

Spirit Life Academy



STUDENT
HANDBOOK
2024 - 2025
K3 - 12th Grade

Spirit Life Academy
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Spirit Life Academy Board of Directors 2024 - 2025
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GENERAL INFORMATION

Overview

Spirit Life Academy is a private Christian School for K3 – 12th grade, and is owned and operated by the Board of the Spirit Life Fellowship. This Student and Parent Handbook is for the information of Spirit Life Academy students and their parents and guardians. Parental support of our school's policies is essential, as is parental cooperation with the total school program. Parental lack of support is reason for the student to no longer attend as stated in the application.

Parents must see themselves as active partners with the faculty in guaranteeing that their children observe and adhere to school rules and regulations. In this way, we all contribute to a safe and wholesome learning environment for the entire student body. When violations of school policies occur, it is likewise important that parents remain in active partnership with school authorities. For student discipline and compliance with guidelines to be effective, students must know with certainty that their parents and faculty stand together in holding them accountable and in implementing consequences. By contrast, it is unfortunate for all parties when a parent defends or excuses a child's transgressions or attempts to shield a child from the consequences of a mistake. Not only is this harmful to the child in that it interferes with the healthy learning process necessary for his/her overall development, but it also disrupts the effective operation of the school.

Parental feedback in a manner consistent with a Christian educational community, including disagreement, is always welcome. However, when parents are unable to support the school either in general policy or in a specific decision, the school's administration reserves the right to ask the parents to withdraw their child from school for the good of all.

This handbook is not exhaustive and should not be considered comprehensive of all Spirit Life Academy policies. Statements in this handbook are subject to amendment at Spirit Life Academy's discretion. Spirit Life Academy will notify parents/guardians of significant changes when practical.

Spirit Life Academy reserves the right to make immediate changes to this handbook at its discretion.

Purpose of this Handbook

The Spirit Life Academy handbook is published so that students, parents, and staff may be informed of policies and procedures of the school. If changes are necessary during the year, Spirit Life Academy holds the right to amend the contents of this publication.

School Responsibilities: It is the aim of the administration of Spirit Life Academy to provide an excellent location, equipment, and faculty that will make your time and money spent in and on our school rewarding and enjoyable.

School Hours

School hours are from 8:30am to 3:30pm. Students may be dropped off at the front door of the church at 7:30am. At the end of the day student pickup is at the North side of the gym. At 9:00am all doors are locked for safety reasons. Parents must call or ring the door bell for earlier pickup other than the time stated above.

ALL LEVELS

Teachers are available by appointment to talk with parents. Please schedule these times with the appropriate teachers. Tutorials may be provided to students in core subjects weekly or as needed. Individually and collectively, it is our responsibility and privilege to help establish good standards and traditions. The success and satisfaction, which is achieved by students, is dependent on the team effort of staff, parents, and students.

Parent Responsibilities: Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Spirit Life Academy asks parents to:

- Encourage their child to put a high priority on their education and commit to making the most of the educational opportunities the school provides.
- Monitor their child's progress and contact teachers as needed.
- Remove any electronic devices if they are hindering the child's learning experience
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Student Responsibilities at SLA: For achieving a positive learning environment at school and school related activities shall include: attending all classes, daily and on time, being prepared for each class with appropriate materials and assignments, being properly dressed, showing respect towards others, conducting themselves in a responsible manner, refraining from violations of the student code of conduct, obeying all school rules, including safety rules, paying required fees and fines, and cooperating with staff in investigation of disciplinary cases volunteering information when the student has knowledge relating to a serious offense or a threat to safety.

Students Rights: All students first and foremost are expected to conduct themselves in a christian christ-centered manner. Spirit Life Academy shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly, in compliance with our mission and Honor Code. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct. Students are responsible for conducting themselves properly.

About SLA

SLA is unique in its focus, composition, and orientation. SLA aims at educating the whole person: concentrating on the intellectual, spiritual, emotional, moral and physical development of the child. The school provides elementary, middle and secondary educational opportunities on one campus. Students at SLA cultivate a life-long love for learning and service, experience Christian community, and grow in commitment to Gospel values.

The curriculum, ACE School of Tomorrow is centered on personal and vocational goals with the purpose of mastering skills and embracing Christian values.

SLA Purpose

Our Vision

The vision of Spirit Life Academy is to educate children from a Christian viewpoint and to help them become successful productive citizens here in the United States of America.

Our Mission

The mission of Spirit Life Academy is to see A Child come to know Jesus Christ, personally as their Lord and Savior. Our mission is also to see students get a heart for God and a heart for the community and share the gospel of Jesus Christ with everyone they meet. Our mission is to provide a quality Christian education that will prepare the student for life or college or both.

Our Core Values

Faith: We believe there is one God. We believe there is one means of salvation, faith in the blood of Jesus Christ for the forgiveness of sins. We believe every student can learn and grow. We believe every student should experience the presence of the Holy Spirit, helping them to grow, to learn, and to effectively impact the world we live in.

ALL LEVELS

All students are expected to make 80% or higher on each of their paces to continue to the next pace and, the next level. The grading scale for all levels is 94 to 100 is an A, 88 to 93 is a B, and 82-87 is a C. Any scores below 80% means the student must redo that particular pace.

EDUCATION

Philosophy of Education

Spirit Life Academy is a quality ACE School Of Tomorrow school. We believe every student can and shall learn and achieve their goals. To facilitate the learning environment, there is a dress code as outline on our webpage at Spirit Life Learning Center on Facebook. Also, to facilitate the learning environment, bad behavior will be subject to a demerit system, and a good behavior will be rewarded through a merit system, determined by each individual supervisor.

Application

Application of what is learned is directly addressed in the study of the Bible and incorporated into the curriculum of ACE. SLA seeks to integrate Christian faith and Christian values in the pursuit of quality education.

Nondiscrimination Policy

Spirit Life Academy admits students of any sex, race, color, nationality, ethnic origin and religion. No students will be prevented from having all the rights, privileges, programs, and activities generally accorded or made available to any students at the school. The school does not discriminate on the basis of sex, race, gender, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial aid assistance, and other school-administered programs. Vital consideration for student admission centers on willingness of students and parents to accept, support, and contribute their academy and spiritual success as outlined in the Bible.

Admission of Students

Parents who seek a Christian education for their child enter into a contractual agreement between the parent/student and the school and the rules of the school governing all areas of the student's development, as described in the school application. As part of the contractual agreement, there are explicit (expressed) and implicit (implied) expectations placed on both the parent/student and the school.

A student must be three (3) years of age to be admitted into the K3 program. A student must pass the required test to be admitted to Kindergarten. Equally a student must pass the post test to be admitted into 1st grade.

ALL LEVELS

A student must know basic phonics and letters to be admitted into first grade and or pass the Kindergarten post test. Exceptions may be made in the case of a student who has successfully completed Kindergarten in a different state, provided there is a written statement from the school which indicates that the student is prepared for the first grade.

Prior to a student's admission to any grade, the following records/actions are required:

- Official birth certificate
- Immunization record (optional)
- If transferring from another Christian school, a written statement indicating that all financial obligations have been cleared
- Evidence of capability and/or achievement in academics (e.g., report cards, objective test results and conduct records from previous schools)
- Adequate recommendations from previous school/teachers
- Interview with new student and parents by the principal and/or admissions director
- Students must reside with parent(s) or legal guardians while enrolled at SLA

Additional requirements for students seeking admission to SLA High School:

- Students applying to enter grade 12 must be evaluated to see if the student meets SLA's graduation requirement.
- The following high school credits are required: 10th grade: 7.5 credits, 11th grade: 15 credits, 12th grade: 22 credits. The credits must be in areas that will meet SLA graduation requirements.
- Applicants must present a high school transcript for evaluation by the registrar if entering High School.
- Students entering 2nd-9th grade must take the diagnostic ACE test.

A Christian school may refuse to admit a student if tuition is outstanding and/or if financial obligations to another Christian school have not been reconciled.

Home Schooled Students

In the case of students who have been homeschooled and who are seeking admission into a Christian school, proper documentation must be submitted to the school for the purpose of evaluation and placement, including but not limited to:

- Report Cards generated by the Home School Teacher;
- Standardized Test Scores;
- A writing sample, language test and a math test.
- Portfolio of the student's work;
- Recommendation from previous school(s);

The school retains the right to place the student in the grade or courses deemed appropriate in agreement with the parent. If a student enrolled in a Christian school is not demonstrating academic success, the school administration may request that the parents/guardians have their child evaluated through the diagnostic test of ACE School of Tomorrow. If the parents/guardians agree to the evaluation, the school administration, after having reviewed the evaluation and consulting with the parents/guardians, reserves the right to determine if the child can be serviced.

Admission of Students with Academic/Physical Challenges:

The school will, if able, provide students with academic or physical challenges an opportunity for a Christian education, provided that the school has the necessary resources and facilities available. If the student's enrollment is accepted, the school administration reserves the right to determine that if at any time the school is unable to accommodate the student's needs, for his/her benefit their enrollment in the school may be terminated.

Accommodations for Students with Academic/ Physical Challenges:

The parent/guardian assumes the responsibility to provide written documentation to the school that indicates a need for special services for their child. For the benefit of the child, the administration reserves the right to determine if the student's needs can be met and if the student will be allowed to enroll in the school. In order to be placed on an Education Plan, the students must complete testing and then share the testing results with the school. According to Spirit Life Academy policy, testing results and evaluation, including a diagnosis test.

Student Transfers

Transfers Within ACE School of Tomorrow

The transfer of a student from one Christian school to another within the ACE can be effected only after Principals of the schools involved in the transfer have communicated and have agreed to the transfer. A Principal shall not accept enrollment of a student if that student's family has left the school(s) from which they are transferring with an unpaid financial balance.

Students Transferring from Public, Homeschool and Other Nonpublic Schools:

Grade level placement of a student transferring from a public and other state approved nonpublic school is the decision of the Principal and is based on the student's previous academic record, testing, observations, the ACE Diagnostic Test and other means to indicate the grade level placement that is in the best interest of the student.

Students Transferring to Another School:

When a student transfers from a Christian school to another school, a copy of the student's cumulative academic record card shall be sent to the receiving school when the school applies for the records from the school. These records will be released without an onsite parent's signature, since it is assumed that the receiving school has the signature on file. All special education and/or psychological test results which are to be released to a receiving school must include a parent's signed release of the information.

The student's cumulative academic record card and other pertinent information are to be placed as inactive at Spirit Life Academy. The school is to note on the record the date of the transfer, and the reason for the transfer.

Promotions and Retention

Principals shall be responsible for and shall have the authority to place a student in a program commensurate with the student's performance in accordance with existing ACE curriculum. A student is promoted if he/she has satisfactorily completed the work of the current grade.

Elementary Level: To be promoted from one grade level to the next, a student shall attain for the year an average of 80 or above in all subject areas.

Middle School: To be promoted from one grade level to the next, a student shall attain for the year an average of 80 or above in all courses taken.

High School: To receive credit for a course, a student must maintain an average of 80 or above in that course. In High School all courses have either a 1 point or 1/2 point value.

Christian Doctrine: The teaching requirement and importance of Christian Doctrine is an integral part of the curriculum in Spirit Life Academy.

Retention: If a student receives a grade below 80 in any subject area the student must retake the PACE until passed.

The major subject areas are:

Grades 1 - 8 Bible Reading, Word Building, English, and Mathematics, Social Studies, Science Literature;

Graduates of Spirit Life Academy will be able to:

- Understand and apply Christian teaching to the analysis of personal and social issues and share the Church's teaching with others, understand spirituality, and participate in their church.
- Speak and write English clearly and fluently for formal and informal communication.
- Listen to and read English critically, intelligently evaluating the validity of spoken and written arguments; applying modern research methods, and evaluating various source materials.
- Communicate in a Spanish.
- Use critical thinking, mathematical problem-solving, and scientific methods to draw and apply conclusions.
- Apply a comprehensive understanding of our world — its geography, cultures, histories, and the natural and social processes that govern it — to the analysis of current events.
- Conduct and report research across disciplines.
- Use with skill the techniques of an artistic medium.
- Utilize calculators, computers, and the internet as tools for research, word processing, data

management, multimedia presentations, and reference

They are prepared to:

- Participate in the worship and mission of the Church — particularly in service of others — in an active and informed manner.
- Employ the principles and skills of fitness and exercise, wellness, safety, teamwork, and good sportsmanship.
- Lead productive lives marked by respect, generosity and compassion, effective planning and decision-making, fruitful collaboration with others, and functional processes for solving personal, interpersonal and situational problems.
- Succeed at the next level of education or apprenticeship with a career

ACADEMICS

All Students and Parents shall meet with their Supervisor at the beginning of each year to complete, agree upon, and sign the Academic Projections to Graduation Form.

Academic Integrity

In accepting the privilege of a college preparatory education, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity.

At the heart of this ethic is the value of intellectual life: ideas are important, and the exchange of ideas is the central and cherished activity of the academic enterprise. One assumes responsibility for one's own ideas and is entitled to credit for the hard work by which original thought is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to the quality of one's work.

The following are examples of behaviors contradictory to this ethic, are forms of intellectual theft, and will not be condoned, tolerated or overlooked at Spirit Life Academy:

- Copying homework or other assignments for/from another student, including study guides.
- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, phones, "cheat sheets," calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, or clothing to be used or actually used on the assignment or test.
- Copying answers from other students during a test, with or without the students' knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own without citation; Evidence of plagiarism may be determined through Turnitin.com (20%+ excluding quotations and works cited) or by other provable means.
- Unauthorized possession of a copy of a test, answers to a test, or other teacher materials
- Distribution of unauthorized copies of tests, answers to a test, or other teacher materials
- Attempting to deceive by changing a test paper that was previously graded.
- Forgery in connection with academic endeavors or school procedures.
- Using a cell phone during a testing session.

Parents must monitor the use of student cell phones and their contents. The Supervisor will have the right to inspect student cell phones without prior notice. Any questionable content may result in disciplinary action.

All of these activities are considered serious violations of academic integrity. They are grounds for both academic and disciplinary penalties. Any student suspected of cheating will be referred to the Principal.

ALL LEVELS

Report cards will be issued, electronically transmitted and/or transcripts will be mailed only upon payment of all financial obligations. In cases of withdrawal from Spirit Life Academy, a family may request a refund of any prepaid tuition for the months that have not elapsed.

No academic records will be released for students who have outstanding financial obligations with the school.

Academic Probation

New students will be accepted on a probationary basis for the first two quarters. The Principal of SLA may also place any student on academic probation. Parents or guardians would be notified of the student's probationary status and conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school. A student who gives evidence of consistently poor performance during the school year—as reflected, for example, in progress reports or quarterly grades—and whose performance gives little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Spirit Life Academy.

Attendance

Texas State Law grants only the following as legitimate reasons for school absence: sickness, death in the family, health treatment, quarantine, religious observance, and required court appearance. In addition to fulfilling the statutory requirements of Texas Law, regular attendance is essential to guaranteeing a continuous, uninterrupted program of instruction as a basis for academic success. Therefore, Spirit Life Academy cannot condone or approve absence from school for vacations or other nonessential reasons. All absences are reviewed by the Attendance Officer.

The Texas Education Agency has adopted a 90 Percent Rule. This Rule states that students must attend class for 90 percent of the time it is offered in a given school year in order for students to receive credit for the class. Likewise, students must attend school for 90 percent of the time it is in session in a given school year.

Spirit Life Academy Christian school of Corpus Christi, Texas, follows the 90 Percent Rule.

Situations in which students do not meet the 90 Percent Rule in regards to attendance of class and school will be reviewed by the school administration. A determination will be made as to whether the student will be retained or allowed to re-enroll in the school.

Students should arrive to school each day on time and ready to learn. A student is absent for one whole day if he/she has not been in school for at least two hours in the morning and two hours in the afternoon. Families show support for the instructional day when they schedule medical or dental appointments outside of school hours.

For Middle and High School Levels, the class period with the most absences will determine make up sessions. If the student fails to complete the Principal's requirements, a non-credit status for the course will be made permanent and the student will receive no credit (NC). A student shall

be present for classes at least one-half day (4 periods) on the day of a game or school-sponsored event in order to participate. Students are expected to attend all classes the day after an event. At the High School level, any student athlete absent the day after an event must have an acceptable excuse. State law requires school attendance; therefore, we keep complete and accurate attendance records and make sure that students are present. Medical and dental appointments are to be scheduled after school, if possible. A student's absences should not exceed nine (9) per class period during a semester.

Not counted towards the total number of absences are:

- Doctor's visit (written official note required)
- Participation in a school-sponsored activity
- Prolonged illnesses (written medical documentation required)
- Pre-approved college visit (college documentation required)
- Court Date
- Military Testing
- Funeral

Reporting an Absence

When a student is absent for any reason, parents must telephone the School Office by 9:00am on the first day of an absence. The parent should leave his/her child's name, date, and the reason for the absence and follow up by sending a written note upon the student's return. Students arriving at school after 9:00 a.m. or returning from an appointment shall sign in at the front office. If it is during a class period, a tardy slip will be needed to be admitted to class.

Excessive Absences

The parents of students who have accumulated six (6) absences will be notified, by email, that the student has been excessively absent. The parents of students with nine (9) absences will be notified, by email that the student has been excessively absent and will be required to attend a conference with the principal. A student who has excessive absences in any class period may be placed on probation or asked to withdraw from Spirit Life Academy.

Returning to School Following an Absence

Upon return, any student who has been absent shall provide a note to the front office, signed and dated by their parents. Parents should include in their note: the date of the absence, the reason for the absence, and the parent's signature. A note generated by a doctor's office will be sufficient in medical and dental absences. A documented medical absence does not count toward the number of days missed from school. Notes shall be brought or the absence is automatically an unexcused absence.

Leaving campus during the school day

Once a student has arrived at school, that student cannot leave without parent and school permission. If a student must leave school, he/she must sign out with their Supervisor after presenting verifiable parent or guardian written permission. If a student knows in advance that he/she needs to leave during the school day, he/she shall present a note BEFORE first period. Parents should include in their note: the date of the absence, the reason for the absence, and the parent's signature. If a student finds it necessary to leave school during the day because of illness or approved appointments, he/she is

to notify their Supervisor, BEFORE leaving. A student's failure to follow this procedure will result in the student being considered truant.

Arrival and Pickup of Students at School

Students should not arrive on campus before 7:30 A.M. unless directed to report earlier by a teacher or coach. Once students arrive on campus they are not permitted to leave campus until dismissal and are expected to report to first period after opening pledges. At dismissal, students must be picked up by the level's designated time unless involved in an after-school activity. Students who remain on campus beyond these times may not be supervised and do so at their own risk. For the safety of students, if parents find themselves consistently unable to pick up their child within thirty minutes after evening events, their child may be required to discontinue participation in these activities.

Truancy

A student is truant if he/she:

- Is absent from school without the permission of a parent or guardian.
- Is at school but not attending class(es)
- Has obtained permission to report to an approved place, but does not report there.
- Leaves the school grounds once he/she has reported for classes without the permission of the Principal or Assistant Principal. In case of truancy, the student's parent or guardian will be notified immediately. Students will NOT be allowed to make up classwork or tests that are missed due to truancy. Truant students are subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

Religious Observances

In conformity with its mission, Spirit Life Academy invites the student to a greater understanding and appreciation of his/her faith by offering religious worship, instruction, and guidance in the following ways:

- Each day begins with a school-wide reflection and prayer; classes begin with prayer. Opportunities for weekly chapel services are available.

FINANCIAL AND GUARDIANSHIP RESPONSIBILITIES

Guardianship of Children

If there is a ruling on custodial rights of a parent, please inform the school. The school will inform the teacher(s) of the custodial rights. Court ordered documentation must be provided.

Non-Custodial Parents

It is the responsibility of the custodial parent to provide the school, at the time of enrollment, any court order concerning an enrolling student. In the absence of a court order to the contrary, Spirit Life Academy, in compliance with the provisions of the Buckley Amendment, will make available to non-custodial parents all school records associated with the student.

Finances

Parents or guardians are responsible for payment of tuition and any special fees. At registration

time, a family may choose one of the following payment plans: annual, semi-annual, quarterly, or monthly. The second semi-annual payment of tuition shall be made before January 1. . Payment or other arrangements regarding outstanding tuition/fees, must be received/confirmed by the Business Office prior to exams. Default of payment may result in the student being asked to withdraw from the school. Report cards will be issued and/or transcripts will be mailed only upon payment of all financial obligations. In cases of withdrawal from Spirit Life Academy, a family may request a refund of any prepaid tuition for the months that have not elapsed.

Enrollment Fees

The parents or guardians of new and returning students are responsible for paying the enrollment fee. New and transfer students admitted during the school year or enrolling for the next school year must also pay the enrollment fee. These fees are non-refundable.

Enrollment Fee Increases: (Returning students only)

For Spirit Life Academy to operate at its greatest potential, one of the most important details is projecting our enrollment for the upcoming year. Understanding where we stand in relation to our goals is critical to planning for retention of our valued teachers and staff, facility improvements, and technology investments. Without a clear understanding of our enrollment, we cannot make decisions that will profoundly affect the quality of education we will be able to provide in the coming year. Please submit your re-enrollment as soon as possible to avoid increased fees.

Tuition

Tuition may be paid annually, semi-annually, quarterly, or monthly (over ten or eleven months) starting in August and ending in May. Annual tuition is due by August 5, 2024, or the 1st Monday of August. If a tuition payment plan has not been setup with the business office. A business office representative will contact you about making arrangements for tuition payment(s) for the school year.

High School Level (Grades 9 - 12)	\$10,000
Middle Level (Grades 6 - 8)	\$10,000
Elementary Level (Grades 1 - 5)	\$10,000
Elementary Level (Ages 4 and 5)	\$10,000
Elementary Level (Age 3 Full Day)	\$10,000

Scholarships for Tuition will be given and amounts determined by the Board of Spirit Life Fellowship.

SAFETY AND COMMUNICATIONS

Campus-Wide Communication

Communication and cooperation between home and school is vital to the learning environment. Spirit Life Academy relies heavily on the Internet to disseminate information.

Public Website

The Spirit Life Academy website (www.spiritlifelearningcenter.com) is a powerful tool where parents and guardians are able to find news updates and athletic scores, calendar events, reference information. They may also ask for access to our Facebook page.

Weather and School Closing

Severe weather, power outages, or other conditions may require Spirit Life Academy to cancel classes, start late, or close early. In most circumstances the decision to cancel classes or delay start time will be made on the day of the weather event, as it is usually impossible to make the determination the previous night.

Parents will be notified through the Parent Alert text notification system of any school closures, delays, or other emergency information.

Parents should update the school office with any changes in cell phone numbers or email addresses to ensure that they receive the communication and verify that you have selected to receive text alerts within your online enrollment.

Spirit Life Academy will be using the school's Facebook page. Parents may also listen to local radio/TV broadcasts for information about the school's closing and reopening.

Visitors

Access to students on campus: To insure the safety of all students, only individuals listed in the school record as an emergency contact, or those with statutory authority, will be granted access to the student. Individuals may be asked to show a form of ID before being allowed to interact with any student on campus.

Off-Campus Conduct

The administration of Spirit Life Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying. Students involved in inappropriate or illegal behavior off campus face detention, suspension and/or expulsion.

Emergency Drills

During an emergency or "lockdown," students are to follow proper emergency drill guidelines or teacher directions. Teachers will activate the immediate response emergency plan. Students are to remain silent until directions are given by their teacher, the administration, or the police.

Emergency Lockdown Procedure

Spirit Life Academy has a primary responsibility to ensure the safety of students, faculty, and staff on property. In an emergency situation, the school may be placed under "Lockdown." The "Lockdown Procedure" is initiated should a high risk incident involving a hazardous chemical spill; a Situation at the Naval Base, severe weather warning; weapons; student/stranger intrusion; etc. occur on school property or there are circumstances in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff. If a lockdown occurs, parents are asked to remain calm as school and local authorities manage the situation. Parents are asked to adhere to the following:

- Do not contact the school office.
- Do not attempt to pick up your child as no one is permitted to leave and no one, including parents, is allowed on campus.

Although such measures may seem extreme, they have proven effective in ensuring student safety. Parents will be notified through our text notification system with any additional instructions or if the lockdown will last for an extended period of time, or go beyond dismissal time. Students will not be allowed to leave until recommended by the appropriate authorities.

Asbestos in Schools

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, SLA complies with all asbestos management regulations and requirements as contained in the most current, official professional asbestos management inspection report for the school.

STUDENT HEALTH

Immunizations

Immunization shall be current and submitted to the office at time of registration, unless the parent elects to abstain.

Every student enrolled in a Christian School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services, unless the parent elects to abstain. Exceptions to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physician's license number. The statement must state that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or student or any member of the child's or student's household and define that risk. Each vaccine the physician believes is contraindicated must be listed. The exemption statement is valid for only one year from the date signed by the physician and must be resigned and submitted each year. Only statements written on the Physician's letterhead will be accepted.

Student Medical Issuance

A signed parental and physician consent form must be provided before a student will be administered medication (prescription or non-prescription) at school by the school staff. Written consent forms from both a parent/guardian and the student's physician are required for dispensing any medication to a student (both prescription and non-prescription). Consent forms are valid only for the school year and must be signed and resubmitted each year

- The parent is required to bring medicine to the school office.
- Medicine may be administered by non-medical personnel.
- The student is responsible for going to the office to ask for his/her medicine.
- Only medicine prescribed by a licensed physician, dentist, nurse practitioner, or physician's assistant will be administered by authorized school personnel. Parents are welcome to administer medication to their child after first checking in the front office.
- Only medication which is necessary for the child to remain in school will be given during school hours with medication being administered at home whenever possible.
- With the use of cough drops, they must be in the original container, and labeled with the child's name, and written directions from the parent. Parent request for administration of cough drops must be consistent with directions for use on the package.
- Non-prescription (over the counter) medicine must be in its original container, with visible directions, and labeled with the student's name. (Administration of such medicine must be consistent with the container's usage direction.)
- It is the parent's responsibility to pick up unused medicine.
- Medicine with an expired date and unused medicine not picked up by the parent will be disposed of properly. Medicine is not kept in the office from year to year.

- Substitute of medicine from one student's supply to another is never permitted, even if it is the same medicine.
- Both requests and medication shall be kept in the school office.
- A student is not permitted to have any prescription or over the counter medication on his/her person or in his/her possession for self-dispensing.
- Only oral and inhaled medications with properly signed and submitted paperwork will be administered by school staff. With the exception of epinephrine auto-injectors, no injection medications will be administered by school staff. If a student requires an injection medication, parents are welcome to administer at school after checking in with front office.
- An Asthma Action Plan signed by a physician and by the parent is required for students who require the administration (either daily or as needed) of inhalers at school; this plan must be updated, signed and submitted each school year.
- Sunscreens are regulated by the FDA and are to be treated at school like any other medications, with the appropriate medication permission form on file in the school office.

Medication Disclaimer

- SLA is not responsible for adverse drug reactions and/or side effects of properly administered medication that was provided by the parent.
- It is the parent's responsibility to maintain at the school an adequate supply of medication that is needed by the child during the school day.

Life threatening Allergies SLA

For students with life-threatening allergies, it is the responsibility of the anaphylactic or potentially anaphylactic child's parents to inform the school principal of their child's allergy and each child should wear a MedicAlert bracelet that states his or her allergy/allergies. Also, a written individual treatment protocol needs to be established and signed by the child's physician. The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should be delivered to the Office.

Guidelines include:

- Anaphylactic or potentially anaphylactic children who have been issued a prescription for an Epinephrine Auto-Injector shall deliver to the Office.
- Children who are no longer allergic or no longer require an epinephrine auto-injector must present a letter of explanation from their allergist/physician (MD or DO).
- IN THE CASE OF DIABETES AND EPILEPTIC medications, parents must meet with the Supervisor and principal prior to the start of the school year or (in the case of a new diagnosis) before the student returns to school after diagnosis. A plan of action to be used in the event of seizure in school must be formulated by the parent, staff and physician of a student suffering from diabetes or epilepsy. The plan should include conditions for parent notification and/or emergency medical assistance. Diastat (or any other rectally administered medication) cannot be administered by school staff.

Classroom and Food Precautions:

1. Parents are solely responsible for their child's lunch.
2. Given that anaphylaxis can be triggered at by minute amounts of allergen, anaphylactic children must be encouraged to follow certain guidelines:
 - Eat only food which they have brought from home unless it is packaged and clearly labeled

and approved by their parents

- Wash hands before eating
- Do not share food, utensils or containers
- Place food on a napkin or wax paper rather than in direct contact with a desk or table

Communicable Diseases

Cases of communicable diseases should be reported to the school as soon as possible. If a student contracts a highly contagious disease (e.g. strep throat, influenza, infectious gastroenteritis, pink eye, impetigo, COVID-19, RSV), the student will not be allowed to attend school and will not be allowed to return to school until symptoms improve and the student is fever-free for 24 hours without the use of fever-reducing medications. A student must remain home if he/she has a temperature of 100° or more, vomiting and/or diarrhea. For illness-specific guidelines, please contact the school office.

Asthma and Food Allergies

It is the parent's responsibility to contact the school staff regarding his/her child's asthma and/or food allergies. The staff will advise the parent about the school's procedures for the on-campus care of the child's asthma and/or food allergies.

STUDENT BEHAVIOR

A student at SLA is expected to maintain standards of behavior at all times. This includes during and after school hours.

Student Threat of Violence or Threat to Cause Harm

There will be zero tolerance for threats of violence at SLA. Any written, verbal, gestured, or symbolic threat of violence or threat to cause harm will be taken seriously and acted upon immediately with an investigation. Threats or plots against other students or the school WILL NOT be discounted as typical youthful talk and will result in swift and serious disciplinary action, up to and including expulsion. Any person who witnesses or observes such behavior should immediately notify the school principal.

Definition: A threat is a communication on of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Also threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act.

If a student hits another student they are subject to an automatic 1 day school suspension. If the student hits another student again they are subject to an automatic 3 day school suspension. If the student hits another student a third time, they will be expelled. Re-enrollment determination will not occur until after 5 days, a parent meeting of all parents involved, and then that staff will discuss and decide to affirm the expulsion or resend it, after parent approval.

Criminal Behavior

Any student having pending litigation of felony or misdemeanor charges may be withdrawn at the discretion of the administration.

Detention

Teachers or Principals may detain students after school for classroom misconduct or failure to fulfill academic obligations. The student must report to the teacher at the time and place designated. A student's failure to attend an assigned detention will result in a referral to the Principal. This referral will result in disciplinary detention.

Disrespect

Disrespectful behavior towards a member of the faculty or staff, another student, or a guest of the school is destructive of the community of love and acceptance Spirit Life Academy endeavors to build. Disrespect includes, but is not limited to, the use of abusive or vulgar language, comments or action of an inappropriate nature. Students who act disrespectfully are subject to serious disciplinary consequences.

Weapons and Dangerous Materials

In furtherance of the overall philosophy, goals and objectives of the Christian educational experience, SLA expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school sponsored activities. This policy applies to all students, teachers, administrators, other personnel in the school and visitors.

As defined by law, a deadly weapon is "any instrument, device, or thing capable of inflicting death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon." This policy includes but is not limited to weapons as defined in chapter 46, title 10 of the Texas penal code.

Public Displays of Affection

Public demonstrations of affection are not appropriate to the school setting such as, but not limited to, kissing, clinging, sitting on another person's lap, inappropriate embraces, inappropriate touching and other displays of romantic affection are not appropriate to the academic setting. A second reminder in this regard may result in a parent conference and possible disciplinary action. Repeated non-compliance will result in referral to the principal.

Anti-Intimidation and Anti-Bullying

Spirit Life Academy is committed to maintaining an atmosphere that is free from violence, intimidation, and social pressure, where faculty, staff, parents, and students can together comfortably form community, express their best selves, and be affirmed in the dignity of each person as a child of a loving God. Spirit Life Academy does not condone any form of bullying, violence, or intimidation occurring between member of the school community during the school day, outside the school, or at school-sponsored events. Such conduct over a period of time is demeaning, undermining, and damaging to the social and emotional well-being of each member of the school community, interfering with a student's education. Likewise, the school does not condone bullying or intimidating, overly or subtly (in person or via electronic or other means) any student, parent, or employee.

Spirit Life Academy considers acts of intimidation or bullying to be contrary to the Church's

teaching on the dignity of the human person. We believe in the Words of Jesus “The foremost is, ‘Hear, Israel! The Lord is our God, the Lord is one; [30] and you shall love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength.’ [31] The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.”. Mark 12:29-31. Any student who hits another student the first time receives 1 day suspension, if it is repeated they receive 3 day suspension, if it happens a third time the student is suspended, and will not return without a parent to parent meeting and all are in agreement.

Students Determined to be At-Risk

Spirit Life Academy recognizes that, unfortunately, depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological difficulties of depression may not benefit fully from the educational program of the schools without proper attention, and a student who has attempted self-destruction may pose a danger to both himself/herself and to other students. The school directs all school personnel to be alert to the student who exhibits signs of unusual depression or threatens suicide, some other form of harm to himself/herself, or another person on campus. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. The Principal, in consultation with a guidance counselor or member of the campus ministry staff, acting with great pastoral sensitivity, will address concerns brought to the school’s attention. The following are the steps that may be followed as needed:

- Determine the validity and severity of any report made about or from any student deemed to be at risk.
- Interview the student to further understand the situation
- Inform the appropriate parent, guardian, or agency of the concern
- Require that the student undergo a professional psychological assessment and that the parents commit to sign a waiver allowing the mental health professional to discuss the results with school officials. The school will require a written clearance from the mental health professional

Outcomes:

- If it is determined that the student is of no harm to himself/herself, the student should return to full attendance and participation at school;
- Should participation be limited by any diagnosis, the Principal will determine whether a plan can be put in place to address the student’s needs;
- In the event that the student is not cleared to return to school, the student may be placed on home study during the time of treatment or rehabilitation;
- If the student, parent, or guardian is not able to comply with the school’s requirements, the student would be asked to withdraw from school.

Human Sexuality Guiding Principles

Mission

Christian Schools are called to be places of evangelization, where students and families encounter Jesus Christ, and where each person is loved, dignified, and celebrated as a unique child of God. Central to this mission, Spirit Life Academy is committed to the formation of the whole child where students develop spiritually, intellectually, socially, and morally. Fornication is a sin and will therefore not be tolerated.

Concerns of Gender Identity

The word “gender” is commonly used synonymously with the word “sex” but over time it has been changed to mean a person’s socio-cultural role apart from their biological sex. The Church does not support this division and views gender (one’s outward manifestation of sexuality) as inseparable from one’s biological sex.

Spirit Life Academy will relate to each student in a way that is respectful of and consistent with each student’s biological sex as indicated on his or her state-issued birth certificate.

Alcohol, Drugs, Tobacco, and Vaping Devices

Policy: Non of the above are permitted in the school and are grounds for immediate dismissal.

GRIEVANCES

Voluntary Withdrawal from School

Parents may consider voluntary withdrawal from SLA. Voluntary withdrawal does not in any way secure a student’s ability to regain admission at Spirit Life Academy. Any pre-paid balance of tuition will be refunded to the parent or person who has financial responsibility for the student within ten (10) days. Enrollment and other fees are non-refundable.

No official documents (transcripts, report cards, etc.) will be released until the SLA Central Office issues a written statement that ALL financial obligations to the school have been paid.

The written statement of clearance will be issued when the following procedures have been completed:

- The student’s parent contacts an administrator to begin the withdrawal process.
- All issued books and/or equipment are returned to the main office or designated staff member.
- All library books are returned and payment of fines is made.
- All other school property is returned and/or paid for.
- Payment of tuition, fines, and/or other financial obligations is made.
- An exit interview with the principal or designated administrator is conducted.

Voluntary Withdrawal from School because of Serious Disciplinary Situations:

The parents of a student in serious disciplinary situations may consider voluntary withdrawal from school. Voluntary withdrawal does not in any way secure a student’s ability to regain admission at Spirit Life Academy. Especially in grievous cases involving violations of the law, where students are withdrawn voluntarily, it is unlikely that re-admission will be offered in the future.

Parental Complaint Procedure and Administrative Chain of Command

Spirit Life Academy is committed to fostering an environment that promotes a positive relationship between parent, student, teachers, coaches, and administration. It strives to have a mutual understanding of the mission, goals and core values of the Academy as a center of Christian education and formation. The relationships of parents, students, teachers, coaches, and administration are contractual in nature and therefore, binding to all parties. At the conclusion of the process, all parties have the right to end the contract. As stated in the application if a parent can no longer support the decisions of the school it will result in the immediate termination of the student as a part of Spirit Life Academy.

Grievance Procedure

All parents agree by admittance into Spirit Life Fellowship that the only recourse for disputes is arbitration. All parents waive the right to legal suit in a court of law through their child attending Spirit Life Fellowship, including any issues that arise during or after they are a student at Spirit Life Academy. The arbitration of the Official Board will be considered final.

Hardware and peripherals are not to be relocated or removed from the Spirit Life Fellowship / Academy campus. Students and his/her parent(s) accept the financial responsibility and will reimburse Spirit Life Academy for damage to equipment and material, which result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. While on campus, any use of technology resources or a student's possession of technology resources must be pre-approved by a member of the Spirit Life Academy faculty, staff, or administration and are only allowed to be used for educational purposes. It is the responsibility of the students to ensure that any personal storage device brought from outside the school is virus free and does not contain any unauthorized or inappropriate files that are not an educational resource or do not support an academic purpose.

Students are assigned an individual login account to the network and other educational resources, and are held responsible for his/her actions and activity within each account. Students should take all reasonable precautions to prevent others from being able to access his/her account. Students may not use an account owned by another user for any reason. A member of the Spirit Life Academy faculty, staff, or administration must be notified immediately if a student has identified a possible security problem.

Students are not to access, copy, modify, or delete programs or files that belong to others or the school without prior authorization by administration. Students may not attempt to gain unauthorized access, look for security problems, or go beyond their authorized access to any part of the SLA network -- even if only for the purpose of "browsing." Access to the Internet is available and students accept responsibility for appropriate use of this resource.

While at SLA Students are not to access personal e-mail accounts, personal student web pages, game sites, or any Internet applications that include instant messaging and/or chat rooms. Each student is expected to use such access within the approved educational purposes for which he/she is granted. It must be understood that it is impossible for the school to eliminate access to all controversial materials, despite strict monitoring. Spirit Life Academy shall not be held liable for user misuse of the Internet.

A student's online or digital behavior, both in and outside of school, can directly affect the learning environment that Spirit Life Academy strives to provide. The student code of conduct and the restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages (including personal social networking sites). Students will not knowingly or recklessly post false or defamatory information about Spirit Life Academy, Board of Spirit Life Fellowship. Students may not knowingly or recklessly post false or defamatory information about any person, including, but not limited to, a student, parent, faculty, staff, or administrator of Spirit Life Academy. A student will not use the Internet or network to access or send material, which is racist, defamatory, obscene (pornographic), advocates violence, or discrimination against other people (hate literature).

Spirit Life Academy reserves the right to monitor and track all computer usage. Students shall not have any expectation of privacy in connection with his/her use of the Internet. This policy is subject to change or be revised at the discretion of the Spirit Life Academy

administration.

I, the Enrollment-Responsible Parent, through this electronic signature agree to the stated terms of responsibility stated in the Acceptable Use Policy and understand that Spirit Life Fellowship Academy reserves the right to monitor and log all activity for security purposes. I agree that any form of personal technology resources are subject to search by administration at any time. I acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. I understand that the violation of the rules can result in termination of access and consequences that include, but are not limited to, expulsion.

Parent's /Guardian's Signature: _____ Date: _____

I, the Enrollee, through this electronic signature agree to the stated terms of responsibility stated in the Acceptable Use Policy and understand that Spirit Life Academy reserves the right to monitor and log all activity for security purposes. I agree that any form of personal technology resources are subject to search by administration at any time. I acknowledge and accept financial responsibility for damage to property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. I understand that the violation of the rules can result in termination of access and consequences that include, but are not limited to, expulsion.

Student's Signature: _____ Date: _____

Student Handbook Acknowledgement Form

Student's Last Name _____ First Name _____

Middle Name _____ Grade _____

Please read each item thoroughly and initial on the corresponding line. Students and parent(s) are required to initial each line and provide a signature and date at the bottom before submission.

I/We acknowledge receipt of the Spirit Life Academy Student Handbook.

I/We acknowledge that I have read and understood the Release of Student Information. Unless otherwise stated in writing and attached to this acknowledgment form upon submission, I/We consent to the Release of Student Information and grant Spirit Life Academy permission to use my child's likeness, image, name, grade, or video as specified above. I/We acknowledge that it is our responsibility to become familiar with the contents of the Student Handbook, including the policies, rules, and procedures. I/We agree that Spirit Life Academy is not responsible for misplaced, lost, damaged, or stolen personal technology resources. I/We agree that any form of personal technology resources are subject to search by administration at any time. Violation of the rules can result in termination of access and consequences that include but are not limited to expulsion. I/We acknowledge and accept financial responsibility for damage to Spirit Life Academy property, equipment, or other materials that result from intentional abuse, gross negligence, misbehavior, or failure to follow instructions. I/We acknowledge that it is our responsibility to support the school's policies and philosophies. By signing the Acknowledgement Form of the student handbook, (I/we) agree to the above-stated/aforementioned terms of responsibility.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

Dress Code. All students will follow the dress code as laid out at the beginning of each year by staff. This dress code is subject to change, and proper notification will be given to the parents.