

London Christian Academy

Student Handbook

2016-2017

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London Christian Academy

1505 South Main Street
London, Kentucky 40741
(606) 864-4861
LCA@londonfpc.com

Pastor/Administrator	Vernon Jarvis
Principal	Greg Gilpin
School Colors	Red, White, and Blue
Mascot	Eagles

L.C.A. School Song

Red is the color of our dear Savior's blood,
White symbolizes purity;
Blue's the royal color that speaks of that land,
That He has prepared for you and me.
These are the colors of the school I attend,
London Christian Academy;
So I'll hold the banner high, lift it up into the sky,
For I'm thankful to be in a Christian School!

I believe in the Bible for it is the Word of God,
And I know that its promises are true;
I will study to show myself approved unto God,
For I know that's what He'd have for me to do;
And I pledge my allegiance to the country that I love,
And the school I am privileged to attend;
So I'll hold the banner high, lift it up into the sky,
For I'm thankful to be in a Christian School;
So I'll hold the banner high, lift it up into the sky,
For I'm thankful to be in a Christian School!

History and Purpose

The London Christian Academy was founded in 1975 as a ministry arm of the First Pentecostal Church of London, Kentucky. It was established with the purpose of providing academic training in a Christian environment. Hundreds of students have been blessed with the opportunity to attend L.C.A.

Our goal is to prepare children and youth to face changing times with principles that never change! The future of our nation will soon rest in the hands of the next generation. By providing a complete academic curriculum with a Biblical foundation you can be confident that your son or daughter is prepared to face the challenges in their future.

The objective in building a private Christian school is to obey the scriptural imperative of Deuteronomy 6:5-7a:

“And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children.”

Also, Proverbs 22:6 instructs us to train up a child in the way he should go. Teaching is training. Training for life must include training for eternity.

A Christian school is an extension of the Christian home in training young people for time and eternity in a Christian environment. School staff work closely with parents to train the whole child.

Attendance at London Christian Academy is a privilege and not a right. The goals of this school are not to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. L.C.A. stands without apology for the old-time gospel and the highest standards of morality and Christian behavior.

First Pentecostal Church

London Christian Academy is an integral and inseparable ministry of First Pentecostal Church. It is provided for as an object of ministry for First Pentecostal Church in Article 2 of the Constitution of First Pentecostal Church.

Spiritual Objective

The spiritual objective of London Christian Academy is threefold. Ours goal is to see every student come to a saving knowledge of Jesus Christ, recognize the Lordship of Jesus Christ in his life, and become a servant of Jesus Christ.

Statement of Faith

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all: to life or damnation.
5. Baptism by immersion.
6. Divine healing through the redemptive work of Christ on the Cross.
7. The baptism with the Holy Spirit with the initial evidence of speaking in other tongues.
8. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit.
9. The wonderful and immutable creation of each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
10. Marriage created by God as the exclusive union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purpose of London Christian Academy's faith, doctrine, practice, policy, and discipline, our

Pastor is London Christian Academy's final interpretive authority on the Bible's meaning and application.

Staff

We are blessed with a pastor, a principal, teachers, supervisors, and monitors who not only are educationally qualified, but, more importantly, are spiritually qualified and view their work as a calling and ministry.

Admissions Policy

London Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the Academy. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs.

The Kindergarten Program is an advanced half-day program that endeavors to teach students to read. Students are admitted to this program only if they are 5 years old on or before October 1 of the current school year.

We will attempt to meet the academic needs of all students, yet with limited staffing and funding the Academy may not be adequately suited to meet the needs of some students. This will be considered when accepting new students into the Academy.

Children are not accepted who have smoked habitually for a period of time, indulged in alcoholic beverages, run away from home, been arrested, used narcotics, involved in sexual immorality, been married, or been expelled from another school.

All new students are admitted on probation for the first nine weeks.

Any exception to the admission policy made for one student does not necessarily mean an exception will be made for others.

Application Process

1. Obtain application from office.
2. Parents and student read handbook thoroughly.
3. Submit application to office.
4. Office will call for an interview (both parents and student) with the principal or pastor. Please bring previous report card or copy of transcript.
5. Parents will be notified of acceptance.
6. Parents submit registration fee and first months tuition and complete registration forms.

Re-enrollment

During the month of April re-enrollment for the fall term for current students are accepted on a first come, first serve basis. Students for whom a re-enrollment application is not submitted by the end of the current term are not guaranteed that space in the classroom will be available in the

fall. No student has the right to re-enroll, and all applications for re-enrollment will be approved at the sole discretion of the Academy.

Withdrawal

Parents wishing to withdraw their students from the Academy may do so upon making written notification. A personal letter or school supplied form may be used. London Christian Academy reserves the right to ask, with written notification, that a student be withdrawn.

Class Time

Kindergarten 8:15 a.m. - 12:15 p.m.

1st-12th 8:15 a.m. - 3:15 p.m.

Financial Information

Registration Fee: There will be a \$50.00 registration fee for each student above the regular tuition cost. This is a nonrefundable, nontransferable fee

Testing Fee: There is a \$25.00 testing fee for each new student transferring into LCA. This is due with registration or on the day of testing.

Tuition Schedule:

Grades 8-12

First Child \$1,800.00

Second Child \$1,600.00

Third Child \$1,400.00

Grade 1-7

If First Child \$1,700.00

If Second Child \$1,500.00

If Third Child \$1,300.00

Kindergarten

If First Child \$1,500.00

If Second Child \$1,300.00

If Third Child \$1,100.00

Additional Children \$0.00

Curriculum Fee: There will be a (\$3.00) charge for each PACE issued to the student; this charge will be added to the next month's tuition statement. Textbooks ordered for the entire year will be billed up front with first months tuition. Other curriculum fees may be added through the year for varying classes such as Reading, Art, Music, Bible, Stanford testing, Labs, etc.

Financial Policy: London Christian Academy has since its inception in 1975, striven to maintain the lowest possible cost to its students and families. It is therefore essential that all tuition and curriculum fees be paid promptly. Students attending one day or more of any monthly period will owe the full month's tuition. Any exception to the financial policy and fees made for one student does not necessarily mean an exception will be made for others.

Tuition Payments: For your convenience in making tuition payments, the school year is divided into ten periods, the first payment being due by August 1, 2016. The remaining payments are due on the 1st of each month starting in September and are considered late after the 10th. It is suggested that tuition payments be made by check or money order to avoid loss.

Credit Card Authorization: Each family utilizing the 10 month payment plan must complete a credit card authorization form that is good for the entire year, and authorizes payments up to the full amount of tuition and fees. If payment has not been made by the 10th of the month a reminder letter will be sent. If payment has not been made by the 20th of the month, the amount of tuition and fees due will be charged to the credit card account with an additional \$10 processing fee added to the charge made to the credit card. Families not wishing to make a credit card authorization will be required to pay half of the tuition before beginning classes each semester.

Standard of Conduct

Students of London Christian Academy are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, rock music, dancing, drinking alcoholic beverages, using narcotics, pornography, fornication, or homosexuality. Students who participate in such activities are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of London Christian Academy should immediately discuss the matter with a teacher or administrator. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing.." "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17

A sense of the need for spiritual growth in the light of Biblical principles has led London Christian Academy to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standard of Conduct throughout their enrollment whether at home, school, or elsewhere. Keeping the Standard of Conduct is necessary to remain a student at London Christian Academy.

Church Affiliation

Students and parents are expected to regularly attend and belong to a Bible-believing church.

Student Uniform and Dress Code

Please refer to current year uniform and dress code information sheet.

Christian Leadership Training

Devotions: Students will participate in devotional periods every day of the week. Principles of life are organized, outlined, illustrated, and discussed in meaningful sessions.

Chapel: Weekly institutional sessions are held where the student identifies his education with the ministry of the church. The staff and guest ministers preach the Word of God with a theological intent.

Christian Americanism

L.C.A. places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic, which guarantees liberties to educate to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for flag and country.

Each student needs to know these pledges.

Pledge of Allegiance to the American Flag

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

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge of Allegiance to the Bible

I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my paths; I will hide its words in my heart, that I might not sin against God.

Medical Guidelines

A medical report must be filled out by you or your physician and submitted to the school office. All students must provide a current certificate of vaccination.

In instances where a student needs medical attention, the Principal will call the parent or family doctor (in that order).

No staff member will be allowed to administer any medicines, Tylenol , aspirin , etc., to any student for headaches, fever, or other reasons without parent authorization. All medicines must be kept and administered at the school office.

Keep in mind that general doctor and dental appointments should be made after school hours as much as possible.

Asbestos Management Plan

London Christian Academy and First Pentecostal Church have put into place an Asbestos Management Plan. The school building was determined to be free of asbestos. The adjacent church building was found to have asbestos. The areas affected include some drywall compound and window caulking on the lower level, and linoleum flooring on the upper level. These areas are being maintained and managed. This plan is on file and is available in the school office.

Student Arrival and Dismissal

Vehicles are not to enter the circle between 8:00 a.m. through 8:45 a.m. and between 2:45 p.m. through 3:30 p.m.. Students can be dropped off and picked up at the end of the circle. On days when it is raining hard, parents may drive around the circle to pick up and drop off students. All vehicles are expected to proceed in a cautious manner.

Parents should notify office if anyone other than themselves will be picking up their child.

London Christian Academy does not offer before or after school care. We do recognize that students will arrive and leave at different times. Student's should not arrive at the Academy before 8:00 a.m. or remain at the Academy after 3:30 p.m. For any special circumstances please contact the Academy for approval.

Attendance

A student is considered tardy if he is not in the Learning Center at 8:15 a.m. Unexcused tardies will result in demerits issued in accordance with the demerit schedule for each student's

learning center. Continued tardiness will necessitate a conference with parent and principal, possibly leading to suspension.

A written, **dated** excuse signed by parent or guardian must be presented to the principal/designee within two working days after a student returns to school following an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, or other appointments are to be made after school hours.

The following criteria will be used to determine an absence or tardy excused.

1. Student is sick and has a note from parent. (Limit three per quarter.)
2. Student is sick and has a doctor's statement/hospital slip. In the case of chronic illnesses one doctor statement should be sufficient.
3. Medical or dental appointments that cannot be made after school hours. Verification of appointment time and date must be submitted.
4. Serious illness in immediate household. Parent note must be submitted. (Limit 3 per quarter.)
5. Order of a court. Court statement required.
6. Death in immediate family. Parent note is acceptable.
7. Natural disaster beyond control of student.
8. Driver's license or permit (1/2 day for each).

Any other absences will be approved only if arrangements are made in advance with the principal and the student is sufficiently advanced in his work.

Excessive absence will inhibit a student's progress. When a student has been absent from school without a valid excuse for more than five days, a conference will be scheduled with the principal to discuss the excessive absences. After the student has accumulated a total of ten unexcused absences another conference will be scheduled. Following the fifteenth unexcused absence, the parents and the student will be scheduled to meet with the pastor and principal for consideration of expulsion. If expulsion does not follow, a plan devised by the pastor and principal will be followed regarding any further unexcused absences.

Early Dismissal from Class

Any student leaving early from class must have a written note from the parent explaining the situation. If a note is not sent, the parent must come to the office to check the student out of class. Early dismissals are subject to the same criteria for excuse as a regular absence.

Bad Weather Conditions

London Christian Academy does not cancel classes with the public school system. Many times we will have school when the public schools do not. On questionable days, the road situation will be evaluated early in the morning and a decision will be made about canceling classes. A decision will be made by 7:00 AM. On days with questionable weather, we may have a two-hour delay. When we have a two-hour delay, the Kindergarten class will not be in session.

School closing information will be placed on the Academy's web page. Go to www.londonfpc.com, click on the school button at the top, then click on weather announcements. Also, three radio stations and one T.V. station will be contacted with our school announcements: WYGE FM 92.3, WWEL FM 103.9, and WFTG AM 1400, WKDP FM 99.5 and WKYT -TV. If no announcement concerning LONDON CHRISTIAN ACADEMY is not heard, assume that we will be having classes.

Since parents provide transportation for students, they ultimately make the decision about getting out in bad weather. If on any day that we do have school, you will not be getting out to go to work or shop, we will honor your decision to keep your students home. If you do so,

please send us a note the following school day indicating your decision.

Student Automobile Policy

It is a privilege to be able to bring a car to school.

1. All student-driven cars are to be registered in the Academy office.
2. Each driver should be an example of courteous, careful driving habits. Failure to observe careful driving habits will necessitate cancellation of the privilege to bring a car to school.
3. Cars are to remain parked until students leave for the day. Parking areas will be detailed when the car is registered.
4. A student must receive permission to enter his/her car during the school day.
5. Any student driving on school property without a valid Driver's License or Permit shall be subject to expulsion

Lunch

The Academy does not operate a lunch program. Students bring their own lunch. Refrigerators are available for storage of lunches. A microwave oven is available for use by elementary and high school students only.

Lunch periods begin as follows.

Primary	11:30
Elementary	11:55
High School	12:15

Requirements for Graduation

London Christian Academy requires twenty-four units of credit for graduation.

General course requirements are as follows:

English	4 units
Mathematics	3 units
Social Studies	3 units
Science	2 units
Health	1/2 unit
P. E.	1/2 unit
Electives	11 units
Total	24 units

College Preparatory Course of Study

English	I -- 1097-1108
	II -- 1109-1120
	III -- 1121-1132
	IV -- 1133-1144
Mathematics	Algebra I
	Geometry
	Algebra II
Social Studies	World Geography
	World History
	U. S. History

Science	Biology
	Physical Science
	Chemistry or Physics
Foreign Lang.	1 unit
Health	1/2 unit
P. E.	1/2 unit
Performing arts	1/2 unit
Visual arts	1/2 unit
Electives	8 unit
Total	24 units

In order to complete these credits over the course of four years, most students must complete an average of 66 PACE's per year. If this number of PACE's is not completed per year, the student is in jeopardy of not graduating from high school in the usual four years. It is necessary that all students and parents recognize this and be conscientious about maintaining sufficient progress toward graduation.

In order to be considered for early graduation, a student must complete a college preparatory course of study.

The Senior Valedictorian will be chosen by considering the grade point average of students that have completed the college preparatory course of study.

Progress Reports

The grading system of L.C.A. is designed to give parents a true indication the student's progress or lack thereof.

Progress reports are given to students to present to their parents following each nine-week period. The report is to be signed by the parent and returned to L.C.A. within one week following issuance.

One dollar will be charged for duplicate cards.

Transcripts will not be sent to another school until all L.C.A. accounts are cleared.

"Study to shew thyself approved unto God, a WORKMAN that needeth not to be ashamed, rightly dividing the WORD OF TRUTH." II Timothy 2:15

Incentive Program

Level "A" Responsibilities:

1. Complete PACE's as specified by Learning Center Supervisor.
2. Maintain academic balance.
3. Maximum 45 minutes detention.
4. Memorize assigned Scripture passage.

Level "A" Privileges:

1. Ten minutes additional morning break.
2. Can read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. Can engage in approved extracurricular activities in office.

Level "C" Responsibilities:

1. Complete PACE's as specified by Learning Center Supervisor.
2. Maintain academic balance.

3. Maximum 30 minutes detention.
4. Memorize assigned Scripture passage.
5. Present a special 5 minute oral report on an interest area, project, etc. or write a book report.

Level "C" Privileges:

1. Fifteen minutes additional morning break.
2. Can read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. Can engage in approved extra-curricular activities in office.
4. Can be out of seat without permission in Learning Center.
5. Can serve on approved projects.

Level "E" Responsibilities:

1. Complete PACE's as specified by Learning Center Supervisor.
2. Maintain academic balance.
3. No detention time.
4. Memorize Assigned Scripture passage.
5. Read and report on a book or topic (written and oral.)
6. Must be engaged in some form of Christian service to their local church on a regular basis: bus ministry, play piano, nursery, visitation, choir, usher, etc.

Level "E" Privileges:

- 1-5 same as "C" privileges
6. Leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
 7. Can attend approved off-campus functions of a spiritual or educational nature.

Field Trip

In connection with their studies in the arts and sciences, students have a number of field trips scheduled during the year. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning. Supervisors may ask students to take notes and tests upon returning to school.

Discipline

L.C.A. is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the Christian home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

There may be times when your child will experience disagreement with and opposition to L.C.A. standards as we seek to guide him toward Christian maturity and achievement of academic ability. Such times may cause misunderstandings between the home and school. L.C.A. personnel looks upon these moments of difficulty as opportunities to work more closely with your family so that we might be able to fulfill your expectation of L.C.A. for your child, and that we might have the privilege of drawing out and cultivating your child's God-given

strengths, while minimizing his weaknesses. In the final analysis, we trust he will find God's purpose for his life.

GRIPING IS NOT TOLERATED! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that his reporting is emotionally biased without all the information.
3. Realize that we have reasons for all rules and that they are enforced without favor.
4. Support the administration and call us for all the facts.

When a child's attitude is not in accord with Academy policies or principles, the child will be placed on probation; both parents are to be called for conference. If the administration feels that the situation has not changed within 2 weeks, parents will be asked to withdraw the child.

London Christian Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "All things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorable before all men." Thus, at L.C.A., a discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that the Lord Jesus Christ expects us to be disciplined in all of life:

"Children obey your parents in all things; for this is well pleasing unto the Lord." Colossians 3:20

"Let every soul be subject unto the higher power." Romans 13:1

"Obey them that have the rule over you, and submit yourselves." Hebrews 13:17

"For the commandment is a lamp; and the law is right; and reproofs of instruction are the way of life." Proverbs 6:23

"Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him." Proverbs 22:15

Search and Seizure

London Christian Academy supports all staff in the maintenance of law, order, discipline, and decorum in its school and during authorized school functions which take place off school property.

London Christian Academy therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum, and public safety. Such materials or objects may include, but are not restricted to: alcoholic beverages, illicit drugs, stolen property, weapons, and questionable literature and music.

The Academy therefore reserves the right on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object to conduct searches and, where necessary, to seize prohibited substances or objects.

General Rules

1. Students are to conduct themselves in an open, frank, and friendly manner with those of the opposite sex.
2. Students are expected to refrain from entering any part of the church building (except for

- opening, chapel, and lunch).
3. Quiet voices are expected in classrooms, hallways, and rest rooms.
 4. Loitering in the rest rooms is not permitted.
 5. Gum chewing is not allowed at school.
 6. Students are to address men by "Mr." or "Brother" and answer with "No Sir" and "Yes Sir". Women are to be addressed with "Miss" or "Sister" and with "No Ma'am" or "Yes Ma'am". This is showing respect.
 7. On the playground, fighting or watching fights is not permitted. Shoes are not to be taken off on the school yard; don't throw anything down on the grounds! There is to be no playing of games before or after school without a supervisor present.
 8. L.C.A. has established a 'six inch rule'. This means a hands-off policy for the boys in regard to the opposite sex. This also applies for girls in relation to boys.
 9. No boy and girl is to pair off so as to be seen together alone at anytime during the school day. If a boy and a girl are to talk, they must do so in a group of other students. One exception to this rule is that a boy and girl may eat Friday lunch together. However, the 'six inch rule' applies always and they must not loiter in the lunchroom after all other students are gone.
 10. Telephone use: the school phone is reserved for official school business and emergencies only. Students desiring to use the phone for this purpose must get permission from a staff member.
 11. **Gripping is not tolerated.** Detentions are given for violations.
 12. Marked on or defaced property is to be replaced at offending student's expense.
 13. Guns, matches, lighters, knives, radios, gum, cell phones, pagers, and tape or CD players are not permitted on campus.
 14. Language only which glorifies the Lord is permitted.
 15. High school students--"Hands Off Elementary Students!"
 16. Elementary students--- "No Back-Talk To High School Students." "No Hanging Or Jumping On High School Students."
 17. Break time: Students are to stay in designated areas for breaks. Physical education equipment may be used, but students are responsible for returning it when break is over.
 18. Lunch procedure: Students bring their own lunch. Eat only in lunchroom area. Put all trash in waste baskets.
 19. Off limits: Permission required to visit off-limit areas.
 1. Other student's offices.
 2. Teacher's desk and files.
 3. In classroom without staff.
 4. Principal and secretary office.
 5. Church building except for supervised activity.
 6. Parking Lot.
 7. Front carport and yard of church.
 8. All church equipment including pianos except where authorized.
 9. Physical education area except under supervised activity.
 10. L.C.A. has a closed campus policy; students cannot leave the school area during school hours without permission.
- Keep Within Limits!!

Learning Center Rules

1. Students are not permitted to communicate or be out of their desk without permission.
2. Do not turn around in office.
3. No activities are to be carried on in student's office which are not directly related to learning of prescribed instruction unless he has earned the privilege.
4. Raise flag for supervisor guidance in academic problems.
5. Learning Center time is work time; ask supervisor only academic questions (ask personal questions on break time).
6. Use rest rooms and get a drink during break time.

7. Offices are assigned; changed only by supervisor; must be cared for.
8. Students may bring chair cushion, desk mat, etc. (must be approved by supervisor).
9. Anything to be placed in your office must be approved by supervisor.
10. Do not lean on or sit on office.
11. OFFICES ARE PRIVATE: DO NOT TRESPASS!!
12. Upon leaving your office, your chair must be pushed under office.

PACE's

1. Do not share PACE's for answers -- this is cheating. Use resource books; if answers cannot be found, ask supervisor.
2. After completing a PACE, wait until the next morning before receiving test; wait an additional night before receiving results and a new PACE.
3. Work in PACE's is to be done in pencil.
4. PACE's are not to be defaced.
5. Calculators are permitted only in the High School Learning Center and only at the supervisor's discretion.

Goal Card

1. The student should keep his goal card posted on face of office.
2. He should set the exact page numbers of the work for that day.
3. He should cross off daily goals when they have been scored and corrected.

Scoring Station

1. Score keys are not to be removed from station.
2. Use red pen supplied at score table.
3. Mark a red "X" beside each wrong answer.
4. If working on PACE which has a score strip, put a red "X" in the first box of the score strip.
5. Score keys are for checking work only; students must have permission from the supervisor to copy answers or to make them so as to indicate the correct response.
6. Replace score key and pen in proper place (red pens are never kept in office).
7. Correct wrong answers in pencil at office.
8. If working in a PACE which has score strip, put an "X" in pencil in the second box of the strip.
9. Rescore--circle each red "X" in red when answer is correct.
10. When scoring is completed, put a red "X" in the third box of the score strip in the PACE.
11. When all activities on a page are correctly completed, circle the page number at the bottom of the page. This is the student's final word that all is correct.
12. Replace score key and pen in proper place.

Testing

The test is issued after the PACE is completed, scored, restudied, then turned in. Take the test in the testing area where the student remains until finished. A student who obtains the correct percentage on a PACE may advance to the next PACE. Primary - 90% on all PACE's. Above primary - 90% on Word Building PACE's, 80% on all other PACE's.

Homework

The responsibility for scholastic achievement is placed on students in the L.C.A. program. It is believed that no student should need to take academic work home. The goals set by the student and/or supervisor are no more than the child is capable of completing during the school day. Should the student not meet his quota for the day, he will be required to complete the work at home or after school in the classroom at the discretion of the supervisor. Should your child

have homework, a green slip giving the pages to be completed will be sent home. The slip is to be signed by the parent and returned the following day.

General Comments

NOTE: It is a requirement and policy of L.C.A. that no student is excused from the required Physical Education course without a doctor's excuse.

Music: Christian music which glorifies Christ only is permitted. All recorded music for student enjoyment will be provided by the school. Students are asked not to bring recorded music to school. Instruments are to be played only in supervised music activities and classes.

Books and Magazines: Must be approved in writing by parents and approved by supervisor upon arrival at school.

Parties: Parties are not school sponsored unless parents receive a letter from the principal. Any parties designated as school parties on L.C.A. grounds must be coordinated through the principal.

Visitors: Students are encouraged to bring friends who are interested in L.C.A. Visitors must keep clothing standards and be approved by the principal before entering the Learning Center.

Demerits and Detentions

Primary and Elementary Learning Centers

The paramount rule is "Do Not Disturb". Demerit marks are given for disturbances or broken rules. The first two are grace. Three or more marks will result in a detention during or after school the following day as determined by the supervisor (homework violations will be served on the same day at lunch break).

3 marks = 20 minute detention

4 marks = 30 minute detention

5 marks = 45 minute detention

6 marks = 60 minute detention

When a student receives a detention, a detention notice is sent home with the student and must be signed by parents and returned by 8:15 the following morning.

A certain amount of demerits will be given for breaking the rules and policies in this handbook. The offenses and consequences of breaking individual rules will vary from one Learning Center to another depending on the age of the students. Also, repeated offenses can increase the demerits given for an offense. A specific list of offenses and consequences will be given to each student in each Learning Center.

If a student has exceeded 6 demerits in one day, a conference will be scheduled with the parents to discuss alternative corrective measures.

When a student has accumulated more than 90 minutes of detention time in a week, he is placed on probation. The stipulations of each individual's probation will be determined by the principal.

Any student accumulating more than 400 minutes of detention in a quarter is placed on probation. The stipulations of this probation require a student to greatly reduce detention time for the next quarter or the remainder of the school year. The administration will ask any student accumulating more than 400 minutes in two quarters of the same academic year to withdraw from the Academy.

High School Learning Center

In the High School Learning Center, demerits accumulate for an entire semester. A demerit schedule will be issued to each student at the beginning of each school year outlining the offences for which demerits can be earned. Demerits will be given for each infraction of the rules. The disciplinary actions for accumulated demerits is as follows:

25 demerits	45 minute detention
50 demerits	60 minute detention
75 demerits	3 days 45 minutes detention
100 demerits	Saturday school
125 demerits	3 day suspension
150 demerits	Expulsion

Every 10 demerits students will be called for disciplinary conference by the Principal. Conferences may be scheduled during or after school.

Corporal Correction

Acting on the wisdom of Scripture, London Christian Academy utilizes corporal correction as a means of discipline. The following procedure will be used in the event that a student is considered deserving of corporal correction.

1. The offense will be clearly discussed with the student.
2. A staff member will discuss the Spiritual applications and will pray with the student.
3. A parent will be notified prior to administering correction.
4. A reasonable number of strokes, not to exceed 5, will be administered.
5. A simple, flat paddle will be used.
6. After administering the strokes, the staff member will pray with the student.
7. A written report will be made of the date, offense, number of strokes, and name of correcting staff member and witness. A copy will be sent to the parents.

Actions for which corporal correction will be administered are as follows:

- Cheating,
- Lying,
- Major scoring violation
- Fighting,
- Obscene language,
- Gross disrespect,
- Defiance of rules and staff,
- Any repeat offense after warning.

If the parent or student refuse to allow corporal correction to be administered, the student is automatically suspended and subject to expulsion.

Suspensions and Expulsions

Students may be suspended or expelled for fighting, lying, stealing, disrespect, obscene language, cheating, vandalism, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. Keeping the Standards of Conduct is necessary to remain a student at London Christian Academy. The administration will make decisions on an individual basis regarding suspensions and expulsions.

Suspensions and expulsions will also be given for excessive detention time.

Full cooperation is expected from both the student and parents in the education of the student. If at any time the administration feels that this cooperation is lacking, the student may be requested to withdraw. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of London Christian Academy,

whether or not there is any definite breach of conduct, he may be requested to withdraw from the Academy.

School Supplies

A detailed list for each Learning Center will be provided by the Supervisor.

General supplies for all students:
Personal Bible (King James Version)
Pencils (2 required at all times)
Ruler
Standard notebook paper
Black or blue pen
Eraser
No red or green pens allowed

Lost and Found

The Lost and Found Department of the school is operated from the school office. Items not picked up will be disposed of through student auction or by other means as determined by the administration.

Parent Involvement

Parent orientation and conferences promote a good understanding between parents or guardians and the faculty/administration of L.C.A. Every parent is required to participate in these informative and helpful programs.

The first such meeting will be held within the first two weeks of school. Parent conferences with the supervisor are scheduled following the first and third quarter.

Parent volunteer work in areas of need in the school is greatly appreciated. It should be remembered that during times of volunteered service (and other times) parents must wear clothing that conforms to the modesty standards of the L.C.A. dress code while participating.