



# **Elementary 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 Elementary Student/Parent Handbook**

Life Preparatory Academy seeks students who exhibit the following:

- A desire to grow spiritually with parents who have a desire for their child to grow spiritually.
- A capability to succeed academically at Life Preparatory Academy.
- A positive attitude to enhance adjustment to Life Preparatory Academy.

We at Life Prep seek a cooperative relationship between parents and our staff to help develop each child's academic, spiritual, social, and physical growth.

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

## **Expectations of Student/Parent**

- Attend school daily.
- Arrive to class on time.
- Come ready to learn with all needed supplies.
- Respect and honor oneself, others, and the school.
- Do all assigned homework and hand it in on time.
- Establish a time and place to do homework so the habit and routine of doing homework is ingrained.

All homework assignments need to be completed. If a student has problems, the student or parent should contact the teacher.

## **Expectations of Life Prep Staff**

- Arrive daily on time and ready to teach.
- Have supplies needed for each day's lessons.
- Grade student assignments in a timely manner.
- Keep parents and guardians advised of each student's progress.
- Set an example of a Christ-filled life and pray regularly for the students.
- Respect and honor oneself, others, and the school.

The Life Preparatory Academy 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. 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 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.

## **LIFE Preparatory Academy Rules and Regulations**

The rules and regulations at LIFE Preparatory Academy are set in place to provide a safe and effective learning environment for the students, and to help all students learn to submit to authority as directed in Scripture. (1 Peter 2:13)

## Absences

**Medical Absences with Doctors Note:** Includes medical or dental appointments or an illness with a doctor's note. A medical absence does not count against the child. It is imperative the doctor's note be given to Administration for documentation.

**Excused Absences:** Includes illness (with a doctor's note), death in the immediate family or an absence approved in advance by the school administration.



**Please call by 8:15 a.m. if your child will be absent that school day.**

**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. Life Preparatory Academy abides by the State of Kansas, K.S.A. 72-1113.1.1 ([http://kansasstatutes.lesterama.org/Chapter\\_72/Article\\_11/72-1113.html](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: Two (2) morning tardiness of 20 minutes or more  
= 1 Absence

5 school day absences in any semester

7 school days in any school year

### **Tardiness**

Tardiness interferes with your student’s learning as well as that of the rest of the class, and the teacher’s time-management classroom productivity. Late arrivals should be avoided whenever possible. If a student is twenty (20) minutes late for two school days, he or she will receive one unexcused absence.

### **Care of School Property**

The LORD has blessed us with the resources and facilities we have and we all have a responsibility to be good stewards of them. Vandalism will not be tolerated. It is each student’s responsibility to care for school property. 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. Books and equipment will be charged at replacement costs. Facility damage will be charged at a rate appropriate for materials and labor. Malicious damage will be charged at two times these rates.

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

## **Electronic Device Policy**

Students are strictly prohibited from using cell phones or electronic devices during the school day. All faculty or staff members have the right to confiscate any electronic device being used during school hours. If an electronic device is out, we will assume it is being used. Students may only use their phones with the permission of the teacher.

If a student needs to use her/his cell phone, she/he must go to the office to make the call, but only with the teacher's permission.

**For all infractions of this rule, the following will apply: If the device is taken by a teacher or administrative staff member, it will be returned only to the parent or guardian of the student.**

## **Cheating/Plagiarism Policy**

All forms of cheating and plagiarism are prohibited. Students at Life Preparatory Academy are expected to conduct themselves honestly and with integrity in their schoolwork and behavior. Life Prep seeks to instill honesty and integrity in our students at the earliest possible age. To that end, we ask parents to remind each student how important it is to do your own work and not take shortcuts

Behavior that is unacceptable includes, but is not limited to the following:

- Copying another student's work.
- 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.
- Claiming work done by others as your own.

Punitive measures 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.

### **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 obey the teacher's directives.

### **Cleanliness and Tidiness**

It is important to keep the Life Preparatory Academy campus neat and clean. 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 cubbies are to be kept neat and clean at all times. No pictures or posters are to be attached to school lockers. ***Backpacks and cubbies can be inspected at any time.*** Personal items left on the top or around lockers are subject to being thrown away.

***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**

Life Preparatory Academy 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. This is necessary to help protect your child.

### **Computer Use**

Life Preparatory Academy 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 user name and password to gain access to the computer network. Parents will need to sign a Computer Use Contract. Violation of the contract will result in an immediate suspension of computer privileges. After a review of the infraction, the administration will determine whether the student's privileges will be reinstated or will be partially or totally lost.

### **Discipline**

Discipline is imposed on a student who does not follow the rules and regulations of the school. All disciplinary measures are designed to remind the student of the importance of being self-controlled in his or her life.

Discipline for an issue that arises is based on the level of offense and student's infraction history. The reason for disciplinary actions is to teach the student that his/her decisions and actions have consequences. We at LIFE Preparatory Academy desire to instill healthy respect for rules and an understanding that students who do not follow the rules will receive disciplinary consequences. This is a life lesson which will serve the student all through his/her life.

Discipline for significant issues may include, but not be limited to, one or more of the following:

1. Verbal or written reprimand



*[Written protocol: 1) recorded in student's file 2) e-mailed or mailed to students home 3) kept in teachers file]*

2. Detention; 20-30 minutes after school
3. In-school suspension (ISS)
4. Out of school suspension (OSS)

Teachers may use physical consequences for minor infractions such as staying in from recess, temporary isolation from the class, physical exercises, extra course work, written assignments, etc.

### **Dress and Appearance**

Life Preparatory Academy 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 school uniform and dress code is designed to minimize competition in clothing and reduce disagreements based on interpretation of what is appropriate fashion.

### **Uniforms**

Life Preparatory Academy has a Uniform Policy. All students must abide by the uniform standard listed below.

#### *Young Ladies*

##### ***Elementary (K-4)***

- Elementary girls will wear plaid, pleated jumpers. The bottom of the hem must come to at least the top of the knees. Blouses are white button up blouses.
- Parents may opt for young ladies to wear black slacks with a red polo top with LPA monogram (no leggings)
- Modesty shorts or plain, solid black leggings should be worn under the jumpers.

- Black cardigan, pull-over, or Life Prep Academy logoed outer garment may be worn inside the school building.
- Shoes must be closed-toe and closed-heel shoes. **No slides or Crocks**

### *Young Men*

#### *Elementary (K-4)*

- Solid black pants that conform exactly to the School Belles uniform pants may be worn.
- Shirts will be the red polo embroidered with the Life Prep logo.
- Black cardigan, pull-over, or Life Prep Academy logoed outer garment may be worn inside the school building.
- Shoes must be closed-toe and closed-heel shoes. **No slides or Crocks**

#### **Additional Clothing Items**

In cold weather students may wear a coat and hat outside. The coat and hat are to be removed when in the school building.

For field trips, dress down days, spirit days and other special events specific instructions for appropriate attire will be given.

#### **Thursday Spirit Days:**

- Thursday Spirit Days—students are expected to dress appropriately for school. Every Thursday students may wear the top corresponding with their sport or activity of choice, or LPA t-shirt with jeans. **NO shorts**, open toed or heeled shoes, or 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.) **All body parts covered by normal uniforms should be covered at all times.**

### **Medications**

Medications may not be held by the individual student. The medications are to be given to the office and the student may come to the office and take them at the appropriate time.

### **Sleeping in Class**

There will be no sleeping in class. Each teacher is instructed to have their own policy suitable for their classroom structure and are required to implement that policy. Sleeping in class will not be tolerated.

### **Lunch Program**

Life Preparatory Academy has qualified for the National School Lunch Program. There are specific regulations that we must follow to continue to qualify for this program which provides free and reduced-cost lunches for some of our students.

Lunches need to be ordered and paid for in advance. Special circumstances may arise causing a student to need a lunch that was not previously paid. In these situations the student's account will be charged. There will be a "three charge" limit for each student. If a student has three unpaid lunches, no additional unpaid lunches will served to that student. A "substitute" lunch of milk and peanut butter sandwich will be given to prevent a student from going hungry. The student must pay \$.50 for this substitute lunch, it may not be charged. The substitute lunch is only in lieu of further unpaid lunches and is not available as a regular lunch.

If a student is absent, that day's lunch is forfeit and is not credited to the student's account. The reason we must do this is because food is purchased on a monthly basis and one portion can not be "saved" and used at a different time.

Student lunch periods are "closed". Parents who wish to eat lunch with their children must sign in at the office and join the child in the cafeteria or sign the child out to go off campus. If the child does not eat the purchased lunch, it is forfeited and is not credited to the student's account. If a parent wishes to eat lunch with a child in the cafeteria and wishes to eat the lunch provided for the student, the parent should arrange that in advance if at all possible. Life Preparatory Academy staff may not and will not force a child to eat his or her lunch.

### **Payment of Tuition and Fees**

Life Preparatory Academy is a private school and relies on the payment of tuition and fees for its operating funds. When school families do not pay, the school is adversely affected and consequently the students are negatively affected. As Christians, we are told to pay our debts. (Romans 13:7)

Seriously delinquent accounts may be grounds for student dismissal.

### **Visitor Policy**

All visitors to LIFE Preparatory Academy, 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 LIFE Preparatory Academy 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.
- 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 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.
- Remain in the designated safe area until administration has issued an all clear advisory.

### **Tornado**

- In inclement weather, all classrooms will be notified by administration.
- Administration will send out a mass message to parents notifying them of the situation and parents may pick up their kids 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 a tornado warning.
- 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 the safe area until the warning has expired or administration has issued an all clear advisory.

### **Lock-down**

- In the case of a lock-down, all classrooms will be notified 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 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.

## **Weapons Policy**

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

## **Academic Recognition Programs**

### **Honor Roll**

Life Preparatory Academy believes in recognizing the hard work of all students. We have established an Honor Roll to recognize those students who display high academic achievement and excellent behavior.

- For a student to have his/her name added to the Life Preparatory Academy Dean's List Honor Roll he/she will meet the following requirements:
  1. Have a 3.65 grade point average (GPA) or higher for the quarter, which equates to all "As" and "Bs" with a majority of "As".
  2. No grade of "C" in any subject area for the quarter.
  
- For a student to have his name added to the Life Preparatory Academy Presidential Honor Roll he/she will meet the following requirements:
  1. 4.0 grade point average (GPA) for the quarter, which equates to all "As" in every subject area.

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

## **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 are 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.