



**LIFEWAY
LEAD
ACADEMY**

HANDBOOK

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INTRODUCTION





Dear Parent/Student,

Lifeway LEAD Academy is founded on the principle that discipleship and spiritual formation should be a part of a child's education. Because we recognize that God has uniquely gifted each student, we feel the responsibility to provide both the foundational education and spiritual growth necessary for each student to reach their highest potential. The leaders of tomorrow's families, businesses, industries, government and church are in a classroom today. That's why we want our students to graduate with a solid biblical worldview and the skills to thrive.

We also believe that challenging students to be committed to Jesus Christ, to take responsibility for their own actions and decisions, to serve others, and to flourish in life and faith, all for the glory of God, is fundamental in their preparation in life.

At Lifeway Lead Academy we believe that God's plan for tomorrow is starting today.

Sincerely,

Rev. Ken Dillingham
Sr. Pastor - The Lifeway Pentecostals

MISSION

Lifeway Lead Academy exists to provide a Christ-centered educational environment fostering spiritual, academic, and the physical maturity of students.

VISION

Lifeway Lead Academy students will demonstrate the grace and truth of Jesus Christ through a relationship with Him. Students will continuously grow and learn to their maximum capabilities so they are prepared for the next stages of life. They will be servant-leaders who live and work in a way that reflects a God-centered world vision. Their purpose in life will reveal a desire to bring glory to God in their lifestyle and chosen professions.

STATEMENT OF FAITH

We firmly believe that the Bible is the inspired Word of God. It is inerrant, reliable, and holds the key to every human need.

(See John 5:39; Matthew 24:35; II Timothy 3:16; II Peter 1:21.)

We hold to the same instructions given by the Apostle Peter in Acts 2:38. Full salvation comes by grace through faith in Christ, repentance from sin, water baptism by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial evidence of speaking with other tongues. (See Acts 8:16; 10:44-48; 19:1-7; 22:16.)

We believe that there is only one God who has manifested Himself to the world in the person of Jesus Christ. The divine nature that resided in Christ was the selfsame Jehovah of the Old Testament and the Holy Spirit of the Church age. (See Isaiah 9:6; John 8:58; John 14:8-11; Colossians 2:9-10.)

We teach that a born-again believer should live pleasing to God in every aspect of his life. The Scriptures make clear that dress, conduct, amusements, speech, and all other activities are important to basic Christianity. (See Romans 12:1-2; I Corinthians 11:1-15; Galatians 5:16-26.) Jesus Christ is the same, yesterday, today, and forever (Hebrews 13:8). God can heal, deliver, and work miracles in the twenty-first century just as He did in the first. We have the right and confidence to trust Him for this in Jesus' Name. We look for the literal, personal return of Christ; first to rapture His Church (I Thessalonians 4:16-18) and secondly, to set up a kingdom that shall rule in peace. (See Acts 1-11; II Timothy 4-8; Revelation 20:6)

GENERAL INFORMATION



OFFICE HOURS

The school/church office will be open from 7:45AM-2:15PM Monday-Friday on school days.

SCHOOL CLOSURE INFORMATION

If it becomes necessary for the school to be closed on short notice or while school is in session due to snow, no electricity, etc., the school will notify families using SchoolCues. Please note that just because area schools delay it does not mean LLA will delay or cancel.

MESSAGES AND TELEPHONES

You can call reach a teacher using SchoolCues during business hours. Please allow plenty of time for them to respond, as they will be busy helping the students.

The use of cell phones by students during school hours is prohibited. Student cell phones must be turned off and left in their backpacks or purses during the school day or collected by a school administrators and left in a secure location until dismissal. In the event of an emergency, students may obtain permission and use their cell phones.

VISITORS

All visitors must sign-in at the front welcome center and must have an LLA escort at all times during their visit. Visitors will be provided an identifier badge that must remain visible for the entirety of their visit. Visitors who enter the building without signing in and/or without an escort will be asked to leave.

PARENT INFORMATION



Parent involvement is critical to Lifeway Lead Academy's overall effectiveness. Communication between parents and staff is welcomed and encouraged.

Change of Contact Information

If any personal information changes during the course of the year it is your responsibility to change your information on SchoolCues so that records can be kept current. This includes changes to addresses, phone numbers, email addresses, emergency contacts, etc.

Communication

Lifeway Lead Academy sends all communication out using SchoolCues. Parents must submit an active email address to the school to receive updates, financial statements, and other communication. SchoolCues will be used for school closure or other communication.

Parent Partnership

LLA's educational mission involves working closely with the home in the overall Christian education of students. LLA views itself as partnering with parents in the education of their children. Parents enrolling students as a condition of enrollment agree to support and cooperate with the school in the education of their child and agree to support the school's religious educational philosophy. This is founded upon the Biblical principle articulated in Amos 3:3, "Can two walk together, except they be agreed."

Parents also agree to support the school with prayers and a positive attitude. Complaints or negative comments will be shared with the teacher, administrator, or person involved, by Matthew 18 principles. Parents agree that if at any time, parents/guardians act in a manner that demonstrates a lack of support for the school or its religious educational philosophy, or otherwise reflects a lack of cooperation and commitment to the home and school working together, LLA has the right, in its sole discretion, to remove any student or to discontinue further enrollment of any student. Parents/guardians acknowledge and agree that their conduct can jeopardize the enrollment status and/or continued enrollment of their child.

Volunteering

Lifeway Lead Academy is dependent on each family's participation and assistance. As such, each family is expected to give of their time each school year by volunteering and being involved with things that help the school and its students. There will be several events and places you can volunteer. Please do not expect to volunteer without the approval of the staff.



ADMISSIONS AND RE-ENROLLMENT



Christian education involves the growth of the whole man: Therefore, it is imperative that those elements which focus on the child's education be consistent both at home and at school. For this reason, parents must be in accord with the philosophy and teaching of the school.

The following policies and standards of admission will provide consistent training and quality education for your child.

- 1.** The Christian school complements the Christian home; therefore, we enroll families and/or parents who agree to support the Christian education offered at LLA. All parents must agree to cooperate with and support LLA in the education of their children.
- 2.** Parents must state in writing that they have read our mission and vision statement and statement of faith, and commit themselves to co-educate their child according to Biblical principles. Parents must also agree to support the Biblical Education taught at LLA and cooperate with the school in the educational process.
- 3.** Parents must agree in writing that:
 - (a) Parents and students will abide by the disciplinary guidelines of the school.
 - (b) Parents will comply with all policies and procedures of the school, including, but not limited to, the Parent Cooperation Policy.
 - (c) Parents will support the Mission and Vision Statements, and Biblical standards of the school.
 - (d) They will promptly meet all tuition and other financial obligations.
 - (e) They agree to willingly support the school in prayer and in lending practical help as needed by the school.
- 4.** Parents must be interviewed by the school administration. Students in grades 6–12 will also be interviewed.
- 5.** Acceptance or rejection of applicants will be by email.
- 6.** The Administration may refuse to admit a student with disciplinary, psychological, or learning disability problems. We will not accept a student that we are not qualified to teach.

POLICIES AND STANDARDS OF ADMISSION CONTINUED...

7. Lifeway Lead Academy does not discriminate based on race, color, national origin, or ethnicity in the administration of its admission policies. However, as a religious educational institution, Lead does impose religious criteria upon its students, including its conduct code, and reserves the right to discriminate based on its religious standards.

8. Parents are expected to work with the teachers and staff, as a team. This includes being a Godly Christian example. Parents are expected to conduct themselves respectfully, towards other students, staff members, and teachers. Parents are expected to support Lead and cooperate with the school in the educational process. Failure to comply in this manner could result in the removal of your child from school. Lifeway Lead Academy reserves the right to remove a student from school based on the conduct of the parent (or guardian). Parents understand their conduct can jeopardize their child's enrollment status.

ADMISSION PROCEDURES

- The Student Application must be submitted along with the non-refundable application fee of \$100.
- The following must be provided for each student that applies:
 - A completed Student Application form
 - The student's most recent report card (unless in kindergarten).
 - A letter of recommendation from the student's pastor.
- Acceptance or Denial of application will be emailed to parents.
- If requested by the LLA administration, the student may be required to take an enrollment test for placement.

RE-ENROLLMENT PROCEDURES

Student re-enrollment will be evaluated every year. The re-enrollment form must be submitted along with the non-refundable fee of \$75.

Those students who do not meet performance standards behaviorally or academically will be placed on Provisional Status. Three criteria will be used to evaluate Provisional Status:

- Grade averages in any subject below 70%
- Reductions in your students' behavioral notifications.
- Meeting or improving yearly performance standards
 - Families will be notified with a letter if a student is placed on Provisional Status and allowed to improve their grades and behavior to be registered for the upcoming school year. In most cases, re-enrollment status should be determined before the end of the fourth quarter.

Re-enrollment Financial Policy

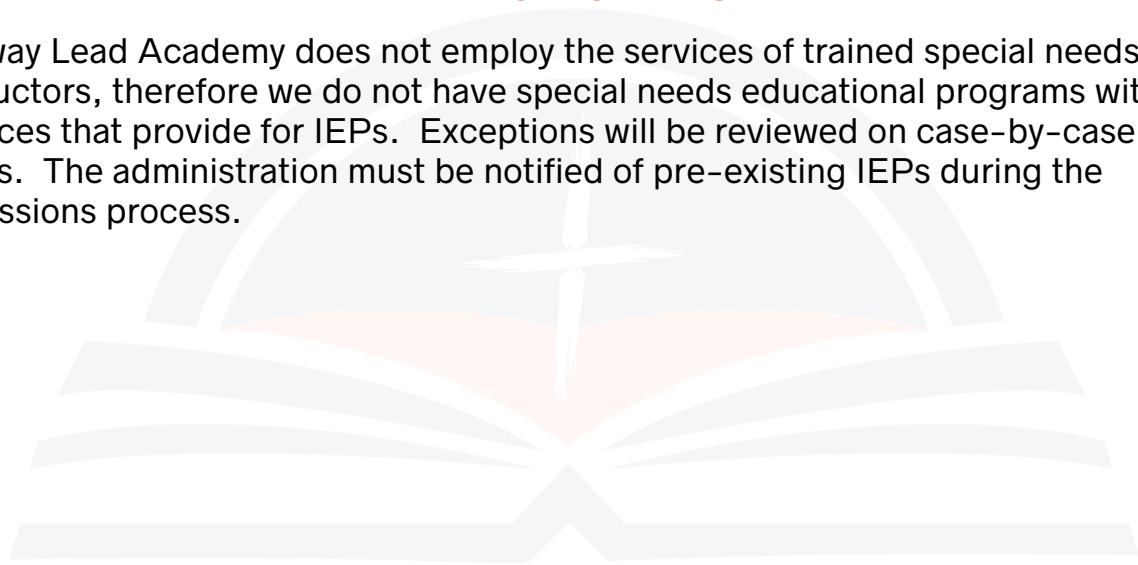
All families that have an outstanding balance from the previous school year must be paid in full by the month before the new school year begins or have completed a written agreement with the business office approved by the school administration and/or school board.

Church Attendance Policy

To be accepted as a student at Lifeway Lead Academy at least one of the student's parents/guardians must be an active member in good standing of a local Christian congregation that meets in a physical location weekly. They must attend at least one service a week.

Individualized Education Plan (IEP) Policy

Lifeway Lead Academy does not employ the services of trained special needs instructors, therefore we do not have special needs educational programs with services that provide for IEPs. Exceptions will be reviewed on case-by-case bases. The administration must be notified of pre-existing IEPs during the admissions process.



TUITION AND FEES



Tuition

K4 AND K5

GRADE	ANNUAL	QUARTERL Y	MONTHLY
K4 (PRE-KINDERGARTEN): HALF DAY	\$2990	\$760	\$309
K5 (KINDERGARTEN): HALF DAY	\$2990	\$760	\$309
K4 (PRE-KINDERGARTEN): FULL DAY	\$3500	\$887.50	\$360
K5 (KINDERGARTEN): FULL DAY	\$3500	\$887.50	\$360

1ST - 12TH

GRADE	ANNUAL	QUARTERLY	MONTHLY
1-5	\$2250	\$575	\$235
6-8	\$2500	\$637.50	\$260
9-12	\$3000	\$762.50	\$310

Payment Schedule

Annual Full - Payment due by August 1

Quarterly - Payment due August 1, November 1, February 1, May 1

Monthly - Payment due the first of each month August 1 through May 1

All fees and tuition must be paid online using SchoolCues. If there is a problem with making a monthly payment, it is the responsibility of the parent to set up a meeting with the Lifeway Lead Academy administration.

Lifeway Lead Academy has scholarship application forms available for parents in need of help with LLA tuition. Forms for any financial help must be filled out completely and turned in by July 15. If help has been granted, parents will be notified by email by July 29.

Fees and Discounts

Curriculum Fee K5-12 \$350

This non-refundable fee can be paid in full at the beginning of the school year or can be added to a payment plan.

Activity Fee K4 and K5 Full Day \$200

This fee covers all in-house activities.

Application Fee \$100 (non-refundable; first-time enrollment only)

This non-refundable fee will be added to the last month's payment if paying monthly, or the annual fee if paying upfront.

Multiple Students Discount

2 Students \$25 discount per student **3 Students** \$30 discount per student

4+ Students \$40 discount per student

ACADEMICS

ACADEMICS



ACADEMICS

Curriculum

From toddlers to teenagers, Abeka provides written textbooks filled with visual interest to help students absorb what they're learning, along with their video classes. Our workbooks and skill sheets expand and reinforce their understanding of new concepts and skills. Thoughtfully planned reviews, activities, discussion questions, and projects improve higher-level thinking skills and deepen comprehension year in and year out. At the same time, the literature students are exposed to, fosters a love of reading and growth of character.

Accreditation

Parents have the option to enroll their students into the Accredited Program through Abeka Academy. Lifeway Lead Academy will submit tests and required paperwork to the Academy for them to keep and all will be graded by them. You will receive a grade card and diploma from the Academy as well. There is an extra cost to this program and will be based on the student's academic performance.

Report Cards/ Progress Reports

Progress reports and work from each grading period will be sent home with the student within 1 week of finishing that grading period. Parents will be required to sign the form and return it to the school within one week of receiving the report. The final report card will be mailed to the parents within 2 weeks of school being dismissed for the year.

Computer/ Internet Use Guidelines

Computers and internet are to be used for school business and supervised education purposes only while at school.

Students will not post information that could cause damage or danger to anyone. This includes but is not limited to written documents, pictures, videos, or sounds. This refers to anything that would intimidate, harm, or invade the privacy of another individual. Personal attacks, including prejudicial or discriminatory acts, harassment, bullying, and false or defamatory information are prohibited. Students will not attempt to install, uninstall, or modify any of the hardware or software systems.

Students will respect all copyright laws and cite all sources of information. Students are to report any inappropriate, harassing, or threatening content encountered to the nearest teacher or administration.

Viewing pornography or any material not adhering to Biblical standards is strictly prohibited. Failure to comply with these guidelines could result in immediate expulsion.

Students will need to bring headphones. Over-the-ear types are encouraged. Students not viewing videos with classmates will be required to use headphones while viewing all video classes.

K4 AND K5



Pre-Kindergarten (K4) and Kindergarten (K5) Two Distinct Programs

Our K4 and K5 programs cover similar concepts and skills, but are two distinct programs, so that children are challenged at age-appropriate levels.

Our K4 program serves as a bridge between Preschool and Kindergarten, while our K5 program prepares five-year-olds for a life of learning.

Naturally, character training is one of the ultimate goals of Christian education. With the Abeka curriculum, every subject area, every teaching method, every attitude, every action of the student or teacher is a means to develop character—through traditional teaching methods, Bible teaching, and the formation of good habits. In addition to a robust daily learning experience your child will participate in:

- Outside time (weather permitting)
- Daily Devotion
- Prayer at all meals
- Theme Days
- Christmas Program
- School Pictures
- Weekly Chapel Services

Our Classrooms

Our max classroom ratio is 14 children to 1 teacher. LLA uses the Abeka curriculum, which is used from K4–12. The educational experience provides a lasting value in the physical, mental, emotional, social, and spiritual development of the child.

Potty Trained

LLA is not licensed to care for non-potty trained children. Your child needs to be potty trained before attending. Potty training is defined by when a child is able to acknowledge that they need to use the bathroom, be able to dress themselves, and also be able to properly wipe themselves. We understand that accidents will occur and we are willing to work with the child and parents. If there are excessive accidents, we will call the parent/guardian to see if there might be a medical problem. If it is determined that your child is not yet mature enough to sustain potty control at school, we ask that you give your child a period of time away from school to complete their potty training. We will hold your child's spot for one month (no tuition is paid during this time). If after one month, your child is not yet ready, we will move your child to a waiting list. When your child is completely trained, we will re-enroll, if space is available. It is so important that a child is not rushed into toilet training. If a child is forced too early, he/she may develop medical problems as a result.

Clothing

Children should be comfortably dressed in washable play clothes. An extra change of clothing needs to be provided at all times for each child in case of an accident. Please put extra change in a Ziploc bag so that when clothes are soiled, they can be returned to you in the bag. All clothing brought should be clearly marked for identification, including hats, gloves, and boots. There will be outdoor play periods in winter if the temperature is at or above freezing (32 degrees) therefore, dress your child accordingly.

ATTENDANCE



Arrival and Departure

Arrival and departure times are the busiest times of the day on our campus for vehicle and pedestrian traffic. Following the set traffic guidelines will help ensure the safety of our students and assist in providing a smooth flow of traffic.

- Do not park and leave your vehicle unattended in any fire lane.
- Drive slowly when pulling in and out of parking lot.
- Arrive on time for drop-off and pick-up.
- Wait in the correct place for pick-up or drop-off.
- Make sure that anyone who picks up or drops off your children is aware of the traffic guidelines.

No student is to be on school/church property before 7:45AM or after 3:10PM. High School students that drive to school must park in the lower parking lot. Cars may not be used during school hours without permission of parents and school administration. Doors will open at 7:45AM.

Tardies

Promptness is important for all students. It teaches responsibility. It is very disturbing to the other students when a student comes late to school. A student may not be tardy more than 3 times in a 9-week period.

Tardy

- After 8:10AM
- Each missed class period will count as 1 tardy
- 3 tardies in a school week will count as an unexcused absence
- 6 tardies in a 9-week grading period will count as an unexcused absence and 1 hour of paid detention.
- 7+ tardies in a 9-week grading period will count as an unexcused absence and 3+ hours of paid detention.

Absent

- After 10:30 AM

Late Pick-up Fee

Late fees of \$5 for the first minute and \$1 per minute thereafter will be included on your SchoolCues account for any student not picked-up by 2:50PM. Repeat late pick-up may result in additional charges of \$50/month charged to your SchoolCues account.

Absences

Excused absences include:

- Illness
- Death in the family
- Medical or dental appointment
- Emergency
- Suspension
- Constructive family and church activities

In order to establish continuity, to help build the character quality of responsibility in students, and to continue to recognize the parents' continuing responsibility for their children, the following guidelines have been established.

Parents must submit an absentee form in SchoolCues before 9:00AM if their child is absent. This enables the staff to know for sure where the students are and helps provide safety for all of our students. Appointment document (ie doctor's note) must be submitted for absence to be excused. A student may not be more than 3 times in a 9-week period.

If a form is not received by 9:00AM

- A SchoolCues notification will be sent.
- A call will be made to the parent/guardian listed in SchoolCues.

If a parent does not respond within 24 hours of the absence, the absence will be considered as an unexcused absence.

These actions will be taken at the following benchmarks of unexcused absenteeism:

- 4 days of absence – Letter #1
- 8 days of absence – Letter #2 and Detention
- 10 days of absence – Parent Meeting

Illness Policy

A student should stay home from school if he or she:

- Has a fever 100 degrees or higher
- Has been vomiting or has diarrhea
- Has very red, irritated, or crusty eyes not evaluated by a medical provider
- Has a rash not evaluated by a medical provider
- Has a severe sore throat
- Has head lice or nits
- Has symptoms that keep your child from participating in school, such as:
 - Very tired or lack of appetite
 - Deep or uncontrollable cough
 - Severe pain from ear ache, stomach ache, body aches, or headache
 - Coughing or sneezing often because this spreads the sickness to others.

24 Hour Rule:

- **FEVER:** Keep your child home until his/her FEVER has been gone WITHOUT medicine for 24 hours.
- **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the LAST time he or she has vomited or had diarrhea and is eating a normal diet.
- **ANTIBIOTICS:** Keep your child home at least 24 hours after the FIRST dose of antibiotic.

DRESS
CODE

DRESS CODE



DRESS
CODE

The purpose of the Lifeway Lead Academy dress code is to clarify a standard of appearance that reflects Biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31).

Parents

Parents shall assume this responsibility and leave the school free to focus on its primary goal - building Godly character and academic competence.

Please see that your child adheres to the following guidelines. The school administration will have the final decision concerning any questionable clothing.

The administration reserves the right to require any student dressed unacceptably to change clothing before attending classes, and an infraction may result in a phone call to a parent.

Students

- Students must dress according to the uniform/dress code from their arrival on campus for school until dismissal or until practice for after-school activities.
- All garments must be modest, neat, and clean.
- All garments are to have a traditional fit. Oversize, tight, or short styles are not permitted. Pants must be worn at the waist - no sagging. Alterations made to uniform items for purposes other than ensuring a traditional fit may disqualify that item from compliance with the uniform dress code.
- Visible tattoos, body piercings, and jewelry are not allowed. Hairstyles are to be neat, clean, moderate, combed, and in good taste. Girls with pierced ears must wear simple studs or small hoop earrings. Boys' earrings are not permitted. Hairstyle extremes (Mohawks, etching/carving, dreadlocks, etc.) and non-traditional or unnatural hair colors (pink, purple, green, etc.) are not permitted. Boys' hair must be off the collar, above the eyebrow, and part of the ear must be visible at all school events. Boys must be clean-shaven.
- Tops must cover the midriff (even when raising arms) and need to be appropriately buttoned. T-shirts (long or short sleeves) may be worn under uniforms and can be any solid color. Jackets, coats, hats, and other outer apparel may be worn to and from school but must be removed during the school day unless the principal permits students to wear them because of a cold building.
- Shoes are to be fully enclosed such as tennis shoes. Crocs, flip-flops, and sandals are not permitted.

UNIFORM ATTIRE



White | Light Blue | Navy



Grades First - Third



Navy | Khaki



Navy | Khaki



Navy

**Examples may not include all approved styles. See description page for more info.*

PE ATTIRE



APPROVED OUTERWEAR STYLES



*...whatever you do, do
all to the glory of God.
1 Corinthians 10:31*

TOPS

Students must wear polo shirts with or without the official LLA logo in the colors white, navy, and light blue.

OUTERWEAR

Students are permitted to wear approved solid navy cardigans, quarter zip jackets, and full zip jackets over their polo on any day of the week. Pullover/non-zippered hoodies are not permitted. Outerwear may include LLA logo and must be free of other large logos/emblems.

FRIDAY TOPS

Students are permitted to wear LLA spirit wear and faith-based shirts/hoodies on Friday.

SKIRTS

Girls are required to wear skirts at all school functions and activities. Skirt length is to be at least to the middle of the kneecap. Slits are acceptable in a straight skirt from the bottom of the hem up to the knee for walking ease.

Girls are permitted to wear navy blue and khaki skirts. Athletic skirts must be navy. All athletic skirt styles permitted with the exception of wrap skirts. Any legging length may be worn. K5-4 must wear bike shorts, leggings, or tights under their skirts. Leggings/shorts are suggested under skirts for all grades. For PE, girls are encouraged to wear an athletic skirt.

SKORTS AND DRESSES

Girls in grades 1-3 are permitted to wear at-the-knee or below-the-knee uniform skorts in blue and khaki; and polo dresses in navy and light blue.

PANTS

Boys are required to wear pants at all school functions and activities. Boys are permitted to wear navy blue and khaki pants. On PE days boys are encouraged to wear solid athletic pants in a dark color (black, blue, grey). Striping is permitted within reason. PE pants must not be form-fitting or prohibit the student's participation in PE activities.

BEHAVIORAL PROCEDURES



Threats/Intimidation/Weapons Policy

Lifeway Lead Academy has the following policy involving threats, (verbal, graphic, digital, or written), and/or possession of a weapon, explosive, incendiary, or dangerous substance/item on school property or at a school function. Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. Parents are advised that the school will contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function.

Possession includes, but is not limited to: having a weapon in a crate, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible or specific, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the student's parents and appropriate authorities. Students making such threats will be suspended. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a threat of violence. In those circumstances in which the school determines that the threat is likely not credible, the school may still suspend the student pending a parent meeting. These include all cases in which the student was "just joking" (Ephesians 5:4). The administration will notify the threatened parties and their parents, even when a threat is not deemed credible.

BEHAVIORAL PROCEDURES

Infractions

The following list is not meant to be exhaustive, but rather to provide enough examples to understand the expectations of the school. Students in violation of the school expectation shall be addressed according to the level of conduct with appropriate disciplinary action, varying with the degree of severity of the infraction.

Each infraction may be entered into the student record and will be assigned points that accumulate towards consequences such as detention, Saturday school, restriction from extracurricular activities, and suspension. Administration reserves the right to determine an alternative consequence or value of demerits depending on the individual infraction.

Per Semester Consequences

10 Point Accumulation = Detention

15 Point Accumulation = 2nd Detention

20 Point Accumulation = Probation

Unacceptable Conduct – Level I (1-3 Points)

- Classroom tardiness
- Acting in a manner so as to interfere with the instructional process
- Public display of affection
- Failure to complete assignments or carry out directions
- Violation of dress code
- Littering classroom or school grounds
- Missing all or a major part of a class
- Unauthorized use of electronic devices during the school day
- Other unacceptable conduct as determined by the teacher

Unacceptable Conduct - Level II (4-5 Points)

- Academic dishonesty (cheating/plagiarism)
- Misrepresentation of the truth (lying)
- Use of forged notes or excuses
- Fighting
- Abusive language to staff or students
- Trespassing
- Refusal to obey school personnel
- Habitual acts of disorderly conduct
- Skipping or cutting school/leaving school without permission j. Missing detention

Unacceptable Conduct – Level III (5 or more points or Immediate Suspension or Expulsion)

- Assault and/or battery - Assault is an act that creates an apprehension in another of an imminent, harmful, or offensive contact.
- Bomb threats
- Possession, use, or transfer of dangerous weapons
- Sexual immorality
- Vandalism
- Theft and/or possession or sale of stolen property
- Use of tobacco products
- Arson/tampering with fire alarm
- Threats against others (see definition of Assault)
- Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, or poisons)
- Use of intoxicants
- Electronic bullying or sending of inappropriate material

Consequences

Possible consequences for unacceptable behavior may include, but are not limited to:

- Temporary removal from class
- Parent conference
- Detention
- Suspension
- Restitution
- Dismissal from School

When and where it is appropriate, the administrator will contact law enforcement authorities. Lifeway Lead Academy will report all assaults involving firearms, aggravated battery, sexual offenses, carrying deadly weapons, activities regarding marijuana or other controlled substances to local police immediately.

Cell Phones

The use of cell phones/smart watches by students during school hours is prohibited. Student cell phones/smart watches must be turned during the school day. In the event of an emergency, students may obtain permission and use their cell phones. School staff will collect all cell phones and smart watches at the beginning of the day and return at dismissal.

Detention

- Detention will be held on scheduled days. There is a \$25 fee for detention. Being late or missing a detention will result in further detention and additional charges.
- All school discipline must be taken seriously. Attendance is not optional and discipline will not be served at the convenience of the student. Failure to attend will automatically escalate the student to the next level of school discipline
- Students are required to be in dress code for detention.

Harassment

Lifeway Lead Academy does not condone or allow harassment of others. Any student who believes he or she has been subjected to harassment should report immediately to a teacher, counselor or administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate actions will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of dismissal.

Disciplinary Probation

Disciplinary probation is invoked at the discretion of the principal when a student has a serious problem. It provides the student an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she will be dismissed, or asked to withdraw from the school. The problems for which a student would be placed on probation are:

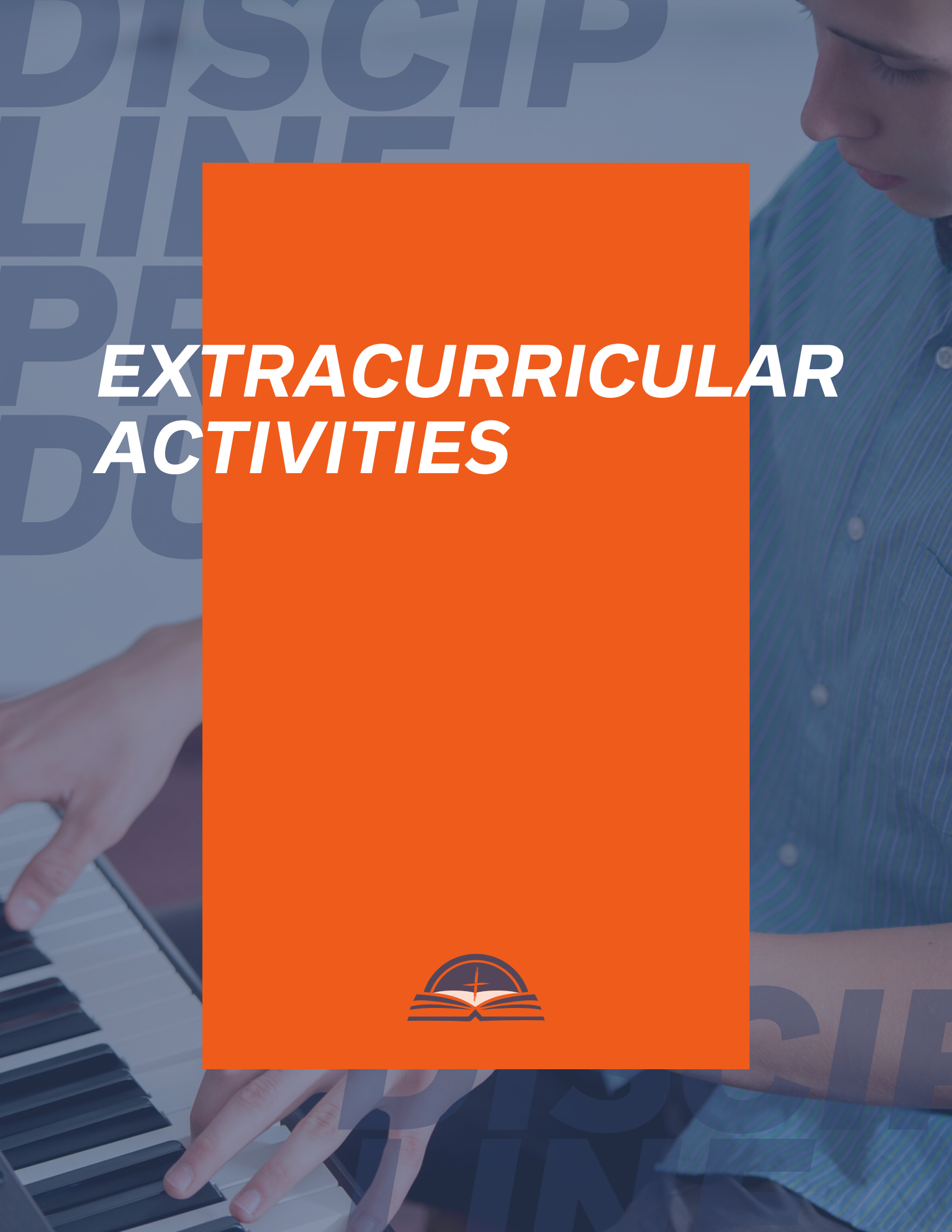
- Attitude: A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
- Disciplinary: Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school.

Probation will last a minimum of one quarter and may last up to a year. During the probation, the student will be ineligible to participate in any co-curricular activity. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to the fulfillment of the conditions set for his/her probation. A recommendation will be to (a) remove student from probation status or (b) continue student on probation status or (c) dismiss or withdraw student from LLA.

Dismissal

A student may be dismissed from the school for serious disciplinary issues. A student may be dismissed from Lifeway Lead Academy for a single “major” violation. Dismissal is never considered lightly, as its consequences may be serious and disruptive to the student/family, yet the responsibility for the safety and well-being of all students sometimes makes it necessary.

Any student who is dismissed for behavioral reasons from Lifeway Lead Academy, and who seeks readmission in a subsequent school year, must be approved for re-admission by an appeals committee. If re-admitted, the length of time of the student’s probationary status shall be at least one semester.



EXTRACURRICULAR ACTIVITIES



LLA is committed to the growth of your child as a whole. We are continually researching and planning for extracurricular activities to grow this program.

Field Trips

Field trips will be provided throughout the school year as opportunities for learning present themselves. Field trips will be designed to provide hands-on experiences as an extension of the classroom curriculum. These experiences give opportunity for the student to connect with real life experiences as an outgrowth of his/her formal classroom studies.

Chapel Involvement

Students are encouraged to participate in chapel services. There are many opportunities to serve in music, speaking, and sound engineering.



MISCELLANEOUS



Emergency Procedures

Fire

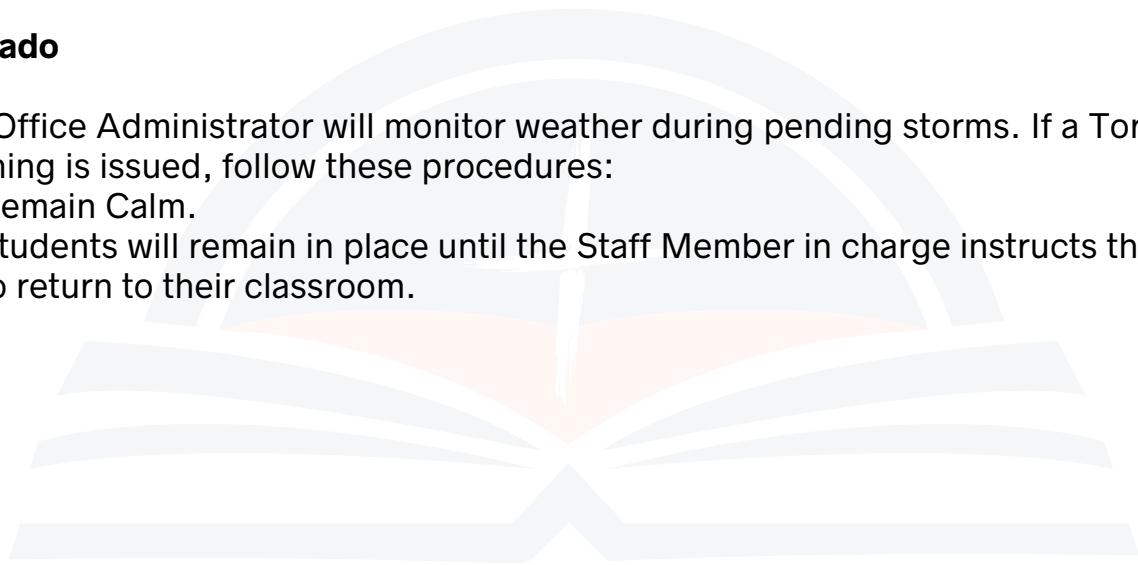
If you encounter a fire in your immediate area, leave the area and then call 911. All students should stay with his or her class until the class arrives at the designated outdoor area. The teacher should be the last person to leave and should close the door and windows if possible.

Students should not re-enter the building for any reason until told to do so. Follow all instructions of Emergency Personnel. If you are caught in smoke, drop to the floor and crawl to the nearest exit using your shirt as a filter for breathing and cover your nose. If you are trapped in a fire, close as many doors as possible between you and the fire

Tornado

The Office Administrator will monitor weather during pending storms. If a Tornado Warning is issued, follow these procedures:

- Remain Calm.
- Students will remain in place until the Staff Member in charge instructs them to return to their classroom.



**For a full list of emergency procedures please contact the school office.*

Lunch

Students (K4-12) will need to bring a packed lunch to school. No student is allowed to leave the school during lunchtime. The students will not have access to a refrigerator, stove, or microwave. Please plan accordingly.

- All food is to be eaten in the designated lunch area.
- Each student is to clean his/her area when concluding lunch.
- Courtesy and good manners are to be in evidence at all times.
- All trash is to be placed in the trash containers.
- Students must bring their own plasticware, napkins, etc.
- Red dye drinks are not permitted.

Snack

Please bring a healthy snack for morning break-time. (Please no candy, junk food, etc.) There will be snacks available for purchase from LLA. Snack cards may be purchased for \$5.00; SchoolCues and cash payments accepted.

Drinks

Students will be allowed to have a water bottle (with only water) at their desk during the day. Water bottles will be available for purchase. *Sending a reusable water bottle or money to purchase water with your student is strongly suggested.*

