



STUDENT HANDBOOK

TABLE OF CONTENTS

General School Information	4	Loitering	29
Statement of Faith	6	Lunch Procedures	29
Philosophy of Education	7	Mandated Reporter Requirement	30
Educational Objectives	8	Mental Health & Suicide Prevention	30
Academic Affiliation	9	Non-Discrimination Policy	30
Academic Integrity	9	Office Hours	31
Academic Probation	10	Out of School Suspensions	31
Academic & Behavior Review Committee	10	Parent Communication	31
Acceptance Use Policy	10	Parent-Teacher Meetings	31
Administrative Prerogative	11	Parent-Teacher Conferences	31
After School Supervision	11	Personal Property	31
Amendments or Changes	12	Pledges	31
Arrival Procedures	12	Privacy	31
Attendance	12	Privacy & Right to Search & Seize	32
Awards Selection	13	Promotion Policies	33
Behavior Probation	13	Prospective Student Visitors	33
Cell Phone & Electronic Devices	13	Recess	33
Classroom Guests & Speakers	14	Records	34
Classroom Observation Policy	14	Release of Liability During School Closure	34
Code of Conduct	14	Remote Learning Plan	34
College Testing	15	RenWeb (FACTS)	35
College Visit Days	15	Report Cards	35
Communication & Language	15	Restrooms	35
Community Service Requirement	15	Safety Drills	35
Credit Recovery	16	Saturday Schools	35
Deliveries	16	Schedule Changes	35
Detentions	16	Security	35
Disciplinary Infractions	16	Social Media Policy	36
Dismissal Procedures	16	Staff Qualifications	36
Dress Code	19	Standard of Respect	37
Early Dismissal	22	Student Parking	37
Early Release	22	Student Placement	37
Educational Partnership Agreement	22	Student Services Program	37
Emergency Contact Information	23	Summer School	37
Enrollment Services	23	Tardies	37
Entering/Leaving the Building	23	Textbooks	37
Test	24	Transcript Requests	38
Extended Care Program	24	Transportation Services	38
Extra-Curricular Activities	24	Unsafe Practices & Possessions	38
Field Trips	25	Vacations	39
Fundraisers	25	Vandalism/Destruction of Property	39
Grading Scale	25	Volunteers	39
Graduation	26	Wednesday Dark Night/Sunday Activities	39
Guidance Services	27	Wellness Policy	39
Hall Passes	27	Withdrawal	39
Health & Medical Information	27	Work Permits	39
Homework	28	Appendix: Anti-Bullying Policy	40
Honor Roll	28		
Holiday/Seasonal Parties	29		
ID Badges	29		
Inclement Weather Plan	29		
Incomplete Grades	29		
Intervention Support Services	29		

General School Information

MISSION STATEMENT

The mission of SPWT Academy is to educate students with Biblical wisdom, to develop strength of character, and to teach academic principles with a Christian worldview.

VISION STATEMENT

The vision of SPWT Academy is to shape Lion's for life who are spiritually intuitive, think innovatively, and are intellectually prepared for their future.

CORE VALUES

FAITH

"All scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."

-2 Timothy 3:16-17

INTEGRITY

"Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out."

-Proverbs 10:9

EXCELLENCE

"Whatever you do, work heartily, as for the Lord and not for men."

-Colossians 3:23

DIVERSITY

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." –Matthew

28:19-20

KNOWLEDGE

"An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge."

-Proverbs 18:15

SERVICE

"Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others."

-Philippians 2:3-4

COLLABORATION

"Iron sharpens iron, and one man sharpens another."

–Proverbs 27:17

LION CREED

Today, I chose to believe what God's word says about me.
My past will not limit me.
My present circumstances will not stop me.
My future inspires me.
I am responsible for my decisions and actions.
My choices have consequences.
Faith in Jesus Christ is the foundation of my life.
My education builds upon it, and my character preserves it.
I am a LION fulfilling my potential and achieving God's purpose.

MOTTO

Teaching the mind by touching the heart.

COLORS

Green & Khaki

MASCOT

Lions

PHONE

PHONE: (225) 939-1899

WEBSITE

www.spwtacademy.com

HOURS OF OPERATION

Standard School Day	8:00 AM – 3:00 PM
Administration Office	7:30 AM – 3:30 PM
Extended Care Program	7:30 AM – 8:00 AM; 3:15 PM-5:45 PM

STATEMENT OF FAITH

We believe that the Holy Scriptures are inspired by the Holy Spirit, infallible, and God's revealed word to man. We believe in the inspiration of the Bible, equally in all parts and without error in its origin.

II Timothy 3:16-17; II Peter 1:20

We believe that Scripture teaches that there is only one true and living God who has chosen to reveal himself as Father, Son, and the Holy Spirit. We believe in the one God, eternally existent Father, Son and Holy Spirit, who created man by a direct immediate act.

Deuteronomy 6:4; Isaiah 43:10-12; Matthew 28:19; Luke 3:22

We believe in the fall of man and that man is a sinful being in need of redemption.

Genesis 1:26-31, 3:1-7; Psalms 51:5, Ecclesiastes 7:29; John 6:44; Romans 3:23, 5:12-21; I Corinthians 2:14

We believe in the virgin birth of Jesus Christ, that He is the Son of God and the Son of Man, that He came to save men from the condemnation of sin by offering His blood as atonement, and by making it available to all who exercise faith in Him. We believe in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven and second coming of the Lord Jesus Christ.

Matthew 1:23; Luke 1:31, 35; John 3:16; I Corinthians 15:3-4; II Corinthians 5:21

We believe that for salvation of lost and sinful man, regeneration by the operation of the Holy Spirit on the basis of grace is absolutely essential.

Luke 24:47; John 3:3; Romans 10: 13-15; I Corinthians 1:18; II Corinthians 2:15; Ephesians 2:8-9; II Timothy 1:9; Titus 2:11, 2:5-7

We believe the Scriptures ascribe to the Holy Spirit by who's indwelling the Christian is enabled to live a holy life. We believe in the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works living separated from the world, witnessing of His grace through the ministry of the Holy Spirit.

Romans 8:5; Philippians 2:12-13; Thessalonians 4:3; I John 2:29

We believe that Baptism in the Holy Spirit is given to believers who ask for it.

Joel 2:28; Luke 11:13; Acts 2:4

We believe that the redemptive work of Christ on the cross provides healing to the human body in answer to believing prayer.

Isaiah 53:5; I Peter 2:24; James 5:14-15; Matthew 8:16-17; Mark 16:17-18

We believe that all mankind is subject to the death of the body as a result of original sin; the soul does not die, but immediately after death, enters into a conscious state of happiness or misery according to the character here possessed by acceptance or rejection of the Savior.

Hebrews 9:27-28; Romans 5:12; Ecclesiastes 12:7; Luke 16:22-23; II Corinthians 5:8; John 5:28-29

We believe in the bodily resurrection of both the saved and the lost, the saved to everlasting life and the lost without Christ to everlasting damnation.

John 5:28-29; Daniel 12:2; Acts 24:15; Revelation 20:12-15; Matthew 25:46; I Thessalonians 4:13-18

We believe in the personal, imminent return of our Lord and Savior Jesus Christ.

Matthew 24:30-31; Acts 1:10-11; I Thessalonians 4:16-17; Revelation 22:12; Philippians 3:20-21

We believe the family is God's foundational institution for human society.

Genesis 2:24; Ephesians 5:31-33; Psalm 127:3-5; Deuteronomy 6:6-7; Colossians 3:18-21

We believe marriage has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only within the confines of marriage, which is a covenant between one man, one woman, and God.

Genesis 2:4; Matthew 19:4-6; Hebrews 13:4; Ephesians 5:31-33; I Corinthians 7:2; Malachi 2:13-16

We believe biblical sexuality is expressly defined by God. Before birth, God wonderfully and immutably creates each person as male or female through genetic encoding and physiological manifestation. These two distinct complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

Genesis 1:27; Psalm 139:13-14; Matthew 9:4; Jeremiah 1:5; I Corinthians 6:19-20

PHILOSOPHY OF EDUCATION

SPWT Academy is committed to the highest of academic standards. It is our commitment to serve our students as a college preparatory school founded based on a Christian worldview. Our instructional program is designed to develop each student's ability to think critically and reason logically. Within our academic program, we identify each student's particular strengths and weaknesses. Individual strengths are nurtured, while individual weaknesses are corrected, thus preparing each student to fulfill God's will in his or her life.

SPWT Academy provides a Christian environment, presenting all subject matter in light of the truth of God's Word. Curriculum, methodology, and resources support the belief that all truth is God's truth, upholding our intention to stand on the uncompromising Word of God.

SPWT Academy stands firmly on the belief that we work in partnership with the home in training students in the development of core Christian beliefs. We believe that the Bible clearly states that it is the responsibility of the parent/guardian to train the child in Christian principles. Our school was established to assist parents/guardians in carrying out their responsibility to God. We can do our best work for the children God has placed in our care when there is open communication between the home and school.

- "Fathers, do not exasperate your children; instead bring them up in the training and instruction of the Lord." (Ephesians 6:4)
- "These words which I command you this day shall be in your heart, and you shall teach them diligently to your children." (Deuteronomy 6:6-7)
- "Train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6)

Our expectation is that all parents/guardians of students attending SPWT Academy will actively support and positively enhance the school, the administration, faculty, and staff. (Philippians 2:1-4)

EDUCATIONAL OBJECTIVES

SPWT ACADEMY WILL:

Teach the Bible as the inspired, uncompromising Word of God and the single authority by which man lives.

II Timothy 3:16-17; Titus 2:13; II Peter 1:21

Present a Christian worldview by integrating life and subject matter with the Bible.

Job 38:36; Isaiah 48:17; John 16:13; Romans 9:1; I Corinthians 1:30; Ephesians 1:18; Colossians 2:8

Teach the application of Biblical principles for every part of daily life.

James 1:22, 2:20

Facilitate the development of proper attitudes toward marriage and the family and the understanding and skills needed to establish God-honoring homes.

Ecclesiastes 4:12; II Corinthians 6:14; Ephesians 5:22 – 6:4; I Peter 8:1-9

Promote physical fitness, good health habits, and wise use of the body as the temple of God.

I Corinthians 3:17, 6:19; II Corinthians 6:16

Provide a Christ-centered environment that promotes high academic standards that are established and evaluated in relation to the potential of the uniquely created individual.

Genesis 1:27; Psalms 139:14; Jeremiah 1:5

Guide students to become responsible, Christian citizens of our nation.

Proverbs 14:34, 29:2; I Timothy 2:1-2

Communicate closely with the parents/guardians in every phase of the student's development, especially as it relates to the school program.

Matthew 20:27-28

Assist families in developing Christ-centered homes and inform them of the changes in culture, which affect their children.

Deuteronomy 6:7; Psalms 144:11-12; II Corinthians 6:14, 17; Colossians 2:8

SPWT ACADEMY STUDENTS WILL:

Develop an attitude of love and respect towards the Word of God.

Matthew 5:6

Develop a desire to know and obey the will of God as revealed in the Scriptures.

Acts 5:29; Ephesians 6:5-7

Acquire the necessary skills, attitudes and abilities to fulfill the will of God in their daily lives.

Romans 12:1-2; Colossians 8:23-24; II Timothy 3:16-17

Develop the mind of Christ, learning to be led by the Spirit in all aspects of the Christian journey.

Proverbs 20:27; Isaiah 48:17; Romans 8:1-14; I Corinthians 1:30, 2:16; Philippians 2:2-5

Comprehend Christ's view of sin and develop the ability to overcome sin, living victoriously in a non-Christian world.

Romans 3:23, 5:12, 6:23, 8:28-29; II Corinthians 2:14

Develop self-discipline and responsibility based on submission to God and Godly authority.

Romans 13:1; Galatians 5:22-23

Be guided to understand and accept themselves as unique individuals created in God's image.

Genesis 1:27; Jeremiah 1:5

Develop a Biblical perspective toward the stewardship of individual talents, time, material goods and environment.

Genesis 2:15; Matthew 25:14-30; Romans 12:1; I Corinthians 19:20; II Corinthians 8:2, 3, 5

Realize the fullest possible development of their capabilities, including their academic potential.

Gain a thorough command of the following fundamental processes in communicating and functioning in daily life: reading, writing, speaking, listening, and mathematics.

Develop creative and critical thinking skills and proper use of Biblical criteria for evaluation of the use of such skills.

Appreciate our Christian American heritage of responsible freedom, human dignity, and acceptance of authority and understanding the importance of that heritage in the development of responsible citizenship.

Gain an appreciation of the fine arts through instruction in personal artistic expression.

Develop the skills and attitude necessary to work successfully in an independent and cooperative setting.

ACADEMIC AFFILIATION

SPWT Academy will be using the ABEKA Curriculum that is excellent in Education from a Christian Perspective since 1972. This curriculum meets or exceeds all of the standards set for education. Although the academy is hosted by and is an educational outreach ministry of Serenity Praise and Worship Tabernacle, it is a non-denominational body with students representing the Lord Jesus Christ.

ACADEMIC INTEGRITY

Students at SPWT Academy are expected to do their own classroom related work and homework. SPWT Academy prohibits all forms of academic dishonesty, including copying homework, cheating, plagiarism, forgery, alteration or misuse of school documents and records and/or furnishing false information to the school. Using any form of artificial intelligence to complete course work is considered a violation of academic integrity. Properly cited assignments and writing assignments are required by all students. A student shall not knowingly furnish academic work for the purposes stated above.

The school uses the following discipline structure when handling issues with academic integrity:

FIRST OFFENSE	Student will receive a zero for the assignment or assessment. Student will be placed on an Academic Probation Accountability Plan for one grading period.
SECOND OFFENSE	Student will receive a zero for the assignment or assessment. Student will receive a 3-Day Out-of-School Suspension. Student will be placed on Academic Probation Accountability Plan for one semester.
THIRD OFFENSE	Student will receive a zero for the assignment or assessment. Student will be recommended for dismissal from SPWT Academy.

Note: The offenses are comprehensive in nature and do not reset for the duration of the enrollment of the student.

ACADEMIC PROBATION

An Academic Probation Accountability Plan is implemented when a student fails one or more courses in a given quarter or is found in violation of the Academic Integrity Policy. The probation period will last one quarter in length and can be extended at the discretion of the school administration. The accountability plan for each student will vary based on the areas of deficiency. Extra-curricular activity participation privileges will be determined by the school administration.

Students who are placed on an Academic Probation Accountability Plan at the start of the 4th Quarter are not eligible for Continuous Enrollment for the next school year until a year-end parent/guardian meeting with the school administration is held.

The goal of the probation program is to provide the opportunity for students to re-establish themselves academically in order to be successful in the educational setting.

ACADEMIC & BEHAVIOR REVIEW COMMITTEE

At the conclusion of each quarter, an Academic & Behavior Review Committee comprised of school administrators and staff members meet to assess the academic progress, behavior, and daily attendance log of each student. The committee makes the determination of the following:

- If students should be placed on an Academic or Behavior Accountability Plan.
- If students should be placed on an Attendance Intervention Plan.
- If students are on track academically for promotion to the next grade level.
- If students will be retained in the same grade the following school year.
- If students will be considered for dismissal from the school, whether immediately or at the end of the school year.

Decisions of the committee are communicated to **only** the legal parents/guardians of the student. When it comes to discussing student academic or discipline issues, the school administration reserves the right to refuse access to relatives or other adults (ie. grandparent, sibling, coach, pastor) who might know the student in various setting from participation in the conversation or meeting. The school is required to comply with the Family Educational Rights and Privacy Act (FERPA).

The committee members vary quarterly, and their names remain anonymous. All decisions made by the committee are made with the best interest of the student at mind and shall remain final.

ACCEPTABLE USE POLICY

Students are provided with access to computer equipment, programs, systems, email, Internet and other technologies. Due to its enormous size, the Internet's potential, good or bad, is boundless. As such, this valuable resource always needs to be used in an appropriate manner. All users should keep in mind when they use the Internet, they are entering a global community, and any actions taken by the user will reflect upon SPWT Academy as a whole. As a result, SPWT Academy expects all users to exhibit behavior in an ethical and legal manner.

SPWT Academy reserves the right to examine and keep records of all data storage areas including disks and flash- drives involved in the Internet link. Records of all Internet activity will be kept to make sure that users are in compliance with all policy regulations.

For the protection of our students, filtering software is installed on all computers on the SPWT Academy campus. This filtering software is server based and cannot be disabled. SPWT Academy will promote only legal and ethical use of the Internet. Any other activity deemed illegal or unethical will result in disciplinary action against the student up to and including expulsion from SPWT Academy.

The following are not permitted:

1. Games of any kind (unless used for academic purposes at the discretion of the teacher).
2. Viewing, sending, displaying, or receiving pornographic or suggestive messages or pictures.
3. Using obscene language in any electronic communications.
4. Harassing, insulting, or attacking others through electronic means.
5. Damaging or attempting to damage computer hardware, software or computer networks via physical contact or computer hacking.
6. Violating copyright laws.
7. Using other user passwords.
8. Intentionally wasting Internet resources.
9. Use of Internet for gaming or gambling.
10. Using chat rooms or other forms of direct electronic communications.
11. Unauthorized disclosure, use and dissemination of personal information regarding students, faculty or staff of SPWT Academy or Serenity Praise and Worship Tabernacle.
12. Unauthorized access to internal or external computer networks or any other unlawful activities by students.
13. Use of SPWT Academy Internet connection or computer network to solicit sales, conduct business, product

advertisement or political lobbying.

14. Intentionally seeking information or obtain copies of data, passwords or files belonging to other users.
15. Students shall not misrepresent other students on any network. Identifications and passwords are confidential. If users give their identification or password to other students, they will be accountable for the activity while their ID is in use.
16. Any other actions that are considered inappropriate by the school administration or the Student Handbook.

Accidental access to objectionable materials could possibly happen, and if it does, the student should immediately close those materials and refrain from identifying or sharing the location of this material. If accidental access occurs, the student must report it immediately to their classroom teacher or the school administration.

Students will be assigned a Chromebook to use while enrolled upon receipt of a completed Chromebook Agreement Form, signed by both the parent/guardian and the student. Students are responsible to review the Chromebook Handbook before receiving or using a school-owned Chromebook.

Students found in violation of any established technology policies are subject to both disciplinary action and run the risk of being denied access to technology usage while on campus.

ADMINISTRATIVE PREROGATIVE

The intent of the Student Handbook is to outline policies and guidelines that apply to students and parents/guardians. The SPWT Academy Administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include but are not limited to parent/guardian conferences, student suspension and/or expulsion, and required counseling or professional referrals.

AFTER SCHOOL SUPERVISION

All students should report to their after-school locations before 3:15 PM and should be supervised by an approved member of the school faculty. Student-drivers and students being picked up by a parent/guardian should depart campus by 3:15 PM. Students should not loiter in the school parking lot or pick-up area after 3:15 PM. Lower School students will be escorted by their teachers to parent pick-up, or to the Extended Care Program beginning at 3:15 PM. Students found in violation are subject to discipline and/or removal from extra-curricular participation.

AMENDMENTS OR CHANGES

SPWT reserves the right to amend, revise, supplement, delete, alter, or rescind any policies or portion of the Student Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Parents/guardians and students will be notified of such changes as they occur. Parents/guardians and students agree to accept and abide by any such subsequent additions, modifications, or deletions.

ARRIVAL PROCEDURES

Students are permitted to enter the building beginning at 7:45 AM using the South Entrance Doors of the Tabernacle only. Any student who arrives to campus after 8:00 AM must be escorted by a parent/guardian to sign them in to receive a tardy slip before the student can report to their classroom.

ATTENDANCE

SPWT Academy believes that regular and consistent attendance for the number of hours/days prescribed by state law is essential if students are to receive maximum benefit from the educational program afforded them.

- A. It is the responsibility of the parent/guardian to notify the school by accessing the Report Student Absence link on the school website by 8:15 AM on the day of the absence.

- B. In compliance, a written excuse for the absence from school may be considered for approval based on one of the following reasons:
1. Personal illness (documentation from a physician may be required)
 2. Quarantine of the home
 3. Death of a relative
 4. Medical/Dental Appointment
 5. Observance of religious holiday
 6. Illness in the family
 7. Emergency
 8. College Visitation

Students who do not submit a note within 24 hours of an absence will be considered **unexcused**. Examples of absences that cannot be excused in accordance with state law include babysitting, outside employment, hair appointments, home chores, oversleeping, birthdays, seeking employment, transportation issues, and driver education.

Students who accumulate 18 or more unexcused absences in a given school year will be considered for dismissal or retention. Students in Middle School and Upper School who accumulate a total of 18 or more unexcused absences in a particular course will automatically fail that course for the year.

Students will be considered habitually truant if they are absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

The following procedures have been developed to address a student's attendance when there is a concern for truancy:

1. At thirty (30) hours of unexcused absences, a letter will be sent home to the parent/guardian reviewing the attendance policy.
2. Between thirty (30) and seventy-two (72) hours of unexcused or excused absences, the school will utilize interventions to assist with improving school attendance.
3. At thirty (30) or more consecutive hours, forty-two (42) or more in one school month, or seventy-two (72) hours of unexcused absences in one school year, the school must refer the student to an Absence Intervention Team to create an individual intervention plan within seven days of the triggering event. Within fourteen (14) school days after the assignment, the team must develop an intervention plan for the student in an effort to reduce or eliminate further absences. This plan will be monitored by the team and modified as needed.
 - a. The school is required to make (3) attempts, in good faith, to engage the parent/guardian in the development and participation of the attendance intervention plan. If the parent/guardian fails to respond to the school's attempts to include them in the development of the plan, the school may report the parent/guardian to DCFS.
 - b. If a student/family does not participate in the development of the plan, a copy will be mailed to the parent/guardian and the plan will be implemented.
 - c. Within seven (7) days after the development of the plan, the school shall make reasonable effort to provide the student's parent/guardian with written notice of the plan.
4. If the student does not show satisfactory progress after the implementation of the Absence Intervention Plan, the school administration will make a formal decision as to whether or not the student will be dismissed from SPWT Academy.

The Attendance Intervention Team may consist of school administrators, school counselors, church Pastor, and/or the student's parent/guardian (release of records for consent must be completed.)

AWARDS SELECTIONS

Students have the opportunity to be recognized for their performance in the classroom by earning various academic subject area and character awards from the faculty and school administration at the end of each school year. The awards criteria are determined by each individual teacher and/or academic department. Honor roll qualifications are determined by the established school policy. Students earning awards for perfect attendance must have attended school each day, which includes no tardies on the student attendance record.

BEHAVIOR PROBATION

A Behavior Probation Accountability Plan is implemented when a student continuously exhibits behavior contrary to the expectations and standards established. The probation period will last one quarter in length and can be extended at the discretion of the school administration. The accountability plan for each student will vary based on the areas of deficiency. Extra-curricular activity participation privileges will be determined by the school administration.

Students who are placed on a Behavior Probation Accountability Plan are not eligible for Continuous Enrollment for the next school year until a year-end parent/guardian meeting with the school administration is held. The goal of the probation program is to provide the opportunity for students to re-establish themselves behaviorally in order to be successful in the school setting.

In order for a student to remain enrolled at Harvest Preparatory School while on a Behavior Probation Accountability Plan, the parent/guardian must agree with the plan and sign the document. Refusal of parental/guardianship agreement to support and cooperate with the plan will result in the dismissal of the student from Harvest Preparatory School.

CELL PHONES AND ELECTRONIC DEVICES

Students are **not** permitted to use cell phones or other personal electronic device at any time during the school day. Personal devices include i-Pads, personal laptops/Chromebooks, and/or cell phones. Students are only permitted to use a school- issued device (ie. Chromebook) if technology is required for an assignment in the classroom.

Students should keep their cell phones turned off and stored in a book-bag during the school day. The school does not assume liability for any misplaced, stolen, or damaged cell phones or electronic devices. The only exception for a cell phone use must be approved by the school administration (ie. monitor a health concern). If parents/guardians need to contact their child during the school day, they must contact the school office, not their student directly. Students do not have permission to answer cell phone calls or send text messages during the school day (this includes during lunches) and are subject to disciplinary action.

Internet Access for Cell Phones and Electronic Devices (See also Acceptable Use Policy)

Students will only be permitted to access the Internet through the SPWT Academy wireless network. This is the same filtered Internet connection that all school computers use. Internet connections such as 3G/4G cellular or other mobile Internet provider connections are not permitted in the classroom or on campus.

Students may not use cellphone, cameras, or any device which may capture an image, picture, or video, in any restroom or on the grounds of SPWT Academy. Students are also prohibited from using electronic communications equipment to capture, record or transmit words (ie. audio) and/or images (ie. pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using any electronic communications equipment to take or transmit audio and/or pictures/videos of an individual without his/her consent is considered in violation of privacy and it not permitted, unless authorized by the school administration.

Privileges and Rights

Use of this wireless resource is a privilege, not a right, intended to enhance teaching and learning. Users may be denied access at any time, for any reason. Students should not have expectation of privacy on any device they bring onto the campus. If staff members suspect improper use and/or abuse of this or related policies, they have the right to confiscate devices at any time.

Discipline Structure

FRIST OFFENSE	Verbal Warning & Phone Call to Parent/Guardian
SECOND OFFENSE	Detention
THIRD OFFENSE	Saturday School
FOURTH OFFENSE	Out of School Suspension & Behavior Probation
FIFTH OFFENSE	Dismissal

Students found in violation of the Cell Phone Policy will have their phone confiscated and locked in the school office. A parent/guardian will be responsible for scheduling a time to meet with the faculty/staff to retrieve the device (during school hours only).

CLASSROOM GUESTS & SPEAKERS

All classroom guests and speakers must be approved by the school administration at least two weeks in advance. Speakers and presentations should be included in FACTS lesson plans and have a strong integration with the Bible curriculum.

CLASSROOM OBSERVATION POLICY

The school allows parents/guardians the opportunity to observe their children in the classroom setting up to two separate times throughout the school year. Observations must be warranted and approved by the school administration and should have evidence that supports the need for them. The observation date and time will be determined by the school administration. A member of the administration will accompany the parent/guardian for the scheduled observation. The parent/guardian should not interact with the teacher or students during the observation. If a follow-up meeting with the teacher is necessary, the parent/guardian should request the meeting in writing.

CODE OF CONDUCT

It is expected that students at SPWT Academy will comply with the following Code of Conduct:

- Practice courtesy and consideration in your association with the faculty, school employees, students, and visitors. (*Ephesians 4:28-32*)
- Respect the authority of the school administration, faculty, and the school staff, and treat them courteously respectfully, and obediently as unto the Lord. (*Hebrews 13:17; I Thessalonians 5:12-13*)
- Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting are harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (*Ephesians 4:29*)
- Abstain from the use or possession of alcoholic beverages, tobacco, drugs, and pornography, as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (*I Corinthians 6:19-20*)
- Refrain from public displays of affection by abiding by a “hands off” policy.
- Exercise academic integrity when completing all class assignments, homework, projects, and tests.
- Pledge to honor God by actively participating in chapel services and community service opportunities.

The Code of Conduct is applicable for students while on campus for the standard school day, at all school-sanctioned extra-curricular events (home and away), and on all school-sanctioned field trips and travel opportunities.

COLLEGE TESTING

SPWT Academy provides information regarding registration for the ACT and SAT college placement tests upon request. Parents/guardians and students are responsible for all testing registration deadlines and testing fees.

COLLEGE VISIT DAYS

Students are authorized for up to two excused absences for official college visitations. Students should contact SPWT Academy in order for the absence to be considered as excused.

COMMUNICATION AND LANGUAGE

It is our goal as a school to ensure effective and efficient communication is made between the home and school. If you have need to communicate to your child's teacher, please contact them via email or leave a message with the school office. Please allow up to 48 hours for responses for any communication sent to school staff. We request that all communication be positive in approach and in accordance with Matthew 18:15-17. Students and parents/guardians should follow the appropriate chain-of-command when addressing concerns. If reasonable resolution cannot be agreed upon, you should then contact the administrator for your child's grade level.

The main method of communication on behalf of the school is through FACTS. Some forms of communication include:

- **FACTS Email Blast** – standard email communication from the school to parent/guardians sharing general school news, information, upcoming events, key dates, etc.
- **Prep Proud Postcard** – a mailed postcard from a teacher to parents/guardians as a way to acknowledge the positive actions of a student in which they have shown forth commendable conduct.
- **Incident Report** – emailed to parents/guardians when a student incurs a disciplinary write up. The report provides a summarized account of the infraction and the assigned disciplinary action.

Students are expected to show common courtesy, self-control and respect to themselves and others at all times. Participation in pranks, belittling others, using profanity and derogatory statements, or personal outbursts are unacceptable. Student language must not reflect anger, wrath, malice, slander, or include obscene talk based on Colossians 3:8.

COMMUNITY SERVICE REQUIREMENT

SPWT Academy believes that cultivating quality and employable Christian leaders involves service in the community. Upper School students are required to complete a required number of community service hours each school year. Opportunities are sometimes afforded to students within the SPWT Academy community, but students are ultimately responsible to ensure opportunities are researched and attained in order to encourage growth and development. Students may complete their required hours during the school year or the summer leading up to the next school year.

Each student is required to submit hours through email system.

- **Seniors (Grade 12)** – 40 hours
- **Juniors (Grade 11)** – 30 hours
- **Sophomores (Grade 10)** – 20 hours
- **Freshman (Grade 9)** – 10 hours

CREDIT RECOVERY

If a student in Upper School fails a required course needed for graduation, it becomes their responsibility to make arrangements to recover the credit by enrolling in an approved summer program. If space is available in our school course schedule, the student may re-take the course during the next school year. Students and parents/guardians should contact S P W T A c a d e m y for questions to ensure compliance and approval before enrolling into any programs. Parents/guardians and students are responsible for any registration and/or enrollment deadlines and fees required for credit recovery.

DELIVERIES

SPWT Academy cannot assume responsibility for the timeliness of deliveries for students. Flowers and balloons for special occasions and birthdays will be stored in the school office and will not be delivered to the student until the end of the school day. Lunches delivered by way of Door Dash, Uber Eats, etc. will be stored in the SPWT Kitchen until 3:00 PM, as students are not permitted to order or receive food deliveries of any kind. Students must bring their lunch when they come to school.

DETENTIONS

The school administration reserves the right to assign detentions for behavior or academic infractions to include, but not limited to:

- Cell Phone Violation
- Dress Code Violation
- Insubordination
- Food/Drink in Classroom (includes ordering food from outside vendors)

After-school detentions are one-hour in length and students are required to report to the assigned location with homework or reading material. Students are not permitted to re-schedule detention without the approval of the school administration. Failure to report for scheduled detention will result in an automatic Saturday School. Students will not be released early from detention for extra-curricular activity participation. It is the responsibility of the parent/guardian and/or student to arrange transportation. Students should be picked up from the school by 4:00 PM on detention days. The Lower School does not conduct after-school detentions but does use alternative methods such as silent lunches and the revocation of special opportunities.

DISCIPLINARY INFRACTIONS

Disciplinary consequences will be progressive and cumulative for each individual student. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered. The school administration reserves administrative discretion in the use of progressive discipline.

Disciplinary action will draw on the judgment of the teachers and administrators and will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment and statutory requirements. Because of these factors, discipline for a particular offense may bring into consideration varying techniques and responses. The level of discipline imposed is at the sole discretion of the school administration. Parents/guardians are expected to be supportive of the school administration and reinforce correction at home.

Reach of the School

SPWT Academy has disciplinary authority over a student:

1. During the regular school day and while the student is coming to and from campus on school regulated transportation – both public and private.
2. While the student is participating in any activity during the school day on the school campus.
3. While the student attends any school related activity, regardless of time or location.
4. When retaliation against SPWT Academy or Serenity Praise and Worship Tabernacle employees or another student is involved, either on or off campus.
5. When students' behavior violates the rules of regulation of SPWT Academy or the principles, policies, or programs of the school.

Discipline Management Techniques

The following discipline management techniques may be used alone or in combination:

1. Cooling-off time
2. Counseling by the teacher, administrative personnel, or parent-teacher conference
3. Dismissal
4. Out-of-school suspension
5. Oral corrections

6. Referral to an outside agency for criminal prosecution
7. School-assessed and school-administered probation
8. Seating changes in the classroom
9. Temporary or permanent confiscation of items that disrupt the educational process
10. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices or positions of leadership
11. Withdrawing or restricting carpool privileges for field trips
12. After school detention
13. Saturday School
14. Community Service

NOTE: It is the official policy of SPWT Academy to **not** administer corporal punishment to any student under our supervision.

The list of infractions listed below warrant some degree of disciplinary action. The list is not exhaustive, and the school administration reserves the right to discipline students for additional offenses not necessarily listed.

The following examples are prohibited student conduct and apply to conduct on campus and off campus – without regard to place, time or event. Students are expected to exhibit behavior and discipline in accordance with Christian principles and the Code of Conduct while representing SPWT Academy in any capacity. The infractions listed below will be subject to disciplinary action even if the infraction occurs off campus or at a non-school event.

- **Alcohol** – students are prohibited from using, possessing, distributing, purchasing, or being under the influence of alcohol.
- **Bullying** – bullying behavior will not be tolerated. Refer to the appendix to read the anti-bullying policy.
- **Dating Relationships** – SPWT Academy students are prohibited from establishing dating relationships with staff members of SPWT Academy. SPWT Academy students who choose to date other students must maintain a “healthy dating relationship.” Healthy relationships are based on equality and respect while abusive ones are based on power and control. Students are expected to keep boundaries which reflect Christian values and purity and show mutual respect, kindness, honesty, and no display of name calling, physical harm, or abuse.
- **Discrimination** – discrimination based upon race, sex, economic status, national origin, age or handicap will not be tolerated and is a violation of the school’s code of conduct. Students are prohibited from using insulting, degrading or ridiculing language towards other students. Such slurs made through the use of written word, oral statements, aggressive actions, symbols, or other forms of communication will not be tolerated.
- **Drug/Use Abuse** – students are prohibited from using, possessing, distributing, or purchasing illegal drugs. This includes performance enhancing substances, or drug paraphernalia or being under the influence of illegal drugs, including performance enhancing substances, or abusing or misusing any other chemical substance, including one’s own prescription or another student’s prescription. Students are strictly prohibited from vaping or possessing vaping materials on or off campus. This policy extends to the possession, distribution, and/or representation of counterfeit or look-alike substances that are represented as illegal substances. Students found in violation of the drug use/abuse policy will be reported to local law enforcement and the school board for expulsion.
- **Gang Affiliation** – students should not participate in any gang-related groups or activities, to include but not limited to apparel, items, tattoos, symbolic speech or mannerisms, taggers, crews, posses, or any non-school clubs. Students found engaging in gang or gang-related activity will be reported to local law enforcement and the governing board for expulsion.
- **Physical Behavior** – behavior in public places that violates propriety is unacceptable. Such behaviors include, but are not limited to displays of affection, spitting, obscene gestures, rudeness, littering, and dancing that is sexually suggestive.
- **Plagiarism** – cheating and plagiarizing work will not be tolerated. When students turn in assignments, the unspoken statement is “this is my own work.”

- **Retaliation** – retaliation against any student or staff member for the reporting or participating in the investigation of an infraction is prohibited.
- **Sexual Harassment** – the atmosphere in our school must be free of actions that create a threatening or hostile climate for any member of the community. The following behaviors can represent harassment and/or infringement upon the well-being of others and are prohibited:
 - Comments, gestures, or jokes of a sexual nature
 - Displaying sexual pictures or objects
 - Spreading sexual rumors or commenting about sexual behavior
 - Repeated pressuring for dates or sexual activity
 - Touching, grabbing, pinching
 - Asking for sexual favors
 - Repeated sexual innuendos
 - Physical sexual assault
- **Sexual Intimacy and Misconduct** – students should not engage in sexual intimacy. This includes kissing, petting, public displays of affection, or any form of sexual activity.
- **Social Media** – student owned/controlled social media must not be used as a tool to attack, bully, or abuse others. This includes students, faculty, staff, and others. Students will be held accountable for the content of their social media sites and apps.
- **Threats** – every student and staff member has the right to attend school or work in a non-threatening environment. All physical threats, whether explicit or implied, are prohibited. Committing extortion, coercion, or blackmail, or forcing an individual to act through use of force is also prohibited.

When SPWT Academy receives a report of a suspected infraction, the staff will investigate the incident and take appropriate disciplinary action, if warranted. Reporting infractions should be done by communicating with a school administrator.

Discipline appeals will be considered for review if the parent/guardian submits a statement in writing to the school administration within 48 hours of the assigned discipline. The school administration will respond to the parent/guardian in a timely manner with any new findings or modifications made to the student discipline. A submitted statement by the parent/guardian does not necessarily mean that the initial discipline assigned will be reversed or modified.

DISMISSAL PROCEDURES

Students are dismissed at 3:00 PM using the South Entrance Doors only. Parents/guardians are required to park their vehicle in the back parking lot and walk to the doors to pick up their child. Parents/guardians have the option of using the parent pick-up line (by vehicle) or walking to the doors. All students should be picked up by 3:15 PM at the latest in order to avoid a late pickup fine of \$25 per occurrence.

DRESS CODE

As a college preparatory school, students are expected to be dressed each day in accordance with our established dress code policies. The dress code was established in order to contribute to a positive learning environment.

The school administration reserves the right to determine the acceptability of a student's dress or appearance and the decision shall be undisputed. Correction may require exclusion from classroom activities and participation until the infraction is corrected, the student being sent home for the day, or other disciplinary action.

All students in K-12 are required to wear the standard uniform, as established by the school board. Uniforms should only be purchased through mmcdelights@gmail.com or fill out the google form: <https://forms.gle/cLT4B7MLNrAS8>. Look-alike clothing is not authorized. All uniform items should be in good repair and of appropriate size.

Modesty, cleanliness, neatness and Christian testimony should guide dress for all occasions.

Males (Kindergarten – Grade 12)

The approved SPWT Academy uniform code for males:

- **Polo Shirts** – Green or white polo with the embroidered school emblem
 - Should be tucked into uniform pants at all times.
- **Pants/Shorts** – Khaki
- **Blazer** – Navy Blue or green with school embroidered emblem on the chest pocket (wear white dress-shirt with tie)
 - Required attire for Middle School & Upper School students only; worn every Monday beginning after the Labor Day Holiday and for special assemblies and other occasions.
 - Must be sized and purchased exclusively through mmcdelights@gmail.com or fill out the google form: <https://.formsgle/cLT4B7MLNrAS8>.
 - A white dress-shirt and a black tie (necktie or bow tie) must be worn with the blazer and tucked in appropriately. Untucked dress shirts are not permitted.
 - Standard uniform pants and approved uniform shoes (or dress shoes) must be worn.
 - Students are only permitted to remove the blazer during instructional class time and while they are eating during assigned lunch periods.
 - **Note:** There are times when blazers are on back-order and communication from mmcdelights@gmail.com will be made to the school. Students are required to wear all other components of the uniform for the assigned day (ie. white dress-shirt, black tie.)
- **Belts** – Solid black or brown leather only
- **Shoes** – non-marking tennis shoes laced appropriately; black shoes are approved.
 - Sandals, flip-flops, Crocs, and/or open-toe shoes are not permitted to be worn with the school uniform.
 - Socks must be worn - solid matching colors that coordinate with the uniform.
- **T-Shirts** – Only **white**, crewneck, undershirts are permitted to be worn under the uniform polo shirt. No other colors are permitted.
- **Hair** - Should not extend below the collar of the uniform polo shirt or below the eyebrow.
 - Hair should be neat, clean, and well-groomed.
 - Designs are not permitted (ie. numeral designs, striping, etc.)
 - Hats of any kind, bandanas, “do-rags”, and combs should not be worn on or in the hair.
 - Braids are acceptable, but should be rowed neatly to the neck, without ornamentation – subject to administrative approval.
 - Hair coloring shall not be dramatically different from that occurring in nature. (ie. colors such as pink, green, purple, etc. are not approved.)
 - Afros must be neatly styled; should not extend more than two inches in length.
 - Facial hair must be closely trimmed, well-groomed, and not to exceed 1/8 inch in depth.
- **Outerwear** – Black full-zip fleece jacket, Navy blue or green blazer with the embroidered school emblem, and the crew-neck sweatshirt are all approved to be worn during the school day.
 - Students must wear a polo shirt under all outwear items, with the exception of the uniform blazer.
 - Students are not permitted to wear coats, jackets, sweaters that are not uniform approved during the school day. Outerwear items should not be wrapped around the neck or waist and should not be hand carried or transported during the school day. Non-approved items should be stored in a book-bag.
- **Jewelry** – Males are only permitted to wear one earring at any given time
 - No facial piercings are permitted.

Females (Kindergarten – Grade 12)

The approved SPWT Academy uniform code for females:

- **Polo Shirts** – Green or white polo with the embroidered school emblem
- **Pants/Shorts** – Khaki (should fit appropriately). Shorts should be no shorter than 2” above the knee and should not be form-fitting.
- **Skirts** – Khaki or green plaid skirt (no shorter than 2” above the knee). Leggings are only approved to be worn underneath the uniform skirt and should be in solid matching colors that coordinate with the uniform. Leggings should never be worn independently of the uniform skirt.
- **Blazer** – Navy Blue or green with school embroidered emblem on the chest pocket.
 - Required attire for Middle School & Upper School students only; worn every Monday beginning after the Labor Day Holiday and for special assemblies and other occasions.
 - Must be sized and purchased exclusively through mmcdelights@gmail.com or fill out the google form: <https://.formsgle/cLT4B7MLNrAS8>.
 - A white dress-shirt and a black tie (ie. crisscross bow tie) should be worn with the blazer.
 - Standard uniform pants/skirt and approved uniform shoes (or dress shoes) should be worn.
 - Students are only permitted to remove the blazer during instructional class time and while they are eating during assigned lunch periods.
 - **Note:** There are times when blazers are on back-order and communication from mmcdelights@gmail.com will be made to the school. Students are required to wear all other components of the uniform for the assigned day (ie. white dress-shirt, black tie.)
- **Belts** – Optional - solid black or brown leather only
- **Shoes** – non-marking tennis shoes laced appropriately; black shoes are approved.
 - Sandals, flip-flops, and/or open-toe shoes are not permitted to be worn with the school uniform.
 - Socks must be worn in solid matching colors that coordinate with the uniform.
- **T-Shirts** – Only white, crew-neck undershirts are permitted under the uniform polo shirt. No other colors are permitted.
- **Hair** - Hair shall be feminine, modest, neat, clean, and well groomed.
 - Hair should not obstruct the student’s vision.
 - Hair ornaments should be conservative in size and be in uniform colors only.
 - Hats of any kind, bandanas, “do-rags”, and combs should not be worn on or in the hair.
 - Hair coloring shall not be dramatically different from that occurring in nature (ie. colors such as pink, green, purple, etc. are not approved.)
 - Shaved heads or partly shaved heads are not acceptable.
 - Afros must be combed out and neatly styled; should not extend more than two inches in length.
- **Outerwear** – Black full-zip fleece jacket, Navy Blue or green blazer with the embroidered school emblem, and the crew-neck sweatshirt are all approved to be worn during the school day.
 - Students must wear a polo shirt under all outerwear items, with the exception of the uniform blazer.
 - Students are not permitted to wear coats, jackets, sweaters that are not uniform approved during the school day. Outerwear items should not be wrapped around the neck or waist and should not be hand carried or transported during the school day. Non-approved items should be stored in a locker or a book-bag.
- **Jewelry** – Females are only permitted to wear up to three earrings in each ear at one time.
 - No facial piercings are permitted.

Physical Education

- **Upper School** – Students are required to dress in the official gym uniform each day of class. The uniform consists of the official physical education t-shirt (purchased at mmcdelights.com) and a pair of black appropriately fitting athletic shorts (no shorter than 2” above the knee) or pants. Students should also wear non-marking sole tennis shoes with their gym uniform.

- **Middle School** – Students are required to dress in the official gym uniform each day of class. The uniform consists of the official physical education t-shirt (purchased at mmcdelights@gmail.com) and a pair of black appropriately fitting athletic shorts (no shorter than 2" above the knee) or pants. Students should also wear non-marking sole tennis shoes with their gym uniform.
- **Lower School** – Students are not required to dress in athletic attire. Females should wear gym shorts under uniform skirts on physical education days. Students should wear non-marking sole athletic shoes on gym days.

Dress Up Days

Students are required to dress in business attire at various times throughout the year for special events and assemblies. It is expected that students will follow the general dress code guidelines and in accordance with the attire below:

- **Males** – Properly fitted dress pants, button-up dress shirt, jacket/blazer/sweater, neck/bow tie, dress shoes with dress socks.
- **Females** – Properly fitting dresses, skirts and blouses with jacket, sweater, or suit should be worn. The approved skirt length is no shorter than 2" above the knee. Dresses, skirts, and pants should not conform to the shape of the body or present a provocative appearance. The judgment of the school administration on student participation or recognition due to questionable attire shall be undisputed.

On scheduled dress up days, denim jeans, sweatpants, sweatshirts, tennis shoes, and other casual or athletic wear is not appropriate attire.

Field Trip Dress

Students are expected to dress in the standard school uniform for all school-sanctioned field trips, unless an alternate plan is approved by the teacher and approved by the school administration. Students who fail to comply with the field trip dress code policy forfeit the opportunity to participate.

Spirit Weeks

There are specified themed days during the school year in which students can dress in casual attire in accordance with the announced theme(s). Students not wishing to participate are required to be dressed in the standard school uniform.

Lion's Wear Days

School spirit wear days are assigned periodically throughout the school year. Students are permitted to dress casual on the assigned days as long as the attire is classified as "Lion Wear," which constitutes a t-shirt, sweatshirt, jacket, and/or team wear in representation of SPWT Academy. The standard uniform khaki pants or jeans (blue or black only) with no holes/rips/tears and worn appropriately at the hips are the only approved pant option on Lion Wear Days. Students should refrain from wearing outerwear items on Lion Wear Days that are not expressed affiliated with SPWT Academy. Students also should comply with the standard shoe policy as outlined above on Lion Wear Days.

Apparel Disclaimer

Students should refrain from wearing clothing items that contain inappropriate or non-Christian oriented statements, slogans, wording, emblems, images, etc. Students should also refrain from wearing clothing items that can become controversial or become a distraction to the learning environment, such as clothing items promoting political campaigns. Students found in violation will be asked to cover the clothing item or asked to change into different clothing. Refusal to comply with the request of the administration will result in disciplinary action.

EARLY DISMISSAL

If a student needs to leave the school building early, it is the responsibility of the parent/guardian to ensure documentation is provided to the school office the morning of the day of early dismissal to ensure a timely dismissal.

- **The following are the only reasons for an excused early dismissal:**
 1. Doctor/dental appointment
 2. Court related matter
 3. Emergency circumstances (ie. illness in family requiring travel)
- Parents/guardians are required to provide documentation to the classroom teacher and/or communicate with the school office by 1:00 PM on the day of the scheduled early dismissal to ensure the appropriate arrangements and supervision is acquired. The school office will release the student out to at the South entrance. **No exceptions will be made to this policy.**

EARLY RELEASE

Seniors have the opportunity to be released early from school if they have sufficient credits towards graduation and upon successful completion of all required graduation points. Students can also elect to arrive to school later than the normal start time, if the student schedule permits. Transportation to and from school is the responsibility of the student. Don't forget about attendance and the quantity of passing courses required to remain eligible for participation.

EDUCATIONAL PARTNERSHIP AGREEMENT

SPWT Academy believes that in order for a student to be successful in the academic setting, successful partnership between the school, the church, and the home are vital. By enrolling your child(ren) as students at SPWT Academy, parents/guardians shall affirm the following:

- Support the mission of the school.
- Accept the Bible, the Word of God, as interpreted in the school's Statement of Faith, to be the basis for the Christian education of your child(ren).
- Pray for the school and the administration, faculty, and staff.
- Maintain active fellowship in a Bible-believing church.
- Seek the advancement of all aspects of the school and recommend the school to other Christian families.
- Agreement and adherence to all policies and procedures established by the school.
- Communicate with school personnel in a positive, productive, and Christ-like manner.
- Attend parent-teacher conferences and maintain consistent communication with faculty.
- Ensure all financial obligations are arranged and met in accordance with established deadlines.
- Commit to volunteering in some capacity on a weekly or monthly basis.

EMERGENCY CONTACT INFORMATION

In order to best reach parents/guardians in the event of an emergency, it is imperative that standard directory information and emergency contact information is updated. It is critical that at least two current emergency contact numbers are available and accessible for each student. The parent/guardian may not list their name as the emergency contact person but must provide the name and number of at least one other contact person who can be reached in the event of an emergency. Updates to the Emergency Contact Form throughout the school year can be made by contacting the Enrollment Services Center.

ENROLLMENT SERVICES

The Enrollment Services Center exists to service the enrollment and financial needs of all families enrolled at SPWT Academy. The application process is exclusively online and is facilitated through the FACTS portal. All families are required to enroll into FACTS Financial portal for monthly payment processing. All fees applicable to the admissions and enrollment processes are non-refundable and are due by August 1 of each school year.

Tuition is set annually and is calculated based on the entire school year. No deductions will be made for vacations or school

holidays. If a student withdraws from the school for any reason, the parents/guardian is still responsible for the entire amount of tuition for that month. If a student is admitted to SPWT Academy after the official start date, the tuition will be pro-rated to reflect the number of days remaining.

Communication from FACTS Financial and SPWT Academy will be made to parents/guardians of past due tuition accounts. Reports cards and transcripts will not be released to students with an outstanding tuition balance. Seniors with an outstanding tuition balance on the day of graduation will be eligible to participate in the graduation ceremony but will not be issued a diploma or final transcript until all debts have been satisfied. It is ultimately the responsibility of each parent/guardian to ensure their child's tuition obligations are met and current.

Students are not considered officially enrolled until an acceptance letter/email has been mailed and the Financial Check In process has been completed. **All admissions decisions are final, and no further considerations will be accommodated.**

ENTERING/LEAVING THE BUILDING

The only entrance/exit available for use during the regular school day and for Extended Care Program purposes is the SPWT Academy South Entrance. It becomes a breach of security for a student or staff member to open an exterior door for anyone during regular school hours or for Extended Care purposes. If a person, known or unknown, is trying to gain access to the building from the outside, students should immediately notify the person on duty of the situation. Students should never engage in conversation with someone they do not recognize. Students found in violation will be disciplined accordingly.

TEST

All students are required to take test. SPWT Academy does not offer test exemptions and students are required to be on campus for the duration of the scheduled test days.

EXTENDED CARE PROGRAM

Students in Kindergarten – Grade 8th have the opportunity to participate in our after-school Extended Care Program. The program is only open to students who attend SPWT Academy and is only available on days when school is in session. The program requires the student to be fully registered and receive an acceptance letter for participation. There are only a limited number of spots available in the program annually. A waitlist is maintained to ensure students who withdraw from participation open up spots for new students. Rates for participation are set annually and parents/guardians will be billed for participation on a weekly basis. If the account becomes delinquent, the student forfeits the opportunity to participate in the program until the account is current. The program operates from 3:15 PM – 6:00 PM with a strict 6:00 PM pick-up time in order to avoid a late fee.

EXTRA-CURRICULAR ACTIVITIES

SPWT Academy offers a wide-array of community-service oriented programs and opportunities for students at various age and grade levels. Participation opportunities are announced throughout the school year and students are encouraged to learn the eligibility criteria and are encouraged to participate. It is the responsibility of the parent/guardian to ensure transportation is arranged to and from any extra-curricular practice or rehearsal. Students will forfeit the opportunity to continue participation if they are not picked up within 10 minutes of the scheduled ending time for the practice or rehearsal. Students should ensure compliance standards are met in order for continued participation. The school administration reserves the right to suspend student participation for any reason.

Students are required to be in attendance at least 50% of the school day in order to participate in any athletic or extra-curricular activity or content.

FIELD TRIPS

Field trips to locations off the school campus are approved periodically throughout the year in accordance with the fulfillment of objectives within the course of study for the various grade levels. A signed permission slip from a parent/guardian is required to be on file before the date of the assigned field trip. The permission slip should be completed thoroughly. A phone call, an

email, or a handwritten note of permission is not acceptable, as the school permission slip is used as a legal document regarding liability matters.

Note: Only a legal parent/guardian is permitted to participate as a chaperone for a scheduled field trip. Chaperones are approved at the discretion of the classroom teacher or school administration. Approved chaperones are not permitted to bring other children/siblings on a field trip.

FUNDRAISERS

Various times throughout the school year groups and organizations within the school will fundraise for non-budgetary items or resources. The school administration must approve all fundraiser proposals. Furthermore, students are not permitted to sell items during the school day or at school-sanctioned events without obtaining approval from the school administration (ie. fundraisers for a church group, athletic team not sponsored by the school, etc.). Students found in violation of this policy will have any items attempting to be sold confiscated and held in the office until a parent/guardian picks up the items. The student will also be disciplined accordingly.

Grade levels have elected Student Council Treasurers, who are encouraged to collect and count fundraised money, but all money should always remain under the sole custodial supervision of the applicable faculty member or administrator. Money should never be left in a classroom unattended or overnight and should be turned into the office immediately at the conclusion of the fundraiser and/or at the end of the day to be stored and locked appropriately in safety. An accounting log to include the name of students or staff who has handled the funds should be kept by the custodial faculty member or administration.

GRADING SCALE

SPWT Academy operates on an academic calendar encompassing four 9-week quarters per school year. Students in Middle School and Upper School student will have their grade point average (GPA) calculated at the end of each quarter.

Grades K-4-K

BE	Below Expectations
<i>Making no progress towards the grade level standard.</i>	
AE	Approaching Expectations
<i>Making inconsistent progress toward the grade level standard.</i>	
ME	Meeting Expectations
<i>Consistently meeting the grade level standard.</i>	
EE	Exceeding Expectations
<i>Consistently working <u>above</u> the grade level standard.</i>	
X	Not Assessed this Grading Period

Grades 1st-12th

UNWEIGHTED		
A/A+	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	60-66	1.0
F	0-59	0.0
F	0-59	0.0

Grades 7th-12th

HONORS		
A/A+	93-100	4.5
A-	90-92	4.2
B+	87-89	3.8
B	83-86	3.5
B-	80-82	3.2
C+	77-79	2.8
C	73-76	2.5
C-	70-72	2.2
D+	67-69	1.8
D	60-66	1.5
F	0-59	0.0
F	0-59	0.0

Grades 7th-12th

AP / CCP		
A/A+	93-100	5.0
A-	90-92	4.7
B+	87-89	4.3
B	83-86	4.0
B-	80-82	3.7
C+	77-79	3.3
C	73-76	3.0
C-	70-72	2.7
D+	67-69	2.3
D	60-66	2.0
F	0-59	0.0
F	0-59	0.0

GRADUATION

In order to be eligible to receive a high school diploma from SPWT Academy, students are required to have fulfilled the SPWT Academy and the Department of Education established graduation requirements for the applicable year of graduation. Graduation is a privilege that must be earned. Any student who is expelled for any reason forfeits the privilege of participation in the graduation ceremony.

Academic Honors Diploma

The State of Louisiana provides the opportunity for students to be recognized for exceeding standard graduation requirements. Interested students should consult the Louisiana Department of Education for current requirements.

Ceremony Rehearsal(s)

Attendance at announced graduation rehearsal(s) is a requirement in order to participate in the graduation ceremony. No exceptions will be made to this policy.

Credits

The credit requirement for graduation from SPWT Academy consists of a minimum of 28 credits.

Bible*	4.00	Required for each year of enrollment.
English	4.00	
Mathematics	4.00	
Science	4.00	
Social Studies	4.00	
Health	0.50	
Physical Education	1.50	
Fine Arts	1.00	
Financial Literacy	1.00	
Electives	4.00	Including two of the same foreign language

Total Credits 28.00

Students planning on continuing their studies at the college level should review the admissions requirements for the college or university of choice to ensure high school course requirements are met before graduation.

Honors Graduate Distinction

Graduates earning a 3.70 cumulative GPA or higher will be distinguished with honor cords representing one of three categories. Calculations are determined at the end of the third quarter of the senior year.

Summa Cum Laude: 4.0 or higher

Magna Cum Laude: 3.90-3.99

Cum Laude: 3.70-3.89

Junior Class Marshals & Ushers

The Junior Class Marshal honor is bestowed upon the junior class male and female with the highest GPA calculated at the end of the third quarter and is based on transcript grades. Responsibilities of the marshals can include ushering the graduating class into the graduation ceremony, reading the names of graduates during the diploma presentation, and presenting an address from the junior class. If a marshal is unable to participate, the student with the next highest GPA will be selected for the honor. Any speaking roles or addresses must be approved by the school administration. Ushers are selected by the school administration to serve in a myriad of capacities before and during the graduation ceremony.

Valedictorian /Salutatorian Distinction

The valedictorian honor is bestowed upon the senior with the highest GPA calculated at the end of the 3rd quarter and is based on transcript grades at that time and rounded to the hundredth of a point. Students are required to have attended SPWT Academy for grades 9-12. The valedictorian has the opportunity to present an address at the graduation ceremony. The address must be approved by the school administration. The salutatorian honor follows the same requirements as the valedictorian but does not present a speech at the graduation ceremony.

Note: If the top two seniors have a tied GPA and meet the attendance criteria, they will share in the valedictorian honor.

GUIDANCE SERVICES

SPWT Academy offers two school board members as counselors to provide guidance services, college counseling and advisement, and academic support for students. Our school counselors also serves many different roles in the community, therefore have limited availability during scheduled weeks throughout the year.

HALL PASSES

Students are required to receive permission from their assigned teacher to leave the classroom for any reason. Students are required to have a hallway pass in their possession at all times while they are in the hallway during class periods. Students should take the most direct route to their destination and should not interrupt other classrooms. Students should never enter another classroom unless the hallway pass denotes as such. Students who violate their hallway privileges can have their hallway privileges revoked and/or be disciplined accordingly.

HEALTH AND MEDICAL INFORMATION

The Louisiana Department of Health has established immunization requirements for all students enrolled in public and non-public schools. Each student must have an updated immunization record on file at the school. The State of Louisiana requires that a student be excluded from school if the requirements are not met.

Administration of Medication

If it is necessary that a student should require medication during school hours, the following policy will apply:

- For legal purposes, a written permission for administering medication must be obtained from the student's parents/guardian and physician. The administration of any drug (prescription or over the counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by state law.
- The statement should include the name of the student, name of medication, dosage time it should be given, possible side effects, and the length of time the student will be taking the medication. This information is needed for each new medication or dosage change. No medication will be given unless information and permission is provided. This is a state law.
- The student is responsible for reporting to the school nurse on time for his/her medication.
- Medications will be given during lunch/recess and as needed.
- Medications cannot be transported on the school bus. The parent/guardian must bring the medication to the school nurse with the original container clearly marked with the name of the child, name of medication, dosage instructions, physician's name, and prescription number. The parent/guardian must supply the school with the exact dosage.
- Students may not carry or administer their own medication. Reactions to the drug taken might not be recognized and inappropriate treatment might be rendered.
- This policy also applies to giving aspirin, Tylenol and Ibuprofen for menstrual cramps or discomfort from dental braces and/or any other non-prescriptive medication.
- When the medication has been discontinued, any remaining medication must be picked up by the parent/guardian within one week after discontinuation or it will be disposed of by the school nurse.
- Any student who has asthma or allergies that requires an inhaler should obtain an authorization form from the school nurse. All students who have asthma should have an inhaler to use at school in the event of any emergency. All self-directed students should carry rescue inhalers.
 - Any student who has asthma and requires an inhaler may not go on a field trip unless the inhaler is in their possession.
- Students who have severe allergies to certain foods or bees, should also supply the school nurse with an Epi-pen for treatment. These forms are also available in the Student Health Clinic.

Extended Care Program: Students participating in the Extended Care Program (K-Grade 8th) that require the use of an asthma inhaler or Epi-Pen should carry their medication in their backpack during Extended Care and should also do so during the school day. The SPWT Academy will keep the medication documentation forms in the student file. The Extended Care Coordinator and teachers will oversee the dispensing of these medications.

HOMEWORK

As a college preparatory school, it is expected that our students will be assigned homework. Students should submit their homework assignments by the established times and/or due dates. Students who miss class for an excused reason have one day per missed day to submit homework and class work. S P W T A c a d e m y is not responsible for providing printing services for student homework, research papers, and other assignments.

If a student is absent from school due to an out-of-school suspension, missed assignments, to include tests and quizzes can be made up with no late submission penalty and are required to be submitted or made up the day the student returns to school or the assignment will automatically be assigned a zero. It is the responsibility of the student to communicate with the teacher for missed/make-up work when suspended.

No homework or class work is permitted to be turned in after the last day of each quarter, unless there is documented student illness, calamity, family tragedy or accident. If the work is submitted within three days of the last day of the quarter, the report card for that quarter will reflect a letter grade. Work turned in after the three-day window will require the letter grade to reflect an "incomplete" until the work is submitted.

Homework for students in Lower School is assigned nightly and the length of time required for homework is determined by grade level:

Grade Level	Approximate Minutes
GRADE 1	30 minutes
GRADE 2	40 minutes
GRADE 3	60 minutes
GRADE 4	70 minutes
GRADE 5	80 minutes

The quantity of homework assigned to all students should naturally expect to increase as students promote to the next grade level. It is expected that students will have homework every night, with a lightened load on Wednesday so students have the opportunity to attend church services. If official homework is not assigned on a particular night, students should spend time reviewing their notes/assignments from class and/or spend at least 30 minutes reading.

The school administration reserves the right to have final approval/denial of any and all grade change requests.

HONOR ROLL

Middle School & Upper School

Students have the opportunity to be named to one of four different honor roll categories for each academic quarter based on the earned GPA. If a student earns a failing grade in any class, they are not eligible for recognition for that quarter, even if the student has earned above a 3.0 GPA. Certificates are presented to students quarterly.

Middle School & Upper School	
Principal's High Honor Roll	4.01-5.00
Principal's Honor Roll	3.80-4.00
High Honor Roll	3.50-3.79
Honor Roll	3.00-3.49

Lower School

Students have the opportunity to be named to one of two different honor roll categories for each academic quarter based on earned letter grades. Certificates are presented to students quarterly.

HOLIDAY/SEASONAL PARTIES

Classroom parties for the various seasons and holidays should be Christian in nature and reflect Biblical reference.

ID BADGES

All students are provided with a school identification badge. The ID badge should be displayed on a lanyard around the neck and should not be attached to a book bag. Students should not intentionally deface or cover the identification picture or name on the ID badge. Replacement ID badges are available by completing an ID Badge Replacement Form, which includes a \$10 fee. Forms are available in the school office.

INCLEMENT WEATHER PLAN

In the case of severe weather, the official announcement for an emergency school closing will be determined by the school administration. In most situations, the school administration will make the announcement of a closure in a timely manner in order for parents/guardians to make the arrangements for childcare and/or transportation.

SPWT Academy will either open on the regular schedule or close for the entire day.

SPWT Academy will determine a closing independently of other private and public-school districts, and will use the following mediums to communicate a closure:

- **Website:** www.spwtacademy.com
- **FACTS:** Text and email alert to cell phones and emails registered in the system

There are weather situations that may warrant an early dismissal. In these situations, the school will communicate via the mediums above and will do so in a timely manner.

INCOMPLETE GRADES

A grade of "I" (incomplete) may be posted to a report card only with the approval of the school administration. Incomplete grades must be resolved within the first ten (10) days of the next academic quarter to avoid receipt of an "F" for the term.

INTERVENTION SUPPORT SERVICES

SPWT Academy offers limited resources for students through the use of the Section 504 Plan. Any intervention academic plan should be assessed and deemed serviceable through the School Board before a student applies for admission to the school. SPWT Academy does not service Individualized Education Plans (IEP Plan).

LOITERING

Students shall not remain in the school or on the school campus after the conclusion of the school day unless they are under the direct supervision of a staff member. The school day ends at 3:00 PM on a regular school day and students should be cleared from the school property by 3:15 PM. Students found in violation of this policy will be disciplined accordingly. It is ultimately the responsibility of the parent/guardian to ensure transportation is arranged and provided each day.

LUNCH PROCEDURES

Student lunch schedules are arranged so that all students have an opportunity to eat their meals in a timely manner. There is no refrigeration available for any student.

- All students are expected to clean their eating areas – tables, seat, and the floor.
- Students do not have permission to leave the campus during lunch.
- Outside guests and visitors are not permitted to eat with students in the lunchroom.
- Students are not permitted to order food from outside vendors.

- Students cannot eat lunch in classrooms without approval of the school administration.
- Students should respect the assigned faculty and/or staff members on lunch duty.
- Students should talk in a conversational tone with students in direct proximity of them.

MANDATED REPORTER REQUIREMENT

All SPWT Academy faculty and staff are mandated reporters. A mandated reporter is a person legally required to report any suspicion of child abuse or neglect to the appropriate authorities or agencies. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.

MENTAL HEALTH & SUICIDE PREVENTION

SPWT Academy works diligently to protect the safety, health and well-being of all students and staff. We are apart if Serenity Praise and Worship Tabernacle and have active leaders to help students. Suicide prevention education for teachers and students of appropriate ages (with parental consent) is offered periodically.

NON-DISCRIMINATORY POLICY

SPWT Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and extracurricular activities. Furthermore, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation. The complete Title IX policy can be found by visiting our website www.spwtacademy.com.

OFFICE HOURS

Our standard office hours are from 7:30 AM – 3:30 PM on Monday through Friday. While the school administration and office personnel will do their best to accommodate all parent/guardian requests and walk-ins, scheduling an appointment is the most effective manner in which concerns can be addressed. Office hours vary during holiday breaks and the summer months.

OUT-OF-SCHOOL SUSPENSIONS

Students who are placed on out-of-school suspension are not permitted to report to the school building for any reason, to include extra-curricular activity practices, rehearsals, and/or participation. Parents/guardians may contact the school if they wish to pick up missed assignments, as students are permitted to make up their missing work. Students are permitted to complete missed assignments and should submit all work immediately upon return to the school.

PARENT COMMUNICATION

The school maintains the stance that it is not appropriate for parents/guardians to text or call students during the school day. If communication needs to be made to a student for any reason (ie. information about pick-up), the parent/guardian should contact the school office and the message will be relayed to the student in a timely manner. If students need to contact a parent/guardian, they should ask their teacher for permission. Students found in violation of our Cell Phone Policy will be discipline accordingly.

PARENT-TO-PARENT MEETINGS

The school does not mediate meetings with parents/guardians of two or more separate families when dealing with student discipline issues. When there are discipline infractions that warrant student discipline, the school administration will investigate the situation and then make appropriate contact with the parents/guardians of the students involved. Part of the investigation or reconciliation might include the school administration mediating discussions between students, but the school will never mediate discussions or attempt to remedy disagreements between parents/guardians of the students.

PARENT-TEACHER CONFERENCES

There are two opportunities for official parent-teacher conferences each school year (once per semester). Parent-teacher conferences are designed to allow for open communication between the teacher and the parent/guardian as to the academic and behavioral progress of the student. Communication will be made from the school regarding the scheduling process at least two weeks in advance of the scheduled conference dates. Parents/guardians are asked to arrive before their scheduled conference time and keep the focus of the conference on the progress and needs of the student. It is highly encouraged that the student should also attend the conference with the parent/guardian.

PERSONAL PROPERTY

SPWT Academy and Serenity Praise and Worship Tabernacle do not accept any liability for personal electronic devices or other personal property that is lost, stolen, and/or damaged while on the campus. Parents/guardians accept full responsibility for the security of all electronic devices and other personal property (ie. articles of clothing, athletic equipment, etc.) in the possession of their student. Students are encouraged to report found items to the lost and found in the applicable school offices. Items not claimed at the end of each quarter will be donated to charity. The school will not use security cameras to search for lost or missing personal property.

PLEDGES

Students are required to stand and recite pledges to the American Flag, Christian Flag, and Bible each morning:

- **American Flag:** I pledge allegiance to the flag of the United States of America and to the Republic for which it stands: one nation, under God, indivisible, with liberty and justice for all.

- **Christian Flag:** I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.
- **Bible:** I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God.

Students participating in extra-curricular activities or athletics that require the playing of the Star-Spangled Banner at the onset of the event are required to stand and participate. Students are also required to participate in any team-led prayers before and after games and contests.

PRIVACY

SPWT Academy is required to comply with the provisions of the Family Education Rights and Privacy Acts (FERPA). FERPA is a federal law that protects the privacy of student education records. FERPA gives parents/guardians certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

The official terms of FERPA are set forth below:

- Parents/guardians or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents/guardians or eligible students to review the records. Schools may charge a fee for copies.
- Parents/guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent/guardian or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent/guardian or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issues subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specified State Law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents/guardians and eligible students about directory information and allow parents/guardians and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians and eligible students annually to their rights under FERPA. The actual means of notification is left to the discretion of the school.

PRIVACY & RIGHT TO SEIZE AND SEARCH

For the safety of the students and staff, SPWT Academy reserves the right to search any student desk, book bag, purse or any other type of item that is brought onto campus. This includes the ability to review and search any stored or accessed materials or usage by any student using a computer or device that is owned by the school.

PROMOTION POLICIES

Lower School

If a student fails two (2) or more core academic classes or is absent in excess of 18 days in a given school year, they will be considered for retention at the current grade level. An academic assessment team of faculty and administrators will meet to evaluate the student's overall academic performance, attendance, and perceived academic ability. Final grade level placement will be determined by the school administration.

Middle School

If a student fails two (2) or more academic classes or is absent in excess of 18 days in a given school year, they will be considered for retention at the current grade level. An academic assessment team of faculty and administrators will meet to evaluate the student's overall academic performance, attendance, and perceived academic ability. If a student is retained in the current grade level, they will be required to complete all course work for the grade assigned and forfeit the opportunity to take courses in a higher-grade level. Final grade level placement will be determined by the school administration.

Upper School

Students earn grade placement based on quantity of high school credits earned:

<u>Grade Level</u>	<u>SPWT Academy Student</u>	<u>Transfer Student</u>
Freshman (9th)	Successful completion of 8 th grade	Successful completion of 8 th grade
Sophomore (10th)	7 credits	4 credits
Junior (11th)	13 credits	9 credits
Senior (12th)	19 credits	14 credits

Transfer students will not be assigned to a grade level until all transfer records and a transcript has been received by SPWT Academy.

PROSPECTIVE STUDENT VISITOR POLICY

SPWT Academy School does not allow student visitors during the day. Prospective students should attend a scheduled enrollment event in order to learn more about the academic and extra-curricular programs offered by the school.

RECESS

Students are provided with the opportunity for outdoor recess when the weather is appropriate. The following standards are required of all students:

- Students should be helpful and friendly to others on the playground.
- Students should cooperate with other students and teachers.
- Students should obey the playground monitor at all times.
- Students should report any issues on the playground to the monitor on duty.
- Students should listen for the whistle and line up immediately.
- Students should keep their hands to themselves while in line.
- Students should use the playground equipment correctly and safely.
- Students should use proper language at all times.
- Students should stay within the established boundaries.
- Students should not participate in any form of wrestling, fighting, or play fighting.
- Students should not be involved in any physical contact – includes football, soccer, or other games.
- Students should not throw sticks, stones, or dirt.
- Students should play fairly and exhibit sportsmanship.
- Students should not re-enter the building with permission of the playground monitor.

RECORDS

SPWT Academy has the responsibility to treat all student records confidentially. Except for special circumstances, we will not send or show student records to anyone outside of the school system without first obtaining written permission from the parent/guardian. Parents/guardians have the right to review the complete school records of their children. Students who are 18 years of age or older have the right to review all of their school records. A staff member will usually be present to explain the record to the parents/guardians and/or student. Parents/guardians may review their child's school records by making a written request with the applicable school administrator.

The following persons also have access to student records: (1) employees or officials of the school on a "need-to-know" basis; (2) the records custodian of another school where the student is enrolled; (3) legitimate researchers, provided no student is identified by name; (4) persons designated by court order (requires written parental permission); (5) persons required by state or federal law (requires written parental permission); (6) in connection with an emergency, when information contained in the records is necessary to protect the health or safety of the student or other persons; and (7) government or social agencies who are investigating the student's attendance in connection with the compulsory attendance law.

A record is kept by the school of every time a student's record has been accessed. The school is also responsible for making sure that the information in the cumulative folder is accurate. After reviewing their child's records, parents/guardians can request information that they feel is inaccurate, misleading, or violates the student's privacy be removed from the record or changed to make it accurate.

RELEASE OF LIABILITY DURING SCHOOL CLOSURE

The parents/guardians of our students understand and acknowledge that the school building and adjacent facilities are officially closed from:

- Extended Care Program 6:00 PM to 7:30 AM
- SPWT Academy 3:15 PM to 8:00 AM (4:00 PM on after school detention days)

It is noted that parents/guardians relieve and release SPWT Academy, Serenity Praise and Worship Tabernacle, its administration, principals, faculty, and employees, together with those persons assisting with any phase of such building and adjacent facilities from any and all liability, and responsibilities for your child(ren) during those times that the building and facilities are officially closed. Parents/guardians agree to identify and hold all said parties harmless from all claims hereafter made by or asserted on behalf of parents/guardians and/or students.

Students are not permitted to be unsupervised on the premises during these hours unless participating in a school-sanctioned extra-curricular program (ie. athletic, tutoring, academic clubs, rehearsals, etc.)

Enrollment into SPWT Academy denotes full agreement to the complete Release of Liability During School Closure policy outlined above.

REMOTE LEARNING PLAN

There are special circumstances in which our school will move from traditional on-campus learning to a distance learning model. In situations where the physical campus is closed and students have to learn from home, it is expected that all students will have access to the Internet and have access to their own individual computer. Students should also have a quiet and dedicated area in the home that is free of distractions to complete assigned coursework. Families that have more than one student should be aware that teachers may require that students log into apps such as Zoom at the same time. If you need to access public facilities (ie. Public library) to use the Internet, you should create a back-up plan to ensure students have the ability to use the Internet (ie. relative's home). The school is not responsible for printing paper packets. Students will be made aware of due dates and deadlines for student assignments by the school administration at the onset of activating the distancing learning plan.

RENWEB (FACTS)

RenWeb (FACTS) is the official portal that houses student grades, daily attendance, lesson plans, homework assignments, and behavior infractions of all students. Parents/guardians are encouraged to review their child(ren)'s progress on a regular basis to ensure effective progress is made.

REPORT CARDS

Reports cards are emailed to the parent/guardians of record for each student the week following the end of each academic quarter. The school does not print or mail report cards, nor does the school require a parent/guardian signature. Final report cards will not be released for any student with an outstanding tuition balance, missing textbook or Chromebook (including the cost for damage or repairs).

RESTROOMS

Students must use the restrooms closest to the classroom from which are they excused. Students feeling ill should not remain in a restroom but should ask their teacher for permission to call parents to come pick them up.

SAFETY DRILLS

The school will conduct tornado drills, fire drills, and lockdown drills in accordance with state regulations at various times throughout the school year. Instructions for fire exits and tornado shelter locations are posted in each classroom and work area. Students should remain silent during a safety drill and follow the procedures as outlined by school personnel and the school administration. Students are subject to disciplinary action during safety drills for not adhering to policies and procedures or causing disturbances/inducing panic.

A copy of the approved Emergency Operations Plan can be found in the administration office or in any classroom.

SATURDAY SCHOOLS

Saturday Schools are assigned throughout the school year for academic and behavioral reasons. Saturday Schools can be assigned for reasons including, but not limited to having amassed ten (10) unexcused tardies, insubordination, failure to adhere to an established policy or procedure, disrespect towards a staff member, and failing grades in two or more classes. Students assigned to a Saturday School for attendance reasons should report by 8:00 AM and will be dismissed at 10:00 AM. Students assigned to a Saturday School for disciplinary reasons should report by 8:00 AM and will not be dismissed until 12:00 PM. Students are required to wear the standard school uniform. Students are not permitted to miss or reschedule a scheduled Saturday School to participate in an extracurricular activity (ie. game, practice). Saturday Schools cannot be rescheduled. A no-show for Saturday School will result in a one day out-of-school suspension.

SCHEDULE CHANGES

Due to a limited quantity of course offerings provided at SPWT Academy, student schedule changes will only be accommodated on a case-by-case basis. Students are required to complete the Schedule Change Request Form and return it to the teacher with a parent/guardian signature in order to be considered. No student schedules will be changed during the first week of school. The administration reserves the right to approve or deny student schedule changes for any reason.

SECURITY

For the protection of our students and staff, our campus is equipped with security cameras in all common areas, and hallways. Security cameras are only used for student and staff safety and security and cannot be used to locate missing items or personal possessions.

SOCIAL MEDIA POLICY

Social Media are powerful communications tools that allow you to communicate very fast these days and they have a significant impact on student health along with organizational and professional reputations. Therefore, SPWT Academy has constructed the following guidelines and policies to help clarify student expectations regarding Social Media.

Because the term Social Media is used a number of different ways, here it is defined as **any** platform that facilitates conversations over the Internet. Social Media applies not only to traditional big names, such as Facebook®, Twitter™ and Instagram™, but also applies to other platforms you may use that include user conversations, which you may not think of as Social Media. In addition to the foregoing platforms, Social Media includes, but is not limited to, YouTube™, Flickr™, Snapchat™, LinkedIn™, blogs and wikis.

We recognize the fact that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur, and it can be difficult to correct an error or retract a statement. Therefore, this policy applies to all students Internet and all other Social Media communications, which include, but are not limited to, Internet or Social Media postings. All student Internet and Social Media communications are subject to this policy and any other applicable policy incorporated in the Student Handbook.

General

All students at all times are expected to reflect a positive Christian testimony. We must hold ourselves to a higher standard when using the Internet and Social Media. Any Internet or Social Media communication, or Internet or Social Media posting that adversely reflects on the Christian testimony of our students, our school, our or our employees may result in a requirement to remove the offending Internet or Social Media communications, or Internet or Social Media postings, and student discipline up to and including expulsion. We hold all students personally responsible for all Internet or Social Media communications, and/or all Internet or Social Media postings, as well as any content posted by third parties to students' respective Social Media pages and/or accounts. Students shall exercise good judgment and adhere to the principles of Christian values when communicating on the Internet or Social Media, or posting on the Internet or Social Media. We are to be the reflection of Christ at all times!

Students not permitted to text or engage in text, email, or any other Internet or Social Media communication with any SPWT Academy employee. Students and SPWT Academy employees shall not become friends on any Social Media platform, and are expressly prohibited from engaging in any private social media communication (i.e., direct messaging) on any Social Media platform. Students are to receive necessary communications and information from their teachers indirectly through their parents via written/typed correspondence, telephone call, FACTS community email, individual FACTS email, or schools email only.

Monitoring

SPWT Academy monitors Social Media and reserves the right in its sole discretion, to review any student electronic files, messages, and/or usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other SPWT Academy policies. Students must not assume that electronic communications are private or confidential.

STAFF QUALIFICATIONS

SPWT Academy staff members are Christ-centered, born-again believers whom God has specifically called. Our faculty and staff understand the fundamental tenants of the Bible and seek daily to demonstrate the love of Christ to our students and their families. Our faculty members meet or exceed the certification and/or licensure requirements set forth by the Louisiana Department of Education.

STANDARDIZED TESTING

There are times during the school year when SPWT Academy will conduct internal assessment testing to track student achievement data. Students should not schedule appointments or vacations during announced testing days/weeks.

STANDARD OF RESPECT

The Bible is explicit in teaching that Christians should love one another. Students should be courteous, considerate, respectful, honest and obedient in all their dealings with any person associated with SPWT Academy. Disrespect shown by attitude, action or words will result in disciplinary action.

Students should also show respect for personal and school property. Students are expected to do their part to ensure the cleanliness of the school campus. Students should never deface, damage, or destroy school property. If a student is found in violation of this policy, they become responsible for the financial obligation to ensure the necessary repairs or replacements are made, as well as face disciplinary action.

STUDENT PARKING

Student-drivers are required to submit a completed Student Driver Registration Form to the school office. Student-drivers are required to show proof of vehicle registration, a current driver license, and proof of insurance. Students should park in the assigned student parking areas and will lose student-driver privileges should the student be found to be out of compliance. Students are not permitted access to their vehicles during the regular school day. Student-drivers are not permitted to transport other students while driving on campus.

STUDENT PLACEMENT

SPWT Academy generally does not accept parent/guardian requests for their child(ren) to be assigned to specific teachers in school. If there is an extreme situation in which the child's learning or social needs should be considered when assigning teachers, the parent/guardian should submit the request in writing to the school administration for consideration. It is understood that the school administration reserves the right to approve or deny any special request, as a myriad of factors are considered during class assignments.

STUDENT SERVICES PROGRAM

The Students Services Program provides an opportunity for eligible Upper School students to serve the faculty and staff in a volunteer capacity, while earning community service credit. Eligibility requires students to complete the Student Services Application Form, be recommended into the program by one or more teachers, have a minimum of a 3.0 GPA, and have no major disciplinary infractions. The administration reserves the right to determine the participation of any student.

SUMMER CAMP

SPWT offers a summer camp program for students. Parents/guardians should contact the school in early spring to learn more about programs offered in the summer. The school does not provide a credit recovery option for students during the summer.

TARDIES

Any student who is not physically present in their assigned class by 8:00am is considered tardy. Students in the Middle School and Upper School will be assigned a Saturday School at the accumulation of five (5) unexcused tardies. The accumulation cycle starts over again after five (5) tardies have been amassed. The accumulation of tardies resets at the end of each quarter or semester.

TEXTBOOKS

Parents are responsible for paying textbooks fees for the student assigned grades.

TRANSCRIPT REQUESTS

The Official Transcript Request Form is located on the school website and upon submission is emailed to the school for processing. The applicable information should be submitted completely and accurately in order for the official transcript to be submitted in a timely manner. Final transcripts will be sent to the college of choice for each graduate within two weeks of graduation. All financial obligations to the school must be met before final transcripts will be released.

TRANSPORTATION SERVICES

SPWT Academy partners with faculty, staff and volunteers in which our students reside to provide transportation to and from field trips.

The rules are intended to provide safe transportation for our students. The driver is ultimately responsible for the management and safety of the students and has authority to enforce the following expectations:

1. Students should sit in their seats facing forward at all times.
2. Moving from seat to seat while the vehicle is moving is strictly prohibited.
3. Students should talk in a conversation tone with the peers seated around them and should refrain from excessive noise, loud talking, or loud laughter.
4. Students should be silent at all railroad crossings.
5. Students should never extend any part of their body out of the window.
6. Students are not permitted to eat or drink while in the vehicles.
7. Students should never throw or pass objects on, from, or into the vehicle.
8. Students should refrain from any conduct that would endanger any passenger or driver or could result in damage of the vehicle.

Students are expected to adhere to any rules or procedures established. Students found in violation of any established rule or policy will be subject to disciplinary action, to include forfeiture of participation in transportation services, whether temporarily or permanently.

Parents/guardians dropping students off or picking them up from our campus are expected to adhere to the direction of the personnel directing the flow of traffic.

Students are not permitted to walk or ride bicycles to and from our campus due to safety reasons. It is ultimately the parent/guardian responsibility to ensure transportation to and from our campus is arranged each day.

Students must have parent/guardian permission to utilize the Louisiana Transit Authority (LTA) bus service. Students should also have an official Waiver and Release of Liability from signed by the parent/guardian and submitted to the school administration office.

UNSAFE PRACTICES AND POSSESSIONS

Students are not permitted to place themselves or others at risk with their possessions.

- **Fire** – students may not light a fire – this includes possessing lighters or matches
- **Fireworks** – students may not use or possess fireworks or any other types of explosives
- **Weapons** – students may not use or possess ammunition, guns, firearms, or knives of any kind. Air rifles, paint guns, gel/pellet guns, squirt guns, pistols, slingshots, or similar weapons or weapon-like items are also not allowed since they constitute possible danger or disruption to someone else. Fake or look-alike guns or other items that can be mistaken as weapons are also prohibited. Other weapons include: mace and pepper spray.
- **Keys and access** – students may not possess or use at any time keys (including building or vehicle) or proxy cards assigned to a staff member.
- **Reckless endangerment** – students may not engage in dangerous pranks or other activities (such as climbing outside on the building, tampering with fire or smoke alarms) that pose threats to personal safety. This includes play-fighting and rough housing.

VACATIONS

We encourage our families to do their best to schedule family vacations during periods when school is not in session. In order for family vacation absences to be considered as excused, the Special Absence Form should be completed and submitted at least three days before the scheduled departure. Students will be required to make up any missed assignments, quizzes or tests. Determination of the excused absence will be at the discretion of the administration.

VANDALISM/DESTRUCTION OF PROPERTY

Students are expected to show respect for personal and school-owned property. Each student is expected to do his/her part in caring for the school facilities. Students should never deface, damage, or destroy school property. Students found in violation will not only incur the cost of the repair, but also be subject to disciplinary action, to up expulsion.

VOLUNTEERS

SPWT requests all parents/guardians to volunteer in some capacity throughout the school year. Volunteer opportunities vary based on frequency and can include time, coaching, gift-in-kind, or monetary donation.

WEDNESDAY NIGHT/SUNDAY ACTIVITIES

All student activities shall be scheduled to end no later than 6:30 PM on Wednesdays. No student activity shall be scheduled to be held on a Sunday morning without prior approval from the school administration.

WELLNESS POLICY

SPWT Academy actively promotes a School Wellness Policy. We exists to support good health for school students related to fitness, academic success, and overall wellbeing. Our goal is to educate and encourage students, school staff, and families in our community to make healthy lifestyle choices which promote healthy living, good nutrition, and physical activity. SPWT Academy adheres to USDA guidelines to maximize nutritional benefits for students and strives to promote physical activity and educational opportunities to reduce health risks for all students. Wellness Committee participants include community representatives, parents, students, teachers, and school administrators.

WITHDRAWAL

In order for a student to be considered as officially withdrawn, the parent/guardian must notify SPWT Academy in writing. Student records will only be released once all financial obligations have been satisfied and all school-issued materials (ie. Chromebook, dvd players, and computer laptops) have been returned.

WORK PERMITS

The State of Louisiana requires a minor work permit for all students seeking part-time employment. The Work Permit Application is available upon request and is required to be signed by the school administration, physician, a parent/guardian, and the employer. Please allow up to 48 hours for our office personnel to process the completed application.

APPENDIX: Anti-Bullying Policy

Statement of Intent

The SPWT Academy community is committed to providing a safe and non-threatening atmosphere for each of our students. Therefore, we have a “zero-tolerance” policy against bullying of any sort including cyber-bullying and retaliation. If suspected bullying does occur, students should be aware that all incidents and reports will be taken seriously and addressed quickly and fairly. We believe this is in line with our mission to partner with families and foster a creative and caring community where all students can reach their full potential academically and become disciples of Jesus Christ to the glory of God.

Definition of Bullying

Bullying can be generally defined as the use of aggression, intimidation, and/or cruelty with the result of hurting another person verbally, physically, or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified.

Specific types of bullying include, but are not limited to:

- **Emotional** – being deliberately unkind, shunning, excluding, or tormenting
- **Physical** – pushing, kicking, hitting, tripping, punching, or using any other sort of violence against a victim
- **Racist/Intolerant** – taunts, slurs, and/or physical threats directed around a victim’s race, religion or ethnicity
- **Sexual** – initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments
- **Verbal** – name-calling, ridiculing, using words to attack, threaten or insult

Bullying also includes any of the above occurring electronically – ie. via Internet, cell phone, electronic communication, or wireless handheld device.

Warning Signs and Symptoms of Bullying

For various reasons, not all victims of bullying will let on that they are suffering at school. Therefore, parents/guardians and faculty should openly encourage students to report incidents of bullying that are observed or experienced firsthand. Adults should be aware of the signs and symptoms that may suggest a problem and should investigate immediately.

A child may be a victim of bullying if he or she:

- Is noticeably frightened or evasive when asked “what’s wrong?”
- Suddenly loses appetite
- Begins bullying or showing unusual aggression with siblings, playmates or other children
- Repeatedly “loses” lunch, money, or possessions
- Has unexplained cuts, scrapes, or bruises
- Comes home with dirty or torn clothes, or damaged books/possessions
- Begins to perform poorly on schoolwork
- Repeatedly claims to feel ill before going to school
- Cries him/herself to sleep at night or suffers from chronic nightmares
- Threatens or actually attempts suicide or other forms of self-harm
- Attempts to or actually runs away from home
- Begins stammering, appearing nervous and/or afraid to look people in the eye
- Seems withdrawn, anxious or suddenly suffering from low self-esteem
- Begins to skip school or begs to change schools or not to have to go to school
- Makes significant changes to his/her usual appetite
- Demonstrates marked fear or unwillingness to go to school
- Gives unlikely/unconvincing excuses for any of the above behaviors

It should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and be investigated accordingly.

Proper Bullying Procedures

1. Suspected bullying incidents should be reported to a staff member – oral or written.
2. Reports may be submitted anonymously.
3. Reports will be presented to the school administration for review.

Response to Report and Investigation

Safety

Before investigating the allegations of bullying or retaliation, the school administration will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. The school administration will also take appropriate steps to ensure the safety of a student who reports an incident of bullying, witnesses an incident, or provides information during an investigation. Such responses may include, but not be limited to, changing seating plans, increased monitoring in the classroom, during lunch or at recess or limiting contact between the individuals involved.

Investigation

The school administration and designated staff representatives will investigate promptly all reports by interviewing students, staff, witnesses, parents/guardians, and others as necessary. Confidentiality will be maintained during the investigation.

Determination and Consequences

If, after investigation, it is determined that bullying has occurred, appropriate steps will be taken to prevent reoccurrence.

- In severe instances where actions may be criminal in nature, local law enforcement will be contacted.
- The bullying perpetrator will meet with the school administration to understand the seriousness of his/her actions and to learn appropriate means of changing behavior.
- The bully will be asked to genuinely apologize to the victim.
- Consequences and remedial measures may include, but are not limited to: admonishment, temporary removal from the classroom, loss of privileges, out-of-school suspension, legal action, expulsion, corrective instruction or other relevant learning or service experience, restitution or restoration, supportive discipline to increase accountability, supportive interventions, behavioral assessments or evaluation, behavioral management plan, out-of-school counseling or therapy and/or parent conferences.
- After the incident has been thoroughly investigated and dealt with, measures will be implemented to ensure that bullying does not resume or reoccur.
- Parents/guardians of both the victim and perpetrator will be informed of the results of the investigation and what action is being taken to prevent further acts of bullying or retaliation.
- In order to comply with legal requirements regarding the confidentiality of student records, the school administration cannot report specific information to the target's parent/guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

The school will collaborate with parents/guardians of both victims and perpetrators to provide referrals to counseling or other services as needed. Students who make false accusations will be disciplined accordingly.

Prevention

SPWT Academy will provide ongoing professional development to build the skills of all staff members to prevent, identify, and respond to bullying. The content of such professional development shall include, but not be limited to:

- Developmentally appropriate strategies to prevent bullying incidents
- Developmentally appropriate strategies for interventions to stop incidents
- Information regarding the complex interaction and power differential that can take place between and among an aggressor, target and witness to the bullying
- Research findings, including information on vulnerable or at-risk students
- Information regarding cyber-bullying and Internet safety as it relates to cyber-bullying.

The school will use a variety of bullying prevention strategies and trainings to educate students. If parents/guardians are seeking resources to be used in the home, they should contact the school administration.