

**LIFE CHRISTIAN ACADEMY**  
**K-5 STUDENT HANDBOOK**



**LOVE GOD.  
LOVE OTHERS.  
SPEAK LIFE.  
PRAY POWERFUL PRAYERS.**

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**K-5 HANDBOOK**  
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# LIFE CHRISTIAN ACADEMY

## BOARD OF EDUCATION

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# CORE VALUES



## LOVE GOD

Continually growing a personal relationship with God through the spiritual disciplines of reading His Word, praying, worship and fellowship.

## LOVE OTHERS

Intentional Spirit-led relationships that promote the love of Jesus.

## SPEAK LIFE

Regularly speak the words of Jesus into the lives of others and rebuke any spoken lies of the devil.

## PRAY POWERFUL PRAYERS

Strategic Spirit-led intercession.

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## SECTION ONE – ALL ABOUT LCA

### WHO WE ARE

Life Christian Academy is part of the ministry of Life Center. It was born of the dream of Pastor Fulton Buntain and other church members who believed developing Christian leaders for the future of our nation was a worthwhile endeavor. From its origin, the goal has been to provide a “quality education in a Christian context.”

### LIFE CHRISTIAN ACADEMY’S MISSION STATEMENT

Life Christian Academy provides a Christ-centered environment of academic excellence, where staff works in partnership with families, to develop students who will know and serve the Lord Jesus Christ with all their heart, mind, and strength.

### EDUCATIONAL PHILOSOPHY

Life Christian Academy equips our Pre-K through 12th grade students with a Biblical worldview as they develop and build a solid foundation for their futures. Our carefully selected curriculum presents students with developmentally appropriate content and skills in Mathematics, Science, Language Arts, Social Studies, Biblical Studies, World Languages, Performing Arts, and Wellness. This comprehensive system is intentionally designed for effective college preparation and the development of leadership skills.

Life Christian Academy is dedicated to supporting our teachers in their use of instructional strategies identified as best practices through quality research. Because each student has been uniquely created with strengths and talents, Life Christian Academy provides individual attention in small class settings. This structure helps each student grow as a learner with clear academic goals. These goals address:

- thinking analytically to solve problems
- communicating ideas effectively with both the spoken and written word
- applying and synthesizing information
- using discernment in evaluating and selecting resources
- developing personal learning strategies
- building the capacity for creativity and innovation
- working cooperatively with others

Our philosophy is rooted in genuine love, care, and concern for each student and family. This includes a commitment to documenting and articulating the learning progress of each student by utilizing a variety of assessments. In our school’s culture students can develop a passion for learning through an understanding of their strengths and learning styles. The collaborative nature of our learning community facilitates an appreciation of diversity in learning. Ultimately, we believe that quality Christian education provides a graduate with the skills necessary to effect change and the opportunity to change the world for the greater good. *As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God (1 Peter 4:10).* Our purpose at Life Christian Academy is to help each student live for the Kingdom.

### GOALS OF LIFE CHRISITAN ACADEMY

With Christ as the center and source, in partnership with the family in helping students realize their unique reflection of God’s image, Life Christian Academy has the following goals for its students:

#### ***Spiritual***

1. Know that God is the creator and author of all truth.
2. Know what it means to have a personal relationship with Jesus Christ and to demonstrate an authentic Christ-like spirit.
3. Be able to defend their faith in clear and logical way.
4. Know God’s word and its doctrines, being able to apply the moral and ethical principles of scripture.
5. Know that their personal identity and self-worth are based on Christ.
6. Identify and apply their spiritual gifts: encouraging, giving, leading, serving, and teaching (Romans 12).
7. Know and practice the Christian disciplines including prayer, worship, study, and discipleship.
8. Be able to lead a non-Christian to a personal relationship with Christ.
9. Demonstrate self-discipline, responsibility, and submission to God and all biblical authority.

#### ***Academic***

1. Use a biblical worldview to acquire, interpret, analyze, synthesize, evaluate, and apply new ideas and information.
2. Confidently and creatively take part in the process of communication involving writing, speaking, reading, and listening activities.
3. Respond in a Christian manner as they think about and encounter the fine arts and other media.
4. Develop study skills and disciplines, enabling them to become lifelong learners.

5. Be self-motivated learners who can share information with others.
6. Be able to work cooperatively with others in an academic environment.
7. Be able to demonstrate critical thinking skills to the application of knowledge.

***Personal, Social, and Physical***

1. Exercise the ability to lead and follow, perceiving their role in a community and humbly filling that responsibility.
2. Treat all people with respect, love and grace regardless of age, ethnicity, gender, faith, or belief.
3. Accept responsibility and the consequences for their own choices and actions.
4. Recognize that their body is the temple of the Holy Spirit and know how to maintain its purity, health, and well-being.
5. Have an instilled sense of their stewardship and their responsibility to God’s creation and provision.
6. Recognize the value of competition, sportsmanship, and fair play.
7. Effect and respond to change with courage and conviction.

**FIRST ASSEMBLY OF GOD LIFE CENTER STATEMENT OF FAITH**

We believe the Bible is the inspired and only infallible and authoritative Word of God.

We believe there is one God, eternally existing in three Persons: God the Father, God the Son, and God the Holy Ghost.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to the earth in power and glory to rule over the nations.

We believe man was created good and upright, but man voluntarily sinned and therefore incurred both physical and spiritual death, which is separation from God.

We believe the only means of our being cleansed from sin is through repentance and through faith in the precious blood of Christ.

We believe the ordinances of the church are the communion of the Lord’s Supper and baptism by immersion, in the name of the Father and the Son and the Holy Ghost.

We believe that the baptism in the Holy Spirit is granted to all believers who ask for it. We further believe this experience is distinct from and follows the new birth, that it was the normal experience of New Testament Christian, and that it brings endowment of power for Christian living and service.

We believe the scriptures teach a life of holiness. Sanctification is a separation from that which is evil and a dedication unto God. We believe all believers should earnestly pursue sanctification by walking in obedience to God’s word. We further believe that the Christian is able to live a godly life by the indwelling of the Holy Spirit.

We believe the Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission.

We believe a divinely called and scriptural ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in:

- 1) Evangelization of the world, 2) Worship of God, 3) Building a body of saints being perfected in the image of His Son.

We believe that Christ’s death on the cross provides healing for the human body in answer to believing prayer.

We believe in the resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord. This is the imminent and blessed hope of the Church.

We believe the second coming of Christ includes the rapture of the saints which is our blessed hope followed by the visible return of Christ with His saints to rule on the earth for a thousand years. The millennial reign will bring the salvation of national Israel and establish universal peace.

We believe there will be a final judgment in which the wicked dead will be raised and judged according to their works. Whoever is not found written in the Book of Life will be consigned to everlasting punishment, which is the second death.

We, according to His promise, look for new heavens and a new earth wherein righteousness dwells.



## **SECTION TWO - LIFE CHRISTIAN ACADEMY'S ACADEMIC PROGRAM & POLICIES**

### **1. ADMISSION**

Life Christian Academy is open to anyone interested in securing a Christian education, which the school finds qualified for admission and who agrees that he or she shall abide by the Life Christian Academy rules. It is always understood that attendance is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or is unwilling to adjust to our environment must forfeit the privilege.

Admissions Standards:

1. The student must give evidence of having the ability to meet academic requirements.
2. The student must possess good emotional and physical health.
3. The student must possess an acceptable citizenship record.
4. The student must be of suitable age.
5. The student must want to attend Life Christian Academy School.
6. The parents must support the purpose and programs of Life Christian Academy School.

### **2. STUDENT IMMUNIZATIONS**

Washington state law requires that children enrolled in grades K-12 be fully immunized. When you enroll your child in school, please bring proof that your child has been given proper immunizations. Information about state required immunizations can be obtained from the Tacoma-Pierce County Health Department by calling 253-591-6452.

Immunizations are available from your child's regular doctor or the Tacoma-Pierce County Health Department. If you object to immunizing your child for religious or philosophical reasons, you need to sign a waiver form. Children cannot attend school until either been immunized or parent have signed the immunization waiver.

### **3. KINDERGARTEN ENTRY**

To be enrolled in kindergarten students must be five years old prior to September 1<sup>st</sup>. A birth certificate must be shown for verification. To be enrolled for kindergarten students must also score at the 5<sup>th</sup> year level or above in at least six of the eight areas on the Developmental Readiness Screening Test. Students who score below the 5<sup>th</sup> year level in three or more areas may be eligible for our Pre-Kindergarten program.

### **4. STUDENT RECORDS**

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance, and educational placement.

Student records shall include:

1. All academic records including transcripts of grades (9-12) and quarterly grade reports (6-8), record of attendance, progress reports, achievement test records, and records of health as required by state law.
2. All behavioral records, including psychological testing, personality evaluation, letters to parents, records of conversations, written transcripts of incidents, and formal administrative actions (i.e. suspension or expulsion) taken relative to student behavior.
3. International student records including copies of the I-20, passport, Affidavit of Support, and supporting documents as required by immigration law.

Release of Records

1. All student records maintained by the school shall be made available for inspection by the students and parents or guardians. These records will be made available only in the presence of a school official.
2. Student records will only be forwarded to another school upon receiving written permission from parent or guardian.
3. The administration may withhold report cards, diplomas, or other records if the student owes a fee or has lost or willfully damaged or injured school property until the amount owed is paid in full.
4. The school may not withhold academic records when such records are requested by another district for placement of the student.

Custodial/Non-Custodial Parent Access to Records

The Family Educational Rights and Privacy Act of 1974 (I. Public Law 93-380) is applicable to any school which is the direct recipient of federal funds. This law provides for limited accessibility to the student's record by the person who has legal responsibility for the student, for the right to challenge any misleading or inaccurate information contained in the student's

records, for the necessity of obtaining a written permission from the “eligible student” – one who is 18 years of age or older, or from the person who has legal responsibility for the student prior to revealing the contents of the student’s records to other parties and for the right of “eligible students” and/or those legally responsible for the student to be notified of their rights under the prescriptions of this law.

In order to comply with the prescriptions of this law, Life Christian Academy has the following policies:

1. Administration and designated school personnel, in the fulfillment of their respective functions, may have access to the student records.
2. Outside of the school community, only the person(s), usually the parent(s), who has legal responsibility for the student may have access to the student records. Any parent or adult student desiring to inspect their records shall address the request to the Headmaster in writing. Such a request must be honored within fifteen days. All tests and evaluations will be translated into meaningful terms, and emphasis is to be placed upon the relationship of all known factors influencing the educational development of the student. When actual inspection of a child’s file is made, this will be recorded on a log sheet kept at the front of each child’s cumulative folder. On this log sheet the following information is to be recorded: date of visit, name of person examining records, name of student’s record folder that was examined, initials of personnel handling conference.
3. The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent’s right to be kept informed of the student’s progress and activities. If restrictions are made relative to the above rights, the custodial parents will be requested to submit a copy of the court order, which curtails these specific rights.
4. With the exception of “directory” type information—name, address and phone number – the school will not release the information contained in the student’s records to other parties without the prior written consent of the person legally responsible for the student. This written consent is accorded by the school’s record release form.
5. According to the law the school is authorized to release the information contained in the student’s records without permission to certain federal, state, and local authorities in the performance of their functions and to the court or law enforcement officials upon the issuance of a subpoena or court order.

The Board of Education of Life Christian Academy presumes that the person who enrolls a student in school is the student’s custodial parent except for students whose residence is in a correctional facility, established group home, or treatment center. Unless the court specifies otherwise the custodial parent “may determine the child’s upbringing, including his education.” Parents or guardians have the two-fold right to receive information contained in the school records concerning their minor child and to forbid or permit the disclosure of such information to others unless authorized by the custodial parent.

The Board, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent’s right to be kept informed of the student’s school progress and activities. If restrictions are made relative to the above rights, the custodial parent will be requested to submit a certified copy of the court order, which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all of the student’s educational records, including but not limited to, the student’s cumulative file, records kept by the teacher, and the student’s special education file (when applicable), and upon written request, and opportunity to conference with the student’s teacher.

The student is not permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent except as provided in “Child Abuse” policy.

Legal references:

|                |   |
|----------------|---|
| 45 CFR Part 99 | Family Education Rights and Privacy Act   |
| RCW 26.09.225  | Access to child’s educational and medical records                               |
| 26.10.150      |   |
| 26.10.170      | Powers and duties of custodian-supervision by appropriate agency when necessary |
| 13.34.200      | Order terminating parent and child relationship                                 |

## 5. GRADES AND GRADING POLICY

Parents are naturally interested in the quality of work their students do in school. At the end of each nine-week period, report cards/progress reports are provided to parents. The student is the one who determines just what the quality of their work will be. The following grading system is used at Life Christian Academy.

Grades K-3

Evaluation Code/Academic Growth:

- 1 Beginning – Consistently needs one-on-one instruction to complete tasks
- 2 Developing – Consistently works toward improving knowledge and behaviors to meet grade level expectations
- 3 Independent – Consistently demonstrates and applies knowledge and behaviors at grade level
- 4 Scholar – Consistently works beyond grade level expectations; pursues further knowledge and applies it to new concepts.
- /- Not evaluated at this time
- A- Instructional accommodations required

Grades 4 & 5

|    |         |     |    |        |     |
|----|---------|-----|----|--------|-----|
| A  | 94-100% | 4.0 | C  | 73-77% | 2.0 |
| A- | 90-93   | 3.7 | C- | 70-72  | 1.7 |
| B+ | 88-89   | 3.3 | D+ | 68-69  | 1.3 |
| B  | 83-87   | 3.0 | D  | 63-67  | 1.0 |
| B- | 80-82   | 2.7 | D- | 60-62  | 0.7 |
| C+ | 78-79   | 2.3 | F  | 0-59   | 0.0 |

### REPORT CARDS

After every nine weeks of instruction, each teacher prepares a quarterly report card. These reports are mailed to the parents or given to them at a parent teacher conference.

### HONOR ROLL

Students in 4<sup>th</sup> & 5<sup>th</sup> grades are eligible to be on Honor Roll. An honor roll will be compiled at the end of each grading period. To be on the A honor roll a student must have a grade point average of 3.5 or above. Students with a grade point average of 3.00 to 3.49 will be placed on the B honor roll.

## 6. HOMEWORK/ASSIGNMENT POLICY

Homework is a valuable aid in helping students make the most of their school experience. Life Christian Academy defines homework as an independent activity, to be accomplished outside of the school day and without teacher assistance, to reinforce concepts learned in class. Some homework may require parental help. Assigning homework strengthens academic skills, reinforces concepts students learn in class, helps students learn responsibility and develop positive study habits, and helps parents stay aware of student's work. Effective use of homework requires cooperation among administration, teachers, students, and parents.

The parent has a responsibility in assisting the student with their homework by providing a time and place with an atmosphere that encourages concentration upon the work to be done. Parents should encourage their student by showing interest in and affirming the importance of doing quality work on assignments. Parents should also be careful to monitor other activities that may be in conflict with time needed for study.

Students will not be given assignments on Wednesday evening to encourage church attendance. Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

In the event of an extended absence (3 or more days), a request may be made to the office staff upon the third day absent requesting assignments. Requests should be made between 8:00-9:00 a.m. to assure assignment availability that afternoon. (Parents have the option of writing notes to the teachers to be distributed by the office staff requesting any handouts or assignments given in class that day and pick them up at the end of the day).

## **HOMEWORK GUIDELINES**

### **Kindergarten**

1. Completion of any missed class work
2. Bible verses
3. Special projects to follow through on classroom activities
4. Oral reading – parent to child **or** child to parent. Parental involvement 10-15 minutes per day.

### **First Grade**

1. Completion of any missed class work or unfinished work
2. Spelling words
3. Bible verses
4. Special projects to follow through on classroom activities
5. Study math facts (+, -)
6. Oral reading – parent to child **or** child to parent. Parental involvement 10-15 minutes per day. Helping child to move toward independence.

### **Second Grade**

1. Completion of any missed class work or unfinished work
2. Spelling words
3. Bible verses
4. Learn & review math facts (+, -)
5. Oral reading – parent to child **&** child to parent. Parental involvement 10-15 minutes per day.
6. Special projects/preparation for tests. Additional parental involvement and/or supervision may be needed.

### **Third Grade**

1. Completion of any missed class work or unfinished work.
2. Spelling words
3. Bible verses
4. Learn & review math facts (+, -, x)
5. Oral reading – parent to child **&** child to parent. Parental involvement 10-15 minutes per day.
6. Special projects/preparation for tests. Additional parental involvement and/or supervision may be needed.

### **Fourth Grade**

1. Completion of any missed class work or unfinished work
2. Spelling words
3. Bible verses
4. Learn & review math facts (+, -, x)
5. Listen to or read library books (alone or with others)
6. Special projects
7. Preparation for tests
8. Short-range assignments: creative writing, science, reading, language arts, social studies, reports, and book reports
9. Student independence is necessary. Parental support encouraged, 15-45 minutes daily.

### **Fifth Grade**

1. Completion of any missed class work or unfinished work.
2. Spelling words
3. Bible verses
4. Math activities: computation, concepts, problem solving, basic facts
5. Preparation for tests
6. Short-range assignments: creative writing, science, reading, language arts, social studies, reports, and book reports
7. Long-range assignments and projects

8. Student independence is necessary. Parental support encouraged. 15-45 minutes daily.

### **PARENT INVOLVEMENT IN HOMEWORK**

1. Make a commitment to listen to your child talk about his/her schoolwork and to give your child some time each evening when he/she has your undivided attention.
2. Contact your child's teacher if you have any questions regarding the assignments.
3. Encourage your child to ask questions about the assignment at the time when it is made or before leaving school.
4. Provide a place with proper lighting, supplies, and a regularly planned time when your child can study without distractions of radio, television, telephone, or other siblings.
5. Provide your child the opportunity to go to the library and other resource areas in your community.
6. Be sure to check with your child frequently about the status of completing long-term assignments.
7. Help your child develop a system to stay on task and to develop a sense of responsibility for completion of required assignments.

#### **7. ACHIEVEMENT TESTS**

Achievement tests are administered in the spring to all students. Copies of test results are available to the parents. Results can be picked up in the school office.

#### **8. CHAPEL & DAILY DEVOTIONS**

Students are led in regular sessions of chapel as well as prayer under the direction of classroom teachers and pastors.

#### **9. CURRICULUM**

The curriculum at Life Christian Academy emphasizes the basic skills of reading, language arts, math, science, and social science. Bible is taught as a core subject, but God's word and the principles of Christ are integrated throughout the total program. Specialist fields teach music, PE, and Chinese.

#### **10. FIELD TRIPS**

Periodic field trips will be scheduled for individual classes. Information regarding such trips will be communicated with parents at least one week prior to the event. The costs of the field trips vary depending on the distance traveled and the nature of the trip. Parents are invited to participate in such events.

#### **11. PARENT TEACHER CONFERENCES**

Conferences are held within two weeks of the end of the first quarter. In November, three days are set aside for teachers to hold conferences with parents. During these three days, there are ½ days of school for students. Conferences in April are scheduled upon request/need only.

#### **12. RETENTION**

If a teacher believes that it may be in the best interest of a particular student to be retained in the same grade for another year parents will be contacted for a conference to discuss the matter. Prior to this conference, the teacher will have discussed the matter with the administration who will remain in touch with the situation until a decision is made. Final decisions remain that of the school administration.

#### **13. SCRIPTURE MEMORY & MEDITATION**

All Life Christian Academy students memorize and meditate upon selected scripture verses each week. Selections vary from one grade to the next. Parents are urged to incorporate these verses into their family devotion time.



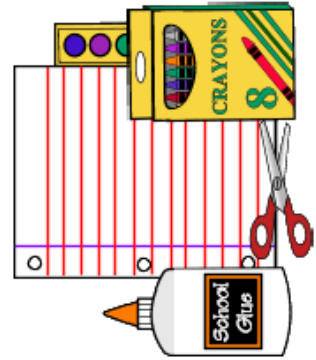
# LIFE CHRISTIAN ACADEMY

## K-2 SCHOOL SUPPLY LIST (PLEASE LABEL ALL SUPPLIES)

### KINDERGARTEN

- ◊ 2 10 count boxes wide-tip washable markers
- ◊ 2 containers disinfecting wipes
- ◊ 12 Ticonderoga pencils
- ◊ 1 large pink eraser
- ◊ 6 jumbo glue sticks
- ◊ 1 4 oz bottle glue
- ◊ 3 24 count boxes of Crayola crayons
- ◊ 2 12 count boxes of colored pencils
- ◊ 1 pair scissors
- ◊ 2 large boxes facial tissue
- ◊ 1 pencil sharpener w/catcher
- ◊ 1 Crayola watercolor set
- ◊ \*\*Supplies need not be labeled

\*\*Please note...Crayola products and Ticonderoga pencils have long-lasting quality.



### GRADE 1

- ◊ 12 #2 pencils (sharpened at home)
- ◊ 1 large pink eraser
- ◊ 1 pack pencil cap erasers
- ◊ 3 jumbo glue sticks
- ◊ 1 4-oz bottle school glue
- ◊ 2 10-count box wide tip washable markers
- ◊ 4 24-count boxes of crayons
- ◊ 1 8 color water color paint set
- ◊ 2 12-count box colored pencils-sharpened
- ◊ 1 bottle of hand sanitizer
- ◊ 1 pair scissors
- ◊ 2 large boxes facial tissue
- ◊ 1 container disinfecting wipes
- ◊ 1 pencil sharpener w/catcher
- ◊ 1 watercolor set
- ◊ \*\*\*Supplies need not be labeled

### GRADE 2

- ◊ 1 box of 24 crayons
- ◊ 1 box wide tipped markers
- ◊ 24 #2 sharpened pencils
- ◊ Pencil sharpener with catcher
- ◊ 2 red sharpened marking pencils
- ◊ 2 big erasers, pink or white
- ◊ 1 pair of scissors
- ◊ 1 bottle white glue
- ◊ 2 glue sticks
- ◊ 1 spiral notebook (wide ruled)
- ◊ 1 package wide ruled paper
- ◊ 1 box sharpened colored pencils
- ◊ 1 school box or zipper pouch
- ◊ 1 large box facial tissue
- ◊ 1 bottle hand sanitizer
- ◊ 2 Flair Marking Pens (black) *no name*

- ◊ Ruler 12-inch with cm and inches
- ◊ Post-It Notes (3x5 or 3x3) 1 each initials on back
- ◊ Twin Pocket Portfolio without fasteners (Pee-Chee type) reinforce folded edge with tape
- ◊ 1 container disinfecting wipes

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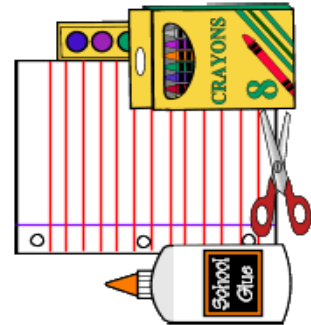


# LIFE CHRISTIAN ACADEMY

## GRADES 3-5 SCHOOL SUPPLY LIST (PLEASE LABEL ALL SUPPLIES)

### GRADE 3

- ◊ 1 box of thin-tipped colored markers
- ◊ 1 box sharpened colored pencils
- ◊ 24 #2 sharpened pencils with erasers
- ◊ 1 pencil sharpener with catcher
- ◊ 1 box of crayons
- ◊ 2 black "flair" pens (for art)
- ◊ 1 sharpie marker (for art)
- ◊ 1 pair scissors
- ◊ 3 glue sticks
- ◊ 1 roll scotch tape
- ◊ 1 ruler with centimeter and inch markings
- ◊ 1 pkg wide-ruled notebook paper
- ◊ 2 wide-ruled spiral notebooks
- ◊ 9 2-pocket folders
- ◊ 4 pink or white pearl erasers
- ◊ 1 pencil box or zipper holder
- ◊ 1 large box facial tissue
- ◊ 2 compositions books
- ◊ NIV Adventure Bible
- ◊ 1 liquid glue



### GRADE 4

- ◊ 1 box thin-tipped colored markers (24 ct)
- ◊ 1 box colored Crayola pencils (24 ct)
- ◊ 24 #2 pencils sharpened
- ◊ 4 red ink pens
- ◊ 1 black "flair" pen for art
- ◊ 1 box Crayola crayons (64 ct)
- ◊ 1 pair scissors
- ◊ 1 bottle white glue
- ◊ 4 glue sticks
- ◊ 1 ruler with centimeter and inch markings (not bendable)
- ◊ 2 large boxes facial tissues
- ◊ 1 tub Clorox wipes
- ◊ 5 pkgs wide-ruled notebook paper
- ◊ 2 2-pocket folders
- ◊ 2 spiral notebooks (wide-ruled)
- ◊ 2 pink or white pearl erasers
- ◊ 1 pencil box or zipper pouch
- ◊ Basic calculator
- ◊ NIV Adventure Bible
- ◊ NO pencil sharpeners, binders, or mechanical pencils

### GRADE 5

- ◊ 1 box crayons
- ◊ 1 box thin-tipped markers
- ◊ 1 black Sharpie marking pen
- ◊ Colored ballpoint pens (blue, black, red)
- ◊ 1 box of colored pencils
- ◊ 12 #2 sharpened pencils with erasers
- ◊ 1 mechanical pencil
- ◊ 1 pink pearl eraser
- ◊ 1 pencil sharpener with catcher
- ◊ 1 pair scissors
- ◊ 1 ruler with centimeter and inch markings
- ◊ 2 2-pocket folders
- ◊ 1 spiral notebook
- ◊ 2 large boxes facial tissues
- ◊ 1 glue stick
- ◊ 1 bottle white glue
- ◊ Notebook paper (500 sheets)
- ◊ 1 pencil box or zipper pouch
- ◊ 6 8-pack 3-ring notebook dividers
- ◊ 1 1-inch, 3-ring binder
- ◊ 1 small stapler
- ◊ 1/4" graph paper
- ◊ Basic calculator
- ◊ NIV Study Bible

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Updated 6/18/2015

## **SECTION THREE - DISCIPLINE IS DISCIPLESHIP**

### **DISCIPLINE PHILOSOPHY**

“Discipline” is the training that corrects, molds, or perfects the mental faculties or moral character of the individual. However, we commonly use the word “consequence” with our students. Discipline is established and maintained at Life Christian Academy with the intent to “train” each student (Proverbs 22:6). We desire to be fair yet firm, loving but not sentimental, and caring not just doing our jobs. The first goal of our discipline policies and procedures is to help students develop a biblical world and life view. Our desire is that each student learns to think and live biblically. The second is to create a climate that facilitates maximum learning for each student. The third is to help each student learn to move from external-control to self-control to, ultimately, Spirit-control.

It is expected that students will:

- Behave appropriately (misbehavior is a matter of choice)
- Accept responsibility for their behavior
- Respect the rights of the teacher to teach and fellow students to learn
- Respect each teacher and each other
- Be obedient and respectful to all those in authority
- Take care of the building and all school equipment and materials
- Be honest
- Safety first
- Use appropriate language
- Harassment of any kind will not be tolerated

Bus/Van expectations:

A school bus, van, etc. is considered an extension of the classroom and conduct on these vehicles is expected to be the same as in the classroom. Violations of the conduct code will be dealt with accordingly. This is true for all school activities inside and outside of regular school hours.

- Take seat immediately upon boarding and remain seated at all times
- No beverages are to be consumed on board
- No food may be eaten on the bus/van. NO GUM is allowed.
- Respect and promptly obey the driver
- Keep hands, head, and arms inside the bus
- Do not throw anything out the windows
- Keep hands to oneself and respect others property
- Talk quietly – no excessive noise

### **MINOR CLASSROOM, HALLWAY, AND PLAYGROUND OFFENSES**

Any minor disturbances that do not meet the teacher’s classroom expectations and prevent classroom order and instruction. Any minor disturbances that violate school or playground rules and order.

Disciplinary Procedure (actions that may be taken, but not restricted to):

1. Verbal warning
2. Loss of playtime or privilege or detention and parent contact
3. Parent/teacher conference
4. After school detention
5. Lunch detention
6. Student/principal conference

### **MAJOR CLASSROOM AND PLAYGROUND OFFENSES**

Activities and attitudes that show a lack of respect for authority; frequent violations of minor offenses.

Disciplinary Procedure (actions that may be taken, but not restricted to):

1. Student/headmaster/principal conference
2. Parent/student/headmaster/principal conference
3. In-school suspension/Out-of-school suspension
4. Three to five day out-of-school suspension
5. Expulsion



## **EXCEPTIONAL MISCONDUCT**

Violations of United States, Washington State or City of Tacoma laws. Activities that seriously threaten the safety of students. Activities that show gross lack of respect for authority or property. Activities that violate the Life Christian Academy conduct code. Authorities may be notified.

### **Disciplinary Procedure:**

1. Suspension
2. Expulsion

## **SUSPENSION**

A student may be suspended from school only after a disciplinary conference between the parents and administration. Very specific changes in attitude and actions will be expected prior to re-admission. A re-admission conference between the parent and administration will be necessary for the student to return to school. Disciplinary probation may be invoked when a student is suspended from school. The reasons which would give cause for suspension are:

1. Continued deliberate disobedience/disrespect displayed.
2. A rebellious spirit which is unchanged after much effort by the school staff
3. A continued negative attitude and bad influence upon other students
4. Violations of the code of conduct
5. Failure of the student to comply with the disciplinary actions of the school

## **EXPULSION**

Expulsion may also be recommended for violation of legal statute, major classroom, playground offenses, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Parents will have the right of an appeal through written letter of explanation to the Headmaster and Board of Education.

## **PROBATION**

Probation is invoked to give a student with a serious problem the opportunity to correct his/her problem. If he/she does not improve to a satisfactory level he/she will be dismissed and asked to withdraw from school.

### **ACADEMIC & BEHAVIOR PROBATION**

Students are placed on probation to allow formal monitoring of their progress either academically or behaviorally.

1. **ACADEMIC PROBATION**  
Students are placed on academic probation when they fail to maintain passing grades.
2. **BEHAVIORAL PROBATION**  
Students will be placed on behavioral probation:
  - a. For any serious disciplinary situation (will also include other disciplinary measures)
  - b. After the third time in the office for inappropriate behavior or a pattern of inappropriate behavior determined by the Principal.
3. **LENGTH OF PROBATION**
  - a. Length of probation will be one grading period or as determined by the Principal

## **LANGUAGE POLICY**

The language that we use on campus (and elsewhere), written or spoken, should be consistent with what God expects of us. Ephesians 4:29 tells us to "Let no unwholesome word proceed from your mouth, but only such a word as is good for edification (building up) according to the need of the moment, that it may give good grace to those who hear." Profanity, gossip, filthy and hurtful words proceed from an unkind heart and grieve the Holy Spirit of God. In addition, any items in the opinion of the administration deemed to be obscene will be confiscated immediately. Parents will be notified and appropriate discipline will be implemented.

## **HARASSMENT/BULLYING**

Our Christian walk should be demonstrated at all times. As such, harassment and bullying of any kind will not be tolerated at Life Christian Academy. Harassment/bullying includes, but is not limited to, focusing on a person's race, creed, color, handicap, faith, or national origin. Prohibited harassment/bullying actions includes, but is not limited to, comments, slurs, jokes, innuendoes, cartoons,

pranks, and physical harassment. Teachers, students, and parents should feel free to contact the administration when they feel that harassment or bullying has occurred.

## **POLICY REGARDING SEXUAL HARASSMENT**

It is the policy of Life Christian Academy and Life Center to maintain a learning environment for students that is free from all forms of discrimination, including sexual harassment. Life Christian Academy prohibits sexual harassment of, and by, students & staff. A fundamental premise of this policy and expectation regarding conduct is that the dignity of individuals must be respected. Life Christian Academy will not tolerate any form of sexual harassment. It shall be a violation of this policy and Life Christian Academy's student discipline policy for any student attending Life Christian Academy to harass another student, staff member, volunteer, parent, or guardian through verbal or physical conduct of a sexual nature as defined by this policy. This policy prohibits sexual harassment of students by staff members, volunteers, parents, or guardians. All complaints of sexual harassment will be addressed and appropriate disciplinary actions will be taken, up to and including suspension and/or expulsion, against any student found to have violated this policy. All complaints of sexual harassment will be addressed and appropriate disciplinary actions will be taken, up to and including discharge against any staff member found to have violated this policy.

### **Sexual Harassment Defined**

Sexual harassment refers to behavior that is unwelcome and is personally offensive and interferes with a student's educational process.

Sexual harassment consists of:

- Unwanted sexual advances
- Requests for sexual favors
- Other verbal or physical conduct or communication for a sexual nature, when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

Examples of behavior that may be considered sexual harassment include without limitation:

- Staring or leering that has sexual overtones
- Unwanted sexual comments
- Suggestive gestures
- Sexual demeaning jokes, statements, or comments
- Spreading sexual gossip
- Unwanted physical contact of a sexual nature, including feigned "accidental;" contact as well as pinches, embraces, slaps, or pats
- Pressure for sexual activity
- Displaying pornographic or sexually explicit materials
- Offering benefits, favors, or rewards in exchange for sexual contact

### **Complaint Process**

Life Christian Academy will take all complaints of sexual harassment seriously and will act to address all complaints. Any student who believes that he or she has been subjected to sexual harassment in the educational environment is encouraged to bring his or her complaint to the immediate attention of a member of the teaching staff or to the Principal or Vice Principal for assistance in resolving the matter.

### **False Reports**

Life Christian Academy will take all complaints of sexual harassment seriously and will act to investigate all complaints. It is a violation of this policy to knowingly report or corroborate false allegations. Persons found to knowingly report or corroborate false allegations will be subject to disciplinary action.

### **Retaliation**

Students shall not be retaliated against by other students or staff for making a report of sexual harassment or for providing testimony and/or assisting in the investigation of such a report.

### **Confidentiality**

Life Christian Academy will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with Life Christian Academy's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

### Discipline

Life Christian Academy will take such disciplinary action it deems necessary and appropriate to end sexual harassment and to prevent its recurrence. Documentation and record of complaints and action taken will be maintained. The purpose of any disciplinary action will be to prevent further incidents. Although there are no set punishments, when they occur, they may be quite severe. The range of discipline for sexual harassment by students includes the following:

- Counseling
- Detention
- Apology to the victim
- Suspension (number of days similar to other serious offenses)
- Expulsion

The choice of discipline will be dependent on the nature of the offense, age of the student involved, and any prior offenses.

Sexual harassing behavior by a teacher of a student or any other staff member or visitor is prohibited. Such behavior should be immediately reported by the student or anyone with knowledge of such behavior to the Principal for investigation. Where appropriate, disciplinary action, up to and including discharge, may be applied.

### **SEARCH AND SEIZURE POLICY**

Illegal items such as drugs, drug paraphernalia, firearms, weapons, or other possessions reasonably determined to be a threat to the safety or security of others, will be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily or permanently removed from student possession.

### **POSSESSION OF WEAPONS POLICY**

Life Christian Academy will not tolerate possession of weapons by students on school property or at school-sponsored events. Student possession of a weapon creates a danger to students and staff and is disruptive to the operation of the school.

Students who possess a weapon or who carry, exhibit, display, or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion. In such cases, Washington State law will be followed. Students are not to possess toy weapons on campus. These items could cause serious disruption of the school day. Students who bring such items to school will be subject to suspension or expulsion.

“Possession” includes, but is not limited to, having a weapon on school property or at a school-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property such as the student’s body, in his/her clothing, purse, backpack, gym bag, or vehicle; or (c) under the student’s control or accessible or available, such as hidden by the student.

Dangerous weapons as defined in RCW 9/41/250 and RCW 9.41. 280 include: “any instrument or weapon of the kind known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or an knife having a blade which opens, or falls, or is effected into position by the force of gravity, or by any outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; or who shall use any contrivance or device for suppressing the noise of any firearm.”

(RCW 9.41.250) “Any firearm; any device commonly known as ‘nun-chu-ka sticks’ consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device commonly known as ‘throwing stars,’ which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas” (RCW 9.41.280)

## PHILOSOPHICAL BASIS FOR OUR DRESS CODE

Because it is the desire of Life Christian Academy to maintain an appropriate educational environment, modesty, neatness, and cleanliness are essential. Clothing or hairstyles that distract from the educational process or draw attention are not appropriate. Christians are encouraged in the Bible to observe the principles of modesty, to avoid drawing attention to themselves, and to glorify God in all their behavior. Extremes in fashions are considered inappropriate and distracting. Parents are expected to monitor their student's dress.

### GENERAL GUIDELINES

1. The dress code shall apply to all K-5 students from 8:30am to 3:00pm
2. The responsibility for compliance with these guidelines is primarily the home
3. The Principal, staff, and teachers will ensure compliance with the guidelines
4. Clothing with lettering and/or pictures not in accordance with school principles must not be worn.
5. All attire must fit modestly. Pants must ride at the waistline.
6. All attire is to be neat and clean and must not be torn, patched, frayed, fringed, unhemmed, or badly faded.
7. If you are in doubt as to the appropriateness of an item, please call the school for clarification and/or bring the item to school for a ruling.

## LIFE CHRISTIAN ACADEMY K-5 DRESS CODE

All students in grades K-5 will be required to wear uniforms to school each day.

The following standards explain the uniform policy.


- ❑ **UNIFORMS MUST BE WORN THE ENTIRE DAY.**
- ❑ No coats or hats are allowed to be worn in the building.
- ❑ Hairstyles: Hair needs to be neat, clean, and out of the eyes. It is the principal's prerogative to suggest change. Boy's hair length should be no longer than the top of the collar and above the earlobes.


### REQUIRED UNIFORM ITEMS:

**SHIRTS** (boys and girls): Long or short-sleeved solid color white, red, or navy turtleneck, polo or collared shirt or blouse. **NO OVERSIZED SHIRTS.** Available through various department stores or The Dennis Company.

**PANTS** (boys and girls): Navy blue or khaki (tan) corduroy or twill. **NO SHORTS ON CHAPEL DAYS. NO OVERSIZED PANTS.** Available through various department stores or The Dennis Company

**JUMPERS/Skorts/Skirts Must be worn on Chapel Days** (girls): Hamilton Plaid or navy jumpers are available through The Dennis Company and the French Toast Company. (Shorts may be worn under

 the jumper as long as they are not visible below the hemline of the jumper). **Length must be modest.**

 **SOCKS/LEG WEAR:** Red, navy, or white solid-colored knee socks, anklets, leggings, or tights only. **NO BARE FEET ALLOWED.**

**SHOES:** Shoes must have a wide, low heel so as not to impair movement during recess or P.E. activities. For safety reasons-- **NO SANDALS.**

### EAGLE PRIDE FRIDAY

- ❑ Every Friday is Eagle Pride Day. You can wear LCA logo shirts and navy sweatpants. Girls can wear skirts with embellishments (i.e. Sequins and sparkle threads).

## ADDITIONAL / OPTIONAL ITEMS

**SHORTS:** (boys and girls) Navy or khaki (tan) walking shorts. Available through various department stores, the Dennis Company, or French Toast.

**SWEATSHIRTS:** (boys and girls) Plain navy or plain red sweatshirt or with **Life Christian emblem**. Sweatshirts must be worn with a uniform shirt underneath and must be worn right side out with emblem showing. Available only through Life Christian Academy.

**SWEATPANTS:** (boys and girls) Only plain navy sweatpants with can be worn on Fridays. Available through local department stores.

**ACCESSORIES:** Hats and sunglasses may be worn only on the playground. Boys cannot wear earrings. Girls cannot wear bandanas or sash-style belts.

*PLEASE MARK ALL COATS, SWEATERS, SWEATSHIRTS, ETC. WITH THE STUDENT'S NAME*

## APPLICATION OF DRESS CODE GUIDELINES

- ❑ If a staff member deems that a student's attire is not appropriate, the student will be required to call home. Parents will be immediately contacted to bring appropriate attire.
- ❑ Lack of compliance with the dress code will be interpreted as a behavioral issue.
- ❑ Uniforms can be ordered through:
  - [www.dennisuniform.com](http://www.dennisuniform.com) School Code XSL205
  - [www.frenchtoast.com](http://www.frenchtoast.com)
  - Various department stores: Target, JC Penny's, Land's End, etc.

## SECTION FOUR - GENERAL SCHOOL POLICIES

### ATTENDANCE POLICIES

Students enrolled in Life Christian Academy are expected to attend school in accordance with state law (RCW 28A.600.03, WAC 180-40-235, WAC 180-40-245) and LCA Board of Education regulations. **The primary responsibility for school attendance rests with students and their parents.** It is important that parents teach their students the value and importance of **regular** and **on time** attendance. The school's responsibility is to join with parents in teaching students the value and importance of regular attendance. Through these combined efforts we hope we can instill lifelong constructive attendance habits and attitudes that carry over to college and to the workplace.

The administration will uphold these stated attendance policies so it is important that all parent/students are familiar with them.

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class is seen as a serious problem.

### ABSENCES

1. Excused Absences
  - a. Absences for the following reasons shall be excused:
    - Personal illness
    - Family emergencies (examples include: significant illness, death of a family member, fire, unanticipated family events)
    - Short-term and long-term suspension, expulsion and emergency expulsion;

- Doctor or dental appointments
- b. In order for an excused absence to be valid, the parent must send a written note with the student when the student first returns to school with student's name, the date of absence, the reason, and parent's signature. Additionally, LCA may determine that a verbal exchange with the parent is adequate, or may decide that the written note provides an inadequate explanation and requires further parent contact.
  - c. Students who need to leave school early for medical, personal, or other legitimate reasons must be signed out through the Elementary Office.
2. School-related Activities
    - a. A student not present in class due to a pre-approved school related activity (e.g. field trip, music, or athletic participation, partnership program, etc.) will be recorded as an excused absence.
    - b. Prior notification needs to be given to teachers whose class will be missed because of the activity. The Principal has final authority for approving a school-related activity for any student. Approval may be denied on a given activity after fair consideration of academic and behavioral progress.
    - c. It is the student's responsibility to obtain all assignments prior to the absence, and all work must be turned in by the assignment due date.

### **PARENT REQUEST FOR STUDENT ABSENCE**

If your child will miss three or more days of school for a reason other than illness, we ask that you complete a "Request for Absence Form" from the office. Submit the completed form to the office at least one week prior to the requested absence dates. Requests must relate to family activities other than sickness, death in the family, and medical/dental appointments which are considered excused absences that do not require prior approval.

### **TARDY TO SCHOOL**

All students who are tardy to school must report to the school level office for an Admit to Class Slip. Excessive tardies may preclude perfect attendance. For the tardy to be excused, the student must have one of the following at the time of arrival:

1. A written excuse from a parent/guardian with an acceptable reason as indicated in Excused Absences section above. Tardies for the following reasons shall be excused:
  - Personal illness
  - Family emergencies approved by the Principal (examples include: significant illness, death or funeral of a family member, fire, unanticipated family events).
  - Short-term and long-term suspension, expulsion and emergency expulsion
  - Doctor or dental appointment
2. A verbal statement giving the reason for the tardy by a parent/guardian at the time of arrival will be accepted in lieu of a written note
3. Unusual traffic conditions due to weather or accidents, and car problems, other than running out of gas, will be accepted reasons.
4. Teachers will keep a record of all excused and unexcused tardies.

### **TARDY TO CLASS**

A student is considered tardy to class if he is not inside the door of the classroom when the bell rings. Some teachers may require the student to be in his seat when the bell rings. The teacher will decide if the student's tardy is excused or not.

### **BEFORE AND AFTER SCHOOL PROGRAM "KIDS CLUB"**

Kids Club is a before and after school program at Life Christian Academy. It is designed to service the needs of parents and students in kindergarten through 5<sup>th</sup> grade. Kids Club is open from 6:45am to 8:20am before school and after school from 3:00pm to 5:45pm. Our pre-school facility serves as the headquarters for Kids Club. We also use the 18<sup>th</sup> Street Gym, playground, and classrooms. At Kids Club students check in and choose their activity for the day. Each activity has its own teacher to provide friendship, leadership, and interaction. Children choose to participate in theme activities, group games, crafts, outside activities, quiet indoor activities, homework and, of course, a favorite...snack.

### **BUILDING ACCESS**

1. Elementary students are allowed in the buildings during regular hours- 8:20am to 3:15pm.
2. All students in grades K-5 on campus before or after those times must be checked into Kids Club.
3. Students are to eat lunch in the designated areas only
4. Students are not allowed to make purchases from the The Eagle's Nest during school hours.

5. Lunches from The Eagle's Nest are considered a special event and must be eaten with a parent or designated adult.

### **CELLULAR PHONES, TABLETS, AND LAPTOP COMPUTERS**

1. Students are not to make or receive phone calls during school hours 8:30am to 3:00pm. Cell phones must be turned off and stored in student's backpack.
2. Tablets must be kept in backpack and powered off unless a teacher is allowing use to increase student learning.
3. Except in cases of an emergency, students will not be excused from class to make phone calls.
4. Phones, tablets, laptop computers, etc. are brought to school at the students own risk. The school does not assume responsibility for them.

### **CHAPELS, ASSEMBLIES, AND RETREATS**

1. The chapel service is a time set aside each week for faculty and students to worship together.
2. The chapel service is a time to worship and praise God. Students are to be reverent and respectful.
3. Students are required to attend all chapels, assemblies, and retreats throughout the year
4. Student assemblies will be held from time to time to inform the student body of special events and/or to encourage school spirit and unity through pep rallies, etc.

### **CLASSROOM, BUILDING, AND PROPERTY POLICY**

1. No food or drink will be allowed in any classroom unless special permission is obtained from the Principal or teacher.
2. Students who are found to be defacing, vandalizing, or destroying school property will be disciplined, assigned to cleaning duty, and held financially responsible for any damages which may have occurred.

### **CLOSED CAMPUS**

Life Christian Academy is a closed campus. Students can not leave the campus unless a note or phone call from parent/guardian has been presented to the administration. Parents are to sign out their child in the student logbook located in the elementary office and the student will be then be called to the office by staff. The student is to sign in at the office immediately upon returning to campus.

### **CUSTODIAL PARENT AGREEMENTS/ACCESS**

Life Christian Academy will administer student access and student supervision in alignment with the most current custodial agreement that has been provided to our school registrar's office. That information will remain in the student file for reference. In conjunction with the terms of the agreement, our school will work within established guidelines. The guidelines are:

1. Each parent may produce a list of names as emergency contacts.
2. Each parent may produce a list of those names (suggested list be two names) that can pick up children during or after school on the day that parent has custody of the student.
3. No parent may remove nor alter any of the names submitted by the other parent.
4. It is not up to the school to determine which days the children are to go to which parent.
5. We have no responsibility to provide financial records to the non-fiduciary parent.
6. All parents have equal access to the student files related to registration, health records, and achievement information.
7. A parent may volunteer for field trip unless there is a restraining order against the parent by the opposing parent of the child.
8. If in doubt as to who the person is that says they are authorized to pick up a child, proof of identification is required.

### **DUE PROCESS AND GRIEVANCE PROCEDURES FOR FAMILIES**

In the unfortunate event that a family should come into conflict with a staff member, the school expects the matter to be resolved by applying the principle of Matthew 18, paying particular attention to 18:15-17. In other words, the family should first discuss the matter with the person in question. If a resolution cannot be reached, the matter should be discussed with the person's direct supervisor. At no time should the matter be discussed with anyone who is not in a position to bring the matter to resolution or who is not in the direct line of supervisory hierarchy. If a resolution has not been found after exhausting this process, it is then a family's right to submit a written statement to the School Board. The School Board's decision is the school's final decision in the matter. It is our hope and expectation that families would approach conflict prayerfully and with humility.

## **EMERGENCY PROCEDURES AND DRILLS**

### **Fire Drills**

1. The school is required to hold fire drills.
2. The signal for a fire drill is a continuous bell
3. The teacher will explain the exit procedure from each classroom.
4. At the onset of the bell, students must walk quickly and quietly to their designated meeting area with their teacher and remain together as a class.
5. Should a fire drill occur during a passing period, students must go directly to the nearest exit and proceed immediately outside to the gathering place of their next class.
6. Attendance will be taken.
7. Students are to remain outside in a quiet, orderly manner until the “all clear” signal is given.

### **Earthquake Drills**

1. The school will hold periodic earthquake drills.
2. At the onset of an alarm signaling an earthquake drill, students are to follow instructions of faculty and staff. in accordance with the national standards of DUCK, COVER, and HOLD.
  - Move away from windows and areas of potentially falling debris such as wall pictures, hangings, bookcases, etc.
  - Seek shelter under desks, tables, etc. and hang on.
  - Students in restrooms or anywhere else outside of the classroom must seek immediate shelter where they are.
  - Student must remain in the duck, cover, and hold position until the “all clear” signal is given.

### **Lock Down Drills**

1. The school will hold periodic lock down drills.
2. At the onset of an alarm signaling a lock down drill, students are to follow instructions of faculty and staff.
3. Faculty and staff will bring ANY student that is in the hall into classroom or office.
4. Lock classroom and office doors
5. Move away from windows and doors
6. Cover windows, doors and turn off lights
7. DO NOT open any door until the “all clear” signal is given

### **Power Failure**

1. In the event of a power failure during class time, students are to remain in the classroom until the Principal gives directions.
2. Should power failure occur during a passing period, students are to go quietly and directly to their next class.
3. Students MUST remain in the classrooms until directions are given the Principal.

## **HEALTH PROCEDURES, MEDICATIONS, AND IMMUNIZATIONS**

1. Minor first aid treatment will be provided in the nurse’s office.
2. If the injury is considered to be serious, parents will be called so that the student may receive the care of his/her doctor.
3. No student will be given any medication (prescription or nonprescription) at any time for any reason by any teacher or staff member unless a “Physician’s Order for Medication at School” is on file in the nurse’s office. **This form MUST be completed for EACH school year.**
4. Any prescription or non-prescription medication that is to be taken by a student during school hours must be kept in the nurse’s office in the original container that states the student’s name, the name, strength, and dosage of the medication.
5. All medication will be administered and recorded by the nurse.
6. Students cannot keep prescription medications in their lockers.
7. No student is to give another student medication of any kind.
8. All students must have a completed immunization form on file. All immunizations must be up-to-date. If not, the student will not be allowed to attend school.
9. It is the responsibility of the parent/guardian to provide the school with dates of all immunizations.

## **NON-DISCRIMINATORY POLICY**

Life Christian Academy is a selective admissions school looking for students whose lives and achievements best exemplify the mission of our school.



Life Christian Academy does not discriminate on the basis of race, gender, economics, country of origin, or ethnic background. We reserve the right to deny admission to any student whose abilities or attitudes do not match the spiritual and philosophical mission of Life Christian Academy. Enrolled students who admit to or display lifestyle choices that are not in accordance with the Christian values and beliefs taught and expected at Life Christian Academy may be removed from the school.

### **NURSE'S OFFICE**

Our School Nurse works hard to make sure children are as healthy as possible so they can learn as much as possible. Students are routinely scanned for vision, hearing, and other common problems.

School is not equipped to provide extended nursing care for sick students: if you suspect your child is ill, please keep him/her home. No medications, including Tylenol, Advil, Dimetapp, etc. will be given to the students without the proper form being on file with the school nurse.

If your child is injured or becomes sick at school, parents will be notified via the phone numbers listed on the emergency form for your child. It is very important that the school is notified of changes in numbers or contacts on your child's emergency form.

### **IMMUNIZATION POLICY**

Washington State law requires that children enrolled in grades K-12 be fully immunized. When you enroll your child in school, please remember to bring proof your child has been given proper immunizations. Students who are not fully immunized will not be allowed to attend school. If you object to immunizing your child for religious or philosophical reasons, you must sign a waiver form available from your doctor or the Health Department.

Information about state required immunizations can be obtained from the Tacoma-Pierce County Health Department by calling 253-591-6452. Immunizations are available from your child's regular doctor or from the Tacoma-Pierce County Health Department.

### **LUNCH PROGRAM**

Life Christian Academy and CFM use a lunch purchase point of sale system. The program is a declining balance lunch pre-payment program called "Pay PAMS." Your student's balance information will always be current and available for you to review at any time, you'll always know just how much has been spent on lunch. Here's how the program works-

1. You can pre-purchase lunch for your child or purchase at the time of sale.
2. Cash and check payments will be accepted at the lunch cafeteria line.
3. You may register, add funds, or obtain account balances of your child's account via the internet or by phone.
4. Schedule automatic payments to add funds to your child's account.
5. All students will have a 4 digit pin number to access their account.
6. A minimum of \$25.00 is required for the pre-payment account and if you pay with credit card, Pay PAMS does charge a service fee.

Any questions please email [cfm@lifechristian.org](mailto:cfm@lifechristian.org) or call the kitchen at 253-756-2414.

### **MEDIA CENTER POLICIES**

1. The Media Center services all students in grades preK-12.
2. Follow the Media Center rules for conduct.
3. Students in preK and K may check out one book at a time. First through 5<sup>th</sup> grade students may check out two books, with an additional book for teacher assigned projects. No books can be checked out to students with overdue books.
4. Students are responsible for the cost of lost items. Every effort is made to work with students to find the materials. When an item is determined to be lost, students can make "a donation in kind" of equal value, replace the book with the exact title, or pay the replacement cost of the book. Should the item be found, the cost of the item will be refunded.

### **OFFICIAL SCHOOL-SPONSORED FUNCTIONS**

1. Student leaders with their advisors shall plan any class or group function officially sponsored by the school.
2. The Principal shall be informed in advance as to the details of the function, including names of the chaperones.
3. School rules apply at all functions.
4. No meeting of any organization is to be held without the knowledge of the advisor. Plans for social functions must be cleared in advance through the office.

## **PHONE CALLS**

There is a phone available in the office for student use in **emergency situations only**.

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of LCA.

We believe that some faithful Christians struggle with same-sex attraction or gender dysphoria and that attraction or struggle itself is not a sin. For some children and teens, this is a phase that goes away; for others, it is a life-long struggle. The feelings themselves are not sinful; rather, acting on the feelings is a sin.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

### **EMPLOYEES AND VOLUNTEERS**

We believe that in order to preserve the function and integrity of LCA, and to provide a biblical role model to the LCA students and the community, it is imperative that all persons employed by LCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22). Failure to do so may result in discipline of employees (up to and including termination of employment), and in the case of volunteers, admonishment or removal as a volunteer and possible suspension or expulsion of the volunteer's children from LCA.

### **STUDENTS**

We believe that in order to preserve the function and integrity of LCA, all students must agree to and abide by this Statement on Marriage, Gender, and Sexuality. Students who violate the policy will be subject to discipline, up to and including expulsion from LCA.

Harassment or bullying of anyone (whether other students, or anyone in or outside the LCA community) is contrary to the love of Christ and students who engage in such conduct, whether related to perceived sexuality or otherwise, will be subject to discipline, up to and including expulsion from LCA.

### **LCA FAMILIES**

LCA recognizes that some LCA families may not agree with this Statement. If your family's make-up or beliefs are in opposition with the position we require you to contact us to set up a meeting prior to enrollment or re-enrollment. Students will not automatically be subject to discipline for the parents' belief, but families are expected to understand and respect the school's position and that it will be taught and enforced at LCA. If families, in word or deed, manifest divisiveness with LCA's position in a way that LCA, in its sole discretion, determines might be disruptive to the Christian learning environment, LCA may subject the student to discipline, up to and including expulsion.

### **LCA FACILITIES AND FUNCTIONS**

Any students, employees, volunteers, families, or visitors (including opposing sports teams) at LCA facilities or official LCA functions will be expected to use the bathrooms and locker rooms designated for their biological sex.

## **TRANSPORTATION FOR OFFICIAL SPONSORED SCHOOL ACTIVITIES**

1. The school is responsible for students participating in all officially sponsored school activities such as field trips, athletic events, choir appearances, class trips, etc.
2. Students will only be transported in school-approved vehicles and by school-approved drivers.
3. A student may leave the official travel party only after parent has signed the proper form.
4. The following rules will be enforced with traveling on school transportation:
  - Remain seated and facing forward
  - Do not bring any breakable container on board
  - Do not bring any animals onboard other than service dogs
  - All school behavior policies apply when on school vehicles
  - Student misconduct on school transportation may be sufficient reason to suspend riding privileges and enforce other disciplinary measures.
  - Any damage to the vehicle or equipment will be compensated for by the responsible party(ies).

## **VISITORS**

Any person other than enrolled students entering the building MUST check in at the school office.

1. Classroom visitors (students)  
School policy does not authorize students to bring friends or relatives to school. Exceptions to this rule can only be made in conjunction with the Principal and the classroom teacher, for cases in which such visitors are visiting with the intention of enrolling at LCA at a later date.
2. Drop-in emergency visits  
Persons wishing to meet with students or faculty for brief periods during the day MUST sign in at the office and get approval for such visit.
3. Parent visitors  
Parents are welcome to visit their student's classroom. Classroom visits are to be prearranged through the school office. This allows us to notify teachers and find out their activity schedule for that day. All visitors are to sign in and out at the school office. Visitors will be given passes that are to be visible at all times while on campus.

## **VOLUNTEERS**

It is the goal of Life Christian Academy to have parents and friends of LCA greatly involved in our student's education and activities. Before a volunteer is permitted to actively participate in the school or classroom routines, they must fill out the Volunteer Application and Screening Form and be cleared through our Volunteer Administrative Assistant. There are volunteer trainings offered to educate: how to work with students, review of school procedures and policies, proper communication and boundaries with students and faculty, and many other pertinent topics.

1. Volunteers must sign into the school office
2. Follow the school and classroom rules
3. Support teacher's instructional programs and discipline plan.
4. Recognize all children are different and created in the image of God.
5. Maintain confidentiality of student behavior or academic progress.
6. Understand that volunteer activities are always under the direction of a staff member at all times.

## **WEATHER/EMERGENCY SCHOOL CLOSURE**

In the event of emergency closures, Life Christian Academy will announce specific information on the following radio/TV stations: KIRO AM 710, KIRO AM 770, KOMO AM 1000, KIRO TV Channel 7, KING TV Channel 5, KOMO TV Channel 4. Information will also be available on the school voice messaging system.

**"Emergency Schedule—10:00 a.m. start"** means: Student attendance is optional, but once a student is at school they must stay here. NO before school care; NO morning pre-school; buses run 1 hour before late start begins.

On days when we have inclement weather or late school start, continue to listen to the above stations in the event we need to send students home early.

## **SECTION FIVE - FINANCIAL POLICIES**

### **FINES**

Fines are assessed for damaged or lost textbooks and library books. See sections on textbooks and library policies.

### **PEP HOURS (Parents as Educational Partners)**

Life Christian Academy encourages parents to participate in the education of their children. The guidelines are listed below:

- Participants: Each family is responsible for 4 hours of service or \$40 per school quarter; a single parent family is responsible for 2 hours or \$20 per school quarter. Extended family members (grandparents, etc.) may work for the family. Hours may not be “donated” from one family to another; each family is responsible for their own hours.
- Record keeping: Each family is responsible to keep a record of their volunteer hours. The list of hours must be submitted to the school office each quarter. At the end of each quarter, any unfulfilled PEP hours will be added to the tuition billing at the rate of \$10 per hour.
- Possible opportunities for service: baking (counts as one hour), phone calling from home, general office help, graduation planning, lunch program assistance, classroom volunteer, playground supervision, field trips, coaching athletics, room parent, auction, etc.
- Please call the school office to discuss special circumstances.

### **REFUND POLICY:**

Summer Refunds (withdrawal in June, July, or August): Application and registration fees are non-refundable. A 10% withdrawal fee will be collected from any paid tuition prior to a refund.

After School Starts: Application and registration fees are non-refundable. Tuition is pro-rated on a daily basis. A withdrawal fee of 10% of the annual tuition will be added to the account.

### **STUDENT ACCIDENT INSURANCE**

Life Christian Academy will carry an excess (secondary) basic student accident insurance program to cover medical expenses for injuries sustained by Life Christian Academy students. This means the family’s own medical insurance program will be approached first by the family to cover medical expenses. The school’s policy goes into effect for any remaining medical charges up to \$5,000. If the family does not have insurance, the school’s policy becomes the primary insurance, covering up to \$5,000.

### **TUITION BILLINGS & PAYMENTS**

|                              |   |
|------------------------------|---|
| 1 <sup>st</sup> of month:    | Statements are mailed   |
| 15 <sup>th</sup> of month:   | ALL PAYMENTS ARE DUE  |
| After the 15 <sup>th</sup> : | a \$35 late fee will be added   |
| 20 <sup>th</sup> of month:   | Parent must contact the Accounting Office to make specific payment arrangements for any unusual or temporary financial circumstances. |
| End of month:                | Temporary suspension until previous month’s tuition is paid.  |

If parents call and work with us regarding a payment schedule or specific payment dates, their student may remain in school. Suspension happens only when parents do not call or make any attempt to make the monthly payment or catch-up the past due account.

All accounts must be cleared before enrollment for the next school year can be accepted. No student can start school with a previous balance owing. Any outstanding accounts will be turned over to an outside collection agency.

All accounts must be cleared before the last day of school. Otherwise, the school may withhold official transcripts according to RCW.28A.195.070.

**ALL** payments must be mailed directly to the Key Bank Lockbox at: PO Box 11626, Tacoma, WA 98411-6626. Payments **cannot** be accepted at Key Bank locations. Payments must be mailed directly to this LOCKBOX address.

## **TEXTBOOKS**

1. All textbooks (unless purchased by the student) are the property of the school; however, they are the responsibility of the student during the period of issuance.
2. Damage or extraordinary wear to textbooks will result in a damage assessment or purchase fee.

## **TRANSFERS IN/OUT**

Students who transfer in after the school year has started will be charged on the basis of the number of days left in the school year. A daily rate will be figured based on the grade level of the student.

Students who withdraw must give a 30 days notice to avoid paying the next month's tuition. No deduction or remission of tuition is allowed for absence or withdrawal.

A refund for expelled students will be figured on a daily-prorated basis.

## **TUITION ASSISTANCE**

To be considered for tuition assistance, a financial aid application must be completed and submitted by April 30<sup>th</sup>. The tuition assistance application forms are available in the school office.

## **WITHDRAWAL FROM SCHOOL POLICY**

1. Students wishing to withdraw from school shall contact the Principal and present a written note from the parent/guardian stating the reason for withdrawal.
2. Students need to turn in all library books, school books and materials, and pay all charges and fines.

# Student Handbook Verification Form

Dear Life Christian Academy student and family,

Welcome to Life Christian Academy! It is going to be a great year! As you know, Life Christian Academy derives its strength by bestowing the Core values of Loving God, Loving Others, Speaking Life, and Praying Powerful Prayers. To help uphold these values, students and parents must be familiar with the responsibilities of being a student at LCA as reflected in contents of the Student Handbook. **Fulfilling the Student Code responsibilities and those requirements outlined in the Student Handbook is essential to maintaining the privilege of fulfilling these values and in some cases maintaining attendance at Life Christian Academy.** We ask that parents review this Code of Conduct, as well as other policies outlined in the on-line Student Handbook at [www.life.christian.org](http://www.life.christian.org) and then return this signed verification form to your student's teacher.

## Life Christian Academy Core Values Student Code of Conduct

### ***Love God as demonstrated through***

- Knowing Him and His creation through classroom study and regular Bible reading.
- Participating in corporate and/or private worship and prayer.
- Spending time with other Spirit-filled Christians through regular church attendance and community service.

### ***Love Others as demonstrated through***

- Submission to all those who are in authority.
- Respect toward school personnel, facilities, and rules.
- Respect toward friends and peers, serving others when possible.
- Loving others by never touching them in an inappropriate manner.
- Caring for others by never striking or physically harming another.
- Observing honesty and integrity by never stealing, lying, cheating, or encouraging others to do so.
- Demonstrating the ability to be "on time and on task" during attendance at school and programs.
- Dressing in a modest and positive fashion that portrays the inner beauty of a Spirit-filled Christian.

### ***Speak Life as demonstrated through***

- Regularly speaking words of encouragement that glorify God and encourage others.
- Avoiding attitudes that promote negative or angry emotions.
- Speaking the truth always and confessing misbehavior.
- Never threatening, slandering, or cursing self or others.

### ***Pray Powerful Prayers as demonstrated through***

- Knowing Jesus Christ as our Lord, Savior, and Advocate when we pray to our Heavenly Father in the power of the Holy Spirit.
- Regularly praying to God through prayers of thanksgiving, adoration, and confession.
- Regularly praying for the health, provision, and relationships of others.

Regardless of a student's spiritual maturity, Life Christian Academy students are expected at all times to demonstrate behaviors consistent with a Christian testimony, whether on or off campus. If an LCA student finds themselves in an environment that can compromise their testimony, they are to leave that environment immediately and document doing so. This would include, but is not limited to, public gatherings, social and sporting events, and on-line web sites and communication, i.e. texting, e-mail, Facebook, Twitter, Snapchat, etc. Although Life Christian Academy does not intentionally supervise the outside school behavior of its students, deeming it the responsibility of the parents, school administration may evoke discipline when made aware of any outside school behavior that is not consistent with the school values represented in the Student Handbook.

### **Parent/Guardian & Student Verification**

I have read and agree to be held accountable, and hold my student accountable to the standards set in the Student Handbook and the Student Code of Conduct.

Student's name: \_\_\_\_\_  
(please print)

Grade: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Date: \_\_\_\_\_