

LIFE CHRISTIAN ACADEMY

K-5 HANDBOOK

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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’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.

PHILOSOPHY STATEMENT

The philosophical vision of Life Christian Academy is rooted in the Christian view of life. We celebrate the triune God as the author of all truth and reality as He is revealed in scripture and creation. The center of a student’s education is Jesus Christ through whom all other learning must be viewed and integrated; He is both the reason and source for all learning. The design for Christian learning integrates increased understanding of the natural world, human history, culture, and the arts with increased personal knowledge of God Himself as revealed in Christ and understood through the scriptures.

As a school, we depend upon the Holy Spirit to do his work of illumination. However, because sin entered God’s universe and man lives with a fallen nature, man’s ability to learn and know has been damaged. Although his understanding of reality has been disintegrated from God’s man bears God’s image. God’s grace thus allows men to understand truth and reality, and therefore fulfill some of his creative potential.

Life Christian, as an educational institution, believes bringing up a child in Christ-likeness is primarily the responsibility and biblical duty of the parent. Our school exists, therefore, to assist in that education but will never replace the family’s role. We work in partnership with the family as we work through our shared commitment to the student’s upbringing. That commitment is expressed in a mutual desire to see students’ characters transformed to reflect the image of Christ, impacting the world in their calling, family, and community.

While in this process of transformation, Life Christian seeks to develop the potentiality of each student. Each child is uniquely created, possessing gifts enabling him or her to reflect upon that act within God’s plan and world. As a matter of stewardship, instructional strategies we build on the child’s individual strengths, talents and limitations, preparing him or her to confront life’s intellectual, philosophical and creative challenges with a well-reasoned faith.

While exploring the sciences, mathematics, language arts, humanities, technology, culture and extra-curricular activities, we seek to nurture the student’s maturity in leadership, self-discipline, personal and social development. This process can truly happen only through application of scripture, placing God, not man, at the center of all learning.

In understanding God’s sovereignty over all creation, we recognize all truth as coming from God. Our program of faith and learning integrates Christ, character development, and challenging academics into one curriculum, striving to stimulate a life-long love of learning, teaching to respond from within a biblical worldview, and training to think in a Christ-like manner in all settings.

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 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 dwells righteousness.

NON-DISCRIMINATORY POLICY

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

Life Christian 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. 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 may be removed from the school.

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 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.

ACADEMIC PROGRAM

1. ADMISSION

Life Christian 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 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 School
6. The parents must support the purpose and programs of Life Christian 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 1st. A birth certificate must be shown for verification. To be enrolled for kindergarten students must also score at the 5th year level or above in at least six of the eight areas on the Developmental Readiness Screening Test. Students who score below the 5th 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.

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 4th & 5th 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.

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.

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.

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.

SCRIPTURE MEMORY & MEDITATION

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

CHAPEL & DAILY DEVOTIONS

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

CURRICULUM

The curriculum at Life Christian 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 library.

MUSIC

Students select either band or fine arts in fifth grade.

ARTS & CRAFTS

Student activities in arts and crafts will vary from class to class under the supervision of the classroom teacher.

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 cost of the field trips vary depending on the distance traveled and the nature of the trip. Parents are invited to participate in such events.

6. HOMEWORK/ASSIGNMENT POLICY

Homework is a valuable aid in helping students make the most of their school experience. Life Christian 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. ABSENCE AND TARDY 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 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 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 and the reason, and parent's signature. Additionally, the Principal may determine that a verbal contract 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 bring a note to the office for approval.

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 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 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

8. 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.

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.

GENERAL DISCIPLINE GUIDELINES

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 does not meet the teacher’s classroom expectation and prevents classroom order and instruction. 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. Behavior referral from sent home for signature
4. Parent/teacher conference
5. Additional work
6. After school detention
7. Lunch detention
8. Student/principal conference

MAJOR CLASSROOM AND PLAYGROUND OFFENCES

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 Life Christian 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 and 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 as 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. 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 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 will not tolerate any form of sexual harassment. It shall be a violation of this policy and Life Christian's student discipline policy for any student attending Life Christian 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 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 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 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's legal obligations and the necessity to investigate allegations of sexual harassment and take disciplinary action when the conduct has occurred.

Discipline

Life Christian 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.

PROHIBITED ITEMS ON CAMPUS (during school hours)

1. CD players of any kind
2. Video games & game players
3. Tape recorders, radios & I pods
4. Skateboards
5. Lasers are not permitted anytime.
6. Gum

These items will be confiscated and may not be returned until the end of the school year. Parents will be notified.

SEARCH AND SEISURE 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 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)

GENERAL SCHOOL GUIDELINES

BEFORE AND AFTER SCHOOL PROGRAM “KIDS CLUB”

Kids Club is a before and after school program at Life Christian. It is designed to service the needs of parents and students in kindergarten through 5th 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 18th 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 Solid Rock Café during school hours.
5. Lunches from the Café are considered a special event and must be eaten with a parent or designated adult.

CELLULAR PHONES AND PAGERS, LAPTOP COMPUTERS

1. Students are not to make or receive phone calls during school hours 8:30am to 3:00pm. Cell phones must be stored in student's backpack.
2. Pagers must not make audible signals if they are left on during class time.
3. Except in cases of an emergency, students will not be excused from class to make phone calls.
4. Phones, pagers, 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 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 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.

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, cove, 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.

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 (POS) system. The program is a declining balance lunch pre-payment program called "e-Dine." 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, Paypam does charge a service fee.

Any questions, please email cfm@lifechristian.org or call the kitchen at 253-756-2414.

LIBRARY POLICIES

1. The library services all students in grades K-12.
2. The library will be open before and after school.
3. Follow the library rules for conduct.
4. Students can check out two books. No books can be checked out to students with overdue books.
5. 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, its cost plus a non-refundable processing fee of \$5 will be added to the student's account. 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

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



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 LCS 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.

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.

FINANCIAL POLICIES

FINES

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

TUITION BILLINGS & PAYMENTS

- | | |
|------------------------------|---|
| 1 st of month: | Statements are mailed |
| 15 th of month: | ALL PAYMENTS ARE DUE |
| After the 15 th : | a \$35 late fee will be added |
| 20 th 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 a 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. The only payments accepted in the school office will be for families paying cash or wanting to use their charge card. A handling fee of 4% will be included.

TUITION ASSISTANCE

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

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. There will be no refunds for tuition paid in advance. 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.

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.

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.

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 \$30 per school quarter; a single parent family is responsible for 2 hours or \$15 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 \$7.50 per hour.
- Possible opportunities for service: Attend PTF meetings (counts as one hour), baking (counts as one hour), phone calling from home, general office help, graduation planning, babysitting during PTF meetings, lunch program assistance, classroom volunteer, playground supervision, field trips, coaching athletics, room parent, auction, Christmas Store, etc.
- Please call the school office to discuss special circumstances.

STUDENT ACCIDENT INSURANCE

Life Christian will carry an excess (secondary) basic student accident insurance program to cover medical expenses for injuries sustained by Life Christian 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.