



Life Christian Academy

ADMINISTRATION

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I. ACADEMIC INFORMATION

ACHIEVEMENT AND HOMEWORK POLICY

In order to receive the maximum benefit from the education program, an average of 30 minutes of homework will be expected for each hour of class in the core academic subjects. For MS/HS students, 5th - 6th grade should expect 4 - 6 hours of homework a week, while for 7th - 12th graders, 6 - 10 hours of homework a week is suggested. For Elementary students, the homework load will range from 15 - 30 minutes a night for K-5 and 1st grades, and up to 30 - 60 minutes a night for students in 2nd - 5th grades. The amount of time spent on homework will vary with a student's ability. Many times a student is not given additional work to bring home but is completing work that should have been accomplished in class. Parents have the opportunity to monitor their child's progress by accessing the Renweb site. Parents must first submit an e-mail address and receive a password to access their child's academic information. Please contact the school office for more information.

Parents can be of help to their children by providing an atmosphere conducive to study in the evenings and on the weekends. It is also important that the student have a teachable spirit and a desire to learn. Each student needs to cultivate a sense of responsibility concerning the learning process, doing all his/her work as unto the Lord. Self-motivation and self-discipline are essential ingredients in the learning process. Students are encouraged to get their assignments in advance if they anticipate an evening that will be too busy for homework (i.e., game night, church activity, etc.). Plan ahead! Mutual respect between teachers and students will create an atmosphere in which learning will flourish.

TESTS

School policy requires that all tests be announced at least 48 hours in advance for all students. This does not apply to quizzes.

GRADING (Kindergarten - 2nd)

Students will be graded by employing the following numerical scale:

All E's & S+'s = Principal's Honor Roll

All E's, S+'s, & S's = Merit Honor Roll

E = 95-100

S+ = 90-94

S = 80-89

S- = 70-79

N = 60-69

U = Below 59

GRADING (3rd - 12th)

Students will be graded by employing the following numerical scale:

All A's = Principal's Honor Roll

All A's & B's = Merit Honor Roll

A+ = 98-100 (4.33) A = 93-97 (4.00) A- = 90-92 (3.67)

B+ = 87-89 (3.33) B = 83-86 (3.00) B- = 80-82 (2.67)

C+ = 77-79 (2.33) C = 73-76 (2.00) C- = 70-72 (1.67)

D+ = 67-69 (1.33) D = 63-66 (1.00) D- = 60-62 (0.67)

F = Below 60 (0.0)

Students taking an Honors course get an additional .5 added to their GPA each semester and 1 additional point for a Dual Credit course. This is due to the difficulty and extra requirements placed on these courses.

HONOR ROLL

To encourage academic excellence, LCA recognizes students, who have done well academically, by rewarding a Merit Honor Roll (for students with all A's and B's), and a Principal's Honor Roll (for students with all A's) at the end of the year.

LIBRARY

Students are only allowed to check out books. Abuse of library policy, either by disruptive behavior or by failure to return materials, may result in loss of library privileges. Checkout periods:

1 week for K5 to 5th grade for books

2 weeks for 6th-12th grade

PARENT CONFERENCES

Parent conferences are encouraged and may be scheduled by the principal, teacher or by parent request at any time. Two or three days are set-aside specifically for this purpose. It is the mission of this school to work with parents. However, it is necessary for parents and teachers to communicate on a regular basis if they are to work together toward the same goal.

PROGRESS REPORTS (Grades K - 12)

The progress report is issued four times a year, near the middle of each nine-week period. These reports are designed to acquaint parents with an academic problem displayed by their student, as well as give parents positive feedback from the current grading period before report cards are issued.

REPORT CARDS

The report card is designed to indicate the student's proficiency within specific areas of the curriculum. Beginning with 3rd grade, letter grades are used which are based on tests, quizzes, and a variety of other academic criteria. Report cards are sent via e-mail through the Renweb system. Hard copies are sent to those without access to e-mail.

TEXTBOOKS

A. ISSUANCE

The school issues all basic classroom textbooks to the students for use during the school year. These texts remain the property of LCA and should be treated as such. Students are required to keep textbooks covered at all times. The condition of the text will be recorded at the time it is issued and examined again at the end of the school year.

B. LOST AND DAMAGED BOOKS

Whenever a book is lost, it must be paid for before a replacement book is given. Payment should be given to the receptionist in the school office or finance office. Report cards or transcripts will not be issued until the textbook record is clear. If a book is found, we will reimburse 75% of the replacement price, provided the book is in usable condition.

C. GUIDELINES FOR PAYMENT on lost and damaged books:

1. If the book was less than two years old – 100%
2. If the book was more than two years old – 75%

TUTORING AND BACK WORK

Teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. Teachers are generally available for assistance each day from 3:30 – 4:00 except Wednesdays. Teachers, who also coach athletics, may not be available during this time. Alternative times may be scheduled by contacting the teacher or the school office.

Recommendations to obtain a tutor for your child will be made by the school office. The school will attempt to develop a list of tutors but it will not (1) recommend a specific tutor, (2) accept responsibility for the results of such tutoring, or (3) discuss or recommend financial arrangements with a tutor. Limited space is available on campus for tutors to work with students during their study hall periods or at lunch. Such tutoring must be arranged in advance with the school office.

ACADEMIC WARNING AND PROBATION

(Middle/High School)

At the end of each quarter, the principal will compile an Academic Warning/Probation list. The list will contain the names of students who have three D's, or an F.

ACADEMIC WARNING – The first time the student has problems during the year, he/she will be placed on Academic Warning. The purpose of Academic Warning is to help students establish proper priorities. A warning letter is sent to the parents at the time the student is placed on the list to inform them of possible future probationary status, and to encourage closer contact with the school. In most cases, Academic Warning will apply only to students whose deteriorating performance is due to lack of attention to academics.

ACADEMIC PROBATION is reserved for those whose continued academic struggle warrants specific attention. The student's records will be reviewed by the Principal to ascertain what efforts the student is making to bring up his/her grades. If the student has three D's, or an F in any of the following three quarters, he/she will be placed on Academic Probation. While on Academic Probation, the student will be prohibited from participation in extracurricular activities (which includes everything from athletics to fine arts performances). A student who is on Academic Probation for two or more quarters in a year may be recommended for dismissal from LCA. Decisions would be made based on recommendations of the principal and teachers involved.

Such dismissal usually takes place only at the end of a semester.

II. ATHLETICS

THE ROLE OF ATHLETICS

Athletics is an excellent means to teach Christian character, not just for the athlete, but also for the whole student body. Athletic competition provides the opportunity for the training of the Christian athlete's mind, will, and emotions. Christians are commanded to be different from the world and the competitive nature of athletics stirs up the will and emotions. By the development of Christian character traits like patience, endurance, self-control, brotherly love, dependability, loyalty, and humility, the will and emotions can be controlled with the help of the Holy Spirit.

Athletics offer the opportunity to be an effective witness upon those in our community. When non-Christian players and fans see the behavior and attitude expressed by Christian athletes it should be in sharp contrast to the attitude of the world. This gives proper attention to Christ and witness to His power. The Christian athlete is responsible to God for maintaining this positive witness through our athletic contests. We are developing not only our physical abilities, but we are developing eternal values.

ATHLETES' RULES AND GUIDELINES

- A. Athletes must be enrolled for the year before taking part in any school activity, including football practice.
- B. Proven use of drugs, alcohol or tobacco at any time constitutes expulsion from the team.
- C. If an athlete is absent or suspended on the day of a game, he/she will not be allowed to play in the game (exception is if the athlete has a doctor's appointment).
- D. School facilities (including the gym, soccer fields, weight room, football field, transportation vehicles, and classrooms) are to be used wisely. Always leave an area cleaner than you found it. Never tolerate destructiveness or misuse of property.
- E. The athlete will repay in full any loss or damage of school equipment due to neglect or carelessness by the student.
- F. The athlete must pay for lost or damaged uniforms in full.
- G. Every athlete must have a physical exam before the season begins. You may not compete in any sport until you have had a physical and a signed medical release.
- H. Every athlete must report injuries to the coach so that proper aid may be given. You should let your coach know of any allergies or other ailments that may require special attention.

PRACTICE

Practice times are established based on availability of facilities and the coaches' schedules.

TRANSPORTATION

Transportation plans must be arranged through the athletic director or coach. A student with a driver's license may follow the bus if the game is in the OKC metro area. The student must have permission from their parents communicated to the coach. Students may not transport other students. A student may return home with his/her parents or another player's parents, if this has been communicated to the coach.

III. STUDENT ACTIVITIES

A student activity program is viewed as an important part of the total educational program. LCA students are provided with opportunities to interact socially, to form lasting friendships, to develop leadership, and to learn the value of assuming responsibility and following through to completion. Student activities, like all other programs, are governed by the overall philosophy of our school. Thus, the result of everything we do should honor our Lord Jesus Christ. This handbook will not attempt to identify every activity available at the school since these may change from year to year. A partial list of activities include: chapel, Student Council, Class Officers, academic clubs, special interest clubs, and class mission projects.

CHAPEL

- A. **MIDDLE/HIGH SCHOOL:** Our weekly chapel schedule includes community gatherings, small group interaction, and extended times for special programs and mission projects. The overall purpose of chapel is to enhance spiritual development of the students. An assortment of programs, such as guest youth pastors, college music/drama groups, skits, Biblical movies, student led chapels, and other programs will be used to provide this spiritual enhancement.
- B. **ELEMENTARY SCHOOL:** Chapel will be one day a week. The chapel includes Scriptures and singing followed by a children's pastor, puppet ministry, Biblical video, class programs, etc... On occasion, the chapel time will serve as a time for an assembly. The assembly will usually feature a guest speaker, children's author, or other special program.

OFF-CAMPUS ACTIVITIES

Not all social activities need to take place during school hours or on the campus. Classes and organizations are encouraged to plan some of these programs for the weekend. Any function sponsored by an LCA student group, to which an invitation has been extended throughout the school to every member of the class or organization, shall be considered an official LCA sponsored activity. All LCA activities must be planned through the sponsoring faculty member. Sponsors and chaperones are required for these activities, and the purpose for the activity should be in keeping with the philosophy of the school. Life Christian Academy does not accept the responsibility for activities of a social

nature, which may include LCA students but were not planned under the direction of the school office. Transportation must be arranged through the sponsor of the activity. Students will travel on the transportation provided by the school.

PARTIES

The respective classroom/sponsoring teacher as well as the administration must approve all social events sponsored by LCA. These events would include activities such as victory parties, holiday parties, birthday parties, trips, and retreats either on or off campus.

School-age siblings will not be allowed to attend field trips with their brother or sister. There will be no refunds on cancelled field trips.

IV. EXTENDED CARE

Extended care is provided for elementary/middle school students on campus before 7:50 a.m. or after 3:40 p.m.

The school will not be held liable for students outside of the building before and after school.

All Day Care is provided for students on any day that school is not in session during the school term.

V. ATTENDANCE / TARDIES

CLASS TIMES

K5 - 4 Grade	Begin – 8:20 a.m. and End – 3:25 p.m.
5 - 8 Grade	Begin – 8:15 a.m. and End – 3:25 p.m.
9 - 12 Grade	Begin – 8:10 a.m. and End – 3:25 p.m.

Punctual and regular attendance is essential to succeed as a student. The student should make every effort to be at school on time. If it is necessary for the student to be absent for any reason, it is the student's responsibility to have his/her parent or guardian call the attendance office each morning of his/her absence. Students who fail to have their parents call will be listed as unexcused. The following procedures and guidelines shall be used in order to encourage attendance.

ABSENCES

DEFINED: In grades K – 5th, any child arriving at school from 11:00 a.m. receives a ½ day absence. In grades 6th – 12th any student missing ten minutes or more of a class will be counted as absent.

- A. **Excused Absences (Elementary)** – No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal. Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, family emergencies, and five grace days. Please note that oversleeping and car trouble are not considered excused absences or tardies. Ten absences in a semester will constitute a parent conference.

B. Excused Absences (MS/HS) – In order to receive credit for a course, a student cannot be absent more than ten (10) days each semester. Oklahoma state law requires school officials to keep attendance records and report excessive absences to the District Attorney’s office. Ten (10) unexcused absences within a semester constitutes excessive and thereby may be reported to the District Attorney’s office. Students **with a passing grade**, who exceed ten (10) absences in a semester will receive a “no credit” (NC) on his/her transcript for the semester. Students **without a passing grade** will receive an F. Continued absences will fall under the school’s discipline policy. Exceptions for extenuating circumstances or school-related activities may be requested through the administration. Reasonable effort will be made to notify the parent before a “no credit” is given due to excessive absenteeism. **Absences must be confirmed by a parent contacting the office on the day of the absence.** Unconfirmed absences will be considered a truancy and will be handled with discipline by the administration.

C. Exempt Absences (MS/HS)- the following exceptions **will not count** against the student with respect to the attendance policy.

Exempt Absences Include:

- Any event that is approved as a school activity
- Any medical treatment that is substantiated by a physician’s written statement
- A court subpoena
- Bereavement

GRACE DAYS are not exempted and such absences will count toward the maximum absences allowed per semester.

D. Early dismissals / lunches out –For the safety of our students, parents/guardians must meet and sign out the student(s) in the school office. Parents may designate a representative on the LCA Enrollment Card. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office immediately upon returning to campus. Requests for early dismissal should be made no later than 9:00 a.m. MS/HS students may be taken off campus for lunch by a parent; permission to do so must be requested verbally or in writing by the parent.

E. Make-Up Work – If a student is absent, it is the responsibility of the student and/or parent to obtain or make arrangements for completing the work missed. One day per absence is allowed to make up the work missed.

F. Unexcused Absences (7th – 12th) – Any student who has three unexcused absences or the equivalent shall not receive a passing grade in the appropriate subjects or grade level for that nine weeks period. For grading purposes, the student shall receive a grade 59% unless their actual grade is lower in which case

the actual grade shall be used. In addition, there shall be percentage points deducted from the student’s nine-week grade for one or two unexcused absences according to the following scale:

Days Absent Unexcused	Points to Deduct
1	5
2	10

(The school will contact the parents through RenWeb on the second recorded unexcused absence, and notify of possible failure.)

G. Corrections – Attendance corrections must be made within one week after the absence.

TARDIES

DEFINED: Students must be in their seats when the bell rings. Failure to do this will result in being counted tardy. Please note that three unexcused tardies equal one unexcused absence. When a student has accumulated two unexcused tardies, the parents will be notified through RenWeb.

GRACE DAYS

Students will be allowed a maximum of five days excused per year for such things as family, community service, or educational trips. To be excused, permission to be absent must be requested in writing from the office at least two days in advance of the absence, and must be approved first by the principal and then by each teacher. All work due during the absence must be done either before the student leaves or handed in when the student returns.

INCOMPLETES (MS/HS)

An incomplete (I) may be recorded on a report card when a student has been absent several days within the last two weeks of the grading period. An extension of one day per absence into the new grading period will be given to make up the incomplete. If it is not made up within that time, the student will receive a zero for the assignment(s) not completed and the zero(s) will be averaged in with his/her other grades for the course.

VI. MISCELLANEOUS

CHANGE OF ADDRESS

Change of address or telephone number should be reported to the business office as soon as the change is made. It is important that the office records contain the correct information at all times.

ANNOUNCEMENTS

MS/HS announcements will be posted on the bulletin board in the MS/HS hallway. Announcements will also be made at small group meetings, weekly emails sent, and at the beginning of the day on the intercom.

All announcements about school activities must be in written form and turned in to the office. Announcements may not be posted on any boards without permission from the office. All posted announcements are official school

business. Students are not to write or mark on any posted material.

ELECTRONIC DEVICES AND TOYS

MS/HS students are permitted to bring cell phones and electronic devices on campus, but these are to be turned in to the office during the school day. Students may use them before and after school to contact parents only, and the student must be in the presence of a teacher or school employee. Repeated offenses of cell phone usage will require parents to check out the student's phone from the office. We reserve the right to search all cell phones if we deem necessary. Toys are not permitted for students in elementary except for show and tell days as assigned by teachers.

TELEPHONE CALLS

Students may use the telephone in the school office only when it is absolutely necessary. Permission to use this telephone must be given by the office and calls will be monitored. Telephone use is restricted to important situations such as canceled practice, missed car pool rides, or special projects left at home. Calling your child at school should be reserved for emergencies or matters of extreme importance. MS/HS students will be allowed to make telephone calls at lunch, before school and after school.

DISASTER DRILLS

- A. Fire drills are held at various times during the school year. Instructions and directions for leaving each room and the building will be given at the beginning of each school year. Directions will also be posted in each room. Students should recognize the seriousness of such a drill and refrain from improper behavior. The Principal will make an announcement when to return to the building.
- B. Tornado drills are also held during the school year following guidelines suggested by the Oklahoma City Fire Department. Should there be a tornado warning, students are safer at school than trying to get home. Therefore, students will be required to remain at school where they will follow the safety guidelines they have practiced. Guidelines will be given at the beginning of the year.
- C. Lock-Down drills will be held at various times during the school year. Guidelines will be given at the beginning of the year.

MEDICAL RECORDS

Every student is required to have his/her medical records on file and up to date by the beginning of the school year. In addition, a medical emergency form will be completed each year. This is done so that specific steps may be identified and taken should a student become ill or have an accident at school for which immediate treatment is necessary. If these records are not on file by the beginning of the first day of school each year, your child may be excluded from classes until these are received.

DISPENSING MEDICATION – K5 – 12

An authorized person will dispense all prescriptions and medications, including aspirin. Non-aspirin pain reliever is available for students in the office, but all other medication, prescription or non-prescription, must be sent to school. Before any medication can be dispensed, the following criteria must be met: Medication must be in the original container and must be accompanied by a written request from the parent or legal guardian, which includes the following:

1. Student's name
2. Name of medication
3. Date(s) to be given
4. Time(s) to be given
5. Dosage (how much, which must include a physician's written direction if different than the recommended dosage)
6. Signature of the parent or guardian

If your child is to receive medication at school, it is the child's responsibility to report to the office to take his/her medication. All medication must be turned in to the office and not carried in the student's possession or stored in his/her locker. These rules for dispensing medication also apply for all other school events.

ILLNESS

Students are expected to remain at home when they exhibit the following conditions: A temperature of 100 degrees or more, (the temperature should be normal for twenty-four hours before the student returns to school), general conditions such as a discharge from the nose or eyes, cough, sore throat, nausea or vomiting, earache, headache, diarrhea, undetermined rash, intense itching, or open draining lesions. The student must remain home when there is a possibility of infecting others with a communicable disease, until treatment or remission, such as chicken pox, pink eye, strep throat, head lice, or ringworm. This list is not exhaustive, but these are the more common diseases that require medical treatment.

If, in the judgment of the school office, a student should be sent home because of illness or injury, parents are expected to pick up the student as soon as possible. The school has a limited number of cots and cannot serve as a "holding area" for children who should be at home. Older students may drive themselves home if they are able to do so and if their parents have given the school permission to release them.

INCLEMENT WEATHER

In the event of school closure due to hazardous traveling conditions, the announcement will be made over the following stations: TV channels 4, 5, and 9 or the internet via facebook. If school is open when weather is questionable, we will generally begin at 9:30 a.m. Every effort will be made to announce our decision early enough to avoid confusion.

When outside temperature is 35 degrees (F) or above, Elementary School children will have regularly scheduled

outside recesses. Please dress them accordingly. Teachers will consider wind chill factors and will use discretion concerning outdoor recess.

LOCKERS

Students in grades 5–12 will be given lockers at the beginning of the school year. These lockers should be kept neat and treated properly. There may be periodic locker checks. At all times the lockers will be recognized as the property of LCA and not the private property of the student. There will be no locks issued. Should a student desire to lock his/her locker, he/she may purchase a lock. The combination or a key must be turned in to the office.

Students are strongly cautioned against bringing valuables to school. Students do not normally need a lot of cash or jewelry on campus and students should never leave purses or valuables in an unlocked locker, in the hallways, or in a restroom. If a student has valuables on campus, we would encourage him/her to keep them locked in his/her locker or in his/her possession at all times.

LOST AND FOUND

All articles left on campus will be placed in the lost and found. Students and parents may check for lost articles in the lost and found adjacent to the office. Please mark all of your student's articles with their name and grade and encourage them to look for lost items as soon as they are missed. All unclaimed articles will be placed in the church's clothes closet on the last Friday of each month.

LUNCH

A hot lunch is available to all students every day. Students in 2nd – 12th grade also get the choice of a salad bar. If a student is arriving late, parents are encouraged to call in the student's lunch order to ensure they are included in the lunch count.

TRANSPORTATION

School personnel and Life Christian Academy are not liable for students waiting for rides home after classes have concluded for the day. Unsupervised students are not allowed to wait for rides on school property. We strongly encourage parents and students to arrange for rides home immediately after classes have ended. Students are expected to behave responsibly and cooperatively while waiting for rides home, or to other school activities.

VISITORS

Every year LCA has many visitors. These visitors are to be treated as guests. Treat them respectfully and give them whatever help they need. If you wish to bring a guest to school, you should inform the office at least one week before the visit. All visitors and parents, upon entering the building, should check with the school office. There should be only one guest per student.

VII. MISSION / MINISTRY

The theme verse of our Mission / Ministry activities as II Peter 1:3, "Seeing that His divine power has granted to us everything pertaining to life and godliness, through the true knowledge of Him who called us by His own glory and virtue." In these activities we are attempting to help our students develop a healthy balance between growing in Christian service (which God has equipped us to do by "His divine power") and growing in the "true knowledge" (which is the primary focus of an educational institution).

OUR GOALS

Our goals are as follows:

- A. Education – We are a Christian School, seeking to educate the whole student for the glory of God. A necessary part of that is educating them in the needs of our world and ways of serving those needs. In light of this goal, maintaining a variety of activities becomes a priority; also coordinating with activities in the classroom is important.
- B. Personal – Personal contact with people in need is normally unpleasant and as a result is sometimes avoided; yet it is this element that has the most impact on the student. In light of this goal, maintaining activities through which the students become physically and emotionally involved is priority.

FUNDS FOR CLASS MISSION / MINISTRY ACTIVITIES

In light of the fund raising policy for the school, it is very important for all of those involved in volunteer positions to understand the school's stated policies. The yearly fund raising plan for the school is designed to focus our community on the major fund raising efforts of the school while at the same time limit both the appeals made to our parents and the number of times our students are directly involved. All fundraisers must have prior authorization from the Principal.

VIII. CONDUCT AND DISCIPLINE POLICY

SELF DISCIPLINE
Of students

PEER DISCIPLINE
of friends

COMMUNITY DISCIPLINE
Of parents, teachers, and principals

Any discussion of discipline must begin with self-discipline. As you mature, you need to become less dependent on rules to govern your behavior, and more dependent on your own ability to do what is right. Our process is based upon your own personal integrity and your willingness to practice self-control. We trust that you will grow in your ability to confront yourself regarding your own behavior, and that you will need the school discipline less and less.

When you have a breakdown in self-discipline, then peer discipline becomes important. It is crucial that friendships at our school include the willingness to confront each other and thus be responsible for each other's growth in this way. Your private words of insight and helpfulness to a friend, or your openness to the same from a friend, may be all that is needed to grow in making wise decisions.

The authority figures need to apply community discipline, of course, when a student exercises poor judgment, is uncooperative, or is disruptive in some way. The teacher is the authority in the classroom, and is required to maintain the control and discipline necessary to establish a quality-learning environment. The principal enthusiastically supports the teacher in the disciplinary role, and will become involved whenever it appears that student disruption and lack of cooperation warrants his/her attention and sanction. Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense, for the purpose of helping students to move toward the goal of self-discipline. The principal has the final responsibility for all disciplinary actions taken. It is expected that the teacher will handle most discipline problems.

LCA believes that a positive and constructive working relationship between the school and a student's parents / guardians is essential to the accomplishment of the school's educational mission. The school accordingly reserves the right not to renew a student's enrollment contract if the school reasonably concludes that such a positive working relationship is not possible.

HONOR CODE

Life Christian Academy is a community of individuals committed to love God and one another. This Honor Code is a covenant among the members of the community that calls for sound judgment, self-confidence, leadership, and strong moral character in a Christian academic environment. Achievement of these goals depends on holding to standards that honor God and other people.

To establish such standards for the students at LCA, this Honor Code was developed. It is based on the Christian ideals that students attending LCA recognize as proper in the sight of God. It is designed to serve as the guiding document for the decision, which will be made by the teachers and administration.

This code includes the basic Steps to Discipline to be enforced. These steps are intended to help the student recognize the seriousness of what he/she has done and prevent repeated violation in the future. Breaking the rules outlined in the Code will be considered a violation of one's own word and covenant with the student body.

HONOR CODE OFFENSES

Class I

(The teacher will keep track of these and when a student has been dealt with for three "Class I" offenses, the teacher will issue a work detail or after school detention. The teacher should record the information regarding the offense in the Ren-web system on the student's behavior file. When a student has accrued 6 Class I offenses and the teacher has taken steps to correct the behavior, has made contact with the parent, and the offenses persist, then the principal should be notified since it has now become habitual and moves into Class II offenses.)

- A. Physical appearance and personal demeanor
 1. Gum, candy, food, or drink in class or inappropriate places on campus
 2. Unexcused tardies
 3. Incomplete Assignments
 4. Failure to cooperate
- B. Recurrent Disruptive Behavior/nonconformity to guidelines
 1. Violation of cell phone policy
 2. Talking which is disruptive
 3. Lockers containing indiscreet pictures
 4. Public display of affection
 5. Rudeness or profanity, outbursts of anger

Class II

(First offense will be sent to the office to be dealt with by the Principal and will result in a 1 day suspension. The second offense would result in 3 days suspension. Further offense would result in dismissal from LCA.)

- A. Habitual non-conformity to Class I offense
- B. Actions or attitudes, which are spiritually detrimental to the school.
- C. Disrespectful behavior
 1. Verbal and/or physical abuse of others—teachers or students, including threats to another student or teacher, verbal or written
 2. Sexual harassment or inappropriate sexual touching or gestures toward another person
- D. Dishonesty
 1. Deliberate deception
 2. Cheating
 3. Copying another student's work

- 4. Plagiarism
- E. Vandalism / destruction of property
- F. Stealing
- G. Leaving school or class without permission or truancy
- H. The use or possession of tobacco or vapors

Class III

(MS/HS first offense will be 10 days out of school suspension with probation or dismissal). Any violation that transcends the scope of the above, such as the use or possession of illicit drugs, the use or possession of alcohol, possession of a weapon, blatant immorality, or other serious violations of the law. We reserve the right to search any vehicle, locker, bag, or person while on school property in order to confirm or deny possession of anything not allowed on school property. This would also include any action by a student and/or his/her parents or guardian, which seriously interferes with the school's ability to accomplish its educational and/or spiritual purpose.

We would encourage all parents to take the time to review this series of rules and go over them with their children. LCA operates on the premise that parents have the primary responsibility to discipline their children. Our desire is to work in cooperation with parents to guide our students to be good, God-honoring citizens. It is our goal to do all things as Biblically based as possible. The Biblical basis for this discipline policy has been taken from the following scriptures: Romans 12:1-7, I Peter 2:13-14, Proverbs 3:11-12, Proverbs 13:24, Matthew 18:15-20, Ephesians 4:22-24, Galatians 6:1, Hebrews 12:6-13.

STEPS OF DISCIPLINE

1. The teacher will counsel with the student, expressing concern about what is evident in his/her life and praying with the student. Appropriate discipline will be given (After school, lunch, or before school detention, written assignment, etc.).
2. The teacher will talk to the parents over the telephone or in person or via e-mail expressing concern and soliciting their help in the situation. The teacher will counsel with the student and assign appropriate disciplinary action.
 - Purposes of the meeting are:
 - A. To discuss the situation with input from student, parents, and staff. To gather data from school, home, and the personal feelings of the student;
 - B. To try to determine the root of the problem;
 - C. To determine a plan of action
 - D. Ways in which teachers will seek to minister to the needs of the student.
 - E. Steps the parents will take in working with the student.
 - F. Conditions or expectations placed upon the student, such as probation, regular sessions with counselor, work project, church involvement, etc.
3. If the situation continues, the Principal will meet with the parents, the student, and others he feels are pertinent

to the situation. Progress will be evaluated and a decision will be made regarding any further course of action including possible recommendation for expulsion.

Suspension and other disciplinary actions are not carried from one year to the next, so each student begins the year with a clean slate. The exception to this would be the offering of a contract to a student and placing him/her under Disciplinary Probation. This would simply mean that the situation was such that should the student be involved in any serious violation of school rules (Class B or A) the following year, it would then result in probable dismissal. This probationary status would be discussed with the parents before the issuing of contracts each year.

DISMISSAL / RE-ENROLLMENT

Life Christian Academy believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians are essential to the accomplishment of the school's educational mission. The school accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his/her parents or guardians make such a positive and constructive relationship impossible.

PLAGIARISM DEFINED AND EXPLAINED

Everyone who submits written work in the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he/she must make clear what is his/hers and what is not his/hers. Failure to make such a distinction is to be guilty of offering, as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and more seriously, the Lord.

IX. DRESS CODE

Personal appearance – Ever since those fig leaves in the Garden of Eden, one's dress and appearance have been a personal and important issue. Appearance is also important in a community context, though, and deserves to be addressed in a learning environment such as a Christian school. The following assumptions govern our thinking:

1. Your appearance reflects your values. In many ways, you become what you look like. Your values are shaped by your choice of appearance, and your choice of appearance represents to others what you consider important. In other words, if you choose to look like the latest superstar, not only will others assume you want to look like that superstar, but you will begin sharing those same values as well. Naturally, we do not want your appearance to conflict with the values associated with our school.
2. Your appearance affects your behavior, and that of your peers. If your appearance is excessive or draws attention to itself in some way, then you are a distraction to the tasks at hand, which are education and maturity. There are two extremes of clothing: being overly

concerned or having no concern. Both extremes will distract from, and interfere with, the learning process.

3. Your appearance sets the tone for our environment. In this case, since clothing influences mentality, and appearances affect group living, our standards of dress aid in shaping the overall climate of the place in which we operate. We want to be proud of our learning environment, no matter what the current standards and taste of our society.

4. Community interest takes precedence over personal preference. Personal sacrifices are inevitable whenever a group of people function in a close setting. Unless a rule or expectation is a violation of an individual's integrity, personal life-style choice like dress and conduct are acceptable when within the confines imposed by the community as a whole.

Dress Code Enforcement

The intent of our dress code is to promote modesty as well as proper appearance. We ask that all parents help us properly monitor their child's dress. Our goal is that the dress code would not become an issue, but that spiritual and academic development would be our focus. However, dress code accountability must be enforced, and we ask that parents and students understand our intent and fully comply with these policies.

Dress Code enforcement does not depend on who else is wearing something, or how many times someone wore it without getting caught. It is each student's responsibility to follow the Dress Code at all times.

If dress code violations become excessive, the principal will meet with parents to discuss how the parent can help the school enforce the appearance code. When a student is found in violation of the appearance code, the parent will be asked to bring the proper clothing to the school.

K5-12th GRADE DRESS CODE

GIRLS:

Shirts: Collared shirts or Polo style with short or long sleeve or turtlenecks may be worn. Logos must be no larger than business card size. Collared shirts must be buttoned. Vests may be left open if worn with a collared shirt.

Slacks/capris/gauchos/crop pants: Any color pants may be worn. Fabrics to be avoided include: knit, jersey, flannel, parachute fabric, velvet and leather. Slacks must not be tight fitting. Tight-fitting will be defined as any slacks or jeans that have less than two inches of ease at the fullest part of the hip. Ease is measured by lightly gathering the fabric to one side of the garment. No sagging.

Jeans: Jeans must be in good repair. If jeans are designed with holes or frays, neither skin nor undergarments should be seen. Jeans must not be tight fitting. Tight fitting will be defined as any slacks or jeans that have less than two inches of ease at the fullest part of the hip. Ease is measured by

lightly gathering the fabric to one side of the garment. No Sagging.

Walking shorts: They must be walking short length (No more than 3 inches above the knee) and be solid or plaid in color. No sagging.

Dresses, Skirts, jumpers, skorts: Bottom hem or slits must be no higher than 3 inches above the knee. Leggings may be worn as long as the length meets the 3 inch requirement.

Sweatshirts/Hoodies: **LCA** or **solid** sweatshirts must be worn with polo shirt or turtleneck underneath except on Friday. Logos should be no larger than business card size. **LCA** or **solid** hooded sweatshirts may be worn without a collared shirt underneath.

Sweaters & Jackets: Jackets with zippers are allowed. This refers to lightweight jackets and sweaters, which are allowed in or out of the classroom. No heavy coats will be allowed in the classroom. **Please label jackets, coats, and sweaters with the student's name.**

Shoes: Elementary: Saddle oxfords, loafers, flats (no high heels), or athletic shoes (high or low top), sandals with full ankle straps may be worn. MS/HS students may wear shoes without backs.

Jewelry: Jewelry must be modest in design and taste (body piercing is not allowed).

Hats: No hats, bandanas, or caps are to be worn inside the school building.

Hair: Style must be modest and in good taste (no spikes, shaved, or multi-colored hair).

Friday Wear: **School** or **Christian T-shirts** or sweatshirts are allowed on Friday.

Performance Attire: Girls must wear skirts, dresses, or slacks suits for all performances unless otherwise stated.

BOYS:

Shirts: Collared shirts or Polo style with short or long sleeves or turtlenecks may be worn. Logos must be no larger than business card size. Collared shirts must be buttoned.

Slacks: Slacks but must continue to be in good repair. No sagging.

Jeans: Jeans must be in good repair. If jeans are designed with holes or frays, neither skin nor undergarments should be seen. No sagging.

Walking Shorts: They must be walking short length (No more than 3 inches above the knee) and be solid or plaid in color. No sagging.

Sweatshirts/Hoodies: **LCA** or **solid** sweatshirts must be worn with polo shirt or turtleneck underneath except on Friday. **LCA** or **solid** hooded sweatshirts may be worn without a collared shirt underneath. Logos should be no larger than business card size.

Sweaters & Jackets: Jackets with zippers are allowed. This refers to lightweight jackets and sweaters, which are allowed in or out of the classroom. No heavy coats will be allowed in the classroom. **Please label jackets, coats, and sweater with the student's name.**

Shoes: Elementary: Saddle oxfords, loafers, or athletic shoes (high- or low-top). Elementary students may wear sandals with full ankle straps. MS/HS students may wear shoes without backs any day.

Jewelry: Neither earrings nor body piercing are allowed.

Hats: No hats, bandanas, or caps are to be worn inside the school building.

Hair: Must be worn in a moderate, well-groomed fashion, not over the collar, below the ear, nor over the eyes (no extreme or bizarre styles).

Friday Wear: School or Christian T-shirts or sweatshirts are allowed on Friday.

Performance Attire: Boys must wear dress slacks and a dress shirt for all performances unless otherwise stated.

valuable, educational, and spiritual lesson for our young people, which gives them the confidence to be responsible and sensitive problem solvers in their world.

SUGGESTIONS: HELPING 6TH – 12TH GRADE STUDENTS MANAGE THEIR CONCERNS ABOUT SCHOOL

If a student has a concern or complaint regarding a specific teacher and/or administrator, it is essential that initial communication be with that teacher and/or administrator. (Matthew 18:15-20) When a student brings a complaint home, take the time to advise him/her as to how to approach the teacher and/or administrator to begin the resolution of the conflict. This training or advice will give the student a wonderful opportunity to learn the skills needed to work through these daily concerns and the positive experience of seeing them solved in a Biblically relational way. If your child is apprehensive concerning this type of meeting, it may be necessary for you to accompany your child in order to teach them this important principle.

We will reap great rewards as a community by following this pattern of taking the complaint to the person(s) involved at the lowest level. First, and most importantly, our young people begin to take responsibility for resolving conflict in a Biblical way. This training and experience is one of the most valuable tools we can give them as they prepare to enter the adult world. We need to be very careful that we do not attempt to “solve their problems” for them at this age, but simply advise and counsel them in learning how they can best solve their own conflicts. As they face these situations and see resolution, it will give them a confidence and independence that truly builds self-esteem and responsibility. It is a critical stage in their development that calls for restraint, prayer, counseling from parents, and sensitivity in listening and problem solving on the part of teachers. Secondly, faculty members learn how they can improve as teachers, thus strengthening our faculty and helping us to meet the needs of students.

In summary, as a Christian community, we are committed to handling concerns, complaints, and conflicts, according to Biblical principles. In doing this, we will be affording ourselves the opportunity to allow God to work to resolve the concern and to help us overcome the awkwardness and fear in the resolution of differences. Certainly, this can be a