Policy Review and Updates

This Visitor and Guest Policy is a living document. Additional rules, procedures, and expectations may be added or revised at any time as determined necessary by the administration to maintain a safe and orderly environment for students, faculty, staff, and guests. Updated versions will be made available to families and posted in the school office.

11. Acknowledgment

By entering Silver Lake Academy premises, all visitors and guests acknowledge that they have read, understand, and agree to abide by this policy.

_____	_____	_____
Printed name of visitor or guest	Signature of visitor or guest	Date
 Dr. Sharon Fair, PT, PsyD, PhD	_____	_____
Head of School	Signature of Head of School	Date

Silver Lake Academy is committed to providing a safe, secure, and welcoming environment for all members of our school community.