



# **Life Academy**

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## **Parent & Student Handbook**

2019-2020

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# LIFE ACADEMY DISTINCTIVES

## About Life Academy

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Our K-12 academic institution has partnered with parents and students in the Grand Valley of Mesa County, Colorado, since 1980 through college preparation and career training. Numerous alumni have gone on to become military officers, pastors, teachers, and other community leaders in the realms of medicine, finance, service, legal, retail, and government. We exist to provide an environment in which students feel they belong to something bigger than themselves and envision a journey by which they grow individually and as members of a team. The timeless and proven principles of the Bible form our foundation and sustain our operation.

**Teaching is training. Training for life must include training for eternity – the bigger picture that government schools are no longer allowed to provide.**

Our aim is to instruct Grand Valley students about the joy of learning and discovering the unique gifts God has placed inside each one of us. We continue on this path of success by inspiring children to develop their talents, think critically, and equip themselves with the tools to overcome life's challenges. All of this is achieved by working with parents, guardians, and the area's churches and faith-based networks, which exemplifies the team approach to reaching life's most important objectives.

Life Academy's distinction is in whole-person development. The end result is a spiritually, mentally, emotionally, and physically prepared individual who is ready to make a positive difference in the world and contribute as a responsible member of society. While a premier education is our focus, instilling Christian character and integrity, coupled with a strong sense of civic and social responsibility, align most with our ethos. We strive to emulate the highest standards of morality and behavior—traits that top employers and spouses look for later in life.

## Mission, Goals and Objectives

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**Our Mission** is to inspire and equip children of Christian parents to impact the world with Christ's transforming power and love. From this emphatic statement comes **our Motto:** Instruct, Inspire, Impact.

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Our ultimate goal is to educate and train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. From this goal, we aim to do the following:

- Graduate young men and women who think clearly and listen carefully with discernment and understanding, who reason persuasively and articulate precisely, who are capable of evaluating their entire range of experience in the light of the Scriptures, and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical principles and usually contrary to said principles.
- Find our students well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious, equipped with and understanding the tools of learning, and desiring to grow in understanding while fully realizing the limitations and foolishness of the wisdom of this world.
- Encourage our students to develop a heart for the hurting and the courage to seek to dissuade those who are stumbling towards destruction; that students distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ... and all these we desire them to possess with humility and gratitude to God.
- Cultivate these same qualities in our staff and to see them adequately compensated so that they may make a career at Life Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand educational tools and techniques, how their work fits into the whole, that they possess a lifelong hunger to learn and grow, and that they have the opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ and growing in the knowledge of God.
- Propagate in our parents a sense of responsibility for the school and to see them well informed about, and supportive of, the goals of our Christ-centered approach. We desire that they grow with the school and become involved in various activities and opportunities. We desire to partner with them in addressing concerns, to hear both sides of a situation before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.
- Finally, in our relationship with the surrounding community, we aim to be above reproach in our dealings with local businesses and to be supportive of the overall network of faith-based and non-profit groups in Mesa County. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

In the programs and teaching at all levels, as well as through extracurricular activities and examples set by faculty and volunteer staff, Life Academy strives to reach the following objectives:

- Teach all subjects as part of an integrated whole (2 Timothy 3:16-17)
- Provide a clear model of the Biblical Christian life (Matthew 22:37-40)
- Encourage every student to cultivate a relationship with Jesus Christ

- Emphasize grammar, logic, and rhetoric in all subjects (**Grammar** refers to the fundamental rules and data of each subject. **Logic** is the ordered relationship of particulars in each subject. **Rhetoric** is the means by which each subject may be expressed clearly.)
- Encourage all students to develop a love for learning and to live up to their potential
- Provide an orderly atmosphere conducive to the attainment of the above objectives

## Statement of Faith

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The following are the foundational beliefs on which Life Academy is based. They are also the key elements of Christianity that will be reinforced in various ways through all grade levels.

### *SUMMARY STATEMENT*

We believe the Bible to be the inerrant and only Word of God. It is our only authoritative rule for faith and practice. It is the supreme standard by which all human conduct, creeds, and opinions shall be tried and is the standard of and for all truth.

We believe that there is one God as emphatically stated in Deuteronomy 6:4; Who is omnipresent, omniscient, and omnipotent. He is omnipresent, that is, He is present throughout all of Creation but not limited by it. He is omniscient in that nothing is hidden from His sight, knowledge, or understanding. His omnipotence means He is the Almighty and there is no one His equal in power and authority. The God we serve is holy, righteous, good, just, loving, and full of mercy and grace. He is the Creator, Sustainer, and Governor of everything that has, is or will be made.

We believe in the true deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension, and in His personal return in power and glory.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is empowered to live a godly life.

We believe that because of Adam's sin, all mankind is in rebellion against God. For the salvation of lost and sinful humanity, regeneration by the Holy Spirit is absolutely necessary.

We believe that salvation is by grace through faith, and that faith without works is dead.

## GOVERNMENTS

We believe God has ordained various governments among men. The three basic governments are civil government (Romans 13:1-7), church government (Ephesians 2:19-22; Hebrews 13:7,17; Matthew 18:15-17), and family government (Ephesians 5:22-6:4). All of these governments are dependent on the grace of God, working in individuals to bring about self-government.

We believe that Christian parents have the responsibility before God to provide their children with a godly understanding of the world in which they are growing up. To this end, Christian education, however administered, is essential (Deuteronomy 6:1-6).

We deny that the civil government or the church government has the duty or obligation to rear or educate our children. That authority has been given to the parents, with ultimate accountability having been assigned to the father (Ephesians 6:4).

## *MARRIAGE, SEXUALITY, AND GENDER*

We believe God created marriage to be between one man and one woman in a “one-flesh” union for life, uniquely reflecting Christ’s relationship with his church. (Genesis 2:18-25; Ephesians 5:21-33). Marriage also serves as the foundational unit of a stable society (1 Corinthians 7:2). It provides the best environment for children, and the decline in life-long, heterosexual marriage relationships is a significant contributor to many negative cultural developments.

We believe gender also matters to God. God’s creation of each person as male and female is complementary within marriage and reflects the image and nature of God. (Genesis 1:26-27). Those who reject their biological sex reject God’s design and the person He created them to be.

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. (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that to preserve the integrity of our school and to provide a biblical role model to the students and faculty, it is imperative that all persons representing Life Academy in any capacity (employees, volunteers, students, parents, etc.) agree to and abide by the Statement on Marriage, Sexuality, and Gender.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity and that God offers forgiveness, redemption and restoration to all who confess and forsake their sin (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

## **Nondiscriminatory Statement**

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Life Academy admits students of any race, color and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color and national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, athletic, arts or other school administered programs.

## **Legal Disclosures**

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REASONABLE SUSPICION OF ABUSE: In accordance with state law and school policy, school staff is obligated to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

## **Disclaimer**

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Nothing in this handbook should be construed as a contract. Any written agreements are included on the forms located in the Enrollment Packet on the Admissions page of the school's website at <https://www.lifeacademygj.org/admissions>. Life Academy reserves the right to add, delete or modify any policy in this handbook at any time without prior notice. The current version of the Parent & Student Guidelines may be found on the school website.

# ADMISSIONS

## Requirements

All prospective students and their parents or legal guardians must complete all portions of the Enrollment Packet as described in the following Procedures section and conduct an interview with the administration. This 13-page packet is located on the school's website under the Admissions tab ([www.lifeacademygj.org/admissions](http://www.lifeacademygj.org/admissions)). Final acceptance for admission is contingent upon the favorable review of all forms, the interview process, and receipt of the registration fee. A separate packet of completed forms—with the exception of the financial agreement and tuition payment authorization—is required for each student. If admission is not granted, the registration fee will be refunded. All monetary figures related to the registration fee and tuition are included in the packet.

## Procedures

1. Schedule a tour with office staff by calling 970-242-9431.
2. Complete all forms included in the Enrollment Packet.
  - a. Registration Form (if new enrollee, include Report Cards from past three semesters)
  - b. Parent Agreement and Student Agreement (back of registration form)
  - c. Financial Agreement
  - d. Tuition Payment Authorization Form (if monthly plan is chosen)
  - e. Medical Release
  - f. Authorized Drivers
  - g. Request for Records (new students only)
  - h. Emergency Call List
  - i. Image Release Agreement (or declination)
3. Submit the Enrollment Packet (including a Certificate of Immunization, if new enrollee) with the registration fee, and schedule an interview with the administration.

## Conditions for Admission and Re-enrollment

Students seeking admission to Kindergarten must be four years of age (for K4) or five years of age (for K5) by September 1 of the current year. (Any exceptions must be approved by the administration.)

For those students who were not in Life Academy's K4 or K5 program and seek admission to First Grade, they must be six years of age by September 1 of the current year. (Exceptions considered)

No student will be admitted or allowed to remain in Life Academy who does not adhere to its rules and embrace its overall purpose of developing young men and women.

If family members disagree with the mission, purpose or objectives of the school, then they will be asked to discuss the matter with the Administrator or Principal. If the issue cannot be resolved, the family will be asked to withdraw its student(s).

Students are accepted on an annual basis, and re-enrollment is based on academic performance and behavior. Therefore, re-enrollment is not automatic or guaranteed.

## **Transfer Students**

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Students transferring to Life Academy during the school year must submit all required documentation and payments as described in the Requirements and Procedures sections above.

Tuition will be prorated, and parents/guardians and students should expect to go through a comprehensive interview and letter of recommendation process for school administration to fully understand why a student is leaving one school for another.

# **FINANCES**

## **Tuition and Fees**

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The third page (Monetary Charges) of the Enrollment Packet stipulates and describes all fees and tuition expenses, including multi-child discounts. Page 8 of the packet is the Financial Agreement that outlines the annual or periodic payment schedule, and the following page (Tuition Payment Authorization Form) describes the various payment options.

## **Supplemental Support / Scholarships**

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The following tuition assistance programs are available on a first-come and as-needed basis. The school's Advisory Committee makes all final determinations on scholarship awards and other financial supplemental assistance.

- The Dennis E. West Memorial Fund and Scholarship
  - A donation funded scholarship program that provides up to half of full tuition to students based on their level of need
- The ACE Scholarship
  - A need-based scholarship program funded by ACE Scholarships, providing half of full tuition to all students who qualify

## **Refund Considerations Following Withdrawal or Expulsion**

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Even if a student withdraws (or is expelled) mid-year, billing will be based on the date of withdrawal. No grades, credits, or transfer of records will be released until all financial obligations are met.

If a full year's tuition was paid at the time of admission, a pro-rated refund will be granted for the days after withdrawal by the student.

# ACADEMICS

## Curriculum

Teachers primarily use A Beka Book® Christian curriculum, supplemented and reinforced with A.C.E. (Accelerated Christian Education) curriculum.

In the Elementary school classes, students receive instruction in Reading, Phonics, Math, Penmanship, Health, Science, and History. They also are exposed to enrichment classes such as art, computer, music, and physical education. Teachers use the A Beka Book® Christian curriculum with both conventional and differentiated instruction, plus A.C.E. supplemental curriculum.

In the Middle and High School classes, students receive instruction in English, Literature, General Math, Pre-Algebra, Algebra I and II, Geometry, Advanced Math/Trigonometry, Consumer Math, American History, World Studies/Civilizations, American Government/Civics, Geography, Economics, Earth Science, Life Science, Physical Science, Biology, Chemistry, and Physics. Teachers use the A Beka Book® Christian curriculum for the core subjects with lecture instruction, plus differentiated presentation, including supplemental A.C.E. curriculum.

Middle and High School students partake in elective courses such as Art, Drama, Engineering, Foreign Language, Home Economics, Music, Nutrition, Physical Education, and Sign Language. They also have the opportunity to participate in a sports program that includes sports such as but not limited to volleyball, basketball, and track.

Life Academy offers a General High School Diploma. Please see the Graduation Requirements section on page 17 and 18 for details.

All students participate in scheduled devotion periods and Bible classes that focus on the core tenets of the Christian faith.

## Scripture Memorization

Scripture memorization is an important component of character development and cognitive recall. In Grades 1–12, memorizing specified Bible verses throughout the year is a requirement for Honor Roll. Each teacher is responsible for the specific passage to memorize and recite for that classroom or grade. For Middle and High School students, scripture memorization and Chapel participation are part of the Bible course grade.

## Christian Americanism Training

Christian Americanism places emphasis upon the greatness of the United States of America's heritage and the sacrifices of her heroes. The Constitution guarantees liberties to educate in order to preserve freedom. We teach the Biblical doctrine of self-discipline, respect for those in authority, obedience to established laws, and love for flag and country.

We begin each day with a pledge to the American Flag, the Christian Flag, and the Holy Bible, as follows:

Pledge of allegiance to the American Flag-

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.*

Pledge of allegiance to the Christian Flag-

*I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with Life and Liberty for all who believe.*

Pledge of allegiance to the Holy Bible-

*I pledge allegiance to the Bible, God's Holy Word. It is a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.*

Christian leadership training at Life Academy includes Scripture memorization (covered in the previous section), scheduled devotion periods throughout the week, daily Bible classes, and Chapel gatherings. The aim of this training is to prepare students for becoming not only responsible and productive citizens in society, but also to develop their Christian character and hone their God-given talents as they become leaders to the world around them.

## Homework

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Scholastic achievement is the student's responsibility, with appropriate support and guidance from parents and teachers. Each student will have a certain amount of homework assigned if respective coursework is not completed during school hours. It is the student's responsibility (not the parent's) to complete all homework in a satisfactory manner. Parents and teachers work in partnership to ensure each student keeps up with required work. Each class period is designed to allow adequate time to complete most assignments on a regular basis; therefore, homework should be minimal if students apply themselves during the allotted instruction periods.

## Grading Scale and Grade Point Average

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The following table displays how test percentages constitute a certain grade for Honor Roll determination and how grades in core subjects translate into an official Grade Point Average (GPA) for college admissions and scholarship considerations:

89.5% - 100%	A	4.0
79.5% - 89.4%	B	3.0
69.5% - 79.4%	C	2.0
59.5% - 69.4%	D	1.0
0.00% - 59.4%	F	0.0

## Academic Integrity

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Academic integrity is an essential element of the educational process at Life Academy and is a key component of a student's development and character. It forms the cornerstone of the school's academic climate of mutual trust, honesty, and accountability.

As Life Academy exists not only to provide quality academic instruction but also encourage moral behavior, teachers, parents, and the administration as a whole will work together to promptly and firmly correct any and all infractions. Such infractions include, but are not limited to: plagiarism/copying, cheating, lying/fabricating facts, violating copyright laws, unauthorized access and use of files and computer programs, and tolerating or assisting others in such endeavors.

Disciplinary measures are initially at the discretion of the teacher after consultation with school administration. Decisions will be based on the severity of the incident, and the Principal or Administrator may impose additional consequences as warranted.

Potential disciplinary measures may include:

- Reduction of grade for the assignment or the entire course
- Additional work assigned
- Failure of the course
- Suspension and/or expulsion from school
- Other such discipline as deemed appropriate by the administration

## Books and Equipment

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There is no fee or additional cost for books or other standard curriculum; however, there will be a charge to replace any book that is lost or abused. There is an up-front fee for any curriculum that must be ordered for special needs situations. Any lost or damaged equipment will incur a fee commensurate with market value of similar replacement. For any specialized or expensive equipment, school administration reserves the right to require a damage deposit prior to issuing or allowing use.

## Standardized Testing

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Life Academy uses the IOWA Achievement Tests for grades 1-11; administered during the third quarter. These assessments help to determine the quality of education within the school, the academic standing of Life Academy in comparison to other IOWA Achievement Testing schools, and possible problem areas for individual students or classrooms.

Other assessment and college preparatory tools include the PSAT (Preliminary SAT), which we will encourage all sophomores and juniors to take in October. For more information, go to <http://www.collegeboard.com/student/testing/psat/about.html>.

We encourage all freshmen to register for the ASPIRE test in the spring semester. ASPIRE is produced by ACT, Inc. and is excellent preparation for the ACT college entrance exam. ASPIRE tests English, Math, Reading and Science. It also has a Career Interest Inventory to show students what career fields match up with their interests. Students will receive a predicted ACT score as well as other valuable information on their score report. For more information, go to <http://www.discoveractaspire.org/>

All juniors will be encouraged to take the ACT with writing in April. This is a live ACT score that can be reported to colleges for admission purposes. More information on the ACT can be found at [www.act.org](http://www.act.org)

## **Report Cards and Progress Reports**

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The grading system (Gradelink) at Life Academy is designed to provide parents a true and timely indication of a student's progress. Report Cards for all grades will be mailed home or handed to parents within two weeks after the completion of each nine-week quarter.

Report cards are not issued for any student who has an account that is past-due in tuition payments or fees. The final report card is not issued until all account deficits are rectified. Also, academic records are not transferred to another school until the account is cleared.

## **Honor Roll**

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To attain Honor Roll status for a quarter, a student must complete all required coursework, maintain a certain test average, and recite all Scripture passages for the quarter.

Test average for "B" Honor Roll: 79.5% - 89.4%

Test average for "A" Honor Roll: 89.5% - 94.4%

Test average for Principal's Honor Roll: 94.5% - 100.0%

On a designated day shortly after the end of each quarter, Honor Roll students attend a special outing as a reward for high academic achievement.

## **Graduation Requirements**

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A conference among appropriate faculty members, parent/guardian, and the student will determine the prescribed course of study to meet Graduation Requirements and to prepare that student for his or her divine calling upon entering society. Each High School student will then be given a proposed transcript, based on his/her level of achievement. This proposed transcript will be discussed with the parent/guardian to ensure all are in agreement with the plan of study.

NOTE 1: A student must attain a minimum of 25 total credits—17 required course credits plus 8 elective credits—to graduate.

NOTE 2: A student must attain a minimum of 10 credits at Life Academy to graduate with a Life Academy diploma. Exceptions will be at the Administration's discretion.

Credit definition: A student earns one credit for each year-long course that meets three or four days a week and half a credit (0.5 credit) for each course that meets two days or fewer each week.

**Students must earn the following minimum credit requirements to graduate:**

English.....	4.0 credits
History .....	3.0 credits
Math .....	3.0 credits
Science .....	3.0 credits
Bible/Theology.....	2.0 credits
Physical Education .....	1.0 credits
Computer .....	0.5 credits
Fine Arts .....	0.5 credits
General Electives .....	8.0 credits
<b>Total .....</b>	<b>25.0 credits</b>

In addition:

1. Life Academy will offer part-time students to be enrolled if the student is a current junior or senior or can provide proof of current homeschooling. Each case will be determined by the administration.
2. Part-time students must take at least three credits throughout the year. Minimum amount of credits may increase at the discretion of the administration. Any student wishing to take less than 3 credits would require exemption from the Committee.
3. Part-time students will be required to pay \$800 per credit.
4. Students must take the PSAT exam during their junior year and the SAT exam during either their junior or senior year.
5. Students earn one half credit for participation in a secondary interscholastic high school sport (e.g. volleyball, basketball, soccer, track, etc.).
6. Students transferring to Life Academy from another school or home school may receive credit for work completed previously when Life Academy receives sufficient documentation of their previous work. The Principal is authorized to accept this work toward graduation requirements provided the work is of similar nature (i.e. similar course objectives and similar time of study). If a high school student transfers into Life Academy, the credits earned from a previous school will be included in the cumulative GPA reflected on his/her transcript.
7. Students can receive credit for time spent working at a job. Students must spend at least twice the amount of hours at work as they would in class to receive a single credit. One, and only one, work credit may be applied to a student's transcript per school year. The student must provide documentation from employer as proof of hours worked and the quality of said work.

# ATTENDANCE

We offer a unique educational, spiritual and social experience at Life Academy and place great importance on attendance. Excessive absences from class frustrate the efforts of teachers and lead to decreased student performance. We expect students to be in class every day, and we expect that parents desire the same. The following attendance protocol is used by teachers at the beginning of every class:

Tardy = late to class

Absence (7th-12th) = 15 minutes of class missed

Reported Absence = parent called in absence

Unreported Absence = absence not reported by parent

In order for teachers to advance their instruction, we will not ask that they spend undue resources and time in covering material privately or in administering make-up work. Please note that teachers handle truancy and tardiness as matters of discipline. Uncorrected truancy and or tardiness will escalate to involve the Principal. Students are not allowed to participate in school-sponsored activities on a day when the student is absent from class. (Exceptions must be approved by the Principal.)

We clearly value exceptional attendance and see it as a primary commitment of students enrolled at Life Academy. Accordingly, excessive absences (reported and unreported) will be handled as follows:

- Initial communication from a faculty member
- Follow-up communication, and possible meeting with a faculty member and the Principal
- Meeting with the parent, student, and Principal to determine action

It is our hope that the attendance expectations and guidelines above will allow us to work together in enabling each student to be successful.

## School Calendar

The school calendar is posted on the school's website, and updates are also distributed through special mailings and social media notices. Please check the calendar frequently to remain aware of school holidays and other closures, athletic events, major activities, and community events for families.

## Leaving Early/Arriving Late

A parent should call the school office prior to the student's time of departure and give the following information:

- Reason for departure
- Time of departure

All students must *sign out* prior to leaving Life Academy. Students must *sign in* upon their return to school. Juniors and Seniors that have a signed consent for early dismissal and late arrival do not need parental permission to drive. Please make sure your student knows what time they need to leave and remind them to sign out at the school office.

Seniors may receive prior permission to have open-campus privileges. This allows them to leave the campus after *signing out* with the office without continual parental permission. This is to be used for off-campus lunch or in work-related instances.

## **Reporting an Absence**

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Procedure to follow when a student must be absent:

1. Parents are to contact the school at (970)242-9431 as soon as they know a student is going to be absent or by 8:30 a.m. on the day of the absence.
2. Parents may call the office (970)242-9431 at any hour of the day to report an absence via voice message.
3. Absences that are not notified in advance or contemporaneously will be considered unreported absences and may have academic action. If parents believe that an absence may be inaccurately reported, they may contact the school office up to three days after the reported absence. Beyond three days, the principal must be contacted to make changes.
4. Falsely representing a parent/guardian notice of absence in any way will result in disciplinary action.
5. Students may not be called out of a class with a reported absence and remain on campus. (In other words, if dismissed, they must leave campus.)
6. A written excuse for absence should be turned in upon return to school.

## **Family Vacations**

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Parents and students are asked to carefully review the school's academic schedule and to make travel plans well in advance to avoid missing any school days. When it is necessary for a student to miss school, parents are expected to contact the teacher at least two weeks in advance to allow for appropriate academic arrangements.

## **School Closure, Late Start and Early Dismissal**

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Life Academy will make independent decisions separate and distinct from any other school or district. If we make a decision to close or delay the start of school, we will do so no later than 7:00 a.m. on the affected school date and will immediately post the notices on the Life Academy website and contact parents individually. Students, parents, faculty and staff will also be notified by email and/or phone call. We will also attempt to announce our decision on the major radio and television stations in Grand Junction. While we will make every attempt to notify the media and update our hotline and website by 7:00 a.m., parents and students should assume that if notice of a school closure or late start has not been communicated by 7:30 a.m., then we will begin school as normal.

Student safety is a priority. If bad weather contributes to negative road conditions, parents should make their own decisions about their student's safety traveling to and from school. Parents, under these circumstances, should call the attendance line (970-242-9431) and update the school regarding your student's attendance.

Student absences due to travel safety will be excused provided Life Academy has been properly notified.

Based on the type of closure or late start, we will adhere to the following guidelines:

## **SCHOOL CLOSINGS**

A school closure will result in the cancelling of all classes. The school will resume on the next weekday according to the typical schedule for that day; provided the weather and travel conditions are suitable for school attendance and at the sole discretion of Life Academy administration. (Example: If school was closed on Tuesday, we will resume school on Wednesday according to the normal Wednesday schedule.)

## **LATE START**

In order to take the guesswork or any confusion out of a late-start schedule due to weather, we will ALWAYS begin a late start schedule at 9:30 am. Students will report to the first class normally scheduled on the specific day in question and will attend all classes within a modified schedule on that day.

Students will be considered tardy or absent if they arrive at a later time.

## **EARLY DISMISSAL**

In the rare event that we would determine to invoke an early dismissal from school, we will contact all parents to inform them of the time of dismissal.

## **Truancy**

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Truancy is defined as an absence from a specific class, classes or school day without the knowledge and consent of a parent and/or proper Life Academy authorities. We consider students truant if they purposely miss all or part of a class or the entire day without the knowledge and consent of their parent. Truancy is very serious as it impacts our ability to provide safety and accountability for our students. Therefore, the consequences for truancy are also serious. We will endeavor not to make interpretive decisions as to a student's truancy, i.e. an honest mistake or failure of a parent to notify Life Academy of an authorized absence.

Truancy will be handled as follows:

- Initial communication from a faculty member; documentation by faculty member
- Follow-up communication, and possible meeting with a faculty member, athletic coach, or other student mentor
- Greater than five (5) total absences per semester will result in a meeting with the Principal.

- Continued behavior will result in meeting with the parent, student and Principal to determine Life Academy action.
- Greater than twelve (12) total absences per semester in any one class or a combination of classes will result in a meeting with the Principal and the Administrator, and may result in the student being withdrawn from the school.

It is our hope that the attendance expectations and guidelines above will allow us to work together in enabling each student to be successful.

# ATTIRE AND APPEARANCE

Our world is filled with all types of diverse dress standards, many of which are inappropriate. Even our government is advocating a dress code for the public school system because it has gotten out of hand. For the sake of clarifying Life Academy's dress code, we wish to make the following statement.

This dress code has been established by our administration as our best attempt toward promoting the highest quality of academic atmosphere. We feel it prepares students for their attention to learning. It will hopefully decrease the attention on what they're wearing (which has become too much of a major concern among our youth) and place it on what they are doing (learning). It also prepares students for spiritual growth. One of the basic principles of Christianity is submission to God's authority. We won't always understand the "why" of what He asks of us; but if His Word declares it, we must follow it. If a child learns to be submissive to rules and standards, he/she will find it that much easier to be submissive to God. We also feel that a dress code prepares students for their future in the work world. Many jobs require strict adherence to a dress code, even uniforms (i.e. the armed services, medical field, policemen, firemen, and even many restaurants and fast-food chains, as well as entertainment establishments such as Disney World).

It is our intention to have a code and uniform that is based on modesty, cleanliness, and sobriety (all Biblical standards). We have no qualms about establishing Biblical standards, inasmuch as we are a Christian school (not just a private school). We realize that we do lean to the conservative end of these standards. We ask for your cooperation and compliance in this issue.

In explanation of why we have chosen to request no jewelry or makeup (except for the stated exceptions), we have found through experience that it is much easier to enforce an abstinence policy than one in which we have to make daily judgments on acceptable appearance. This also applies to the policy of requesting girls to wear the uniform skirts instead of pants. There is a fine line between what might be feminine and modest and what might not be acceptable. We all know that children will push the rules to the limit and will constantly test our tolerance levels. We do not want to have to continually judge on these matters, and therefore we have adopted the following policy and uniform.

All clothing must be clean and in good condition. Also, the dress code applies throughout the duration of the school day and at school functions. Students may not change clothes on campus; they must arrive and leave in dress code, and remain in dress code for all school events.

## **Dress Code**

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### **Boys' Daily Uniform & Dress Code**

**Shirts/Pants:** Please go to the Lands' End and French Toast school uniform websites for all approved shirts and pants. Pant colors allowed are black, navy, gray, & khaki (tan). All students should have at least one navy polo shirt (long sleeve or short sleeve), although other approved colors are also allowed. Button-down dress shirts are also allowed in basic solid colors. Button-down shirts must tucked in at all times, unless designed to be worn out; also, polo shirts may be worn out if desired. All shirts must be buttoned at all times (except for the top button). For added warmth, students may wear a plain turtleneck (mock or regular) under their polo or button-down shirt. However, the exterior garment must always be an authorized shirt/sweater (see Note on page 25). A blazer (w/logo) is also allowed. Jeans may be worn only on Fridays. Jeans may be purchased locally, but they cannot be tight, baggy, frayed, faded, or torn, and cannot have any pictures or writing on them (except for small brand-name labels).

**Shoes/Socks:** Sturdy shoes should be worn (no flip-flops or boots) and must be tied at all times. Socks must be worn at all times. Tennis shoes will be allowed if clean and in good condition. No black-soled shoes which leave marks on the floor!

**Hair:** Neatly trimmed, not covering the ears, not touching the collar in back, with no tails, and not falling into the eyes in front. Face must be clean-shaven. Hair designs (colored or shaven) are not allowed. Also, no bleached or dyed hair will be allowed. If this is done, you will be asked to withdraw from school until hair is returned to normal.

**Decorative Items:** No earrings, necklaces, or bracelets are allowed (except for medical purposes). Also, no face or body piercings. One ring maximum is allowed. No hats or caps are allowed to be worn in building.

### **Girls' Daily Uniform & Dress Code**

**Shirts/Blouses/Skirts/Dresses:** Please go to the Lands' End and French Toast websites for all approved shirts, blouses, skirts and dresses. Approved skirts may also be purchased through the Hannah Lise website. Skirt colors allowed are black, navy, gray, and khaki (tan). All students should have at least one navy polo shirt (long sleeve or short sleeve), although other approved colors are also allowed. Button-down shirts/blouses are also allowed in basic solid colors. They must be tucked in at all times, unless designed to be worn out; polos may be worn out. All shirts must be buttoned at all times (except for the top button). For added warmth, students may wear a plain turtleneck (mock or regular) under their polo or button-down shirt. However, the exterior garment must always be an authorized shirt/sweater (see Note on Page 25). Proper underclothing must be worn; and any blouse or skirt that can be seen through must be worn with a slip. When ordering shirts/blouses/skirts/dresses, please order them large enough so they are neither too tight nor too short. The bottom of the shirt/blouse must overlap the top of the skirt by at least six inches, and the skirt/dress length must cover the knees (no slits above the knee). Jean skirts may be worn only on Fridays, and they must meet the dress code in length and modesty. Approved dresses & jumpers must be similar in style to those on the Lands' End or French Toast websites.

**Hose:** Neutral or solid colored hosiery allowed (no designs). Otherwise, anklets, knee-high socks, or tights may be worn (solid colors only). Either socks or hosiery must be worn at all times. No thermal underwear, sweats, or slacks/jeans.

**Shoes:** Shoes are required; however, no high heels, flip-flops, platform heels, or boots. Tennis shoes will be allowed if clean and in good condition. Shoes must be tied at all times. No black-soled shoes which leave marks on the floor!

**Hair:** Hair must be neat in appearance, not hanging in eyes and with no lavish, attention-drawing adornments. No hair designs (colored or shaven) are permitted. Also, no bleached or dyed hair.

**Decorative Items:** A base makeup is allowed, if used modestly. Eye shadow, rouge, lipstick, mascara, colored nail polish, and artificial nails are not allowed. Small plain pierced-ear keepers are allowed, but no dangling earrings and no multiple ear piercings. No necklaces or bracelets are allowed (except for medical purposes). Also, no face or body piercings. One ring maximum. No hats or caps are allowed to be worn in the building.

**NOTE:** We do not require the logo on the polo and button-down shirts. You may, therefore, purchase them locally as long as they are the same shirts (regarding color and style) as shown on the Lands' End and French Toast websites. Also, the boys' pants and girls' skirts may be purchased locally if they are the same style, material and colors as those on the websites. Please note that any outer garments worn in the building (such as sweaters, jackets, etc.) must be approved by the administration and must have the Life Academy logo. **Approved sweatshirts are available to purchase online at [www.squadlocker.com](http://www.squadlocker.com).** Otherwise, sweatshirts are not allowed.

**FINAL NOTE:** All judgment calls belong to the administration. The dress code applies throughout the duration of the school day and at school functions. Students may not change clothes on campus; they must arrive and leave in dress code, and remain in dress code for all school events.

# STUDENT CONDUCT

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. They must agree to strive toward unquestionable character in dress, conduct, and attitude. Students are expected to refrain from talking about or engaging in cheating, swearing, gambling, hard rock music (or music whose words denote sinfulness), sexual misconduct, drinking alcoholic beverages, smoking, chewing tobacco, and using drugs. Students who participate in such activities are subject to suspension.

There are three basic principles that guide our student/faculty/staff behavior at Life Academy:

- Respect people (peers, faculty, staff, visitors, parents, students)
- Respect property (lockers, desks, walls, equipment, the building and grounds, etc.)
- Preserve the learning environment (obey the letter and the spirit of Life Academy rules, policies and procedures)

## Incentive Program

### **Kindergarten through Grade 6:**

In the elementary classes, merits are issued in recognition of a positive action (academically or socially). These Merit Slips can be exchanged for items on display in each classroom's Merit Store. The actual Merit Slip must be retained for use in the exchange as no other record of merits is kept.

### **Specifically for JR./SR.HIGH:**

We have designed a Rewards Program to encourage our students to have positive goals, attitudes and achievements. These rewards include:

- Lunch out on Friday
- Honor Roll Trips
- Miscellaneous Field Trips

## Christ-Like Behavior

Establishing and maintaining a positive climate at school is a two-way street. There must be a relationship of mutual respect between teachers and students. Students should respect the authority of the teacher. Teachers must also avoid abusing authority that results in provoking the students to anger. Teachers must always bear in mind that each student is an image-bearer of God and, therefore, must be treated with respect and consideration.

## Off-Campus Policy

Before all off campus trips or events, all participating students must sign the Off-Campus Behavior Policy form.

## Relationships

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Aspects of Life Academy's community are oriented toward building strong Biblically-based relationships. The only way to have meaningful, joy-filled and peaceful relationships with others is to be transformed through faith in Jesus Christ and to actively live out that faith.

In order to promote respectful relationships between students, all students must maintain a 6 inch distance from one another. (No holding hands, pushing, shoving, etc...)

## Male-Female Relationships

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God designed our sexuality to be a wonderful and healthy part of our lives. In the course of a school year, male and female students will become attracted to one another and will undoubtedly form relationships. In our effort to preserve the learning environment, Life Academy strongly discourages public displays of affection in our hallways, on our campus and at all school events.

Christ made it clear that we are to love, encourage, care for, accept, be kind to, live in harmony with, forgive, honor, be devoted to and lay down our lives for one another. Life Academy encourages and promotes these interactions throughout the student body.

Students are to speak and act in ways that respect others. Language and actions that result in mockery, disrespectful speech, swearing, vulgar language, bullying (face-to-face or cyber) and gossip are not permitted on campus or at Life Academy events both on-campus and off-campus.

Students are encouraged to settle their differences directly and not through third parties. This should be handled in a spirit of love, restoration and humility. Difficulties that cannot be handled in this manner should be brought to the attention of the Principal, a Life Academy teacher or the Office Manager so they can aid in resolving the matter. Parents will be contacted and involved.

## Discipline Philosophy

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The goal of the discipline process at Life Academy is reconciliation and redemption. The Life Academy community is encouraged to resolve matters quickly and properly. Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed. Life Academy's discipline philosophy encompasses the following:

- Discipline that is just should lead to repentance with the long-term goal of training in righteousness.
- Discipline may result in consequences even though forgiveness has been extended.
- Discipline is directed at the behavior or attitude, not the person.
- Restitution plays a role in discipline by ensuring justice and protection for offended parties.
- Discipline involves partnering with parents throughout the process.

The Life Academy community is responsible for guiding students in successfully representing themselves and complying with all behavioral requirements of the school. Various consequences may be used in encouraging and reinforcing proper behavior. Each person is treated with respect and in a Godly manner with mercy and grace.

The discipline policy is outlined below. Initial behavioral incidents are often handled at the classroom level, and never have need to reach the Principal's office. Parents will receive communication from faculty or staff after initial warnings. If the misbehavior becomes a habit, parents may be called in for a meeting with the Principal and other faculty or staff members.

*Guidelines:*

1. The kind and amount of discipline will be determined by the teachers and Principal, and if necessary, the Administrator. The discipline will be administered in the light of the individual student's problem and attitude.
2. All school discipline will be based on the Biblical principles of confession, restitution, apologies (public and private), and restoration of fellowship. The focus in discipline is to deal with the inner attitude when addressing outward behavior.
3. The majority of discipline problems are to be dealt with at the classroom level.
4. Love and forgiveness will be an integral part of the discipline of the student.
5. Office visits: There are five basic behaviors that will automatically necessitate discipline from the Principal (versus the teacher). Those behaviors are:
  - a. Disrespect shown to any staff member (The staff member will be the judge of whether or not disrespect has been shown.)
  - b. Dishonesty in any situation while at school, including lying, cheating, and stealing
  - c. Rebellion, i.e. outright disobedience in response to instruction
  - d. Fighting, i.e. striking in anger with the intention to harm the other student(s)
  - e. Obscene, vulgar, or profane language, including taking the name of the Lord in vain
6. During the office visit, the Principal will determine the nature of the discipline. The Administrator may require restitution, janitorial work, parental attendance during the school day with their child, suspension, or other measures consistent with Biblical guidelines which may be appropriate.
7. If for any of the above, or other reasons, a student receives discipline from the Principal, the following accounting will be observed within either semester of the school year:
  - a. The first two times a student is sent to the Principal for discipline, the student's parents will be contacted and given the details of the office visit. Parental assistance and support in averting further problems will be sought.
  - b. The third office visit will be followed by a meeting with the student's parents, teacher, and Principal.

- c. Should the student require a fourth office visit, a two-day suspension will be imposed on the student, followed by a meeting with the student, parents, teacher, Principal, and Administrator.
  - d. If a fifth office visit is required, the student will be expelled from the school.
8. If a student commits an act with such serious consequences that the Principal deems it necessary, the office visit process may be by-passed and suspension or expulsion will be imposed immediately. Examples of such serious misconduct could include the following: acts endangering the lives of other students or staff members, gross violence, vandalism of school property, violations of civil law, or any act in clear contradiction of school policies. Students may be subject to school discipline for serious misconduct which occurs after school hours.
9. Should an expelled student desire to be readmitted at a later date, the Committee will make a decision based on the student's attitude and circumstances at the time of re-application.
10. Disciplinary action issued by a teacher can include any of the following (listed in progressive order from lesser to greater disciplinary issues):
  - a. Time out of break (grades K-6 only)
  - b. Time out of class (grades 7-12 only)
  - c. 15 minute lunchtime detention (grades 7-12 only)
  - d. Removal from a special (grades K-6 only)
  - e. 30 minute after school detention on Friday (grades 5-12 only)
  - f. 1 hour after school detention on Friday (grades 5-12 only)

Any of these disciplinary actions can also include forms of community service.
11. All disciplinary actions should be accompanied by a written account of the incident.
12. Any further disciplinary action must come from the Principal.

## **Zero Tolerance Policy**

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Life Academy has adopted the following policy relating to alcohol, drugs and weapons on campus or at any school-related event.

**The Zero Tolerance Policy states: "A student who at any time is in possession of or in the use of illegal drugs, alcohol or lethal weapons on the Life Academy campus or at any school-related event will immediately be suspended from school pending an investigation with expulsion from school as a potential outcome."**

**Possession or Use of Lethal Weapons, Drugs and Alcohol on Campus or at School Events:** It is illegal and forbidden to use, sell or possess firearms, weapons, explosives, knives, drugs or alcohol on campus, traveling to or from campus or at any school function, including school-sponsored trips and occasions when one is representing the school. This includes attending any school function when one is under the influence of drugs or alcohol. Law enforcement officials shall be notified when deemed necessary. Students are encouraged to lessen consequences by coming forward on their own under the guidelines of the Four-Step Policy outlined on page 31.

**Drug and Alcohol Abuse at Non-School Activities:** It is not within the jurisdiction of Life Academy to monitor student behavior at non-school activities. However, if an agent of the school becomes aware of alcohol and/or drug use involving our students, this information will be shared with the parents and the appropriate school authorities.

**Bullying and Harassment:** It is the policy of Life Academy that all employees, volunteers, parents and students will treat all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age or disability. Harassment and/or bullying includes, but is not limited to, easily identified acts of verbal, written or physical abuse, and more subtle, but equally damaging, forms of harassment and/or bullying, such as graffiti, epithets and that which is targeted at an individual or group. The school also prohibits cyber bullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites (Facebook, Formspring, Twitter, etc.) or using other forms of technology to engage in harassment or bullying.

Bullying and harassment that take place on the Life Academy campus or at a Life Academy event will be handled in regard to our Zero Tolerance Policy. If an agent of the school becomes aware of bullying or harassment that involves our students, but is taking place off-campus, this information will be shared with parents and the appropriate school authorities. It is not within the jurisdiction of Life Academy to monitor student behavior at non-school activities.

**Sexual Harassment:** All persons in the Life Academy community are obliged to take each instance seriously and inform the Principal or Administrator. Examples of sexual harassment include, but are not limited to: sexual advances, visual conduct (leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters), verbal conduct (making or using derogatory comments, epithets, slurs and jokes, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual or suggestive or obscene letters, notes or invitations), and physical conduct (touching, assault, impeding or blocking movement).

**Reporting:** All students share in the responsibility for keeping the Life Academy environment free from the negative influences listed above. Students must report incidents of harassment or bullying to their teachers or administrators. When the Life Academy administration becomes aware that harassment or bullying may be occurring on campus, it will promptly investigate the situation. No adverse action will be taken against any person who makes a "good faith" report of alleged harassment or bullying. Any member of the Life Academy community who falsely accuses another member of harassment is subject to disciplinary action.

Students who choose to seek help and who recognize and confess that their behavior and action is in violation of Life Academy's standards will stand a much better chance of lessening potential consequences, although Life Academy will still reserve the right to administer discipline according to the situation at hand.

### **Four step reporting Process**

1. A student may contact a faculty or staff member on campus with whom he/she is close and confide in that person the problem that he/she is planning to correct.
2. The student must then inform his/her parents of the problem. (Note: The student is welcome to have the faculty or staff member present.)
3. The faculty will notify the Principal.
4. Finally, the student must agree to submit to a correction plan that is designed collaboratively by the school, student and the parents.

**Notwithstanding these policies on discipline and behavior, Life Academy reserves the right and authority to govern and rule regarding all matters of student behavior, whether listed here or not; and also reserves the right and authority to govern and rule regarding any matter concerning a student who is involved in illegal activities, whether on-campus or off-campus.**

### **Cell Phones and Electronic Devices**

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We believe that cell phones are an important part of our modern culture and have enabled a new age of communication and information gathering. We also see that used without caution or self control, phones can have serious negative impacts on our students. The negative effects can range from a difficulty in developing face to face interpersonal skills all the way to using phones as an avenue to content that corrupts the minds of young and old alike.

Due to the misuse of cell phones that we have seen through this year, we are moving forward with a small change in policy. From here on:

1. Cell phones will not be allowed in class without teacher approval.
  - a. Any violation of this will result in the phone being taken from the student and placed in the front office until the end of the day.
  - b. Headphones will be considered an extension of the phone.
  - c. Repeat violations could result in a student's phone privileges being suspended.
2. Students may use phones before and after school and in between classes.
3. Students may not share their phone with any other student. (the only exception being family members)
4. All cell phones will be open for search by any school Administrator.
  - a. Any questionable content can require discipline at the discretion of the Administrator.
  - b. Any unsolicited pictures of other students can result in discipline.
  - c. Any illicit material present on the phone, or in the search history, will result in an expulsion.

We ask that all students strive to communicate in person with their peers and teachers; and when any communication by phone is necessary, we request our students to communicate clearly and respectfully.

Our hope is that through your student's time here at Life Academy they learn the importance of having a positive digital citizenship.

## **Appropriate Language**

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The use of appropriate language will be consistently expected. "Do not let any unwholesome talk come from your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Eph. 4:29). Use only words which glorify the Lord. Swear words (and slang words which are replacements for swear words) are absolutely NOT allowed. Violations could mean probation and possible expulsion.

## **Detention**

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When a student receives a detention the parents will be notified. Assignments during detention will be made by the attending teacher or supervisor (this may include a work detail). A missed detention will be dealt with accordingly.

## **Probation**

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At the time a student is placed on probation he will appear before the Principal or Administrator to have his terms of probation explained to him. Each case will be handled on an individual basis. He may also be placed immediately on probation for a severe violation of the rules. If he is accused of a severe violation he will first appear before the Principal and/or Administrator who will then determine whether probation is warranted. When a student is placed on probation, a notice will be sent home and the parents will be called explaining the reason, the restrictions, and the duration.

## **Suspension**

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A student may be suspended for a severe conduct or attitude problem. The length and terms of this suspension would be entirely at the discretion of the Administrator and would be dealt with on an individual basis. In the case of any suspension, the parents would be informed and called in for consultation with the Administrator and/or Principal before the suspension takes place. The parents and the student must meet with the Administrator and/or Principal before reinstatement.

## **Expulsion**

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Expulsion is defined as removal of the student as an enrolled member of Life Academy. It is imposed in those rare instances when a student shows lack of alignment due to persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of Life Academy or the safety and well being of fellow students, faculty, visitors or property. Admission for re-entry will be based upon a recommendation of the administration and approval by the Advisory Board.

# PARENTAL CODE OF CONDUCT

A parental code of conduct helps to maintain an environment of respect throughout the school. All members of the school community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

## **Implementation**

As parents you are a key in the educational process here at Life Academy. Your engagement is paramount to the educational success of all the children enrolled in Life Academy. Expectations for parents are lined out below.

- Support your child/ren in all educational endeavors by giving praise and showing interest in school activities.
- Help your child/ren to understand that giving your best effort is important.
- Demonstrate that both parents and teachers work together for the benefit of the child/ren.
- Listen to your child/ren but remember that a different ‘reality’ may possibly exist elsewhere.
- Understand the importance of a healthy parent/teacher/child triangle and communicate any concerns to your child’s teacher in a constructive manner.
- Adhere to the school’s policies, as outlined on the school website and handbook.
- Work in cooperation with the school to address any unacceptable behavior shown by your child/ren.
- Support the school in its efforts to maintain a positive teaching and learning environment.
- Maintain a positive and cooperative attitude.
- Inform the school of any issues that impact your child’s wellbeing.

## **Parents’ Rights**

Parents here at Life Academy are given the right to the following:

- To be treated with respect and courtesy by other parents
- To be treated in a polite manner
- To be respected by staff and students
- To have a timely response to any raised concerns
- To be treated with professionalism from all Life Academy staff members
- To be listened to and clearly communicated with regarding their child’s education

## **Parents’ Responsibilities**

All parents at Life Academy are responsible for dealing with all staff and students in the following manner:

- Use respectful language toward all staff and other members of the school community.
- Remain calm and polite when communicating with staff and other members of the school community.

- Under no circumstances approach another child while in the care of the school to discuss or chastise them because of action towards their own child/ren or any other child/ren.
- Be aware that events have many sides; be prepared to listen to them and seek to verify facts before stating a concern.
- Be mindful of what you say in order to respect the reputation of teachers.
- Refrain from discussing any grievances in front of your child/ren regarding the school.
- On field trips, helping in class or on campus, parents must follow the instructions and wishes of the teacher.
- Refrain from using loud or offensive language or displaying any anger on campus.
- Refrain from threatening, in any way, a member of staff, visitor, fellow parent, guardian or child.
- Refrain from saying defamatory, offensive, or derogatory comments regarding the school or any of the pupils, parents or staff at the school.
- Refrain from using physical, verbal, or written aggression towards another adult or child.
- Refrain from smoking, taking illegal drugs, or the consumption of alcohol on school premises.

### **Complaints and Concerns**

If a parent has a complaint, criticism, or concern, it is expected of them to follow the steps below:

1. Speak first to the faculty member involved and try to resolve the concern with mutual respect and clear communication.
2. When not possible, make an appointment to meet with the Principal.
3. The Principal will arrange a meeting between the two parties involved in an attempt to mediate and find resolution.
4. If the complaint is with the Principal, make an appointment with the Administrator to mediate.
5. If the complaint is with a student, make an appointment with the Principal to address concerns. Under no circumstances should a parent approach a student, unless it is their own child.

Criticism regarding staff members will only be heard if it is related to their professional conduct.

If these codes of conduct are violated on campus, the administration may feel it necessary to take action by contacting authorities or may consider banning the offending adult from the school premises. Depending on the severity of the incident, the enrollment of the offending party's child may be affected.

Thank you for abiding by this code. Together we create a positive and uplifting environment, not only for the children but also all who work and visit Life Academy

Parents and guardians are to make sure all persons collecting their children from school are aware of these policies.

# **STUDENT LIFE**

## **Field Trips**

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Life Academy makes learning interesting and relevant through field trips that integrate academics with experiences outside of the classroom environment. Trips expose students to new ideas that spark imagination and curiosity in a variety of subjects. Teachers and qualified volunteer staff transport students and chaperone them on these outings. No trips will occur without prior notice to parents.

## **Student Off-Campus Privileges**

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Life Academy is a “closed campus.” Students are not allowed to leave for lunch except under the following conditions:

Only Juniors and Seniors with a valid permission slip signed by a parent or guardian and who meet the following criteria may go off campus.

- Must have a 2.0 or higher GPA
- Must not have a pending detention or suspension
- Must be in good behavioral standing with faculty

## **School-Sponsored Parties**

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On occasion, Life Academy faculty will arrange parties to promote social activities for students in a safe setting. Parents will be notified when a class/school-sanctioned event is scheduled.

## **Clubs & Activities**

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Students are encouraged to participate in a variety of activities and programs that inspire and challenge their skill sets, highlight their interests, and hone their God-given abilities. The experiences are an important extension of the learning and experimental environment. Contact the Principal or Administrator for more information on Life Academy clubs and how to start one.

# **SPECIAL EVENTS**

## **Honor Roll Trips**

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On a designated day shortly after the close of each quarter, the students who attained the Honor Roll will be taken on a special outing as a reward for high academic achievement.

## **Christmas Program**

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All students are involved in the annual Christmas program which is presented on an evening shortly before the commencement of Christmas vacation.

## **Spring Program**

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All students are involved in a special program presented each spring for the parents, families and friends. This program generally involves music and drama and is a highlight of the year.

## **Annual Awards Program & Graduation Ceremony**

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Rewards as recognition of academic and athletic achievement are given at the Annual Awards Program at the end of each school year. The graduating class is honored in a separate Graduation Ceremony.

# PROCEDURES AND POLICIES

## Technology

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Life Academy provides students with access to computers, networking, software and other technologies designed to support excellence in teaching and learning.

Unacceptable or illegal use of those technologies could harm or embarrass both the user and the school. In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior that govern other aspects of our school community. Students are required to abide by Life Academy's Cell Phone and Electronic Device Policy (page 31) and the following rules:

**Defend your heart, mind and soul.** Exercise good judgment in the sites you visit and the apps you download. Do not visit sites that appear to contain objectionable material. If you are unsure or if you are blocked by Life Academy's Internet filter, ask a parent or teacher if the site is appropriate.

**Protect yourself from people and companies that want to take advantage of you.** Never reveal your identity over the Internet without your parent's permission. That includes your address, telephone number, name of school, address of school, your date of birth, Social Security number, credit card number, photograph and any other information that could identify you. Never meet in person with anyone you met online without your parent's approval. If you ever believe you have been harassed, bullied or threatened, report it immediately to a teacher or administrator.

**Be polite.** Use appropriate language in your communications. Do not send messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation or information that could violate another person's privacy.

**Respect the rights of others.** Life Academy students must never:

- Attempt to access other people's accounts and files
- Impair the network or bypass restrictions set by the network administrator
- Create an Internet hotspot on Life Academy's campus
- Take advantage of a teacher or student who leaves a computer without logging out
- Use someone else's login credentials
- Abuse, tamper with, or willfully damage Life Academy's information technologies
- Take someone's picture without their consent
- Do not use technology to harass or bully. Students must not:
  - Send intimidating or threatening communications
  - Share cruel, demeaning, private or embarrassing information about another person
  - Impersonate someone by using their online identity
  - Send unwanted material to another person

**Use technology appropriately in the classroom.** Cell phones and other digital devices may only be used in a classroom if the teacher has expressly granted permission.

**Be aware that you will not have privacy when using Life Academy's technologies.** Life Academy owns the data that is created and stored on the school's information systems. The school can view your data and network traffic at any time.

**Consider your personal technology needs.** Most of your class materials, grades and school communications will only be available electronically. You will need Internet access to complete many of your assignments. Computers are provided in the Computer Room on a first-come first-served basis.

**Viruses:** Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer labs.

**Computer Care:** Members of the Life Academy community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work or bring food or drink into the computer area. Any intentional acts of vandalism will result in discipline, and students will be held responsible for replacement or repairs.

**Reporting Requirements/Discipline:** Any student who accesses inappropriate material on the Internet or receives harassing, threatening or inappropriate materials via email or Internet must immediately report the concern to the teacher who is supervising the activity or to an administrator so that the situation can be investigated and addressed appropriately. Students who choose to violate any aspect of this Technology Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Since network administrators must maintain system integrity and ensure responsible use, users should not expect files stored on the school's servers, Internet use or email communications to be private. Life Academy reserves the right to review, in its sole and absolute discretion, any files stored on the school's computers or servers, Internet use or email communications. Life Academy is not responsible for any information that may be transmitted or received via email or Internet usage. The school reserves the right to limit or suspend technology access privileges to any user who is not using the school's technological resources in a responsible and ethical manner. Violation of this agreement may also result in disciplinary action.

Life Academy reserves the right and authority to govern and rule regarding all other matters not listed here regarding improper behavior by students and discipline while representing the school. Life Academy also reserves the right and authority to govern and rule regarding any matter concerning a student who is involved in illegal activities, whether on- or off-campus. Such students may be considered for expulsion.

## **Digital Citizenship**

Life Academy prohibits cyberbullying: creating websites, instant messaging, emails, using camera phones, posting messages on social networking sites (Facebook, Formspring, Twitter, etc.) or using other forms of technology to engage in harassment or bullying. Some specific examples of cyberbullying include:

- Cyberstalking: sending intimidating or threatening communications
- Denigration: sending cruel or demeaning gossip or rumors about another person
- Exclusion: purposely excluding someone from “buddy lists” in order to make them feel like they are not part of a group
- Flaming: online fighting via the use of abusive or derogatory language
- Impersonating: pretending to be someone else by using their online account or acting on behalf of them in an online forum
- Outing: sharing private or embarrassing information about another person
- Spamming: sending unwanted material to another person's account in order to fill it up/clog it with trash
- Trolling: posting annoying or provocative messages in order to incite fighting

Cell phones or other digital devices should be used as communication and research tools only when they are not obtrusive and have been permitted by classroom teachers. The camera feature may not be utilized unless the person(s) being photographed have given consent.

School administrators may search cell phones in the event that there is any concern about safety, security or academic integrity issues.

## **Safety & Security**

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### **Campus Safety & Security**

Fire, Shelter In Place, and Lockdown drills are held periodically during the school year. Emergency procedures for exiting the classroom/building will be taught during student orientation and/or at class meetings. Procedures and specific directions will also be posted in each room, as well as in the hallways on all floors. To report concerns or suspicious activity, contact the school office at (970)242-9431.

### **Campus Hours**

The Life Academy campus is open to students from 7:45 a.m. to 4:00 p.m. with the exception of scheduled events such as sporting events, artistic productions, or other Life Academy sponsored events.

### **Student Medications**

Upon registration for the school year, each family is required to complete a Medical Consent Form. This form contains important information regarding student allergies, medications and conditions. In addition to completing the required health forms, parents are requested to notify the school and teachers of any serious physical handicaps, allergies or illnesses that their children may have. No prescription and/or non-prescription drugs are to be in a student's possession while on campus. If a student needs to take a prescription while on campus, they are to be given to the teacher or office personnel, who will administer them when needed. Inhalers used to treat asthma are exempt from this policy if their medical release form indicates such usage, as well as injectables, for diabetes and allergic reactions.

### **Emergency Procedures**

Upon registration for the school year, each family is required to complete an Emergency Contact Form. If a student is injured or becomes ill during the day, the school will follow established procedures for responding to injuries and severe illness.

Life Academy will also attempt to contact the parents for assistance in dealing with the situation. In the event the parents cannot be reached, the school will employ the directions given on the Emergency Contact Form. If necessary, students will be transported to the nearest hospital via 911. State law requires all students to show proof of current immunizations, which is required for attendance at Life Academy. Students will not be allowed to attend school if their records are not current. Students who have not had immunizations for personal or religious reasons must have a signed exemption form in their student file.

### **Student ID Cards**

After picture day each year, every student will be issued a free ID, to be presented upon request to any Life Academy faculty or staff member. This card is necessary to gain access to home sporting events and other school events.

### **Visitors**

Prospective students, friends or out-of-town guests may be permitted to visit with a Life Academy student under the following conditions:

- Student visitors will be expected to abide by the dress and conduct rules of the school. Please make sure your guests understand Life Academy guidelines.
- Students must meet visitors at the front desk. Visitors must provide a valid ID in accordance with policies and procedures regarding the visitor

management system. Visitors must sign in and out at the front desk. Visitors must also wear a “Visitor” badge for the duration of visit.

- Lunch visitors are allowed in the Cafeteria, Gymnasium, and outside of the building; they are not allowed in the Classrooms. Lunch visitors must leave campus by the end of lunch.
- Visitors are not allowed on campus after school except for a school event.
- Pastors, youth leaders and family members may meet students to take them off-campus for lunch BUT the front desk must receive parental permission by 10:00 a.m. prior to the day of the event. The visitor must meet the student at the front desk and the student must sign out prior to departure and sign in upon arrival back on campus.

### **Student Parking**

High school students who drive cars to school must follow the proper traffic flow.

- Access to vehicles may be limited or unavailable during school hours.
- Parking in the Fire Lane is prohibited at all times.
- Fines may be assessed for parking violations.
- Students are responsible for following driving rules and regulations while on campus and must have valid auto insurance.
- Driving to school is a privilege, which will be revoked if abused. Students will receive consequences for reckless driving while on Life Academy property.
- Student vehicles may be subject to search by authorities (plural) should reasonable suspicion exist that the vehicle’s contents pose a threat to human safety or violate the law while on the Life Academy campus.
- Vehicles are not authorized to park overnight except under special circumstances and with notification to the Life Academy office.

### **Student Deliveries**

If absolutely necessary, a delivery for a student during the school day will be brought to the school office. Students can retrieve delivered items there, but they will not be notified of deliveries. Make arrangements for deliveries prior to school.

### **Bicycles/Skateboards**

Students who ride a bike to school are to store them in the bike rack. Protective headgear is required. Skateboarding or rollerblading on school property is not allowed at any time. Students who bring skateboards, roller blades and/or other such items to school are to store them in their lockers or with the Principal.

## **Lost & Found**

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Life Academy is not responsible for lost or stolen items at school or on school grounds. Students are discouraged from bringing valuables or excessive cash to school. Students assume all liability for any personal items brought to school. Uncollected lost and found items will be donated to charity at the end of each month. Students are reminded not to

leave personal items unattended at school. Students should label all personal items, including textbooks. Students should lock up valuables during athletic practices/games. Contact the specific coach for more information on lockers and locks.

## Lockers

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All Middle and High School students will be issued lockers at the beginning of the school year by the Principal. Lockers will be issued from highest grade level to lowest grade level until every student has a locker. Students with lockers are expected to abide by the following policies:

- Students may not change lockers.
- Lockers should be kept neat and treated properly. No writing on lockers.
- Lockers may be decorated if done appropriately, but the school reserves the right to require students to remove decorations that are inappropriate.
- Stickers and scotch tape may not be used.
- Lockers may be decorated on the outside for birthdays or other special occasions but must be removed at the end of the day.
- Students may access their lockers at all times on any day that school is open.
- Students are encouraged to keep valuables locked in their lockers or in their possession at all times.
- Students are not to share their locker or the combination to their locker with anyone. Students are responsible for their locker.
- In the interest of safety and to ensure compliance with school policies, Life Academy reserves the right to inspect lockers and their contents without prior notice or cause.

Students and families will be notified via Newsletter, flyers and announcements when locker clean-out occurs at the end of the school year. Items left in lockers after the clean-out deadline will be donated to charity and/or thrown away, depending on the state of the item. This includes textbooks left in lockers.

## Food & Drink

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The classrooms are designed to create an atmosphere of learning and a place of instruction, study and academic conversation. Eating is prohibited in all classrooms unless it is approved and supervised by a faculty/staff member in a classroom, office or common spaces, for the sole purpose of curriculum enhancement.

**CHEWING GUM IS NOT ALLOWED ON CAMPUS**

## Posting of Signs

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Students may not post flyers or other forms of literature on campus. Items of this nature may instead be displayed in the appropriate locations upon approval from the Principal or Office Manager. Posters and flyers distributed by official student organizations may be posted with approval from Principal or Office Manager. Student groups are responsible for removing flyers after the posted date of the event.

