



Life Christian Academy

International

Parent and Student

Handbook

(Updated 2012)

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History

Life Christian Academy is a Bible believing Christian school based on the full teaching of the Bible. It is an independent Christian school, where the teachers and the parents all combine to provide the best in Christian education

The school was founded by the Life Centre in 1982, and operated by the church until 2006/07. Life Christian Academy joined with Academie Reveil in the summer of 2007, to form a school which is attended by children of Christian families that are members and adherents to various churches in the region.

LCA-I is a member of the a non profit organization seeking to serve the community at large with the best in Christian Education.

Vision

At Life Christian Academy, we are committed to the training and education of children using a Bible based curriculum with a strong emphasis on character development.

Vision Statement

Character, Knowledge, Truth

Statement of Faith

- We believe the holy scriptures as originally given by God are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct.
- There is one God, eternally existent in three persons Father, Son, and Holy Spirit
- Our Lord Jesus Christ is manifest in the flesh; we affirm His virgin birth, sinless humanity, divine miracles, atoning death, bodily resurrection and ascension, ongoing mediatory work, personal return in power and glory.
- The salvation of lost and sinful humanity is possible only through the merits of the shed blood of the Lord Jesus Christ, received by faith apart from works, and is characterized by regeneration by the Holy Spirit.
- God will ultimately judge the living and the dead, those who are saved to the resurrection of life, those who are lost unto the resurrection of damnation.
- The present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- The spiritual unity of believers in our Lord Jesus Christ

Mission

Life Christian Academy's Mission is to

1. Lead every student to a personal salvation knowledge of our Lord and Savior, Jesus Christ.
 - *Jesus answered and said unto him, "Verily, verily I say unto you, Except a man be born again, he cannot see the kingdom of God." John 3:3*
2. Lead every student to the knowledge of God's Word.
 - *How can a young man cleanse his way? By taking heed according to your word. Psalm 119:9*
3. Teach every student to lead another person to Jesus Christ.
 - *The fruit of the righteous is a tree of life; and he that wins souls is wise. Proverbs 11:30*
4. Teach every student to fear God.
 - *And unto man he said, "Behold, the fear of the Lord, that is wisdom; and to depart from evil is understanding." Job 28:28*
 - *Then those who feared the LORD spoke to one another, And the LORD listened and heard them; So a book of remembrance was written before Him For those who fear the LORD And who meditate on His name. "They shall be Mine," says the LORD of hosts. Malachi 3:16,17*
5. Teach every student the way of holiness.
 - *According as he hath chose us in him before the foundation of the world, that we should be holy and without blame before him in love: Ephesians 1:4*
 - *Therefore, as the elect of God, holy and beloved, put on tender mercies, kindness, humility, meekness, longsuffering; bearing with one another, and forgiving one another, if anyone has a complaint against another; even as Christ forgave you so you also must do, but above all these things put on love which is the bond of perfection. Colossians 3:12-14*
6. Teach every student the stewardship of life.
 - *I am crucified with Christ: nevertheless I live; yet not I, but Christ lives in me: and the life which I now live in the flesh I live by the faith of the Son of God, who loved me, and gave himself for me. Galatians 2:20*
7. Teach every student about dedication to Biblical excellence.
 - *Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth 2Tim 2:15*
 - *That Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height to know the love of Christ which passes knowledge; that you may be filled with all the fullness of God. Ephesians 3:17-19*
8. Teach every student how to worship God.
 - *O come, let us worship and bow down: let us kneel before the Lord our maker. Psalm 95:6*

General School information and Hours of Operation

School Hours

8:10 a.m.-- Doors open

8:25 a.m.-- Students are to be in their classrooms ready to begin their day

3:00 p.m.---School ends

Visitors and Parent volunteers

All doors will be locked during the school day. All visitors and parent volunteers must sign in at the office. Upon departing the pass must be returned and visitor and parent volunteer must sign out.

Phone

The phone at LCA is for staff use only. However, if a student needs to make a call they may ask their teacher, secretary or Principal for permission.

Cell Phones / Electronics

Cell phones and electronics are not permitted to be used during school hours which include lunch and all recesses. Any student who attempts to use his/her electronics device/cell phone during school hours for talking, text messaging, emailing, playing games or for any other use will have the device taken away until the end of the day and the student will receive a detention.

Students are required to check in their cellular phones/ electronics with their teacher each day.

Students leaving school property may sign out their electronic devices / cell phone, however, upon returning to the school, they must sign in their phones with their teacher.

Use of Equipment

The computers, copier, and facsimile machine are used for school purposes only. Permission for use is granted by the principal, teacher, and/or secretary.

Thermostat settings

All thermostats settings are adjusted by the principal. Students are not allowed to alter the settings.

Transportation

The school does not provide transportation, A list of families with addresses and phone numbers can be requested for car pooling possibilities. Written permission must be given by the parents authorizing their child to walk, use public transportation or drive if they are under the age of sixteen.

Note: Please note addresses and phone numbers are used only for school related activities and is not allowed to be used for personal solicitation

Inclement weather snow days

- The school will automatically be closed if the Ottawa School Board cancels school buses. However, if school buses are not cancelled and there is a decision to close the school the principal will post cancellation on the schools website. As well please listen to CHRI (FM99.1), CFRA (AM580) for school closing listing. An attempt will be made to send a voice broadcast message to all parents along with other social media venues.
- If the school needs to close early due to unexpected bad weather, a power outage, etc. Parents will be contacted and if necessary emergency family member or friend listed on students information form will be contacted to pick up student. The Principal or assigned individual will stay at school until all students have left.

- Students will stay indoors during breaks, lunch recess and after school if the wind chill is colder than -24 degrees Celsius or if there is heavy rain.
- If a parent wishes their child to stay indoors for legitimate reasons, then a note is required from home to be submitted to the teacher. It is important for the students to get outside for fresh air and enjoy relationships with their class mates. Going outside gives students a break from the academic requirements of school and gives them an opportunity to enjoy being outside with friends.

Attendance

The Law requires regular attendance. If a child needs to be absent, parents must notify the school by telephone or note before the start of school. A message may be left on the school's answering machine. If the school does not receive a call from the parent/guardian the secretary will call home to account for the absent child. Students missing school for five consecutive days due to illness will require a doctor's note. Students who need to be excluded from gym class will require a note from their parents or their doctor.

Tardiness

Doors open at 8:10. School begins promptly at 8:25. Students not in their classrooms sitting at their desks prepared for the start of the day by 8:30 are considered late and are subject to late fees.

Tardiness prevents students from receiving the full benefit of their education. When a student arrives late, it is difficult to make up what he/she has missed. Excessive tardiness makes it difficult for the teacher to conduct their class in an efficient and timely manner and tardiness affects the learning of the class in progress.

Parents driving their children and students taking the bus or walking are expected to take into account reasonable travel time to accommodate for distance and possible traffic tie ups or weather conditions to arrive on time.

We have established the following guidelines regarding tardiness:

- Any tardy to school must be explained in a note
- Students must sign in at the front desk and receive a late slip
- Chronic late violations (More than 3 in a week) will result in extended loss of privileges for the student, late fees charged and a meeting will be set up with the teacher and principal.

Permission to Leave School

No student for any reason is permitted to leave campus during school hours without permission.

If you need to pick up your child early for an appointment or your child needs to leave school for any reason other than illness, you send in a written request giving the following information:

1. Statement of the exact time the student is to be dismissed
2. Explanation of the necessity for the absence
3. Method of transportation

Extended Holidays

Parents who remove their child for an extended period of time must meet with the teacher to receive the students work. The parent is fully responsible in seeing that their child does not fall behind in their studies. Students are responsible to meet with his/her teacher as soon as the student returns to assess their progress. Students who fail to complete the work assigned while on holidays may result in extra work being sent home with an agreed plan for completion.

Medical, dental, etc., appointments

Parents, if possible, please arrange medical, dental and other types of appointments after school hours. If a student must leave school early a note is required from the parent stating the time of pick up (see permission to leave school).

Lost and Found

To avoid lost items all students belongings must be labeled. The found items will be kept in the main office area and will be displayed at the end of each month after which unclaimed items will be donated to charity.

Medications

The school keeps a supply of first aid supplies on hand. If your child needs to take medication for a time, The school requires a medical authorization form to be filled out and signed by parent/guardian. The form must included directions in administering the correct dosage, time and frequency.

Student Illness During the School Day

If a student is not well and has pain, fever, vomiting or any other indication of sickness; parents or the alternate emergency contacts listed on the student information form will be contacted to pick up the student.

PLEASE DO NOT SEND SICK CHILDREN TO SCHOOL. THEY WILL BE SENT HOME.

Head Lice

Students with head lice will be sent home and should be treated with the pharmacist recommended shampoo and combs. The student may not return to school for 48 hours (Two full days), even if they have received appropriate treatment. After 48 hours, if no lice or nits have been found, the student may return to school, but must be checked by the office before re-entering class. All cases of head lice must be reported to the school.

Accidents

Minor accidents will be treated by simple first aid and will be reported to parents as deemed appropriate. In the case of more serious injury, an ambulance may be called. We will attempt to contact the parents or emergency contact persons immediately. In extreme circumstances, a student may be taken to The Children’s Hospital of Ontario (Cheo) or I or Urgent Care Facility in Orleans for medical treatment.

Please ensure that the school has all current medical information, Health Card Number and emergency phone numbers for your child. Any allergies or ongoing health conditions should also be included in your child’s school record.

Communicable Disease Control Policy

Please advise the school immediately of any of the communicable disease listed. It is imperative that we notify other parents so they can watch for symptoms.

Disease	Incubation Period	Exclude From School
Chicken Pox	14-21 days	7 days from appearance of rash
Impetigo	2-5 days	48 hours after treatment starts
Mumps	12-26 days	until swelling subsides usually 7 days
Rubella- German Measles	14-21 days	5 days from onset
Pink Eye	3-5 days	48 hours after treatment starts
Whooping Cough	7-10	until recovered (approx. 21 days)
Lice		until approved treatment completed

Arrivals and Dismissals

Student morning drop off and afternoon pickup (Grades 1-12) To eliminate congestion in the hallways with the exception of the first week of school, parents are to wait outside the building during drop off and afternoon pickup. If you need to speak with a teacher or the principal you must make an appointment.

A.M. Drop off

- All students are to be dropped off at back entrance. Parents who are bringing their child and also are volunteering are to park in the designated area and enter with their child through the back entrance.
- Students who are late sign in and receive a late slip at reception area.

P.M. Pick up

- Students are dismissed at 3:00. Parents/Drivers have until 3:15 p.m. to pick up their children at the back entrance of the school.
- Students waiting for their rides must remain on school property. Student who have been given permission to walk, take public transit or drive must exit the building ASAP and leave the school grounds immediately.
- Parents are to ensure that all their children have been picked up promptly. Children not picked up by 3:15 will be assigned to the After School Program and will be charged a late fee. The emergency contacts provided upon registration will be contacted for pick-up.

Please note: Students under the age of 16 are not permitted to leave school property unless we have received written permission from the parent to release the student at a specific time or he/her is a walker, takes public transit or drives and it is 3:00 p.m. and school has ended.

Late Fees a. m/p. m.

If you are running late please call the school. Students who are late are to enter by the back entrance, sign in and receive a late slip. We understand that periodically circumstances arise that will cause one to be late, traffic, weather conditions or a valid emergency will be exempt from the late fee. A late fee invoice will be sent out weekly and fees must be paid immediately. (Please refer back to Policy for Tardiness.)

- A.M. Late Fees: Student who are late after 8:35 a.m. will be issued a \$5.00 late fee, \$10 after 9:00 a.m.
- P.M. Late Fees: Students who are picked up after 3:15 p.m. will be issued a \$5.00 late fee, \$10 after 3:45 and \$15.00 after 4:00 p.m.

Supervision of Students

Outside supervision is provided by teachers and volunteers during all scheduled breaks.

Nutritional Breaks

Unless it is extremely cold or rainy all students will go outside during breaks. All students should be dressed appropriately according to the weather; fall and winter apparel, and spring and summer apparel.

Restrooms, Hall areas, entrance ways

- A Hall pass and Restroom pass are given to students by the teacher when they need to leave the class room.
- Students are to walk and be quiet in the hallways
- Fire extinguisher, thermostats and intercom system are not to be interfered with.

Parking Lot and Areas Out of Bounds

- 2nd floor of building (Bon Berger) is a separate entity and is off limits. Students are only allowed in the area with staff permission.
- LCA parking located at the front and side of the school. No vehicles are to be parked at the back of the school.
- Teacher's lounge, reception area, photo copier room and principal's office are off limits

Playground

- Play fighting is not allowed; stones, sticks, dirt or snowballs must not be thrown at each other; when playing sports there is to be no rough housing (i.e. no tackle football permitted).

Program Overview

A.C.E. Academic Program

Accelerated Christian Education's is an individualized learning program designed to allow students to work at their own level of achievement, which may vary from subject to subject.

The core curriculum is an individualized, Biblically-based, character-building curriculum package. The term "core" is used to distinguish the foundational courses from the enhancement courses in Accelerated Christian Education's expanded curriculum. The core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

Each curriculum course consists of 12 Paces per level. Normally students complete a minimum of 72 Paces each in one academic year; however, this varies according to the students' abilities. Students normally keep academic balance in the subjects in which they are working and complete about the same number of Paces in each subject--that is, after they have completed gap Paces. Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best, but are able to work on their levels of proficiency and proceed as they are capable.

Typical students work daily on one PACE at a time in each of the 6 subjects: Math, English, Social Studies, Science, Word Building, Literature & Creative Writing. The Paces may be on varying levels, according to the students' achievement in each subject and according to their academic prescriptions based on their diagnostic test results.

For a more information about the ACE program please visit www.aceministries.com

Junior and Senior Kindergarten Program

The L.C.A. Junior and Senior Kindergarten Program is dedicated to providing a warm and stimulating environment where children are encouraged to explore their relationship with Christ, stimulate their talents, gifts and develop a strong academic foundation with a positive attitude towards school and learning.

Students must be potty trained and turning four or five by December 31 to enter JK or SK.

The Kindergarten program includes:

- Reading books and bible stories
- Worship and Praise
- Scripture Memorization
- Special Events/Guests
- Dramatic Play
- Fine and Gross Motor Activities
- Outdoor Play (Weather permitting)
- Snack Time
- Speaking and listening activities
- Creative activities

The K4 Pre-Reading Program uses various activities and booklets to reinforce vowel and consonants sounds in both capital and lower case; find and identify pictures that begin with these letter; find these specific letter sounds in a set of other letters (find fl in lf, fl); choose items out of several items that fit together (i.e. items that fit inside a house); pictures that rhyme and more; and many character building stories, poems and finger plays

The K4 Math Program teaches students to identify and find colors; recognize numbers from 1 to 100 (in sequence and in isolation); match one set of objects to another; identify the set which has more; add items to the set that has less to make the sets equal; learn subtraction; complete a pattern of shapes by choosing the next shape (i.e. circle, square, circle, square) identify items that are on, under, near, left and right, up, down, etc.

The K5 Reading Program provides practice both in capital and lower case of short and long vowels, consonant sounds, consonant and vowel blends, one and two vowel words, special sounds, and sentence comprehension. Readers are introduced during the school year.

The K5 Math Program provides practice and evaluation of number concepts from 1 to 100, number formation, number words, simple combinations, money, telling time, and so much more.

Some pages in the Reading and Math Programs are designed to be completed together as a class, while others are designed as independent work for use during seatwork and oral grading.

The Writing with Phonics Cursive Program is also used cohesively with the Reading program.

The program is adjusted to respond to the needs and interests of the children, both individually and in-group settings.

Student Life

Class Field Trips

Field trips are planned to enrich the students learning experience and to add to the curriculum.

Field trips are also planned for the students just to have fun and build relationships with their classmates in an informal setting.

Chapel

Chapel is held weekly with all students. However, there are times where special chapels are scheduled geared directly to the primary, Jr. and Sr. High students. We have guest speakers in to motivate and encourage them in living for Christ and to speak on issues directly related to them.

Pictures/Photos

Student photos and class photos are taken in late fall. Proofs are sent home and parents may choose from a variety of packages. The cost is reasonable and photos will be received in time for the Christmas season. If you are not satisfied with the photo, one day for retakes will be scheduled at the photographer's discretion.

Library/Computer Resources

A library and computers have been provided to give students the tools and resources which to use to work on French, complete projects and assignments and to research various topics for class room coursework.

Access and use of the library and computers is a privilege given to students who demonstrated a respectful, courteous attitude to all those in authority and to their classmates, complete their assignments, and who follow the Code of Conduct. Permission to access the library and computers is given by the teacher only. An internet/social media agreement must be signed by each student. *See Appendix D for Agreement*

There is also leisure material in the library area which a student may borrow. All material must be signed in/out by the students teacher.

Textbooks

Text books for ACE program is included in the cost of tuition. If a student loses or damages a textbook or workbook the school requires the parents to provide payment for the school to replace it. ACE students who exceed the maximum of 72 books/year calculated in this amount, will be invoiced on a quarterly basis for the additional pace book costs.

High School Students: Most school charge an additional fee for High School. LCA will work closely with parents to provide accurate academic projections for graduation. Additional fees may apply.

Students transferring from another school may require additional books/work load resulting in an adjusted tuition fee.

LCA Ontario Student Records information

LCA keeps records for all students enrolled. The file consists of immunization/health records, Test records, emergency contact information, copy of their report cards, and other information relevant to the student's involvement in the school. If a child moves or leaves to attend another school this information is forwarded to the new school upon written request from the new school.

Discipline Policy and Procedures

LCA Code of Conduct

All students are expected to display Christ-like behaviour in the following ways:

- Love the Lord your God with all your heart, mind and soul above all people and possessions
- Love all students, teachers and persons as yourself
- Honour your parents, principal, and teachers
- Respect those in authority over you by being obedient and respectful
- Remain quiet while instruction is being given
- Respect self and others, other people's belongings, the school building and property
- Be sensitive to other people's feelings by the things you say and do
- Show kindness and compassion to one another.

Diligently serve the Lord by

- Completing your work and assignments on time
- Keeping your work environment clean
- Participating in class activities
- Respecting school property
- Respecting others
- Serving those in need
- Being honest and respectful in all your dealings.
- Arrive to school on time
- Being polite and courteous
- Using good manners
- Being honest while doing assignments and taking tests
- Keeping your hands and feet to yourself
- Not yelling or talking out of turn
- Not stealing anyone's belongings
- Not using bad language, profanity, obscenity or vulgarity
- Not harming another willfully
- Not teasing, bullying, putting down or harassing another
- Not using drugs or alcohol or bringing drugs or alcohol to school
- Not Carrying any weapon that would cause harm to another
- Not threatening
- Not Slapping, punching, kicking, or spitting on another
- Not throwing an object at another

Be a doer of the word not a hearer only. Strive to conduct yourself in a godly manner allowing the Holy Spirit to work His character of love, patience, peace, joy, kindness, goodness, faithfulness, gentleness and self-control in all aspects of your life

Strive to look out for the best interest of your fellow classmates; Work cooperatively with teachers, students and all individuals, showing respect and treating others with honesty and integrity

Teacher Commitment to Parents and Students

- It is the heart's desire of the staff LCA to recognize and praise good behaviour and develop school programs that encourage this behaviour.
- It is the teacher's desire to work with parents in training the students and preventing poor behaviour situations at school.
- The teachers are also committed to the partnership of family and school with ongoing communication and suggestions concerning student conduct.

Disciplinary steps to follow:

- All steps are under discretion of school staff (duration, time given/served, and severity). These steps are ***guidelines*** for behavior.
- Students will be disciplined in a spirit of love and concern, and will include counseling and prayer as appropriate. Discipline will be administered as personally and discretely as possible (Matt 18:15). Depending upon the severity of the disciplinary action, parents will be informed by a note, phone call, or e-mail. At times the parents will be asked to participate in the discipline process.
- Teachers at LCA take responsibility for discipline in their classrooms with the support of the principal and consultation with parents.
- The teacher will make every effort to instruct the student how to comply with school rules and direct and encourage the student to correct the problem.

If it is determined that a student is not responding to the teaching and corrective discipline of the teacher, the following steps may be taken (depending on the situation, order of discipline may vary):

STEP 1:

The teacher deals with the infraction in an appropriate manner. This might include a warning, time-out, removal of privileges, written explanation to parents on what they did, assigning of extra tasks, a detention, code of conduct reviewed with students or other disciplinary actions worked out between the teacher and student. Parents will be notified depending upon the severity of the infraction.

STEP 2:

The student is sent to the school office. A conference with the principal will occur. If the circumstances warrant, a detention will be given and the student discipline report will be recorded. Parents will be notified.

STEP 3: In the case of a continued problem:

- 1) The teacher will then establish a meeting with the parents and student
- 2) If the behaviour continues, the Principal will be notified and will arrange a meeting with the teacher, parent (s) and student to discuss strategies to correct the behaviour problem. The student will be warned that non-compliance with the rules will result in out of school suspension.
- 3) If the behaviour continues after the suspension, the Principal will consult with the School Board regarding expulsion from the school.
It is understood that the length of time spent on each step will vary depending on the type of behaviour and the attitude of the student.

The following behaviours would result in suspension:

- Persistent opposition and disregard for authority
- Swearing or yelling at a teacher or staff
- Habitual neglect of duty
- Wilful destruction of school property
- Use of profane language
- Violence (zero tolerance)
- Any conduct injurious to the moral tone of the school
- Any form of bullying or consistent disrespect of fellow students
- Cheating/Plagiarism
- Leaving school grounds without permission from staff member
- Fighting
- Non compliance with the social conduct / social media & Internet policy

Grounds for expulsion include, but are not limited to:

- The use, sale or purchase of illegal substances
- Any other criminal activity
- Uttering a threat to harm
- Acts of vandalism causing extensive damage to school property
- Possession of any sort of a weapon at school (including a knife)
- Physical, verbal or emotional abuse of school staff or students
- Continual disrespect for staff
- Inappropriate expression of anger or defiance to a staff member
- Malicious damage of property
- Truancy
- Use of alcohol or tobacco or controlled substances at school or at school functions
- Drunkenness, theft; vandalism
- Repeated use of cursing or foul language.

The school reserves the right to:

- Contact the local police in incidences such as theft, physical harm, vandalism, physical assault or violence, or use of alcohol or illegal drugs
- Search and remove a student's belongings from desk or knapsack without prior notice
- Accept, reject, retain, or expel any student at any time during the school year, for the well being of other students, teachers, or the school's reputation as it sees fit without prior notice.

Plagiarism

<http://www.indiana.edu/~istd/definition.html>

Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment. *See Appendix C*

A student must give credit to the creativity of others and recognize thanks whenever:

- Honestly stating another person's words, whether spoken or written
- Directly copying another person's ideas, opinions, or theories whether spoken or written
- Copying and using facts, statistics, or drawings, diagrams etc.

To avoid plagiarism:

- Write your own thoughts and ideas first in reference to the work you are completing.
- When taking a written or oral quote put quotation marks around it and credit the source (Author)
- Read your sources and re word in your own words.
- Even when you paraphrase another author's writings, you must give credit to that author.
- When making reference to your work make sure you follow the right form for citing articles, books, websites, etc.

Student Sexual Harassment

LCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Comments, threats, conversations, coercion, actions, jokes, teasing, or intimidation when they are of a sexual nature and are unwelcome by those exposed to them, whether they are staff members, visitors, or other students, are forbidden. All sexual harassment is prohibited. Any student (or the parent/legal guardian of a student) who believes he or she has been subjected to such behaviour should immediately contact the school principal, or a teacher to report the behaviour.

Consequence: Student counseling, parent notification, detention (during or after school), restriction from participation in extracurricular activities, in-school suspension, work detail assignment, suspension, and recommendation for expulsion are possible consequences.

Bullying

Bullying is an example of recurring violent behavior with harmful intent, directed from one child to another it may include:

- 1) Physical hostility: kicking, hitting, spitting.
- 2) Cause bodily harm
- 3) Intimidating another
- 4) Gossiping, embarrassing, or spreading rumors about another
- 5) Speaking unkind words
- 6) Intentionally ignoring and not including others.
- 7) Being sarcastic, name calling, teasing, being mean, ruin another's belongings , playing a dirty trick,
- 8) teasing about appearance, intimidating phone calls, verbal threats / Social Media

Harassment is an example of unwelcome or unsolicited actions toward another;

- 1) Mean jokes or comments, insulting remarks
- 2) Unwanted sexual advance, request or gestures
- 3) Unwanted touching, obstruct common movement or interfering with work
- 4) Threatening and being verbally abusive; including social media.

Bullying and Harassment are not tolerated. The discipline policy will be followed and will be dealt with accordingly.

Social conduct

School is a place where students are encouraged to form friendships with other students of both sexes. Students are expected to conduct themselves appropriately and not pair off and associate with one other person exclusively, not hold hands and be alone in a secluded spot, abstain from public displays of affection (kissing, holding hands, embracing, etc.) and will maintain a six inch separation rule while on the school property or at school-sponsored activities.

Uniform and Gym Dress Code Policy

Uniforms

Life Christian Academy has adopted a uniform and gym dress code policy for all students in grade 1 to 12. We believe there is a link between a well groomed student and their conduct and behavior. (See Appendix A for uniform requirements and vendor)

Students are expected to adhere to the dress code standards that have been established. Upon admission to LCA students and parents must sign the “Student Agreement Form” which confirms their acceptance of all the policies established by the school. If there are specific changes in a student’s appearance to the standards set, grooming may be required at the written request of the staff.

In the event a student is not in compliance with the Uniform and Gym policy:

1. The student will receive a dress code violation for not wearing the right dress or gym uniform
 - The parent/guardian will be notified via a telephone call and will be given the opportunity to bring the proper uniform items to the school before morning break or before the start of gym
 - If the parent is unable to come, the school will loan a used gym/school uniform (if possible) to the student for the day (if size is available) The student will still receive a dress code violation and will not be permitted to participate in Gym.
2. If a student receives three dress code violations within a month the student will be issued an in school detention and a notice sent home to the parent.
3. If a student receives more than three dress code violations within a month, the student will be issued a one day in school suspension and a letter will be sent home to meet with the teacher and principal.
4. If a student continues to purposely be defiant and disobedient in violating the uniform and gym dress code policy even after discussion with his/her parents and the teacher. The student will forfeit his/her admission in LCA and will be removed from the school.

Special No Uniform Day

Standard uniforms are required during school days unless otherwise authorized by the teacher or principal (hot lunch, carnival week, special days):

- Slogans that are offensive in word or picture and do not project a Christian standard are prohibited.
- Shorts, skorts and skirts just above the knee are allowed; no short shorts or short skirts (**no shorter than 2 inches above knee**)
- All shirts and blouses must come below the top of shorts, pants or skirts and **cover the back and stomach while sitting, standing or hands raised**. No bare midriffs will be allowed. Body-

suits, halter tops, backless tops or dresses and mini skirts are prohibited. No shirts, blouses, or dresses with spaghetti straps or tank-style tops will be allowed.

- No clothing bearing inappropriate or offensive languages or images.
- Cutoffs and ripped clothing are not allowed.
- No bathing suits, bathing shorts, flip flops or loose-fitting sandals allowed.
- Visible body piercing are to be removed during school hours, (i.e. lips, eyebrows, nose rings, studs, tongue, belly button, etc.) Tattoos must remain covered when possible.

Proper Grooming – Boys

Boys should be clean cut and conservative with hair tapered in above the ears and the back of the neck. Hair must not pass any type of shirt collar. ***Hair is to be neat, clean, washed and well groomed, brushed, and styled so it is not in the student's eyes*** . ***Faces must be clean shaven***. No extreme haircuts/styles of any kind are allowed (i.e., no partial shaving or shaving numbers or letters into hair, etc.). No hair color may be different from natural shades. Any “afro” or extremely “curly” style haircuts must be kept well groomed. No sideburns will be allowed below the ear lobe. When in violation of hair code length, the teacher will send a note home to the parent to comply with student code. Non compliance will result in a meeting with the teacher and principal. **Boys may not wear earrings. No hats or caps may be worn in the building.** Boys are allowed to bring stick deodorant to the school. No sprays are allowed, due to students who are sensitive to fragrances.

Proper Grooming – Girls

No extreme haircuts of any kind are allowed. No hair color may be different from natural shades. Hairstyles must be conservative, ***Hair is to be neat, clean, washed and well groomed, brushed, and styled so it is not in the student's eyes*** . No hats or caps may be worn in the building. Makeup considered excessive, distracting or non-conservative in nature, will be asked to be removed (no heavy mascara, eye liner, or eye makeup around the eyes). One pair of matched earrings, not excessively large, and worn in the ear lobe only is allowed. ***Makeup and nail polish, may not be brought to the classroom.*** Only clear nail polish may be worn. Navy, black, gold, burgundy, or silver hair elastics and barrettes may be worn. No bracelets or necklace ***unless school colours*** and simple non excessive in nature may be worn. Bracelets and necklaces can not exceed 0.5 cm in width. (white, gold, silver, or navy blue). Girls are allowed to bring stick deodorant to the school. No sprays or perfumes are allowed, due to those sensitive to fragrances.

Parental Responsibilities

Communicating with the teacher or administration

Parents who would like a meeting with the student’s teacher are required to set up an appointment. Discipline, policy or any other concerns regarding the school or your child are to be addressed as follows.

- 1) Make an appointment with the teacher or staff member involved
- 2) Share your concerns prayerfully and lovingly—Follow Matthew 18 principle
- 3) Have a contrite heart and come open to hear the other side of the concern
- 4) Should the matter remain unresolved, call to make an appointment to meet with the Principal for arbitration
- 5) After following steps 1 to 4 and you still feel the conflict still is unresolved, an appointment with the Board of Advisors, may be requested for binding resolution. A time will be arranged for the parent to receive a hearing by the Board of Trustees.
- 6) The Board of Advisors decision after the appeal is final.

Parent teacher interviews

To be held at the end of the first term (November) and only when requested by parent and/or teachers for subsequent terms.

Volunteer Program

Volunteering is a vital aspect of the success of LCA. The goal of the Volunteer program is to give parents, relatives, grandparents, or friends of students and opportunity to donate their time and talents to the students and to help with the everyday needs of providing a Christian education in the east end of Ottawa. The main purpose for setting the hours is to give each family a fair goal to attain and for each family to recognize they are an integral part of the success of LCA. Your help is essential and appreciated. (i.e. field trips, hot lunches, cleaning, classroom etc...)

- A family with a full time student (s) are asked to serve 25 hours per school year (2.5 hrs. month)
- Single parent families with a full time student (s) are required to serve 15 hours per school year (1.5hrs. Per month)

Please note that most schools require a cheque to cover volunteer hours and the cheque is returned when the stated hours are completed. Presently, we are not enacting this type of policy and are working on an honor system. However, if this honor system fails we will adopt this method.

Fundraising Initiative's

Each family is required to participate in fundraising. Fundraising aids in helping us earn money for specific projects at the school and toward tuition costs. Every family is required to do their best in raising \$250 per student annually through the various school fundraisers.

Please note that most schools also require a cheque to cover fundraising goals and the cheque is returned when the fundraising goal per family is completed. Presently, we are not enacting this type of policy and are working on an honor system. However, if this honor system fails we will adopt this method.

Field Trips

We encourage you to come with us when a field trip is planned. Students love when family members participate in field trips. However, if you would like to be a driver on a field trip you must hold a Ontario Drivers license and carry the appropriate liability on your insurance on your vehicle.

Criminal Record Check

All parents/guardians and administration helping with students must obtain a criminal record check. As a school we ask that your fill out the form and submit on the first day of school. We as a school will submit them and as soon as you receive your clearance in the mail we ask that you photo copy it and bring it to the school. The Criminal record check will be kept on file in the student's folder. There is no cost.

School Meetings

School meeting are an important way for staff and administration to communicate the goals, policies and objectives for the school. Your attendance is mandatory and at least one parent must be in attendance.

Admission and Financial Policy

Admission Requirements

- By enrolling your child/children at LCA you understand and agree to the importance of having accepted Jesus Christ as your personal Savior and the effort that will be expended to lead to and/or reinforce a personal relationship with Jesus Christ.
- You have read, understand and are in agreement and accept the Statement of faith, vision, mission, goals, policies, code of conduct, uniform/gym code policy and discipline procedures that are established by the school and are stated in the handbook .
- You have fully considered the financial commitment that is required in sending your child/children to a private Christian school and accept complete responsibility in fulfilling your financial obligations by paying all tuition, book, late fees and volunteer/fundraising requirements pertaining to your account.
- You understand that when we accept your child/children for enrollment to LCA we commit all the resources to fulfill the school's financial obligations for the year (salary, rent, curriculum, insurance, phone, utilities, etc.) in order for your children to receive the best education. Therefore, you understand and accept that in the event you withdraw your child before the school year ends, you are required to pay the entire years tuition.
- You agree to pay their monthly tuition fees by providing cheques post dated for the first of every month.
- You accept that your child/children will be considered withdraw from the school should your payments fall behind by one month, unless you have made arrangements with the administration.
- You agree to volunteering and fundraising and will make every effort to come along side and support the school.
- Re-enrollment: All families wishing to re-enrolling the students for the following year will be required to give a deposit in April to secure their child (s) space. Failure to do so will result in your child (s) place being made available to another student.

Ministry Fee

To qualify for the Ministry fee, LCA must become a foundational ministry commitment in your walk with the Lord. Call the Principal to inquire about space availability. All applications are based on board approval.

Returned cheques

Parents will be charged a \$35 fee for all NSF cheques.

Withdrawal Policy

A family withdrawing their child/children from LCA before the school year is completed will be required to pay the entire years tuition. When we accept a child or children to LCA we commit all the resources to fulfill the school's obligations (salary, rent, curriculum, insurance, phone, utilities, etc) in order for your children to receive the best education. We expect all parents to have fully considered the financial commitment they are making in choosing to enroll their children in LCA.

Refund Policy

All deposits and monthly tuition payments are non-refundable

Payments in arrears

- If the parent/guardian paying tuition are struggling to meet their tuition obligations during the current school year a satisfactory arrangement must be made with the Treasurer, to be approved by the board in order for students not to be withdrawn from the school.
- Child/children will be considered withdrawn from the school should payments fall behind by one month. The schools treasurer will work with you in helping you fulfill your financial obligation. However, in the event you forfeit in paying all monies in arrears your account will be forwarded to a collection agency.
- OSR files and report cards will not be issued until all fees in arrears are paid. This includes late fees, tuition payments, deposits, before and after school fees.
- Any accounts in arrears at the end of the year will not be allowed to re-enroll at LCA for the next school year.

Enrollment Procedure

New Student

- 1) Request an application packet or fill out the application form available online at www.lifechristianacademy.ca a \$50 (non-refundable) per student application fee must be submitted with each application. Please include all the required documentation listed at the end of the student application form.
- 2) As soon as we receive your application you will be contacted to set up an interview with the Principal. The parents/custodial parent/guardian and the child (ren) must attend the interview. This interview will validate that the parents or custodial parent/guardian, understand and agree to the vision, mission, goals and policies established by the school and it enables the principal and parents or custodial parent/guardian to recognize if this school will provide the appropriate program of studies for their child (ren).
- 3) You will receive a tour of the school.
- 4) When the application for enrollment has been approved, a notice of acceptance of enrollment will be sent in writing. A registration fee of \$250 per child per child will be required by the due date stated on the letter to confirm the student's *space, These amounts are non-refundable. Post dated cheques written to Life Christian Academy will be required on the first day of school.* (See Tuition/Payment options section)
- 5) In the event space is not available at the time of your acceptance your child's name will be placed on a waiting list. As soon as space becomes available you will be notified and the notice of acceptance of enrollment letter will be sent (see step 4) (See Tuition/Payment options section)
- 6) Students entering Grade 1 or higher will be scheduled to complete a diagnostic test to ensure appropriate grade placement.
- 7) By the 1st of August the uniform order form, supply lists, upcoming fundraising initiatives, family directory, criminal record checks, volunteer information sheet and tentative school calendar will be available online.

Application submissions

- All applicants must submit fees, copies of birth certificates, and proof of immunization .
- Applicants for Junior and Senior kindergarten must be turning 4 and 5 by December 31.
- Junior/Senior Kindergarten students must be potty trained and not in pull ups to attend school

Re-enrollment

- 1) Application for re-enrollment for the following school year will be sent home with your child in April. All families wishing to re-enroll their child/children for the following year will be required to give a deposit in April to secure their child (s) space. Failure to do so will result in your child (s) place being made available to another student and being subject to the \$250 New Student Registration fee.
- 2) A tuition deposit of \$250 per child will be required by the stated due date. All families are required to give a re-enrollment deposit, no family is exempt. Deposit and membership fee are non-refundable. Post dated cheques written to Life Christian Academy will be required on the first day of school.
- 3) By the 1st of August uniform order form, supply lists, Financial Pledge Agreement, Student Pledge Agreement, upcoming fundraising initiatives, family directory, criminal record checks, Student information sheet and tentative school calendar will be available online.

Tuition Policy

Yearly Tuition	1st child	Scholarship Fee*	Ministry**
Kindergarten Program			
Half Day	\$6,000	\$4,000	N/A
Full Day	\$8,000	\$6,000	\$4,000
Elementary/Secondary Fees			
Grade 1 – 12	\$8,000	\$6,000	\$4,000

** All families qualify for a \$2,000 scholarship. Any student who receive more than 15 Moral Corrective Action Notices will lose their scholarship status.*

*** Only applies to families who have committed to making LCA their full time Ministry. In addition to meeting all fundraising and Volunteers contributions, these families are contributing to the school in the form of finances, time and/or talents to the equivalent contribution of \$4,000 .*

There is a \$500 discount for 2nd child. Family rates (3 or more kids) apply, please contact principal for more details. Corporate tuition payments are exempt from any discounts.

Payment of Tuition

All families are required to pay the balance of tuition in 10 or 12 post-dated cheques beginning September 1. Compliance with payment of tuition is mandatory.

Appendix A—Uniform Policy

Student uniforms must be worn at all times coming and leaving Life Christian Academy. The only time a student does not have to be in a school uniform is on dress down days or during gym. Students may be required to change back into their school uniforms after gym.

Boys Daily Uniform (Monday, Tuesday, Wednesday, Thursday, Friday)

Navy blue pants

Choice of

- Short or long sleeve Burgundy polo shirt with crest
- Short or long sleeve WHITE dress shirt with collar (tie optional, Navy, black, burgundy)
- Solid black shoes (slip on, black laces only)
- Navy or black socks and belt

***UNDERSHIRTS/GARMENTS worn under Dress shirts may be WHITE ONLY

Girls Daily Uniform (Monday, Tuesday, Wednesday, Thursday, Friday)

Navy Blue pant, Navy Jumper, Plaid Skirt, Navy Skirt, (Navy Skort Grade 1 to 3 only)

Choice of

- Short or Long Burgundy polo shirt with crest *
- Short or Long sleeve White Blouse with collar
- White Black or Navy blue Knee highs or tights
- Solid black shoes (slip on, black laces only),

***UNDERSHIRTS/GARMENTS worn under BLOUSES may be WHITE ONLY

Boys and Girls who want to wear a Sweater, Pullover, or Fleece

- Please see Uniform order sheet.

Mandatory Gym Uniform for Boys and Girls

Navy Gym Shirt with crest (Purchase from School)***

- Please see Uniform order sheet.

Please note that students (parents) who purchased official school uniforms in the 2011/12 school year will be permitted to use those clothing for the 2012/13 school year. Clothing items must have the LCA logo on them.

Boys and Girls White Polos with collar and new crest can be purchased/ordered at Growing Kids.

Appendix B

Academic Honesty Policy

The fundamental goal of Life Christian Academy is to teach students to glorify God in the life they live and the career they pursue. LCAAVC believes that the success of each student is directly proportional to the quality of his/her relationship with God, through his son, Jesus Christ. Obedience to scriptural teachings on honesty is the key to building a godly life. Consequently, LCA believes that academic honesty and integrity must be diligently maintained in all courses.

Academic dishonesty is defined as the use and/or misrepresenting of another's work as one's own. This definition applies to cheating on tests, copying the work of others, copying (plagiarism) from print sources or computer sources, and cheating on examinations.

All faculty members of Life Christian Academy have the right to require proof of authorship in the completing of any assignment. The circumstance of the assignment will ultimately determine the mode of any investigation employed by the teacher. In some instances, an interview with the student will be sufficient to resolve any doubts in the mind of the teacher. When major term assignments are involved, the teacher has the right to require the submission of research notes, plans, and rough work in order to confirm the authorship of the work in question. Students are, therefore, expected to keep all the work associated with the development of an assignment, whether it is required for submission or not. Faculty members of this school are expected to be vigilant in the pursuance of this policy.

When faculty members of Life Christian Academy have not received adequate proof of authorship, appropriate disciplinary measures must proceed as explained in the following section. The Administration of the school will be involved in the issue at this stage of the process. The penalties outlined in this policy statement assume that guilt has been established through a consultative process involving the student, teacher, principal, and parents. A failure to provide adequate research notes, a lack of familiarity with the topic relevant to the material in the submitted assignment, and evidence of direct copying will constitute adequate grounds for an assumption of guilt.

Penalties

When a student has been found guilty of academic dishonesty within the scope of definition endorsed in this policy statement, the following measures will be implemented:

- The student in question will be required to repeat the assignment in question
- On a first offence parents will also be notified
- On a second offence, the student will be suspended
- Any student found participating in a group action would be subject to the same penalty.
- Subsequent confirmed repetition of the offence would be grounds for more serious penalties, carried out at the discretion of the Administration of LCA
- Subsequent penalties could include lengthy suspension, repeating the course and/or expulsion.

Administration reserves the right to alter this process if the case is one of clear and deliberate deceit/cheating.

Parent and Student Handbook Agreement Form

I _____, student of Life Christian Academy have read, understand and agree to adhere to and follow the LCA/AVC Code of Conduct, Discipline Procedure, Bullying, Social Conduct and Dress code policies.

I, _____, and _____ the parents/guardians, of the above named student, have read and understood for forgoing Code of Conduct for LCA, and hereby commit to ensuring my child(ren) complies with said code throughout the entire school year, and further, commit to cooperate with the school in all appropriate disciplinary measures should my child not comply with it.

Signatures required:

Students Name: _____ Date: _____

Student signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Please have each student of LCA sign a separate copy of this agreement. Younger students may print their names where applicable.