

LIFE



Preparatory Academy

PREPARING STUDENTS FOR LIFE



**Student
Handbook
2015-2016**

LIFE Preparatory Academy Admissions Policy

We are seeking students who exhibit the following:

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

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

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

LIFE Preparatory Academy Rules and Regulations

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

Absences

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

Excused Absences: Includes illness (with a doctor's note), death in the immediate family or an absence approved by the school administration. **Please call by 8:15 a.m. if your child will be absent.**

Unexcused Absences: Unexcused absences include, but are not limited to, truancy, suspension, missing school rides, trips not approved by the school administration, and alarm clock failures. LIFE Preparatory Academy abides by the State of Kansas, K.S.A. 72-1113.1.1 (http://kansasstatutes.lesterama.org/Chapter_72/Article_11/72-1113.html) which states:

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

school attendance of such child. ”

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

3 consecutive school day absences

5 school day absences in any semester

7 school Days in any School Year

Whichever of the foregoing occurs first.

Tardiness

Tardiness interferes with your student’s learning as well as that of the rest of the class, and the teachers time-management classroom productivity. Late arrivals should be avoided whenever possible. If a student is thirty minutes late, he or she will be considered absent from that class and must remain in the waiting area until the next class begins. Passing periods between classes give students enough time to transition to their next class. Arriving late between classes is not tolerated. If a student has a legitimate reason for being late, he or she must have a note or a pass and present it to the teacher. Passes will be issued by the faculty or staff member with whom the student was speaking.

Care of School Property

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

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

Electronic Device Policy

Students are encouraged not to even bring electronic devices to school. Students are strictly prohibited from using electronic devices, excluding approved translators, during school hours (Monday-Thursday, 8:00-3:45). All faculty or staff members have the right to confiscate any electronic device being used during school hours. If an electronic device is out, we will assume it is being used. This includes in class, hallways, library, chapel, and bathrooms.

If a student needs to use her/his cell phone for a legitimate reason, she/he must go to the office to make the call.

For all infractions of this rule, the following will apply: If the device is taken by a teacher or administrative personnel on Monday or Tuesday, the device may be retrieved on Thursday at the end of the day. If it is taken on Wednesday or Thursday it may be retrieved on Monday at the end of the school day of the following week.

Cheating/Plagiarism Policy

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

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

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

Classroom Regulation

Teachers are in charge of the discipline in their classrooms. The administration oversees the classroom conduct of each teacher. Students are expected to obey the teacher's direction. (Hebrews 13:17)

Cleanliness and Tidiness

It is important to keep the LIFE Preparatory Academy campus neat and clean. Students will help maintain a clean, neat and cheerful campus by picking up trash and clutter inside and outside. All students will properly dispose of their waste paper and trash. Student lockers are to be kept neat and clean at all times. No pictures or posters are to be attached to school lockers. ***Lockers can be inspected at any time.*** Personal items left on the top or around lockers are subject to be thrown away.

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

Closed Campus

LIFE Preparatory Academy is a closed campus. Once a student arrives on campus for school day that student may not leave the campus until the end of the school day. A student may not leave campus at any time without prior office approval. Approval to leave campus at the end of the day is based upon the arrival of the parent or guardian or departing for home. This is necessary to help protect your child.

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

Student Driver Policy

Students who drive to school will park their vehicles in the blue designated Student Parking Only area. All vehicles are off limits during the school day. Violations of this policy can result in student's parking privilege being removed. When it is necessary for a student to go to their vehicle, prior permission is mandatory. A pass must be given by an administration representative or teacher.

Computer Use

LIFE Preparatory Academy provides computers in the school for student use. Use of these computers is a privilege and not a right. Each student will be given a user name and password to gain access to the computer network. Students will sign a Computer Use Contract. Violation of the contract will result in an immediate suspension of, partial or total loss of computer privileges.

Copy Machine Use

We understand that some families do not have access to a computer printer at home, and many assignments require computer generated work. If students do not have access at home, they may use the office copier at .10 per copy. This fee covers copy machine use, paper and toner. Students may save their work on a flash drive and bring it to the office for printing.

Discipline

Discipline is imposed on a student who does not follow the rules and regulations of the school. All disciplinary measures are designed to remind the student of the importance of being self-controlled in his or her life. (Proverbs 25:28)

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

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

1. Verbal or written reprimand recorded in student's file.
2. Detention (lunch time, after school or Friday detentions)
3. In-school suspension (ISS).
4. Out of school suspension (OSS).

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

Dress and Appearance

LIFE Preparatory Academy seeks to promote modesty in our students' dress and appearance. The dress should be honoring to God, appropriate for the occasion, neat and clean. The student's appearance should also conform to these same standards. Our dress code is designed to help students learn discipline in all areas of their lives. The Bible tells us not to be conformed to the pattern of this world. (Romans 12:2)

Uniforms

LIFE Preparatory Academy has a Uniform Policy. All students must abide by the uniform standard listed below. Uniforms may be purchased at:

Parker Uniform
650 N. Carriage Parkway
Wichita, KS 67208
316.687.4634

Young Ladies

Elementary (K-5)

- ◆ Elementary girls will wear plaid, pleated jumpers. The length of the jumper must come to at least the top of the knees.
- ◆ Blouses are white button up blouse with red lined scalloped collar.
- ◆ White or black socks with tights. Black leggings may be worn under the jumper.

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- ◆ Black cardigan, pull-over (Parker), or LIFE Prep Academy hoodie may be worn inside the school building.
- ◆ Shoes must be closed-toe and closed-heel shoes. The main part of the shoe must not be neon or brightly colored. This is to avoid color clashes with the uniform.

Secondary (6-12)

- ◆ Secondary young ladies will wear plaid, pleated skirts. The length should come to at least the top of the knees.
- ◆ Blouses will be black feminine-cut polo with monogram.
- ◆ White or black socks or tights, black leggings may be worn under skirt.
- ◆ Black cardigan, pull-over (Parker), or LIFE Prep hoodie may be worn inside the school building.
- ◆ Shoes must be closed-toe and closed-heel shoes. The main part of the shoe must not be neon or brightly colored. This is to avoid color clashes with the uniform.

- ◆ Undershirts will be solid white or the color of the shirt being worn with no pictures or writing.

Young Men

Elementary (K-5)

- ◆ Acceptable pants for elementary boys are black, pleated slacks. Slacks may only have side seam and back pockets with no name brand logos except “Parker”. Slacks will be worn at the waist.
- ◆ Belts must be worn by all young men. Belts will be plain black. The belt buckle will be plain with no picture or writing in it.
- ◆ Shirts will be a red polo with monogram.
- ◆ Striped tie is optional.
- ◆ Socks will be solid white or black.
- ◆ Black cardigan, pull-over (Parker), or LIFE Prep hoodie may be worn inside the school building.
- ◆ Shoes must be closed-toe and closed-heel shoes. The main part of the shoe must not be neon or brightly colored. This is to avoid color clashes with the uniform.
- ◆ Undershirts will be solid white being worn with no pictures or writing.

Secondary (6-12)

- ◆ Acceptable pants for secondary boys are black, pleated pants. Slacks may only have side seam and back pockets with no name brand logos except “Parker”. Slacks will be worn at the waist.
- ◆ Belts must be worn by all young men. Belts will be plain black. The belt buckle will be plain with no pictures or writing on it.
- ◆ Shirts will be long-sleeve oxford with monogram. Shirrtails must be tucked in.
- ◆ Striped tie is optional.
- ◆ Socks will be solid white or black.
- ◆ Black cardigan, pull-over (Parker), or LIFE Prep hoodie may be worn inside the school building.
- ◆ Shoes must be closed-toe and closed-heel shoes. The main part of the shoe must not be neon or brightly colored. This is to avoid color clashes with the uniform.
- ◆ Undershirts will be solid white or the color of the shirt being worn with no pictures or writing.

Additional Clothing Items

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

Appearance

Males - Hair color must be a natural color. Any highlighting, dying or coloring must be subtle/minimal natural hair color. No wide/bold stripes, etc. Young men will have their hair cut in such a way that it only comes to the collar of the shirt. It may not hang over the collar, ears, or eyes when the head is held in a normal position. We require that young men be clean shaven. No facial hair is allowed. No facial/ear jewelry is permitted for young men. Any necklaces other than crosses must be worn under the shirt.

Females - Hair color must be a natural color. Any highlighting, dying or coloring must be subtle/minimal natural hair color. No wide/bold stripes, etc. Young ladies may wear only one set of earrings (one per ear). No facial jewelry is allowed. Any necklaces other than crosses must be worn under the shirt.

Drug, Alcohol and Tobacco Use

The possession or use of alcohol, drugs and/or tobacco is strictly prohibited at LIFE Preparatory Academy. These substances are illegal and harmful. God calls us to care for our bodies and the use of these substances can cause many different problems. The consequences for possession or use will be severe. (Proverbs 20:1; Romans 13:13)

On-campus use: Any use of drugs, alcohol or tobacco use on campus or at any LIFE Preparatory Academy activity or event is grounds for the immediate expulsion of the involved student.

Off-campus use: In support of parental values and the laws regarding substance abuse for teenagers and children, LIFE Preparatory Academy takes a strong stand against off-campus drug, alcohol and tobacco use.

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

If a student openly self-reports, the administration has discretion within certain parameters. However, in all cases the minimum consequences listed below will be followed. This is true even if the student has only a sip or a puff. It is our desire to come alongside the parents as they work with their son or daughter in this area.

Medications

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

Drug Testing Policy

LIFE Preparatory Academy maintains the right to drug test any student. Random drug testing will occur during the school year. Failure to be tested will result in the student's expulsion. If it is suspected

that a student is participating in illegal drug use, the administration has the right, after communicating with the parent or guardian, to take the student to a drug testing facility. If the result is positive, this test will be at the parents expense. Student can admit to the use of drugs in lieu of the drug testing.

Sleeping in Class

There will be no sleeping in class. Each teacher is instructed to have their own policy suitable for their classroom structure and are required to implement that policy. Sleeping in class will not be tolerated. If the Administration observes a student sleeping in class, the student will be immediately removed from class and placed on ISS and the parents will be contacted in regard to the students behavior.

Eligibility for Extracurricular Activities

Passing grades in all classes are required for extra-curricular activity participation. Eligibility is determined on a weekly basis.

Hallway Passes

Hall passes will be issued by the classroom teacher for students who need to leave the classroom for any reason. All faculty or staff members have the authority to question or inspect passes when students are outside the classroom. If a student is late to a class, with a hall pass, or a classroom pass, (given by the office exclusively) the pass must have the date and time included on the pass.

Lunch Program

LIFE Preparatory Academy has qualified for the National School Lunch Program. There are specific regulations that we must follow to continue on this program which provides free and reduced lunch costs for some of our students.

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

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

Student lunch periods are "closed". Parents who wish to eat lunch with their children must sign in at the office and join the child in the cafeteria or sign the child out to go off campus. If the child does not eat the purchased lunch, it is forfeited and is not credited to the student's account. If a parent wishes to eat lunch with a child in the cafeteria and wishes to eat the lunch provided for the student, the parent

should arrange that in advance if at all possible. LIFE Preparatory Academy staff may not and will not force a child to eat his or her lunch.

Parent-Teacher Organization

Parents are encouraged to be an active participant in the education process of their children. Teaching is a team effort. Faculty and parents must work together to make the learning environment work. Our association of parents supplement the learning environment and address student/parent concerns. All parents are welcome.

Payment of Tuition and Fees

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

Seriously delinquent accounts may be grounds for student dismissal.

Public Display of Affection (PDA)

LIFE Preparatory Academy does not encourage dating. We believe that this issue is the responsibility of the individual family. However, the public display of affection between students on school property or at school functions is not permitted. This includes sitting and standing close to show affection, holding hands, kissing and other activities which are of a romantic or sexual nature. The “six inch” rule is in place to simplify the students’ understanding that a distance of at least six inches should be maintained between males and females. Further, we know that God has created and reserved sex for the sanctity of marriage between a husband and wife, male and female. Also, we realize that sexual activity is progressive in nature. Therefore, we believe that any physical affection between unwed individuals is a serious issue that deserves to be guided by Biblical principles. (2 Timothy 2:22)

Visitor Policy

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

Release Procedures

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

Emergency Policies and Procedures

Fire

- In case of a fire, all classrooms will be notified via the fire alarm or intercom.
- Follow the fire drill procedures posted by the door of each classroom.

- Teachers must take their class roster, as well as Emergency packet located by the door.
- All other objects must be left in the classroom and students must get into single file line.
- Teachers instruct students to follow the evacuation plan for their classroom.
- Once evacuated and in designated area, teacher will take role and hold up green card to show all students are accounted for. If a student is not accounted for, teacher will hold up red card and the school administration will take the necessary action.
- Remain in safe area until administration has issued an all clear advisory.

Tornado

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

Lock-down

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

Shelter in Place and Full School Evacuation

- In the best interest and safety concerns for our students, the Shelter in Place and Full School Evacuation Policy & Procedures shall not be published in the Student Handbook. However, at any time you wish to inquire as to what our procedures are, please feel free to contact the school office and request the information.

Weapons Policy

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

Academic Recognition Programs

Honor Roll

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

- For a student to have his name added to the LIFE Preparatory Academy Fire Honor Roll he/she will meet the following requirements:
 1. 80% B or 3.0 grade point average (GPA) for the semester
 2. No grade lower than “C” in any class for the semester

- For a student to have his name added to the LIFE Preparatory Academy Presidential Honor Roll he/she will meet the following requirements:
 1. 90% A or 4.0 grade point average (GPA) for the semester
 2. No grade lower than “A” in any class for the semester

A student achieving Honor Roll for a semester will receive a certificate for her/his achievement. The student’s name will be published in the school newsletter and displayed in the Honor Roll Hall of Fame. Any student achieving the Presidential Honor Roll will have the above mentioned honors as well as receive a Presidential lunch invitation from Pastor Rob Rotola, President of LIFE Preparatory Academy.

Valedictorian and Salutatorian Requirements

A valedictorian or salutatorian is a student who has performed exemplary in academics and in character. Determination deadline will be the first week in April. That student must meet the following requirements:

1. The student must be enrolled in the 12th grade at LIFE Preparatory Academy and be graduating with the year of his or her class.
2. The valedictorian or salutatorian must have attended four consecutive semesters.
3. The valedictorian must have attained the highest grade point average (GPA) for his or her graduating class unless the highest GPA achiever is disqualified for some reason. The grade point average is determined based on courses taken at LIFE Preparatory Academy.
4. The salutatorian must have attained second highest grade point average in relation to the

valedictorian for his or her graduating class unless the second highest GPA achiever has been disqualified for some reason. The grade point average is determined based on courses taken at Life Preparatory Academy.

5. Valedictorian and salutatorian will both have displayed the highest character traits with integrity.

Expectations of Student/Parent

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

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

All homework assignments need to be completed. We encourage parents/guardians to plan and provide a time and place for each student to complete his or her homework. If a student has problems, contact the teacher or have your parent or guardian notify the teacher.

Expectations of LIFE Staff

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

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