



5-12 Grade Student Handbook 2022-2023

**Giving families an affordable college prep
education that inspires
students to reach their full potential spirit,
mind, and body.**

Life Preparatory Academy Admissions Policy

We are seeking students who exhibit the following:

- A desire to grow spiritually with parents who have a desire for their student to grow spiritually.
- A potential to succeed academically at LIFE Preparatory Academy (LPA).
- A positive attitude to enhance the culture of LPA.

Parents must desire to cooperate fully with the school in helping to develop their student academically, spiritually, mentally, and physically.

LPA does not discriminate on the basis of gender, race, national or ethnic origin, or physical disability.

Respect

LPA students are expected to:

- **Be Respectful**
- **Be Responsible**
- **Have Integrity**

The following guidelines are in place to ensure proper respect is given in all areas of student life at LPA. Students are expected to show respect to God, the school (including its mission, staff, students, and property) and the community. Students are expected to take responsibility for any actions of disrespect, instead of making excuses for unacceptable behavior. This is by no means an exhaustive list, but a list of potential areas of misconduct.

Respect for God

LPA provides a quality education with a Biblical worldview and a respect for God is paramount to the vision of LPA. While we realize many people have different beliefs, we expect students to

respect the mission of LPA at all times. Chapel attendance is required by all students. During Chapel service students are expected to behave appropriately showing respect to God as well as the people leading the Chapel service.

Respect for School

Property

Willfully causing or attempting to cause damage to property, stealing or attempting to steal property, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude will not be tolerated .

Each student has responsibility to care for school property. Vandalism will not be tolerated. Each student, teacher, staff member and parent is expected to treat all books, equipment and facilities with respect. Anyone who causes damage to the school facilities, equipment or books will be required to pay for repair or replacement. This includes negligence and misuse of property. Books and equipment will be charged at replacement costs. Facility damage will be charged at a rate appropriate for materials and labor. Malicious damage may be charged at two times these rates.

Note: Transcripts will be withheld until all school property (books, uniforms, athletic equipment etc.) are returned or replaced.

Cleanliness and Tidiness

At LPA we take pride in the appearance of our campus. Students will help maintain a clean, neat and cheerful campus by picking up trash and clutter inside and outside. All students will properly dispose of their wastepaper and trash. Student lockers are to be kept neat and clean at all times. ***Lockers can be inspected at any time.***

Classroom cleanliness is of utmost importance. Before the close of each period, teachers will retain students until the classroom is clean and floors are absent of all trash and chairs are pushed in.

Closed Campus

LPA is a closed campus. Once a student arrives on campus for the school day that student may not leave the campus until the

end of the school day. A student may not leave campus at any time without prior office approval. Approval to leave campus at the end of the day is based upon the arrival of the parent or guardian or departing for home. This is necessary to help protect each student.

Students participating in sports and certain other activities will have transportation arranged by the coach or faculty adviser in charge of that activity. A non-participating student will not normally be permitted to leave during school hours to attend an off-campus event. Exceptions may be made when the school administration has arranged for a special group function. In these cases, a specific permission slip will be distributed for parents to sign.

Attendance

Students pay tuition in order to receive the best possible education and are expected to get the most out of their education under all circumstances. There is a direct correlation between student success and attendance; therefore, students are expected to attend classes.

Excused Absences: Includes illness, death in the immediate family, or an absence approved by the school administration.

Please call by 8 a.m. if your student will be absent.

Medical Absences: Includes medical or dental appointments or an illness. A Medical Absence does not count against the student. It is imperative the office Administration be notified prior to absences for documentation. Students who have or have had a fever or vomiting within 24 hours are considered excused. If a student has a fever or vomits in school, they will be sent home excused and will not be allowed to return until symptoms have cleared for at least 24 hours.

Note: LPA prefers that if at all possible, doctor's appointments be made for Fridays or after 4 p.m.

College Visits: High School Juniors and Seniors are encouraged to visit colleges and universities they are considering attending after graduating high school. These college visit days will be excused as long as administration is notified before the visitation occurs.

Unexcused Absences: Unexcused absences include, but are not limited to: truancy, suspension, missing school rides, trips not approved by the school administration, and alarm clock failures. LPA abides by the State of Kansas, K.S.A. 72-1113.1.1

(http://kansasstatutes.lesterama.org/Chapter_72/Article_11/72-1113.html) which states:

*“(c) (1) Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent therefrom on **either three consecutive school days or five school days in any semester or seven school days in any school year, whichever of the foregoing occurs first**, the child shall be considered to be not attending school as required by law. A child is inexcusably absent from school if the child is absent therefrom all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to*

have responsibility for the school attendance of such child. ”

Accordingly, absences that fall within this statute will be reported as truant and a report filed with the proper authorities:

3 consecutive school day absences

Note: 2 consecutive first hour tardies = 1 absence

5 school day unexcused absences in any semester

7 school Days unexcused in any School Year

Whichever of the foregoing occurs first.

General Health Policy

At least annually, every student will have his or her parent/ guardian complete the Student Health History Form and Insurance Information, Waiver of Liability, and Consent for Treatment Form. It is the responsibility of the parent/ guardian to keep this information updated throughout the academic year. All health-related records are to be kept in the office and are available to personnel having responsibility for supervising students on a ‘need to know’ basis, unless otherwise requested by the parent/ guardian. Let the office know what is wrong with the student. Also, let the Office know when the physician diagnoses a

contagious illness. When a student is ill, it is the responsibility of the parent/ guardian to decide for the student to leave school as soon as possible. Parent/ guardian will be called if the student is ill (vomiting, diarrhea, temperature over 100 degrees F), faints, has a seizure, has head lice, or a new problem not previously identified is brought to the attention of the nursing staff. A parent/ guardian will also be called for any injuries of significance (small scrapes will be treated without calling), any changes in known health conditions, and any health conditions that are not responding as expected to medications/ treatments provided in the office. Staff may also call because they are concerned about a behavior or behavior change seen in the student. The Office may request a physician's statement in the event the student needs to use the elevator. Medication required during extended day or field trips must be supplied by the parent/ guardian. The school is not responsible for the administration of medication taken or given during extend day or field trips.

Written consent from a parent/ guardian is required before a student can be administered medication in the school setting. The parent/ guardian must supply the school with the medication in compliance with this policy. The health office does not provide any medication to administer to students.

Students are not allowed to keep medications with them while in the school setting. No student may give medication to another student at any time. If personal aerosol inhalers are to be kept by the student, the parent must give written consent, and the Office must be notified that the student is using an aerosol inhaler. The physician's order for the prescription and the location of the medication must be on file in the health office.

All prescribed medications must be in the original containers, label intact with the student's name, dosage, directions, physician's name, and prescription number. Written orders must be received if the prescribed medication dosage changes or is replaced with a new container.

If behavioral medications are needed during school hours, the prescription medication must be brought to school health office by the parent/ guardian. The parent/ guardian delivering the medication is to count the medication with the Office or

designated personnel and both are to sign the medication count record. The parent/ guardian will be advised to pick up the medication by the end of the last day of school. If not, medications are destroyed.

Tardiness

Tardiness interferes with students' learning as well as that of the rest of the class, and the teacher's classroom productivity. Late arrivals should be avoided whenever possible. If a student is 15 minutes late, he or she will be considered absent from that class. Passing periods between classes give students enough time to transition to their next class. Arriving late between classes is not tolerated. For instance, if a student did not get time to use the restroom they should go to class and get a pass to use the restroom instead of being tardy to class.

Students arriving within 15 minutes past the start of 1st period are tardy. Students arriving after 8:15 a.m. are counted absent for the first period. Students are tardy between periods 2-7 if not in the classroom by the time the 5-minute passing bell rings to start the next period. Every five unexcused tardies will result in a detention. Excessive tardies will lead to further disciplinary actions.

If a student has a legitimate reason for being late, then he or she must have a note or a pass and present it to the teacher. Passes will be issued by the faculty or staff member with whom the student was speaking.

Electronic Device Policy

Each teacher will implement and maintain their own policy regarding electronic device use.

For all infractions of the classroom policies, the following will apply: If the device is taken by a teacher or administrative personnel, it will be returned at the end of the day. Multiple infractions will result in further consequences.

Computer Use

LPA provides computers in the school for student use. Use of these computers is a privilege and not a right. Each student will be given a username and password to gain access to the computer network. Students will sign a Computer Use Contract. Violation of

the contract will result in an immediate suspension, partial or total loss, computer privileges.

Respect for Staff

Classroom Regulation

Teachers are in charge of the discipline in their classrooms. The administration oversees the classroom conduct of each teacher. Students are expected to respect and obey the teacher's direction in all circumstances. LPA has a grievance process if students feel they are being mistreated.

Cheating/Plagiarism Policy

Cheating and plagiarism are strictly prohibited. Students at LPA are expected to conduct themselves with integrity regarding their schoolwork. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to the following:

- Copying another students' homework.
- Using copies of a test to study for that test.
- Looking at or copying another student's test or quiz answers or homework assignments.
- Working with others on a project that is meant to be completed alone.
- Allowing others to look at or copy answers from your test or quiz or homework assignments.
- Taking a test in part or in whole to use or give to others.
- Discussing test questions with others that have not yet taken the test.
- Copying information from a source without properly attributing it to that source.
- Claiming work done by others as your own.

Student Responsibility

Students at LPA are expected to be on their best behavior the following will not be tolerated:

- Failure to report for a scheduled activity by a student at the beginning of any season unless excused by the coach or activity sponsor
- Failure to attend scheduled practices and meetings unless excused by the coach or activity sponsor
- Willful disobedience of any reasonable written or oral request by any staff member
- Exhibiting disrespect to those in authority
- Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct
- Making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another
- Horseplay (pushing, shoving, tripping or any type of unnecessary physical contact)

Consequences include, but are not limited to the following: expulsion, suspension, detention, receiving a failing grade for the assignment/test/quiz, receiving a lower grade in the class, and/or redoing the assignment with or without credit.

Dress and Appearance

LPA seeks to promote modesty in our students' dress and appearance. The dress should be honoring to God, appropriate for the occasion, neat and clean. The student's appearance should also conform to these same standards. Our dress code is designed to help students learn discipline in all areas of their lives. Any questionable individual dress or appearance concerns will be dealt with by administration as they arise.

Uniforms

LPA has a Uniform Policy. All students must abide by the uniform standard listed below. School Belles is the official vendor of Life Prep uniforms, you may purchase in store at 2021 N Amidon Ave Suite 125 Wichita, KS or online at www.schoolbelles.com (school code s2880)

The following uniform items must be purchased at School Belles or LPA's school store

- Jumpers
- Wrap skirts
- Monogrammed polos
- Cardigans

Young Ladies

Secondary (5-12)

- Acceptable bottoms are black slacks (**No Jeans, leggings, or tights**) or black or plaid skirts (no more than 3 inches above the knee). Black leggings may be worn under either skirt.
- Uniform tops will be polo shirts (red, black, or gray) with LPA monogram
- Black LPA cardigan, LPA pull-over, or LPA hoodie may be worn inside the school building with the regular uniform polo underneath.
- No hoodies will be worn covering the head inside the school building.
- Shoes must be closed-toe and closed-heel shoes. **No slides or Crocks** at all in the school.

Young Men

Secondary (5-12)

- Acceptable pants are black slacks(**no jeans**). Slacks will be worn at the waist.
- Shirts will be red, black, or gray polo with LPA monogram.
- Black LPA cardigan, LPA pull-over, or LPA hoodie may be worn inside the school building with the regular uniform polo underneath.
- No hoodies will be worn covering the head inside the school building.
- Shoes must be closed-toe and closed-heel shoes. **No slides or Crocks** at all in the school.

Thursday Spirit Days

Every Thursday is Spirit Day– On Thursdays students may wear an LPA shirt with jeans. **NO shorts**, no open toed or heeled shoes, and no midriffs showing will be allowed. No sweats, tights, yoga pants, or joggers etc. Undergarments should never be visible in public. **All body parts covered by normal uniforms should be covered at all times.** Pajamas are not acceptable clothing at school related events.

Friday School Students will be sent home for wearing inappropriate clothing (pajamas, shorts that are too short, revealing attire, etc.)

Protocol for non-adherence to dress code

- Life Prep will provide a replacement uniform for the student to wear for the remainder of the day in exchange for their cell phone. The phones will be returned at the end of the day when they return the borrowed clothing. If the student does not wish to exchange their phone for the item, they will be given the option to purchase the uniform from LPA.

Additional Clothing Items

In cold weather students may wear a coat and hat outside. The coat and hat are to be removed when entering the school building. No blankets, scarves, shawls, hats, hoods, do-rags, bandanas or other types of cover are to be worn inside.

Acceptable outer garments allowed to be worn inside the school must have the Life Prep logo on them. All other outerwear including non-LPA hoodies, jackets, windbreakers, coats etc. will need to be removed while in the school.

Athletic Gameday Attire

On Game Days all members of any athletic team may wear matching warm-ups or their individual jerseys on the day of their athletic event. Coaches are responsible for making sure their teams match on game days and will let students know what to wear.

Respect For Community

Off campus events:

When students are at school related functions, sporting events, etc. students are to dress appropriately. Students and faculty are a representation of Life Prep Academy to the community.

Student athletes are to comply with dress code rules when they are at LPA sporting events.

Drug, Alcohol and Tobacco Use, Sexual Activity

Engaging in the following activities is strictly prohibited at LPA. This applies on or off campus, and is grounds for the immediate expulsion of the involved student/s:

- Possession, use, distribution of alcohol, or illicit drugs
- Attending parties in the presence of alcohol, illicit drugs, or controlled substances
- Under the influence

(Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, the abuse of any substance).

- Possession, use, distribution of medications (prescribed or OTC)
- Any form of sexual activity

Unfortunately, some students may experiment with drugs, alcohol or tobacco off-campus. In these cases, the school wishes to work with the family and help the student see the long-term potential consequences for their decisions.

If a student openly self-reports, the administration has discretion for leniency within certain parameters. It is our desire to come alongside the parents as they work with their son or daughter in this area. At the same time these types of behaviors will not be tolerated and do not exemplify appropriate behavior for students at LPA.

Public Display of Affection (PDA)

The public display of affection between students on school property or at school functions is not permitted. This includes holding hands, kissing and other activities which are of a romantic or sexual nature. We realize that sexual activity is progressive in nature. Sex is reserved for marriage.

Drug Testing Policy

LPA maintains the right to drug test any student (including nicotine). Random drug testing and locker checks may occur during the school year. Refusal to be tested may result in the student's expulsion. If it is suspected that a student is participating in illegal drug use, the administration has the right, after communicating with the parent or guardian, to take the student to a drug testing facility. If the result is positive, this testing costs will be at the parent's expense. Students can admit to the use of drugs in lieu of the drug testing.

Eligibility for Extracurricular Activities

Students suspended or expelled from school will not participate in any extracurricular activities for the duration of the suspension or expulsion.

Eligibility is determined on a weekly basis. Passing grades in all classes are required for extracurricular activity participation. Students who have 2 or more D's will also be ineligible until improvement is shown in all classes or a C average is obtained.

Hallway Passes

Hall passes will be issued by the classroom teacher for students who need to leave the classroom for any reason. All faculty or staff members have the authority to question or inspect passes when students are outside the classroom.

Lunch Program

LPA participates in the National School Lunch Program. There are specific regulations that we must follow to continue on this program which provides free and reduced lunch costs for some of our students.

Student lunch periods are “closed”. Parents who wish to eat lunch with their student must sign in at the office and join the student in the cafeteria or sign the student out to go off campus. If the student does not eat the purchased lunch, it is forfeited and is not credited to the student’s account. LPA staff may not and will not force a student to eat his or her lunch.

Visitor Policy

All visitors to LPA, including parents and siblings, are required to check in at the school office. Each visitor will be given a visitor pass, which must be worn at all times. This is for the safety of all students and staff. Families that come to LPA to view the school will be escorted by a school staff member.

Release Procedures

Students may leave campus only with the persons with whom they arrived or persons on the approved list. Written permission will be required in order to release the student with other persons.

Emergency Policies and Procedures

Fire

- In case of a fire, all classrooms will be notified via the fire alarm or intercom.
- Follow the fire drill procedures posted by the door of each classroom.
- Teachers must take their class roster, as well as the emergency packet located by the door.
- All other objects must be left in the classroom and students must get into a single file line.
- Teachers will instruct students to follow the evacuation plan for their classroom.

Once evacuated and in a designated area, the teacher will take the role and hold up the green card to show all students are accounted for. If a student is not accounted for, the teacher will hold up the red card and the school administration will take the necessary action. Please remain in the safe area until the administration has issued an All Clear advisory.

Tornado

- In inclement weather, all classrooms will be notified via intercom by administration.
- Administration will send out a mass email to parents notifying them of the situation and parents may pick up their students at any time for an excused absence.
- During a Tornado watch, classes will continue as usual and the school administration will monitor the situation closely.
- During a Tornado warning, administration will broadcast into all intercoms and notify the annexes that we are in Tornado mode.
- Teachers will instruct students to follow the Tornado evacuation procedures located inside each classroom door.
- Once in designated safe areas, teachers will take their role and make sure all students are accounted for.
- Remain in a safe area until the warning has expired, or the administration has issued an all clear advisory.

Lock-down

- In the case of a lock-down, all classrooms will be notified via intercom by administration.
- All students must remain in classrooms, teachers will lock the door, cover door windows and class will resume as normal.
- Any classrooms in the annexes or smart-room will move into the gym.
- There will be no recess, music, or band during a lock-down.
- Teachers will continue to teach as normal.
- Students will remain in classrooms, even when the bell rings, until administration has issued an All Clear advisory.

Shelter in Place and Full School Evacuation

In the best interest and safety concerns for our students, the Shelter in Place and Full School Evacuation Policy & Procedures shall not be published in the Student Handbook. However, at any

time you wish to inquire as to what our procedures are, please feel free to contact the school office and request the information.

Discipline

Discipline is imposed on a student who does not follow the rules and regulations of the school. All disciplinary measures are designed to correct improper behavior and provide an opportunity for the student to reflect on proper behavior. Parents may need to be notified of disciplinary actions taken by LPA's administration. This is why it is imperative that contact information be kept up to date.

Discipline is based on the level of offense and the student's infraction history. The reason for disciplinary actions is to teach the student that his/her decisions and actions have consequences.

Discipline may include, but not be limited to, one or more of the following in order of severity:

- Verbal or written reprimand
- Written protocol: Fill out the bid form and contact the parent(s)/guardian
- Detention; 30 minutes after school
- Additional Time Detention after Detention
- In-school suspension (ISS eligible for extracurricular activities once completed)
- Out-of-school suspension (OSS ineligible for extracurricular activities for the duration)
- Behavior Plan: a plan put in place to help the student understand expectations
- Behavior Contract: An agreement between the school, the student, and parents/guardian that must be followed for the student to remain at LPA
- Expulsion (ineligible for all extracurricular activities)
 - Temporary expulsion (with a time limit)
 - Expelled to E-school
 - Permanent expulsion

Severe Infractions of the rules will be presented to the discipline board. The discipline board is chosen by the Dean of Students and composed of both teachers and administrators to determine the

appropriate consequence. Each infraction will be decided on a case by case basis and will consider the student's disciplinary history, the severity of the infraction, and what will be most beneficial for the student's future and for the rest of the student body.

Teachers and administration may use alternative consequences for minor infractions such as temporary isolation from the class, physical exercises, extra course work, written assignments, cleaning, community service, etc. Behavior contracts may be implemented to encourage positive behaviors.

Weapons Policy

No weapon, real or fake, is permitted at LPA or at any of our activities. The possession, use, or threat of use of any weapon(s) will result in severe consequences including expulsion and/or police involvement. Any weapon, including but not limited to, pocket knives, etc. will be confiscated.

The following conduct will be presented to the discipline board for review: (a.) The intentional use of force causing personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or (b.) The knowing and intentional possession, use, or transmission of a dangerous weapon at a school related event or on school property.

Academic Recognition Programs

Honor Roll

LPA believes in recognizing the hard work of all students. We have established an Honor Roll to recognize those students who display high academic achievement.

For a student to have his or her name added to the LPA Fire **Dean's List** Honor Roll he/she will meet the following requirements:

- 3.7 grade point average (GPA) for the semester
- No grade lower than "C" in any class for the semester

- Be in good standing with the school

For a student to have his name added to the LPA **Presidential Honor Roll** he/she will meet the following requirements:

- 4.0 grade point average (GPA) for the semester
- Be in good standing with the school

A student achieving Honor Roll for a semester will receive a certificate for her/his achievement.

Valedictorian and Salutatorian Requirements

A Valedictorian or Salutatorian is a student who has performed exemplary in academics and in character. The determination deadline will be the first week in April. That student must meet the following requirements:

1. The student must be enrolled in the 12th grade at LPA and be graduating with the year of his or her class.
2. The Valedictorian or Salutatorian must have attended four consecutive semesters.
3. The Valedictorian must have attained the highest grade point average (GPA) for his or her graduating class unless the highest GPA achiever is disqualified for some reason. The grade point average is determined based on courses taken at LPA.
4. The Salutatorian must have attained second highest grade point average in relation to the Valedictorian for his or her graduating class unless the second highest GPA achiever has been disqualified for some reason. The grade point average is determined based on courses taken at LPA.
5. Valedictorian and Salutatorian will both have displayed the highest character traits with integrity.

National Honor Society

LPA has its own chapter of the National Honor Society. The National Honor Society (NHS) is a nationwide organization for high school students in the United States and outlying territories, which consists of many chapters in high schools. Selection is

based on four criteria: scholarship (academic achievement), leadership, service, and character.

Grievance Process

At LPA we believe in using Biblical conflict resolution therefore, if any student believes they are being mistreated by another person associated with LPA (another student, teacher, coach, administrator, or other employee) they should go to that person and try to work it out. Students are encouraged to discuss their concerns and complaints through informal processes with the person with which they have complaints.

If they are unable to come to an agreement, the The grievance form will then go into the student's file.

Expectations of Student/Parent

- Attend school daily.
- Arrive at class before the bell.
- Do personal business before class.
- Passing time between classes is five minutes.
- Be prepared for class.
- Respect and honor others, students and staff.
- Keep contact information up to date

LPA expects parents to show the same manner of respect that is expected of the students. Parents are expected to respect the school property, personnel, and students at all times including extracurricular activities

Homework

Homework re-enforces classroom participation, provides practice for concepts learned and creative thinking. Homework assists students in the development of routines, responsibility, and provides an opportunity to involve the family in the education of the student.

All homework assignments need to be completed. We encourage parents/guardians to plan and provide a time and place for each student to complete his or her homework. If a student has

problems, contact the teacher or have your parent or guardian notify the teacher.

Payment of Tuition and Fees

LPA is a private school and relies on the payment of tuition and fees for much of its operating funds. When school families do not pay, the school is adversely affected and consequently the students are negatively affected.

Seriously delinquent accounts may be grounds for student dismissal at the discretion of the president.

Sportsmanship

Good Sportsmanship is the attitude and behavior that exemplifies positive support for the athletic programs of LPA, its opponents, as well as for the individuals who participate in such programs. People involved in all facets (including spectators) of any school activities are expected to demonstrate respect for others and display good sportsmanship.

Unsportsmanlike conduct shall include the following: fighting, verbal abuse and dissent toward an official or opponent, racial, ethnic, or nationalistic slurs, inappropriate comments or actions that maybe construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

As a part of LPA, any high school participant or coach ejected from a contest for unsportsmanlike conduct shall be ineligible for the next athletic contest at that level of competition and any other athletic contest at any level during the interim, in addition to other penalties LPA's President may assess.

Today's society is filled with examples of poor behavior and poor sportsmanship. If one watches college or professional sports, it shouldn't be too surprising why high school coaches, athletes, and spectators sometimes exhibit behaviors that are unsavory or unsportsmanlike. But we don't have to settle for those kinds of behaviors that society has often taken as natural and expected. Together, we can change that culture of what activities participation should be all about--a learning experience for our

student-athletes that is conducted in an atmosphere where self, opponents, coaches, and officials are respected and treated properly. Together, we can make a difference!

Expectations of LIFE Staff

The LPA staff understands the importance of working in partnership with families on behalf of the students. It is our responsibility to communicate academic and behavioral matters to parents, as well as listen and respond to input within normal teaching hours. Therefore, at report card times, there should be no “surprises.” Only as a team can we ensure academic, spiritual, social and emotional growth for each student.

We will work hard every day to help students to discover their strengths, talents, gifts, interests and passions. Although time and resources are often limited, we will partner with families to meet the needs of the students.

The LPA Student Handbook is not intended as an exhaustive list of misconduct. As a result, LPA reserves the right to discipline a student for any conduct the staff deems inappropriate even though not specifically mentioned in this book.

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development. The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, as well as the maturity, contriteness, amount of respect shown throughout the consequence, and emotional state of the student in question. A student who openly admits wrong and shows repentance will not receive as severe a consequence as a student who fails to admit wrong and takes no responsibility for his or her actions.

If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining a firm and uncompromising position on inappropriate behaviors. While LPA has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior because it reflects on the school.

Before and After School Procedures

Student safety and supervision are of utmost importance. Unsupervised students cannot be tolerated. Therefore, the following policy is necessary to ensure no students are allowed to be unattended by staff before and after normal school hours.

- Students will not be allowed in the school building prior to 7:35 AM without school staff being present and accepting responsibility for those students.
- Parents should not drop students off before 7:35 AM unless they are enrolled in the Latch-key program, monitored and run by the Word of Life Daycare.
- Students arriving between 7:35 and 7:45 AM must come into the building and sit quietly in the lobby area. No trips down the halls for any reason (i.e., bathroom, water fountain, locker access, etc.).
- Once a student is dropped off in the morning, he/she must remain on campus until picked up by a parent/guardian. No student will leave campus to go to Kwik Shop once dropped off for school. This includes Friday school.
- Students must be picked up prior to 4:25 PM unless participating in after-school sanctioned activities such as Latch-key program, monitored and run by the Word of Life Daycare, sports programs, academic program, or remedial schoolwork requested by a teacher. The teacher/coach/staff member will take responsibility for monitoring those students.
- Please use the entrance and exits (accordingly) to the parking lot. If you are entering the school building, please park your vehicle in a designated parking space.

Parking Lot procedure

- K-4 Parents will park in the parking lot and proceed inside to retrieve their child from their classroom at the end of the day.
- Students who drive will be required to park on the south end of the lot in order to minimize safety issues.
- We will have a drop off lane (indicated by the orange line) please only use this area for quick pick up and drop offs. DO NOT PARK in this lane. Please leave the other half of that area open

for vehicles that are exiting the drop off area. (indicated by the red line)



Friday School Procedures

Students will have the option to get extra help from their teachers on Fridays from 8-11 AM. Students arriving for Friday school must check in at the front desk and then check out once their parents arrive to pick them up. No students may leave the school while they are checked in. Parents must give permission for students to check out early from Friday school.