

## TABLE OF CONTENTS

Welcome and Mission Statement	p. 2
Philosophy of Education	p. 3
Agreements	p. 4
Admissions	p. 5 – 8
Finance	p. 9 – 10
Policies	p. 11 – 12
Campus Life	p. 13 – 14
Attendance	p. 15 – 16
Grades and Testing	p. 17 – 18
Curriculum	p. 19
Student Conduct	p. 20 – 23
School Policies	p. 24
Uniform Dress Code	p. 25 – 27

## **WELCOME AND MISSION STATEMENT**

Living Springs Academy is a Seventh-day Adventist Christian K-8 school.

**The mission of LSA family exists to SHOW children Jesus, NURTURE their love for Him and others, FORTIFY mind and body, and EMPOWER them to serve.**

Our program includes a strong curriculum, daily worship, Bible, optional Baptismal course, physical education, music, individual devices, community service projects and Sabbath education programs.

The School Constituency, the School Board, and the faculty are dedicated to promoting an excellent academic program and Seventh-day Adventist Christian values.

The Living Springs Academy Board and Administration reserve the right to modify policies during the school year.

### **Accreditation**

The program of LSA is in harmony with the Seventh-day Adventist Church and is supervised by the Florida Conference of Seventh-day Adventists. We are fully accredited by the Adventist Accrediting Association and the Florida Association of Academic Non-Public Schools (FAANS).

### **Teaching Staff**

Our teaching staff consists of certified teachers whose lives fully support Seventh-day Adventist principles of Christian education.

### **Non-Discrimination Statement**

LSA admits students regardless of race, gender or national origin and makes available to them any and all programs and activities for which they qualify.

### **Child Abuse Policy**

As mandated by federal and state law, LSA administrators, teachers, and staff members who have reasonable cause to suspect child abuse or neglect will make an oral report immediately to the Florida Abuse Hotline. This policy is strictly enforced.

## PHILOSOPHY OF EDUCATION

Living Springs Academy believes...

Deuteronomy 4:9	. . . do not forget the things your eyes have seen or let them fade from your heart as long as you live. Teach them to your children and to their children after them.
Deuteronomy 11:19	Teach them to your children, talking about them when you sit at home, when you walk along the road, when you lie down and when you get up.
Deuteronomy 32:2	Let my teaching fall like rain and my words descend like dew, like showers on new grass, like abundant rain on tender plants.
Proverbs 22:6	Train up a child in the way he should go; even when he is old he will not depart from it.
Isaiah 54:13	All your children shall be taught by the LORD, and great shall be the peace of your children.
Colossians 3:21	Fathers, do not provoke your children, lest they become discouraged.
2 Tim 3:16-17	All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.

**We believe** that our school should have an atmosphere conducive to the harmonious development of the physical, the mental and spiritual powers. It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.

-- E. G. White, Education pg. 17

**We believe** that Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

## AGREEMENTS

### LSA agrees to...

- maintain a welcoming and safe learning environment and spiritual atmosphere that fosters high standards of academic achievement and harmonious living
- help students develop their full potential academically, spiritually, physically, and socially
- listen carefully to each child's perception of an event and be readily available to answer questions
- practice the necessary language skills for effective two-way communication and conflict resolution
- provide loving, redemptive, and corrective measures
- provide timely feedback on each student's development and academic progress

### Parents/Guardians agree to...

- model what you wish your child to mimic
- provide your child adequate rest and nourishing meals regularly eaten together
- provide regular health care visits
- ensure your child arrives daily at school in full uniform or in clean, modest, and appropriate attire to school and events as instructed
- be involved in your child's emotional, spiritual, and social success
- participate actively in your child's academic progress
- assist in developing your child's citizenship skills
- pay on time for tuition and for damaged or lost school property

### Students agree to...

- Respect peers and adults
- Take care of all resources provided to you
- Come prepared daily for school
- Ask questions when you don't understand something
- Complete all assignments by the due date
- Share with your family your school experiences
- Participate in all school activities
- Help keep the school facility neat and tidy
- Refrain from wearing jewelry, cosmetics or unnatural hair color to school/events
- Refrain from bringing toys, secular books, games, hand-held electronic devices (including cell phones), without specific permission from the teacher

## ADMISSIONS

### Admission Eligibility

LSA welcomes any student expressing an earnest desire for a Christian education, showing due respect for God’s Word, maintaining a reverent attitude during religious times, and cheerfully observing LSA standards and regulations. All student admissions are subject to School Board approval.

LSA admits students of any race, color, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

LSA is NOT equipped to offer special education services to children with exceptionalities or those who have serious physical, scholastic, or behavioral problems. Parents are encouraged to explore all local resources and services that may be provided to those with special needs.

Kindergarten students must be five years of age on or before September 1. First graders must be six on or before September 1. Any student entering 2<sup>nd</sup> grade who is not seven may be required to complete placement testing before enrolling.

## **Admission Policy**

Living Springs Academy accepts students in grades K through 8. To be eligible for admission, children must be physically, mentally, emotionally, and socially matured enough to work at their prescribed level. Before applying, parents must disclose if their child has an Individual Education Plan (IEP) at the current school and Financial Aid documentation, if applicable.

Every parent who presents their child for admission pledges to adhere to the expectations set forth in this handbook. It is understood that if a student or parent breaks his pledge, the student’s right to attend the school is forfeited. The student and parent(s) will sign a written statement stating that they have read and understood the Student Handbook and the policies stated therein and are willing to abide by them. Students are admitted /retained in Living Springs Academy at the discretion of faculty and School Board.

## **Admission Requirements**

### **New Students Application**

- Online Application
- Recommendation Forms
  - If applicant has an Individual Education Plan (IEP),

## **ADMISSIONS, CONT.**

- One of the Recommendation Forms must be from an educator, identifying the grade level of course(s) taken, the present level of performance (PLP), and what accommodations were used.
- Supporting Documentation
  - Scholarship Award Letter

- Report Card
- Student Birth Certificate Copy
- Student Social Security Card Copy
- Insurance Card Copy

**Acceptance: (required before Enrolling)**

- All SDA student applications are accepted or denied by School Board action
- All non-SDA student applications are presented to an admission committee, consisting of the Principal, the church Pastor, and the School Board Chair
  - It is necessary for parents/guardians and the new student to personally meet with this committee for an interview.
  - The admission committee then confers with the School Board for acceptance or denial of the application.
  - It may be necessary for new students to be evaluated to ascertain correct grade level placement for proper enrollment.
  - **New applicants will be placed under a 6 week probationary status.**
- Records Transfer Request form – A request for official records, signed by the parent, will be mailed by our school once the applicant has been accepted.

**Contractual Agreement**

Parents who enroll their students in LSA have entered into a contractual agreement with the school and are expected to live up to their commitment. School records will not be released until all obligations have been met.

The school agrees to provide an academic program which is designed for those students who are able to perform at or above a standard grade level. Students who are deficient may be accepted on academic probation and will be given nine weeks to show that they can maintain a passing grade. The school reserves the right to ask non-performing students to withdraw.

**ENROLLMENT REQUIREMENTS FOR ALL STUDENTS**

**NOTE** – A child may NOT attend class until ALL updated forms are on file:

- Medical forms - Florida state law requires ALL schools to keep forms updated
  - Updated Student Physical Form
  - Updated Immunization Record Form

**ADMISSIONS, CONT.**

- Notarized Medical Consent Form
- Partnership contract (and additional agreement contracts)
- Financial contract (*accompanied by Registration Fee*)

- Copies:

Birth Certificate, Social Security card, Health Insurance card, and Report Card from the last school attended. If applicable, the Individual Education Plan (IEP) must be included. At minimum, the academic records from the last school attended is required before an applicant is considered as an enrolled student.

## **Financial Assistance**

There are several sources of funding for families who are unable to meet LSA financial obligations.

- [\*Step Up For Students Scholarship\*](#)
- [\*AAA Scholarship\*](#)

## **Immunization Records/Medical Examination**

New students and kindergarten students are required to have complete physical examinations. Florida law requires students to be immunized against polio, DPT, mumps, rubella, and rubeola (measles). A physical exam/immunization record (Form 3040) signed by your doctor or a completed immunization certificate (Form HRS-680) from the County Health Department is required. If a student has had a physical examination within the previous six months, an examination report is sufficient.

Students entering seventh grade are required to complete vaccination against Hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster. All entering Kindergartners must either have had the Varicella vaccination or the date they had the Chicken Pox.

Students must have proof of immunization **PRIOR** to admission. Any exemptions to this policy will be considered by the school board on a case-by-case basis.

## **ADMISSIONS, CONT.**

### **Registration Procedure**

Each student must apply and be accepted prior to completing registration. At registration time, LSA information forms are completed, medical consent forms are signed, medical records are reviewed, transfer or school records are requested, financial contracts are completed, and the registration fee and the first month's tuition are paid.

### **Student and Parent Agreement**

Every student presenting himself/herself for LSA admission promises to observe and support Christian principles. If this promise is broken, the student may forfeit his/her place in school.

The student is responsible to perform all assigned school-related duties to the best of his/her ability.

Parents are expected to cooperate with and support LSA teachers and school policies. Critical conversations regarding the school should be held with a teacher, the principal, or School Board member outside a student's hearing. When a student enrolls at LSA, the parents and student agree to accept the school's standards, regulations, and financial obligations found in this handbook.

## **Student Insurance**

LSA purchases student insurance which provides insurance coverage to all students during the hours and days school is in session and while attending school-sponsored and supervised activities.

The parent's insurance is considered primary insurance for students. The school student insurance then covers any additional medical costs. Should the medical expense exceed the parent's insurance benefits, the school insurance pays the rest.

In case of an accident, parents and/or students are to:

1. Notify school staff immediately and initiate treatment.
2. Commence treatment within 90 days of the injury date.
3. Secure a claim form from the school office. A copy of the filled-out form should stay at the school. The original form will be sent with the medical bill to the school's insurance company.

# **FINANCE**

## **FINANCIAL REQUIREMENTS**

### **Tuition & Fees**

- Registration Fee: K-8 \$100 (One time Charge)
- Book Fee: K-2 \$150/ 3<sup>rd</sup>-8<sup>th</sup> \$250 (One time Charge)
- Technology Fee: K-2 \$75/ 3<sup>rd</sup>-8<sup>th</sup> \$100 (One time Charge)



- Uniform Fee: K-2 \$150/ 3<sup>rd</sup>-8<sup>th</sup> \$250

### **Registration Fee**

This fee of \$100 covers classroom and library materials, instructional supplies, test fees, the cost of enrolling and maintaining records for students, and more. Students may not enter school until paying the registration fee.

### **Book Fee**

This fee of \$150/\$250 covers textbook rental and workbooks.

### **Technology Fee**

This fee of \$75/\$100 covers software & maintenance of devices.

### **Uniform Fee**

This fee of \$150/\$250 covers one set of uniforms at the beginning of the school year. Parents are responsible for additional uniforms items to be following uniform requirements for the rest of the school year.

### **Delinquent Accounts**

Should the responsible party fail to pay the account within 60 days of the invoice due date, the parent/guardian will be asked to withdraw their student(s) until the account is current. Accounts more than 90 days overdue are considered delinquent and may be sent to the school's collection agency. The party responsible for the delinquent account shall be responsible for all fees and expenses of collections, including attorney's fees.

## **FINANCE, CONT.**

### **Monthly Payment Plan**

The yearly tuition is divided into ten equal payments. The first payment is due, with the registration fee, at registration. Each monthly payment is due by the 1st of the month with the last payment due by the last day of school in May.

### **Previous Unpaid Accounts**

LSA reserves the right to deny admission to any student having an unpaid balance with this or any other school until the account is paid or satisfactory payment arrangements are made.

## Returned Checks

A \$75 service charge will be applied to all returned checks.

# POLICIES

## Cell Phones/iPods/Personal Electronic Devices

Students with cell phones must abide by the following procedures:

1. Parents must sign an agreement with the school's cell phone policy that gives permission for their student to have a cell phone.

2. Cell phone violations: Consequence of cell phone violation is as follows: (This is for approved cell phones as signed by parent.)

A. The first infraction will be a warning to the student.

B. The second infraction the phone will be returned to the parent and the student will not be allowed to bring it to school for a period of one week.

C. The third infraction the student will not be allowed to bring a cell phone to school for the remainder of the school year.

These rules are needed to ensure the learning environment is protected from disruption, and for the privacy of other students.

## Computers/Laptops/Tablets

The use of tablets and computers at school is a necessity and privilege. Students must sign an Acceptable Use Policy. **Tablets and computers are to be used only for educational purposes.** Students and parents are required to sign an internet and device usage agreement at registration. Failure to comply with the usage policy may result in the loss of the privilege of using technology.

## Early Student Pick Up

Parents picking up students during school hours must report to the office or homeroom teacher. Except in emergencies, students leaving school early should bring a parent's written note stating the reason for early departure to the teacher before the school day begins.

## Head Lice

Head Lice (*Pediculus Capitis*) occasionally occurs in our community. Lice are highly communicable. If all parents routinely check their children and report an outbreak, the risk of spreading can be minimized, and the pest can be controlled. If lice are noticed or nits found in

the hair, the child is not to come to school until treated and all nits are removed. The child must be cleared by the principal for re-admittance to school. The health department advises that bedding, articles of clothing, and play areas be treated. Lice shampoo is to be used and

## **POLICIES, CONT.**

the child retreated 7-10 days later. See your county health department for further instructions.

**Most importantly, the child cannot be readmitted to school until lice are gone and all nits removed.**

### **Illness**

The teacher has the prerogative to dismiss any student who may have an illness or contagious condition. A physician's written statement may be required upon return to school. A child with a fever should remain at home until the child has been fever-free for 24 hours without the use of fever reducing medications. Parents are asked to **not** give their child a fever reducer before sending them to school. If the student's fever returns, the parent will be called to pick up their child from school. If the student receives antibiotics for a contagious illness, the student must remain home until the child has been on antibiotics for at least 24 hours or longer as specified by their physician. If the student has vomited due to illness, they are asked to stay home for 24 hours from the time of vomiting.

### **Medications**

No student shall have any medications in his/her possession at school without written parental explanation and instructions for use. School personnel are not permitted by law to give any medications unless written permission is received. This includes all over the counter medications.

### **RenWeb**

RenWeb is an online school management program used by all Florida Conference schools as a tool to help schools run more effectively. This program will be used by LSA for the following:

- Recording daily attendance and grades
- A database of student/family information for school use

## **CAMPUS LIFE**

### **Parents/Adults Approaching Students**

Parents or other adults are not to approach students while at or away from LSA about grievances they may have. They are to communicate with the teacher or administration, who will in turn

approach the student. Should a conference be needed, a student must be represented by his or her parent.

### **School Arrival and Dismissal**

Students may enter the school building by 8:00 a.m.

### **School Visitation Procedure**

LSA welcomes and encourages parents and other adults to visit our classrooms. Non-students may visit the school with prior teacher approval. All visits should be cleared by the office. Parents may attend their child's activities and observe his/her progress throughout the year when arranged by appointment. Please allow teachers and students the first four weeks of school before visiting the classroom. When visiting, quietly be seated in the room and observe as long as desired. If the students want to visit with you, encourage them to return to their desks to continue their work. The teacher is on duty with the children but will be glad to arrange a time to talk with you after school.

### **School Volunteers**

Volunteers at LSA are those who are willing to share with students their time, expertise, and enthusiasm. Under the direction of the school administration and staff, these volunteers help to enrich students' educational experiences.

Volunteers serve only in an auxiliary capacity under the direction and supervision of professional school personnel. The volunteer does not take the place of the teacher but is supportive of the teacher. Teaching and discipline remain the primary responsibility of the teacher. Volunteers' dress and deportment must be in accordance with the Christian standards stated in the school handbook. Volunteers are required to have a background screening completed prior to starting. Volunteers should be aware that they are role models for the students. If you are interested in becoming a volunteer, please come by the office.

### **Student Selling of Products or Services**

School administration must approve selling of any product or service for civic, church, or school benefit. No selling for direct personal benefit is permitted.

## **CAMPUS LIFE, CONT.**

**Student Safety** is of primary importance, therefore:

- No playground activity is allowed except under the supervision of an adult.

- Monthly fire drills are held, and tornado and lockdown drills are held semiannually.
- Any damage to school environment/property is to be reported immediately.
- Students are taught safe use of equipment.

### **Care of Personal and School Property**

The school is not responsible for personal property. Lost and found items should be claimed before each school year closes.

Anyone aware of school property damage should report it immediately to the office. This may prevent additional damage and consequent increase to the cost of repairs. School property willfully misused, broken, or destroyed will be charged to those responsible for the damage.

### **Home and School Association**

The Home and School Association provides a forum for parents, teachers, and church members to support LSA and the home. Home and School sponsored events include parent education programs, social events, and fund-raising activities. Notices of events and meetings are emailed and sent home with the students.

## **ATTENDANCE**

### **Attendance Policy**

In harmony with the Southern Union Education Department and State of Florida codes, Living Springs Academy expects regularity and promptness in school attendance and at scheduled extra-curricular activities. Acceptable excuses for absences, tardiness, or early dismissals include illness, medical, dental or optometrist services, quarantine, or bereavement.

### **Absences, Tardies, and Early Dismissals**

- Parent must contact the school by 8AM to provide a satisfactory explanation.
- Parent must provide a WRITTEN EXCUSE FOR ALL ABSENCES, including plans to make up missed schoolwork, upon return to school. This is to be filed with the student's Attendance Record. Parent must ensure missed schoolwork is satisfactorily made up according to the Teacher's instructions.
- \* The school may temporarily exclude and require medical examination of any student who is suspected of having a communicable disease to safeguard the health and safety of all students. *\* Southern Union Education Code*

2013-2015.

### **Sick Leave Request**

The following information is documented, should a student feel the need to call a parent to be picked up before scheduled dismissal time, unless written request from the parent specifies otherwise.

- time out of class and symptom(s) reported/displayed
- medical history?
- action taken
- time parent called
- time re-evaluated & by whom (if applicable)
- action taken
- time picked up, and by whom (if applicable)

### **Leaving School Campus**

No student shall be permitted to leave the school grounds at any time before regular dismissal time, except in case of emergency, and then, only with the approval of the parent and Principal. *(See Arrival/Dismissal Procedures)*

## **ATTENDANCE, CONT.**

### **Excessive absenteeism**

Excessive absenteeism, including acceptable excuses, tardiest, and early dismissals, is when the student misses more than 10% of instructional time.

- If schoolwork that is missed during absences is not satisfactorily made up, the student may forfeit the grade for that period.
- Absenteeism may also prompt further evaluation before the grading period ends to ascertain if there is adequate retention of the material required for promotion.
- Absenteeism may also jeopardize a student's Worthy Student or other scholarship status.

**IMPORTANT NOTE:** Step Up For Students Scholarship recipients RISK FORFEITING THEIR SCHOLARSHIP DUE TO EXCESSIVE ABSENTEEISM.

LSA cooperates with the state of Florida's requirement that students maintain regular class attendance. Students missing 15% (27 school days per school year) of their classes may be retained or failed due to absences. This total includes both excused and unexcused absences.

A student is excused from school for personal illness or death in the immediate family. Parents are to arrange in advance for any other absences and are encouraged to make routine doctor or dentist appointments outside of school hours.

The student is to bring a parent's written excuse, stating the reason for the absence, when returning to school. Students and/or parents are to make arrangements to complete missed schoolwork.

### **Field Trips/Educational Sabbath Programs**

LSA Staff plan a limited number of student field trips each year to enrich the educational experience and provide valuable learning resources. Likewise, we also host Educational Sabbath program performances, and Graduation/Promotion Ceremonies. These activities are a required part of the curriculum and are considered regular school days and therefore count as regular school attendance.

## **GRADES AND TESTING**

**Parents sign a field trip permission form at the beginning of the school year to grant permission for all field trips during that school year.**

During the school year, parents are notified in advance of field trips with informational forms sent to the homes. Parents have the right to prevent their child from attending a field trip by written note or phone call to the school. When on field trips, students are to conduct themselves according to LSA standards and policies.

### **Grading System**

Grades are available to the parents continuously through RenWeb. Notices of current grades will be sent home quarterly.

### **Parent-Student-Teacher Conferences/Report Cards**

The school year is divided into four nine-week periods. At the end of each period, a report card indicating the student's progress is sent home with the student or is given at the parent-student-teacher conference held after the first and third periods. Parents or teachers may arrange additional conferences.

### **Testing**

**MAP** is designed to target a student's academic performance in mathematics, reading, and science. The overall test measures a student's progress in school. The results are used to guide the student's instruction in the classroom.

## **GRADES AND TESTING, CONT.**

### **Testing, cont.**

Special needs testing for academic or behavioral reasons may be requested by the parent or teacher. Before implementing these tests, the parents must give written consent and the teacher must submit the necessary forms to the principal.

### **Textbooks**

Textbooks are provided on a rental basis as part of the book fee of \$150/\$250. Students must handle all textbooks carefully and write in them only at the request of the teacher. Damaged or lost books are charged to the student. These charges are to be paid before the report card is issued.

### **Transferring**

Students transferring to another school must:

1. Return all school property, including library books, textbooks, workbooks, and school-owned music materials.
2. Complete financial responsibilities.
3. Make arrangements with the principal for transferring his/her records to the new school.

Upon completion of the preceding requirements, the student's cumulative record is forwarded to the new school upon written request from the school and with the parent's permission. EPAA reserves the right to withhold transcripts due to unpaid accounts.

If the withdrawal process is not completed, grading and attendance requirements will apply until the process is completed.

## **CURRICULUM**

The multi-grade classroom environment fosters social skills and helps students that struggle academically better understand and put to practice educational skills that are learned.



## **Curriculum Overview**

Bible – Encounter Series

Reading – Wit & Wisdom

Wit & Wisdom is a faith-based integrated literacy program that includes:

- Reading • Writing • Word Study • Language Arts

Math – Big Ideas

Handwriting – A Reason for Writing (K-4) \*Cursive 3-4

Typing – 6-8 grade

Science – By Design (SDA Curriculum)

Social Studies – McGraw Hill Social Studies

Physical Education – Fit to Learn

Music and Art – Themed Curriculum

Spelling – Spell and Write (Kindergarten) & Building Spelling (1<sup>st</sup> – 8<sup>th</sup> Grade)

## **Technology Learning**

*LexiaCore5* and *Reading Plus* are online, individualized, assessment and instructional tools for reading skills.

*Dreambox* Learning Math is an adaptive, online K-8 math program designed to complement classroom instruction and deliver results.

*Learning A-Z* is incorporated to improve reading, spelling, and writing fluency. Student's progress through various levels as they master vocabulary. Frequent assessment determines mastery at each level.

## **STUDENT CONDUCT**

### **Discipline**

The basic purpose of discipline is the training for self-government. True discipline should result in mutual trust between student and teacher. It is designed to be redemptive, remedial, and corrective rather than punitive.

All staff members share in the responsibility for supervision of student conduct. Minor irregularities are handled by individual staff members. The Principal will handle

repeated offenses or major infractions of school rules. Parents are expected to cooperate in the corrective process with the understanding that the learning process will be interrupted as little as possible. Ideally, the attitude of what is best for the student and the school should be evident in every act of discipline.

The following fundamental points make the student subject to discipline such as in-class suspension, suspension from school, or dismissal from school:

- Continual or willful disrespect, disobedience, or non-cooperation with those in authority.
- Using profane language, indulging in lewd conduct or suggestions, or possessing or displaying obscene literature or pictures.
- Using language tactics or relational behaviors that by their nature are excessively intimidating, accusatory, cruel, or are emotionally abusive and disruptive to either the Christian atmosphere desired for this campus or the normal academic functions and co-curricular activities.
- Being dishonest, including theft, willful deception regarding violation of school regulations, cheating on examinations or class work or any phase of school or business.
- Using illegal substances, narcotics, tobacco, or alcoholic beverages in any form or having them in one's possession.
- Willful destruction of any school property or any vandalism.
- Possession of weapons of any type.
- Involvement in physical fighting or threats of violent behavior.
- Conspiring or participating in any act that injures, degrades, or disgraces LSA, a fellow student or faculty member.

## **STUDENT CONDUCT, CONT.**

- Failure to participate fully in the academic program of the school or habitual failure to do assignments and/or projects.
- Engaging in inappropriate behavior toward the opposite or same sex as defined in the following sexual harassment section.

## **Grievance**

Any issues that arise should first be addressed with the Teacher or Principal. After that, parents or students may submit a written request to the Chair of the School Board, for consideration of a grievance. The School Board decision on any issue is considered final.

## **Bullying and Sexual/Racial Harassment**

LSA is committed to providing a school environment free from sexual/racial harassment for all students. Incidents of harassment should be reported to the principal and appropriate action will be taken.

Three elements that may be present to qualify behavior as bullying and harassment are:

- The intention of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurt and humiliation, on the part of the bully, is repeated.

## **Sexual Harassment**

*Definition of Sexual Harassment:* Any verbal or written behavior, physical touch or gesture, teasing, jesting, criticizing or belittling, regardless of intention, which is expressed against the wishes of the recipient.

LSA values the right of all students to work and study in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals, and runs counter to the Christian mission and principles on which this school operates.

In addition to being in violation of LSA policy, sexual harassment constitutes illegal education discrimination under Federal and state statutes, and the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

## **STUDENT CONDUCT, CONT.**

LSA will not tolerate acts of sexual harassment nor will it tolerate retaliatory behavior in response to a student's complaint of harassment. In like manner, false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and, if warranted, disciplinary action.

This offense may involve: touching, grabbing, sexual remarks, terms, suggestions, or requests, pornographic pictures, stories, obscene gestures, dirty or suggestive jokes, offensive display of

sexual objects, staring, stalking, embarrassing "practical" jokes or pranks that are sexual in intent or design, unwanted flirting, and comments about the body.

## **Racial Harassment**

*Definition of Racial Harassment:* Verbal, nonverbal, graphic, written, or physical conduct that belittles or shows hostility or aversion toward any student based upon race, which may interfere with a student's academic performance, or creates an intimidating, hostile, or offensive school environment.

Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

Epithets (name-calling) and slurs, negative stereotyping, threatening, intimidating, or hostile acts, written or graphic material that shows hostility or aversion toward an individual or group.

Discipline is administered solely to bring about correction and growth with careful regard given to the protection of the student's personal integrity and sense of self-worth.

When a student is not making a positive contribution, the following procedures will be followed:

1. The teacher will address the student regarding the problem and deal with the student according to classroom discipline practices. Parents will be contacted either by the teacher or the principal regarding the problem.
2. If the first step does not cause a sufficient change in the behavior problem, parents will be contacted again and a parent/teacher/principal meeting will be conducted.
3. If the behavior problem persists, the student may be suspended from class or from school.

## **STUDENT CONDUCT, CONT.**

### **Student Conflict Resolution**

LSA operates under the principle of non-violence for resolution of all conflicts. All disputes and conflicts between students should be resolved by verbal negotiations in an atmosphere of trust and good will. Students are encouraged to utilize a teacher or the principal as a negotiator/facilitator in the communication process. Physical and emotional intimidations are prohibited.

## **Student Suspension**

The LSA principal may elect to suspend a student from the school who violates school policies.

## **Student Expulsion**

The school board is the final authority in the dismissal or expulsion of a student upon the recommendation of the principal.

# **SCHOOL POLICIES**

## **Health Standards**

LSA endorses and encourages a balanced vegetarian diet based on its adopted Creation Health philosophy. This diet includes fruits, vegetables, grains, nuts, dairy products and eggs. A wholesome, well-balanced breakfast and lunch is a vital part of the educational process. Research finds that students who have a good breakfast are better prepared for their school work and have higher test scores.

## **WELLNESS and MEALS POLICY**

Adventists believe in a unique whole person health philosophy. God calls us to care for our bodies, treating it with the respect a Divine creation deserves. By consistently practicing 8 principles of C.R.E.A.T.I.O.N. Health (Choice, Rest, Environment, Activity, Trust in God, Interpersonal Relationships, Outlook, and Nutrition), we fulfill God's original plan for us to enjoy vibrant lives of balance and temperance. Along with sources of vitamin B12, a well-balanced diet that avoids meat consumption, coupled with intake of legumes, whole grains, nuts, fruits and vegetables, promotes vigorous health.

During school days, students are expected to practice principles of healthful living.

- A nutritious breakfast is essential to equip children for a day of adequate learning.
- Students in grades K-2 should also bring a healthy mid-morning snack.
- Lunches prepared at home (preferably without meat, fish, and poultry) are to be eaten during designated lunch periods.
- If meat is consumed, we follow kosher guidelines as outlined in Leviticus and Deuteronomy.

- Examples of clean meats include chicken, turkey, fish, beef, venison, lamb, goat, etc.
- Examples of unclean meats include pork, rabbit, shellfish like lobster, crab, shrimp, clams, etc. An exhaustive list can be found in Deut. 5:29, Deut. 14, and Leviticus 11.
- Sugar-laden or caffeinated drinks, as well as candy and highly sugared desserts, should also be avoided.

## **UNIFORM DRESS CODE**

### **Uniform Dress Code**

The School Uniform list (below) has been approved by the School Board. Uniform top-wear with embroidered school emblem can be purchased through LSA's online store.

Parents must ensure that their child arrives daily in full uniform or to any school event, unless otherwise instructed. Unacceptable attire requires the parent to bring proper clothing or take the student home. The student is required to dress out in full exercise attire for (PE) Physical Education class. The PE grade is affected by dressing out and participation.

Fridays are considered "CASUAL FRIDAYS", during which the students may wear clean, modest, un-torn, appropriate clothing showing no cleavage or midriffs. The Principal has the authority to determine if clothing complies with school policy and to enforce an appropriate consequence. Any decision may be appealed to the School Board.

### **Uniform Requirement**

The uniform fee of K-2:\$150/3<sup>rd</sup>-8<sup>th</sup>:\$250 covers one set of uniforms and includes:

- One Heather Grey Polo Shirt with Embroidered Logo
- One Blue Button-down Dress Shirt with Embroidered Logo
- One Formal Plaid Tie
- One PE T-Shirt
- One PE Mesh Basketball Shorts
- One PE Sweatpant
- One PE Full zip Jacket

Any additional uniform items can be found and purchased in the school's in-stores

Embroidered items include:

Polo shirts (**HEATHER GREY**) – Monday and Tuesday uniform  
PE shirts/shorts/sweatpants- Wednesday and Thursday  
Button-down dress blouse/shirt (**Blue**) – for performances

Pants/Capris/Bermuda Shorts (**Navy or Khaki**)

## **UNIFORM DRESS CODE, CONT.**

Screenprinted items include:

PE T-Shirts  
PE mesh basketball shorts  
PE sweatpants must be worn in cold weather  
PE Full zip Jacket must be worn in cold weather

\*Closed-toe shoes are **mandatory** unless otherwise directed

\*\* Students are also required to wear a (girls) cross-tie or (boys) necktie during performances.

### **Other Uniform Items**

Girl's Uniform Dress (knee length) (**Navy or Khaki**)

Girls Performance Skirt - (**NAVY ONLY**)

### **Outer Garments**

Outer garments such as coats, jackets, sweaters or other appropriate outerwear are permitted so long as they are consistent with the dress code and are neat, clean and modest.

### **Hair**

Hair should be clean and neatly groomed so that it does not attract attention or obstruct vision. Boys' hair should not extend below the bottom of their collars. Extreme hairstyles or unnatural color is not allowed. Hats or visors are not permitted in the school buildings.

### **Jewelry**

Jewelry, such as bracelets, rings, earrings, necklaces, choker chains, ankle chains, toe rings, navel rings, nose rings, tongue rings, etc. are not to be worn to school. These items, if worn, will be taken and held in the office for pick up by a parent or guardian. This policy also applies

to all special occasions such as graduations, dinners, concerts, field and class trips, etc. Medical identification bracelets or necklaces are permitted.

### **Makeup**

Makeup and nail polish that is strongly colored or detracts from the natural appearance is not permitted.

## **UNIFORM DRESS CODE, CONT.**

### **Dress Code Enforcement**

When a student is found out of dress code a notice of violation of dress code policy will be emailed to the parents via RenWeb. The parents will need to bring appropriate attire. If parents are not able to bring appropriate attire, administration will provide the student with the uniform pants and/or shirt to wear. These become the property of the student and the parents will be billed for them. The price charged for the clothing will be the cost to the school plus a small handling fee determined by the administration or school board.

- 1st offense – Verbal warning
- 2nd offense – A change of clothes must be brought for the student
- 3rd offense – Parent conference
- 4<sup>th</sup> offense – Suspension