

# **WELCOME TO SHELIA DANIELS CHRISTIAN ACADEMY**

## **INTRODUCTION**

*The Shelia Daniels Christian Academy (SDCA) offers a traditional, Christ-centered, educational setting for the cultivating of knowledge, creativity, character and wisdom.*

*Distinctively Christian and aligned with the Truth of God's Word, SDCA seeks to cultivate godly growth within each child. Academic and spiritual standards are high to provide the springboard for truly creative expression. Every student receives personal attention from qualified teachers, who are prepared to give each student a thorough education.*

*Our goal is to prepare the leaders of tomorrow to stand firm in their own faith and to bring Christ-honoring wisdom and truth to a needy and diverse world. SDCA's mission is also to engage and inspire all students to achieve challenging goals and aspirations.*

## **ADMISSION**

SDCA welcomes students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at the school. It does not discriminate in the administration of its educational policies, admissions policies, athletic or any other school administered programs.

## **STUDENT ENROLLMENT**

*1<sup>st</sup> – 5<sup>th</sup> Grades*

All prospective students are required to take an entrance exam. There is a non-refundable fee for testing that must be paid the day the test is given.

## **ORIENTATION DAY**

Orientation is mandatory for all parents and/or guardians. Students and parent's orientation will be held on Thursday at 7:30 pm the week prior to the first day of school. Students must also attend orientation. Make-up orientation is held at 1:00 pm on the first day of school with a late fee of \$25.00. Students cannot attend school until an orientation has been given.

## **SCHOOL HOURS**

**1<sup>ST</sup> – 5<sup>TH</sup> GRADES**

Regular school hours are from 8:30 a.m. to 3:30 p.m. for Elementary students. Students may be dropped off as early as 8:00 a.m.

Students are to be picked up promptly at the time of dismissal if not in the Extended Care Program.

## **EXTENDED CARE PROGRAM**

Extended Care is available both before and after the regular school hours. A Pick-Up List must be filled out for a student to be in the Extended Care Program. All students must be signed in and out of school if in Extended Care. Only the persons listed on the Pick-Up List will be allowed to pick-up students after school. An identification card must be shown at the time of pick-up. For the safety of each student, SDCA will not release the student without written or verbal permission from the parent/guardian the student lives with.

Extended Care AM (Before School) 6:00 a.m. – 8:00 a.m.	\$55.00 per month/per child
Extended Care PM (After School) 4:00 p.m. – 6:00 p.m.	\$85.00 per month/ per child
Combined Extended Care AM and PM	\$110.00 per month/ per child

***If the student is not picked up by 6:00 p.m., the cost is \$5.00 per minute/ per child beginning at 6:01 p.m.***

Drop-In Care: This is for students that are not enrolled in the Extended Care Program and occasionally need to come early or stay late. Parents may use the drop-in care service by notifying the administrative office (verbally or in writing) ahead of time.

Drop-In AM (Before School) before 8:00 a.m.	\$10.00 per day/per child
Drop-In PM (After School) after 4:00 p.m.	\$10.00 per day/per child

If you choose to use Extended Care, the total yearly charge will be added to the tuition and included in the FACTS payment amount. (See Financial Policies to learn more about FACTS)

## **FIRST DAY OF SCHOOL**

The first day of school is a ½ day. Classes begin at 8:30 a.m. and dismissal will be promptly at 12:00 p.m. Extended Care PM (After School) is not available the first day of school. **\*Parents are able to pick up their child as early as 11:30 am.**

***If the student is not picked up by 12:00 p.m., the cost is \$5.00 per minute/per child beginning at 12:01p.m.***

For the first day of school, it is best for the parent to leave the student with the teacher. When the parent remains in the classroom it makes the period of adjustment more difficult for both the student and the teacher. Hall monitors are posted in the halls to direct each student to the appropriate classroom.

**EARLY DISMISSAL** – See the school calendar for days of early dismissal. Extended Care PM is unavailable on days of early dismissal, check the calendar. **\*Parents are able to pick up their child as early as 11:30 am.**

**REGULAR DISMISSAL** – Dismissal is at 3:30 p.m.

**LAST DAY OF SCHOOL** – All students are dismissed at 12:00 p.m. Please refer to the school calendar. **No Extended Care PM (After School)**

## **ATTENDANCE**

Students will be counted absent for the school day if they must leave before 11:00 a.m.  
Students will be counted present for half of the school day if they leave after 11:00 a.m.

## **TARDINESS**

Tardiness is disruptive to the classroom and also has an adverse effect on your child's educational progress.

Any student arriving at or after 8:30 a.m. must report to the main office and have a note stating the reason for tardiness before going to the classroom. An excused tardy will be issued for student illness, death in the family, doctor and dentist appointments or school sponsored events or activities. When a student is marked tardy (excused or unexcused) in any grading period, that student will be expected to make up all missed class work. Any student without a note or phone call from a parent will receive an unexcused tardy when arriving at or after 8:30 a.m. Excessive tardiness can cause grades to be lower.

## **TARDY POLICY**

- a. 1<sup>st</sup> = Warning
- b. 2<sup>nd</sup> = Warning and notification to parent that 3<sup>rd</sup> tardy will result in a detention
- c. 3<sup>rd</sup> = Detention to be served the same day  
\*Every 3<sup>rd</sup> tardy equals one day absence and a zero for the day in the class tardy.
- d. 4<sup>th</sup> = Detention to be served the same day and notification to parent that the next tardy may result in suspension.
- e. 5<sup>th</sup> = considered excessive

Excessive tardiness (5 or more) in one grading period may result in suspension and/or a failing grade.

## **ABSENTEEISM**

In case of absence, the day the student returns, the parent should send a dated note to the teacher explaining the reason for the absence. There are no excused absences except for student illness, death in the family, doctor and dentist appointments or school sponsored events or activities. Students absent three (3) or more consecutive days due to illness need doctor's release to return to school. If a parent finds that an unexcused absence will be unavoidable, arrangements should be made in advance with the teacher to make up work before the absence. Unexcused absences during final exams will lower the semester grade a full letter grade.

Unexcused absences for which prior arrangements have not been made will result in zeros in all classes for that day. No refunds on tuition are made because of absences. Any student who is absent 16 or more days within a quarter may not pass that quarter.

A student who has been suspended from school for any reason will receive zeros for any classes missed and may not be permitted to make up exams missed.

## **ACADEMICS**

### **THE BIBLE**

Bible class is recognized here as having fundamental importance and is a required subject. It augments the study of English, History, Geography and Science. Without knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life and is the only hope for the life to come. No other book enriches the minds and hearts of men as “The Book of Books.”

Knowledge of the Bible is one of the greatest educational assets one can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

### **CURRICULUM**

Various textbooks are used. Each text is used to stimulate and challenge the young mind in the following core subjects: Math, Science, Language, History, Bible, Latin and Reading.

### **ACADEMIC PROBATION**

SDCA seeks to promote academic excellence in all subject matter. Any student receiving a D or F in a nine week period will be put on academic probation (excluding physical education, music and art). If the grade is not brought up to a least a C by the end of the following quarter, the student may be dismissed from the school.

### **PROMOTION**

Students will be promoted to the next grade provided he/she has successfully passed all subject matter. A student may be retained for failing grades (D or F) in any subject matter. If a student is borderline academically and displays a distinct lack of maturity for his/her age, he/she may be subject to repeating the grade.

### **HOMEWORK**

SDCA believes that homework is an integral part of the school program. Therefore, each student is required to complete his/her homework assignments on time. Students should be in a quiet place to complete assignments at home. Parents should sign all graded papers that come home and return them to the teacher.

The full cooperation of the parent is expected in seeing that assignments are completed. Failure to complete homework will affect the student’s daily grade and will result in the following disciplinary actions:

### **Homework Policy**

- a. 1<sup>st</sup> = missing homework pink slip
- b. 2<sup>nd</sup> consecutive = Detention slip sent home (to be signed by parent) to be served the next day. A parent phone call with a warning of In School Suspension (ISS).
- c. 3<sup>rd</sup> consecutive = ISS

*After ISS has been given and missing homework continues a Parent/Teacher Conference will be held to discuss any further action that may need to be taken.*

### **ADDITIONAL ENRICHMENT PROGRAM**

SDCA will provide enrichment activities as well as additional individual help, based on student's needs.

### **REPORT CARDS**

Report cards will be issued at the end of each nine weeks. The report card is handed out at Parent-Teacher Conferences, which will be held after a grading period ends. Reports cards should be signed and returned no later than two days after the Parent-Teacher Conference.

**Important Notice: Final report cards will be mailed home the week after the last day of school, unless financial obligations have not been met.**

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are held following each nine-week grading period at the required time established by the teacher and parent. They are intended to help parents understand new concepts that will be taught during the upcoming grading period.

This, in turn, will help the parent at home clarify homework and reviews. Every parent is **required** to attend **each** conference for the benefit of his/her child. Children should not attend the Parent-Teacher Conferences.

### **VISITATION**

All visitors **must** register and get a visitors pass from the main office upon entering the building. Parents are welcome to visit classrooms at anytime.

Parents are required to check in at the school office if they need to leave anything for the student or teacher, or when picking up a student early. Please do not go directly to the classroom, as this interrupts teaching. An SDCA employee will ensure that your child receives any items brought to the school.

## FINANCIAL POLICIES

Tuition payments through FACTS Tuition Management Company must be paid on time. Please refer to your FACTS agreement for details on charges applied by FACTS to your account for missed payments. Should there be insufficient funds, SDCA will charge \$35.00.

There is a \$35.00 charge for all checks returned to SDCA by your bank for any reason. If two checks are returned, the account is on a cash basis only. We are unable to accept postdated checks.

### FEES AND TUITION

The registration fee is \$180.00 May 1<sup>st</sup> - June 30<sup>th</sup> and increases to \$225.00 July 1<sup>st</sup> which must be paid at the time of registration. This fee is non-refundable and non-transferable. The following will be effective immediately:

- I. Families that are registered tithing members of The Sign of the Dove Church, with children enrolled in the full-time program at SDCA, shall receive the benefit of a reduced rate of tuition to be determined annually.
- II. Non-members of The Sign of the Dove Church with children enrolled in the full-time program at SDCA shall make tuition payments equal to the total cost for educating each child in attendance.
- III. A multiple-sibling reduced rate, determined by the school, will be given for additional siblings enrolled in Kindergarten through Fifth Grades. (*Does not apply to TSOD members*)
- IV. During the month of March, current students may pre-register for the fall and receive a pre-registration discount. Siblings of current students may register for the upcoming year at this time and also receive a pre-registration discount. (*Discount to be determined annually*)
- V. All families shall be expected to make tuition payments according to one of the following payment plans. (Each family must choose their preferred manner of payment each year.)

Options for payment include:

- A. **Full Payment.** Under this plan, the entire amount of tuition is paid. Provided that the payment is made on time, a 5% discount is applied to the cost of tuition for each child enrolled. Payments should be made directly to the school office.
- B. **Monthly Payments.** Under this plan, the entire amount of tuition is paid monthly over a ten (10) month period beginning in August through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month. **Facts will not be canceled until your account is at a zero balance.**

## **LATE REGISTRATION**

Families registering after July 1<sup>st</sup> are expected to fulfill their tuition obligation according to the tuition policy stated above. **Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the school. Students having attended one day or more of any period will owe the full period's tuition.**

## **WITHDRAWALS**

All withdrawals from the school must go through the school office. *Students having attended one day or more of any period will owe the full period's tuition. Book fees are non-refundable.*

## **TUITION DELINQUENCY**

A tuition payment is delinquent the first time there is a missed payment with FACTS. SDCA will charge \$35.00 each time a missed payment occurs.

If at anytime the checking or savings account FACTS has been authorized to withdraw funds has been closed or frozen without prior arrangements being made with the school office, the account will immediately be considered delinquent. A \$35.00 delinquency fee will be charged monthly and the student will not be allowed in school until account is current.

When an invoice for charges other than tuition is not paid within thirty (30) days, the account is delinquent. *There is a \$35 late charge that will be assessed to your account if payments are not made within the thirty (30) days.*

When an account is delinquent, student(s) will not be allowed in class. When the account is made current, student(s) will be allowed back in class. It is the responsibility of the parent/guardian to make arrangements with the teacher for the student to make up all missed assignments and tests.

## **DELINQUENT TUITION FROM PREVIOUS YEARS**

All previously unpaid tuition must be paid by August 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the school.

## **FUNDRAISING**

SDCA is committed to keeping low tuition rates for the benefit of each parent. For this reason, we conduct fundraising projects and anticipate each child and/or parent's participation in helping raise additional funds needed for the designated school projects. The school does not receive federal assistance. SDCA relies heavily on the ability to fundraise in order to purchase items needed for the school and to keep the cost of tuition affordable. Parents are **required** to raise at least \$500.00. This is the minimum requirement of monies for each family.

## **MANDATORY FUNDRAISING**

*\$500.00 per year per family*

The \$500.00 fundraising fee will be included in your FACTS payment which will equal out to \$50.00 a month. Any amount raised during the school year will be reimbursed at the end of each semester; up to \$500.00 only.

**\*\$250.00 of fundraising money is due by the end of the first semester while the other \$250.00 is due by the end of April.**

## **GRADUATION FEES**

*\$50.00 per student (Price is subject to change without notice.)*

Graduation fees apply to Kindergarten and Fifth grade. **No student will be permitted to participate in the graduation program if his/her account has a balance.**

## **HEALTH AND SAFETY**

### **HEALTH FORM AND CERTIFICATION OF IMMUNIZATION**

Illinois law requires all students attending school in Illinois for the first time to have a physical examination prior to entering an Illinois school.

Illinois law also requires a physical examination form and a certificate of immunization for all students entering 5<sup>th</sup> Grade. The health form is to be completed by your physician **within the 12-month period prior to entering 5<sup>th</sup> Grade.**

If the physical examination is given outside the State of Illinois, the physical examination report must be verified to prove the immunizations given meets Illinois standards. If the physical examination is given in Illinois, an Illinois Certificate of Immunization is also required. This is obtained upon presentation of an up-to-date shot record.

Immunization and physicals can be taken care of through a private physician or local health department authorities.

The state of Illinois requires all 2<sup>nd</sup> grade students to receive a dental exam. Each child is required to show proof of a dental exam during the school year, or SDCA may hold the child's report card.

### **ILLNESS**

For the welfare of the child and others in the school, a **student should not be sent to school if he/she is ill.** If a student requires medication during school hours and SDCA does not have signed authorization to administer the medicine, it will be necessary for an adult to come to the school to administer the medicine. Teachers cannot be held responsible for carrying out these duties.

### **VISION**

The state of Illinois requires all new students to the Illinois school system to receive a vision exam. Students are required to show proof of the vision exam during the school year. Failure to submit proof of the vision exam may result in SDCA withholding the child's report card.

### **COMMUNICABLE DISEASES**

SDCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall be used to refer to an illness, which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. *An independent physician's examination of the student or employee to verify the diagnosis of communicable disease may be required if the nature of the disease and circumstances warrant.* SDCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **LUNCH/SNACKS**

SDCA does not have a hot lunch program, therefore, all snacks and lunches must be provided by parents.

### **CAFETERIA RULES:**

1. All students with sack lunches must be seated.
2. Eat only in the cafeteria; do not take food from the cafeteria.
3. Deposit all litter in the trash containers.
4. Pick up trash in the area where you eat.
5. Cooperate with the cafeteria staff and supervisors.
6. Remain in the cafeteria sitting quietly when you are done eating until dismissed by the supervisor.
7. Practice good table manners.
8. Maintain an appropriate noise level.
9. No student is allowed to leave campus for lunch unless supervised by a parent.

### **SENDING MONEY TO SCHOOL**

#### **FIELD TRIP AND CLASS MONEY**

Money for field trips, dress down Fridays, and/or class parties\* ***should be given to the teacher*** in a sealed envelope with the information listed below on the envelope. If sending money for siblings, please put the monies in separate envelopes for each student to give to his/her teacher.

Payee's Name  
Child's Name  
Amount (and purpose)  
Teacher

The above mentioned cases are the only times teachers should receive money from parents. Money for any other reason should always be sent in a sealed envelope and turned into the school office.

***\*Please send cash for class parties because each teacher makes his/her own purchases for the parties. It is not done through the administrative office.***

## DISCIPLINE

Effective classroom discipline is a necessary ingredient for a good learning environment. Discipline at SDCA is not only to achieve this goal, but also to help the students learn self-discipline and good character traits. The teacher is responsible to maintain appropriate classroom behavior. To maintain a good learning environment, students are expected to conduct themselves appropriately.

SDCA works in cooperation with parents to promote respect for authority and one another. SDCA reserves the right to make disciplinary decisions based upon the policies of the school. SDCA expects parents/guardians to agree that they will cooperate and discipline their students in the home as needed.

### DISCIPLINARY PROCEDURES:

**Minor Offenses** – Horseplay, Insubordination, Provoking/Antagonizing another student, Disrespect, Failure to serve detention, Loitering, Disruption, Indecency, etc. Consequences consist of and are not limited to:

- a. Verbal warning
- b. Verbal warning with parent notification
- c. Detention with parent notification
- d. Parent/Teacher/Student Conference
- e. Out of School Suspension

**Major Offenses** – Bullying, Tobacco Possession, Cheating, Threatening/Intimidation of another student, Verbal Obscenity, Firework Possession, Plagiarism, Blatant disrespect, Fighting, Threatening/Intimidation of a staff member, Verbal Sexual Harassment, Multiple Infractions, Arson, Battery to a staff member, Battery to a student, Bomb threat, Possession of controlled substance, Possession of Explosives, Extortion, Forgery, Gang activities, Multiple suspensions, Weapon possession, Vandalism, etc. Consequences consist of and are not limited to:

- a. Suspension with Parent/Teacher Conference
- b. Report to Police/Fire Department
- c. Restitution
- d. Parent/Teacher/Administrator Conference
- e. Expulsion

Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Student's book bags or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Law enforcement will be notified for any drug, firearm, and battery violations. Students who do not report wrongdoing may be subject to disciplinary action. SDCA expects full cooperation from both student and parent(s) in this area.

Attendance at SDCA is a privilege, not a right. Students forfeit this privilege if they do not conform to the school's standards.

## **DETENTIONS**

Detentions are 30 minutes long and will be served in either the morning or after school. The detention is served the following day of it being issued in some cases. A detention notice is sent home to the parent as to when and why a detention must be served. Failure to return the detention notice will result in a parent being called and a second detention issued.

## **SUSPENSIONS**

The Administration will determine the length of an out of school suspension. Students will not be allowed to return to school without parent accompaniment and a meeting with the Principal. The Principal may then grant permission for the student to return to class. A student with a number of suspensions will be recommended for expulsion.

## **STUDENT UNIFORM POLICY**

Students are required to be in uniform Monday through Friday. Students that are not in uniform will be sent home. Girls and boys must have clean uniforms and all black non-scuff shoes. Gym shoes are required for gym but are not allowed as the uniform shoe. ALL student belongings should be labeled, including uniform clothing, coats, school supplies, shoes, etc.

*\*Please carefully examine your child's uniform throughout the school year. Some students tend to outgrow their uniforms. Because of this, new shoes or new uniforms may need to be purchased in order for your child to look neat and presentable.*

### **1<sup>ST</sup> – 3<sup>RD</sup> GRADE GIRL'S DRESS CODE**

- Burgundy and gray plaid drop waist jumper (hem can be no higher than one inch above the knee)
- White blouse with peter pan collar; long or short sleeves (white turtle neck permitted during the winter months)
- White, gray or burgundy cardigan (button down or zip) uniform sweater only\*
- White socks only
- Burgundy, black, white or gray tights
- Black, non-scuff dress shoes

### **4<sup>TH</sup> – 5<sup>TH</sup> GRADE GIRL'S DRESS CODE**

- Burgundy and gray plaid skirt (hem can be no higher than one inch above the knee)
- White blouse with a collar; long or short sleeves or white polo shirt with collar (white turtle neck permitted during the winter months)
- White, gray or burgundy cardigan (button down or zip) uniform sweater only\*
- White socks only
- Burgundy, black, white, or gray tights
- Black, non-scuff dress shoes

## **BOY'S DRESS CODE**

- Light gray uniform slacks; knee-length uniform shorts in warm weather
- White or burgundy polo shirt; long or short sleeves  
**Shirts should always be tucked in.**
- Black belt with uniform pants
- Hair should be kept neatly trimmed (above ears). No designs, braids in hair, or fad hairstyles
- Black, burgundy, or gray socks
- Black dress shoes with non-scuff soles
- Burgundy or gray cardigan (button down or zip) uniform sweater only\*

Failure to adhere to the above mentioned dress code will result in the following disciplinary actions:

## **UNIFORM POLICY**

- 1<sup>st</sup> Time = Dress Code Violation
- 2<sup>nd</sup> Time = Detention and Parent called
- 3<sup>rd</sup> Time = Parent/Teacher/Administrator Conference and may result in suspension

No tattoos (permanent or temporary) or body piercing are permitted. Students should be well groomed. Personal hygiene is very important.

***\*No sweatshirts, hooded sweatshirts, or jackets are to be worn during school. Exceptions will be made for SDCA paraphernalia by the Administration only. SDCA sweatshirts may only be worn from November through March.***

## **NON-UNIFORM DAYS**

***Field Trip Days*** –Students are required to wear their school field trip shirts to all outside activities. (Blue jeans are acceptable)

Field trips are scheduled throughout the school year. Though we consider them to be a part of your child's learning experience, they are not mandatory. If your child does not participate in the field trips, there is no childcare available and therefore your child will be counted as absent.

***Dress Down Fridays*** – The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be restricted from attending class if their attire includes any of the following:

- Low cut tops, sleeveless tops, exposed midriffs, off-the-shoulder tops that reveal tank tops and straps.
- Low pants exposing undergarments or extremely over-sized pants
- Tight, revealing, form fitting or writing on the backside of pants
- T-shirts or sweatshirts with individual names, musical groups, violent, satanic, or questionable slogans or pictures. No "attitude" shirts (e.g. "What's your problem?")
- Mini-skirts or skirts one inch above the knee or higher
- Heelies are not to be worn to school unless the wheels have been removed
- Clothing with alcohol, tobacco, or controlled substance advertisement or references

- Hats, caps, or sunglasses will not be worn in the building during the school day (unless designated by a school spirit day)
- Other apparel which the Principal deems to be unacceptable in light of SDCA standards

## **GENERAL INFORMATION**

### **TELEPHONE**

Students are not permitted to use the school telephone except in cases of emergency.

### **CELL PHONES**

Students are not permitted to carry cell phones during school hours. Students bringing cell phones to school are to turn the phones off and drop them off in the main office upon entering the school building. Cell phones confiscated from a student will be held in the main office for parent pick up.

### **ADDRESS OR PHONE NUMBER CHANGE**

Any time an address or phone number (home or work) is changed, please notify the school office. There is a form that **must** be filled out in the school's office.

### **BAD WEATHER CONDITIONS/SCHOOL CLOSINGS**

School closings will be announced on WKRS radio and shown on major news channels. You can also access the following website to see if we will be closed: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

### **ELECTRONIC DEVICES AND TOYS**

No electronics (i.e. CD players, iPods of any kind, MP3 players, handheld games, walkmans, etc.) of any kind are allowed in school. Any personal items brought to the school will be sent to the office and must be picked up by a parent. SDCA is **NOT** responsible for lost or stolen items.

### **LOST AND FOUND**

SDCA is not responsible for lost or stolen items. Lost and Found is located in the main office. ALL student belongings should be labeled, including uniform clothing, gym uniforms, coats, school supplies, shoes, etc.