

Longview Christian Academy

Handbook



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MISSION STATEMENT

Our mission is to assist in the Divine purpose of conforming every student into the image of Christ, to help students increase in wisdom and in stature and in favor with God and man, to influence students to find and fulfill the purpose for which God created them.

OPEN COMMUNICATION FROM PARENTS

Understanding that we are educating your children on your behalf, we desire your input and welcome your questions concerning this handbook, school policy, or day-to-day operation of Longview Christian Academy. Please feel free to direct any comments or questions by emailing the school at lcaoffice1973@gmail.com.

SPIRITUAL AND CHRISTIAN CONDUCT

Longview Christian Academy expects full cooperation from the student and parents in the education of the student. If, at any time, the school feels that this cooperation is lacking, the student may be requested to withdraw.

If a student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Longview Christian Academy, whether there is any definite breach of conduct, he may be encouraged to withdraw.

All students in good standing are expected to abide by the spirit and rules of Longview Christian Academy as laid out in the most recent school handbook even when school is not in session.

A student in good standing is one who has not either withdrawn or graduated from the Longview Christian Academy and who plans to enroll for the following semester.

If it becomes known to the administration that a student has not kept the spirit and/or rules laid out in the handbook, that student may be denied enrollment in the following semester.

FROM THE ADMINISTRATION

Dear Parent,

Longview Christian Academy was founded in 1973 and is a ministry of the Emmanuel Baptist Church. The sole purpose for the existence of Longview Christian Academy is to provide a Christian education for families who are faithful members of Emmanuel Baptist Church. We offer a conventional education program starting with K-5 and continuing through the 12th grade. We are committed to a program of training Christian young people to excel in life with the goal of reaching their full potential physically, spiritually, and academically in their service for Christ. All our teachers are born-again Christians who have been called by God to the teaching ministry. They are dedicated to helping you "train up a child in the way he should go...". (Proverbs 22:6)

Welcome to the Longview Christian Academy family. Our prayer is that your child will be of greater service for our Lord as a result of their attendance here at Longview Christian Academy.

ARTICLE 1 GENERAL INFORMATION

Article 1 Section 1 ADMISSION REQUIREMENTS

Sub-Section 1.1.1 ENROLLMENT PROCEDURES

All parents of students, regardless of new or returning, must fill out an enrollment packet each year.

All required forms must be received by the school office BEFORE the 1st day of school for a student to attend classes. No exceptions will be made.

An appointment will be made for an interview with the principal.

Upon completion of the interview, provided the requirements for acceptance have been met, financial arrangements will be made. Students may be tested prior to admittance and placed in their corresponding grade.

All parents and 7th to 12th grade students will need to read the handbook and sign a form agreeing to follow the guidelines of the handbook.

All new students will be on a one-year probation.

Those entering K-5 must be 5 years old on or **before** September 1st. Those entering first grade are required to have satisfactorily completed K-5.

Sub-Section 1.1.2 **TRANSFER STUDENTS**

All transfer students whether from public school, home school, or another Christian school, will need to submit an application, official transcripts, shot records, and a copy of birth certificate before the student may begin classes.

Senior transfer students will need to have a minimum of **19 earned credits** from prior educational institution to be enrolled in 12th grade at Longview Christian Academy.

Failure to have the minimum will result in the student placed in the correct grade via credits.

Sub-Section 1.1.3 **ATTENDANCE**

Attendance at Longview Christian Academy is a privilege and not a right. Therefore, it is expected that students and parents cooperate with the school in all areas. The privilege of attending Longview Christian

Academy can and will be forfeited by any student or family that refuses to cooperate with the policies and guidelines established by the Administration.

Longview Christian Academy does not discriminate based on race or ethnic origin and provides equal opportunity and privileges for all students. However, in keeping with the teachings of God's Word and as laid out in Article 14 of the Constitution of Emmanuel Baptist Church, no student which practices an "alternative" lifestyle or is a member of a family practicing such a lifestyle, will be considered for admission to the Longview Christian Academy.

We reserve the right to alter, amend, delete, or nullify any policies and procedures, when after careful consideration such action is deemed necessary and/or appropriate.

Sub Section 1.1.4

WITHDRAWAL

Withdrawals from school must be made through the school office or online. The parent must fill out a withdrawal form and submit it to the school office. Records will not be released until the withdrawal form is completed and financial obligations met.

Sub-Section 1.1.5

DISMISSAL

Students who are dismissed from Longview Christian Academy will not be considered for re-enrollment during the current school year. Parents must meet with the principal before reenrollment will be considered for next year. A student who is withdrawn or dismissed will receive no refunds for that school month. We reserve the right to deny readmission to any student who, for disciplinary reasons, has lost the privilege of attending Longview Christian Academy.

Article 1 Section 2

Health Service

Sub-Section 1.2.1

RECORDS AND MEDICINE

Parents will be expected to keep their medical records current. Parents are asked to cooperate with checkups or examinations requested by the school. By state law, we must have vaccination records for all 5 and 11-year old's or an original immunization exemption affidavit.

If a student must take medicine during the school day, the student, through the office, must administer that medication with a note from the parents.

Teachers and staff cannot be held responsible for these duties.

Please avoid medications unless necessary. Permission to give ibuprofen, Tylenol or Pepto-Bismol may be given on the application form.

First aid emergencies will be handled in the school office.

Sub-Section 1.2.2

STATEMENT OF HEALTH

For the sake of the health of the students and faculty, this is a guideline of when your student should be kept at home from school.

-Fever

It's best to keep you child at home if they have a temperature at or above 100.4F. Wait at least 24 hours after the fever has come down and stabilized without medication to send your child back to school.

-Vomiting and Diarrhea

These symptoms are difficult to deal with at school and show that the child is still capable of spreading the infection to others. Wait at least 24 hours after the last episode before sending your child back to school.

-Pinkeye

This is contagious, and a child should stay home for the first 24 hours after treatment begins.

-Lice

If a child is found with lice or eggs, parents will be contacted to pick their child up from school. The student will be allowed to return once administration deems, they are clear to return to class.

-Persistent Cough

A persistent cough is likely to be disruptive in class. It is also a primary way of spreading infection. If your child has a persistent cough, we recommend they are kept home until the cough is nearly gone or easily controlled.

Sub-Section 1.2.3

HEALTHY SCHOOL ENVIRONMENT

In the unfortunate event your child becomes ill while attending school, they will be allowed to wait in the school office while we contact the parent.

If the child has thrown up, is running fever or is not able to perform in class without disruptions, we kindly ask that you pick up your child within the hour.

Sub-Section 1.2.4

MINOR MEDICAL INCIDENTS

Parents will be notified if their child was hurt during school hours such as bump on the head, falling while running or playing, hit causing bruising or other non-emergency

incidents. These minor incidents will be documented and placed in the child's file.

Sub-Section 1.2.5

MAJOR MEDICAL EMERGENCY

In the event of a major medical emergency in which the administration deems it necessary to contact emergency services (911), the student in need of services will immediately be attended to by administration or faculty who have received proper first aid training and certification, while a member of the administration places the call to emergency services. The student's parents or legal guardian will then be contacted. Documentation will be taken from all witnesses and placed in child's file.

Article 1 Section 3

PARENT/TEACHER CONFERENCES

Sub-Section 1.3.1

PARENT-TEACHER OPEN HOUSE

It is mandatory that at least one parent attends the Fall Parent/Teacher Open House Meeting held in August. This meeting is for teachers and parents to discuss the new school year, students to meet their new teacher and set up their desks and Jr. High and High school students receive their lockers at this time.

Sub-Section 1.3.2

PARENT-TEACHER CONFERENCES

Scheduled times will be set aside for parents and school personnel to meet and discuss the needs of the student.

Unscheduled conferences may be necessary throughout the year. The school asks that all parents cooperate in these beneficial meetings. Parents may set up appointments with teachers by calling the school office.

Teachers and staff will not be available for conferences before school in the mornings due to school duties. We also request that parents do not go to classrooms to discuss school matters with the teacher after school without an appointment.

We ask parents to not discuss school matters with teachers during the Wednesday night church service or on the weekends during church times.

Article 1 Section 4

FINANCIAL INFORMATION

Sub-Section 1.4.1

TUITION ARRANGMENTS

Parents are required to meet with the financial office to discuss tuition arrangements before the first day of school. Please call the school

office to set up a meeting with the financial office.

Sub-Section 1.4.2

TUITION PAYMENTS

Tuition is due on the first of each month beginning with September 1, 2021 and ending June 1, 2022, unless you have scheduled an ACH at a later date in the month. Monthly payments are based upon a 10-month payment schedule.

A late fee of \$5.00 per child will be charged after the 10th day of your due date and an additional late fee of \$10.00 per child will be charged after the 20th day of your due date. After the 30th day, the student(s) will be withdrawn from school until payment is made.

Sub-Section 1.4.3

FINANCIAL OBLIGATIONS

All financial obligations must be met in order to reenroll for the following school year. All accounts will need to be paid in full in order to receive records, transcripts and/or a diploma.

Article 1 Section 5

LUNCH

Sub-Section 1.5.1

STUDENT LUNCHESES

Students may bring their lunches to school or purchase a hot lunch. In addition, drinks and snacks will be available for purchase.

Sub-Section 1.5.2

DINING HALL CLEAN UP

Students will be assigned daily to clean up the lunchroom in an orderly manner. All tables will be wiped down and floor vacuumed.

Sub-Section 1.5.3

HIGH SCHOOL CONDUCT

Students may not go outside the designated area until the bell rings to return to class.

No schoolwork should be done during this time.

Boys and girls will be seated at separate tables. The Administration reserves the right to assign seats if it becomes necessary.

Sub-Section 1.5.4

ELEMENTARY CONDUCT

Students may raise their hand for permission to leave the table for any reason. If a student wishes to use the restroom or visit the water fountain, the teacher will have a second student accompany them.

ARTICLE 2 ATTENDANCE

Article 2 Section 1

ATTENDANCE REQUIREMENTS

Sub-Section 2.1.1

ELEMENTARY GRADE ABSENCES

Elementary grade student must be present a minimum five total hours to receive full-day credit.

Sub-Section 2.1.2

JUNIOR HIGH AND HIGH SCHOOL ABSENCES

Class attendance will be counted per class period. If a student misses more than 9 days in an individual class period per semester, the student will over absence the class and will not receive the class credit. If a student is not present in class after the first 15 minutes, the student will be considered absent.

Sub-Section 2.1.3

RETURNING FROM AN ABSENCE

When returning to school from an absence, all students MUST report to the school office for an admittance slip. Unless the parent has called or sent a note by 8 a.m. stating the reason for the student's absence, said student will receive an unexcused absence (see section 2.1.5), and will receive 5 demerits for not being prepared for class/school. If a

parent submits a note within a day after the absence, the absence will be changed according to the reason.

Sub-Section 2.1.4

EXCUSED

Absences are excused if the student is sick, if there is a death in the immediate family or for other reasons considered acceptable by the Administration.

Written or verbal explanation is required from the parents concerning any student who has been absent in order to return to class.

Written or verbal explanation is what the Administration uses to determine an excused or unexcused absence. Calling or texting secretary cell is unacceptable, please call school office at 903-759-0626.

The student will have full make-up privileges with the assistance of the teacher involved. Students will be allowed the number of days absent, plus one, to complete the make-up work. Work that is not completed and turned in by the assigned due date will be assessed a "0" grade.

Sub-Section 2.1.5

UNEXCUSED

Absence from school for reasons other than those stated above will be considered an unexcused absence. The student must make-

up all work missed due to an unexcused absence but will receive no credit. Unexcused absences will result in reduced scores for each class missed. A student with an unexcused absence must bring a parental note to the school office explaining the reason for the unexcused absence. Unexcused absences considered excessive by the administration may result in dismissal from school.

Sub-Section 2.1.6

ACCUMULATED ABSENCES

Any absence involving five consecutive days must have a written statement from a doctor to qualify for an excused absence.

Students who miss at least two periods will be marked absent for a full day. This includes sick time spent in the office waiting for a parent.

Sub-Section 2.1.7

PHYSICAL EDUCATION ABSENCE

Any student requesting an excused absence from PE due to health, will need to submit a doctor's note.

Students with doctor's note will not need to change into PE clothes and will stay indoors.

Students with a parent's note will still need to change in PE clothes and join the class but not participate.

Sub-Section 2.1.8

FAMILY DAYS

Family days may be arranged through the school office. They are limited to a maximum of **five days per year**. To secure family days, a parent will need to submit the Family Day Request Form (can be found at lcalongview.com) **ONE WEEK IN ADVANCE** stating the reason for and the length of absence. All work must be completed IN ADVANCE to the satisfaction of the teacher.

Family days **will not be approved** during mid-term, final exams or when submitted less than 7 days in advance. Any family days taken during these times will be considered unexcused and all work will count as "0's". All family days count towards the student's absent totals.

Sub-Section 2.1.9

SCHOOL SPONSERED ABSENCES

Students will be excused from classes and have full make up privilege if they are absent for a school sponsored activity. These absences do not count against a student's 9-day semester absences. Athletic road games and mission trips are examples of exempted absent days.

Sub-Section 2.1.10

STUDENT'S BIRTHDAY ABSENCE

Students will be allowed to take the day off on their birthdays. This absent is excused and all make up work will need to be completed upon their return. Parents will need to notify the school office prior to taking the day off.

Sub-Section 2.1.11

EXCESSIVE ABSENCES

A total of nine (9) absences per semester will be considered acceptable. If a student accumulates more than nine absences during a semester, whether excused, unexcused or family days, the student will forfeit all credit for that semester, unless the student is under a doctor's care. If a student goes over the allowed number of absences, this will result in an elementary student repeating the grade or in the upper grades, a loss of credit for any course in which the student has exceeded the maximum number of absences. The final authority as to the number of absences rests with Longview Christian Academy.

Sub-Section 2.1.12

REQUEST FOR EARLY LEAVE

Parents wishing to check their child out early during school hours, will need to call the school office at least an hour in advance (unless it is an emergency). This gives teacher

time to have your child ready to leave during the day.

When requesting early leave, a reason will be needed to determine if the leave is excused or unexcused.

Sub-Section 2.1.13

MAKE UP SLIPS

Students in the Junior and Senior High grades will receive a make-up slip and will need to take to their teacher to receive assignments missed during their absence. Students must turn in completed make up slips to the office by 2 pm of the due date or they will receive 2 demerits per day the slip is not turned in.

If a student is absent on the date of their makeup slip, the make slip and the outstanding work is due the day they return from their absence. No additional time will be given.

ARTICLE 3 TARDINESS

Article 3 Section 1

Tardy

Sub-Section 3.1.1

LATE TO SCHOOL

Students will be expected to be on time to classes, chapel, and all school functions. All students who come to school late (after the 8:00 AM bell) should go directly to the office for a pass.

Students riding with other students will be considered tardy if they arrive late. The tardiness will be either excused or unexcused, depending upon the reason.

Sub-Section 3.1.2

EXCUSED TARDIES

Students will be allowed one excused tardy per semester for mechanical failure or traffic tie-ups. (Flat tire, out of gas, etc.)

Sub-Section 3.1.3

JR/SR HIGH UNEXCUSED TARDIES

Student who arrive within the first 15 minutes after class has begun will be considered tardy. Unexcused tardies will result in 4 demerits.

Sub-Section 3.1.4

ELEMENTARY UNEXCUSED TARDIES

In the elementary grades, every 12 unexcused tardies will result in the student being suspended from school the day after the twelfth infraction. A note will be sent home for parents to sign stating of the suspension.

-Examples of unexcused tardies are overslept, tired, missed ride, haircut, etc.

ARTICLE 4 OFF CAMPUS

Article 4 Section 1 OFF CAMPUS PROCEDURES

SUB-SECTION 4.1.1

Leaving School Grounds

Students are not permitted to leave the school grounds during the day without permission from the school office. When students are given permission to leave, they must report to the office upon returning to campus.

Article 4 Section 2 APPOINTMENTS

Sub-Section 4.2.1

MEDICAL APPOINTMENTS

Medical and dental appointments should be arranged so as not to interfere with classes. If this is impossible, excuses will be honored if an appointment slip is presented prior to the scheduled appointment at the beginning of the school day.

All parents coming during class time to pick up students must report to the office and not to the classroom. A student must check out through the office when leaving early. When arrangements are not made in advance with

the school office, students will be unexcused in their absence. (See Sub Section 2.1.11)

Sub Section 4.2.2

ELEMENTARY MUSIC CLASS

Elementary students will be picked up by the music teacher and the music teacher will sign the student out in the school office. Upon the completion of the lesson, the music teacher will then sign the student back in.

Sub-Section 4.2.3

JR/SR High School Music Class

JR/SR High School students must sign out in the office before going to their lesson. Once done, the student will need to sign back in. If a student is late returning to class from a lesson, that student will receive 4 demerits for tardiness.

ARTICLE 5 STUDENT DROP OFF AND PICK UP

Article 5 Section 1 DROP OFF/PICK UP

Sub-Section 5.1.1

TRAFFIC PATTERN OUTSIDE THE BUILDING

When dropping off students in the mornings, enter the campus on Nieland Drive (the access road) and proceed to the main entrance of the Academy. As a matter of safety, do not go around any vehicle in front of you; children may be exiting from the driver's side.

After your children have been dropped off, continue down Nieland Drive and drive around the back of the Academy to the far side of the church building next to the retaining wall. The barrier will be removed by 7:30 AM so you may exit. Continue to the main entrance of the church parking lot to exit the campus.

When picking up students at the end of the school day, enter again on Nieland Drive and pull your vehicle as close as possible to the main entrance of the Academy. A line will form on the right side of the access road that will extend back toward the Loop. As children

are picked up the line will move forward until you have picked up your children. You will need to remain in your vehicle while you wait for your children as the line will be moving.

All students will remain inside the foyer of the Academy until their parents arrive. Children will be dismissed based upon the order of the vehicles in the line.

Once you have picked up your children continue down the access road around the building and exit the campus the same way as in the morning.

Sub-Section 5.1.2

STUDENT DROP OFF

Teacher supervision of students begins at 7:30 AM. Students are asked not to arrive before that time. All students will go to their assigned areas until the 7:55 AM bell rings. All students are to report to the classroom of the teacher who has the morning duty assignment.

Sub-Section 5.1.3

STUDENT PICK UP

Students will not be allowed in the building past 3:15 PM without permission from the administration. There will be no supervision past this time. Students must be picked up no later than 3:15 PM. If you are unable to pick up your children by 3:15 PM, you must call the school office to notify the office you will be

late or that arrangements have been made to have someone else pick them up. No student may be left unattended on school property after 3:15 PM. NO STUDENT IS TO BE IN THE CHURCH FOR ANY REASON.

Please do not conduct any business with faculty or staff in pick up/drop off line, which includes but not limited to, turning in documents, schoolwork, tuition payments, or items for other parents.

ARTICLE 6 GENERAL ON CAMPUS PRACTICES

Article 6 Section 1 VISITING THE SCHOOL

Sub-Section 6.1.1 VISITORS

All parents and or visitors must report to the Academy office when entering the building and sign in. A visitor pass must be visible when on school grounds. No one is allowed in a classroom without permission from the administration.

For a lunch visit, parents should notify the school office of their visit and proceed to the dining hall. A visitor's pass will be provided in the dining hall.

Sub-Section 6.1.2 SPEAKERS

No visitor or outsider may speak or perform on any program unless permission is secured from the administration. This includes guest speakers and lecturers in the classroom.

Sub-Section 6.1.3 PARTY OR SOCIAL FUNCTIONS

Any parent or student wishing to have a party or social event in the dining hall, must first have

the approval of the Principal **one (1) day in advance**, this includes decorating or passing out snacks, food or other items.

Any parent wishing to bring food items to a classroom, must first have the approval of the principal. Requests must be made **one (1) day in advance**.

It will be the responsibility of the parent and the teacher to clean up after the approved function.

The school will not be held responsible for any party or social function that is not officially approved or sponsored by the school.

Sub-Section 6.1.4

SOLICITATIONS PROHIBITED

Solicitation is forbidden at Longview Christian Academy without the permission of the administration. This includes selling tickets, candy, etc., the distribution of materials, and the circulation of petitions.

Article 6 Section 2

GENERAL SCHOOL PRACTICES

Sub-Section 6.2.1

ADDRESS AND PHONE NUMBER CHANGE

Any time a home, work or email address, or phone number is changed, please notify the school office at once.

Sub-Section 6.2.2

TELEPHONE USE

Students are asked not to use the telephone during school hours. Students are not to use the phone during the school day without permission from the office. Only school related calls will be allowed.

Sub-Section 6.2.3

CELL PHONE AND SMART WATCHES

Students are not to bring cell phones or smart watches to school for any reason. School office will not hold these items for students.

Sub-Section 6.2.4

WEAPONS

Knives of any sort or open carry are not allowed on school property.

Sub-Section 6.2.5

LOST AND FOUND

Longview Christian Academy provides a lost and found center from which articles may be reclaimed for a fee of 25 cents. The policy has been established to teach students responsibility for their personal possessions. Articles not claimed after thirty days will be disposed of at the discretion of the administration. The school encourages students to mark all personal items brought to school.

Sub-Section 6.2.6

USE OF AUTOMOBILE

It is a privilege to drive a vehicle to school. Any Senior wishing to drive to school must fill out a **Declaration to Drive** form at the beginning of the semester in September or January. These will be the **ONLY** times when a student will receive permission to drive. Students will need to leave a copy of their driver's license and proof of insurance with the school office.

Vehicles must park in front of the gym in the parking spots facing the culvert. Vehicles are to remain parked until students leave for the day.

Vehicles are not to be occupied during school hours, nor are students to sit in parked vehicles while waiting for school to begin or after school dismisses. Only immediate family members may be present in the vehicles with the student.

Each driver should be an example of courteous, careful driving habits. Follow the directions of those directing traffic and follow correct traffic patterns. Failure to observe these policies will necessitate cancellation of the privilege of bringing your vehicle to school.

Sub-Section 6.2.7

OFF CAMPUS WORK

Students are NOT permitted to work off campus if their work schedule interferes with regularly scheduled church services, classes or soul winning. Employers must be notified in advance to secure time off work for special evening services.

Sub-Section 6.2.8

FUND RAISING

Longview Christian Academy is endeavoring to keep tuition rates at a minimum. For this reason, we will have periodic fund-raising events throughout the year. We anticipate every student's and/or parent's participation in helping us raise additional funds for designated school projects. Longview Christian Academy is supported entirely by tuition, EBC support and these fund-raising projects.

Parents not wishing to participate per the *Parent Commitment Sheet* will be given an amount that will be added to their school bills.

Sub-Section 6.2.9

LOCKER REGULATIONS

Each student in the Jr. and Sr. High School will be assigned locker space. Lockers are to be kept locked, neat and clean at all times and are subject to periodic inspection by the administration. The academy will provide a

lock for each locker. No student is to open another student's locker or to share locker space with another student for any reason. No open food or drinks are to be kept in the lockers. Failure to comply can result in the loss of locker privileges.

Sub-Section 6.2.10

CARE OF PROPERTY

Longview Christian Academy is God's property. Respect for the appearance and care of our school is a part of our Christian testimony. Sitting on desks or tables, carving on and/or defacing desks or tables, eating in restricted areas, throwing things, littering, etc., are not permitted. Willful damage to or destruction of school property will not be tolerated.

All damage must be paid for, whether willful or accidental. All students are expected to immediately report any damaged furniture or other school property to the school office.

Sub-Section 6.2.11

USE OF SCHOOL NAME

No student may use the name of the school on any radio or television program or in any publication without prior written authorization from school administration.

Sub-Section 6.2.12

OUTSIDE READING MATERIAL

Students may only bring outside reading material for use in class that has been approved by a teacher or administration.

Article 6 Section 3

WEATHER AND EMERGENCIES

Sub-Section 6.3.1

EMERGENCY EVACUATIONS

The routes to follow for fire drills are posted in each classroom. Students are to move quickly from the building in a straight line without talking, running, or crowding. Go quickly to the designated areas. Stay with the class. Turn and face the building. Wait for the signal to reenter the building. Teachers will call roll. Students are to leave books and personal items in the building. Special procedures will also be followed in the event of severe weather.

Sub-Section 6.3.2

BAD WEATHER CONDITIONS

Information about school closings will be sent via the EBC text portal. Information will also be posted on the academy's Facebook page. Because this is our means of communication with the parent, please make sure your contact information remains up to date with the school office.

ARTICLE 7 SCHOOL OFFICE

Article 7 Section 1 SCHOOL OFFICE PROCEDURES

Sub-Section 7.1.1 PHONE CALLS

Parents are requested to make all calls to the office as brief as possible. School personnel will make calls dealing with student's sickness or emergencies. The phone in the school office is not for public use and may be used only by those given permission by the administration.

Sub-Section 7.1.2 OFFICE VISIT

Parents may bring items by the office to be delivered to the student. DO NOT GO TO YOUR CHILD'S CLASS TO DELIVER ANY ITEMS. No student shall be in the school office at any time without a valid business reason. There will be no loitering or congregating in the office. NO ONE is allowed behind the office counter without permission.

ARTICLE 8 SCHOOL SPONSORED TRIPS

Article 8 Section 1 SCHOOL SPONSORED FIELD TRIPS

Sub-Section 8.1.1 FIELD TRIP PERMISSION

Field trips may be taken occasionally during the school year. Parents will sign a field trip permission form. All students going on field trips will travel as a class under school supervision. If a parent has a legitimate reason for not wishing their child to go on a field trip, a written note is necessary. The child will remain at school. The dress code will be in effect when on a field trip.

Sub-Section 8.1.2 FIELD TRIP TRAVEL

Transportation to and from the activity will be provided for all students and faculty only. Any parent wishing to go on a field trip will need to make arrangements for their own transportation. All students will need to be on the bus or with approved drivers to and from school.

Sub-Section 8.1.3

CONDUCT ON SCHOOL SPONSORED TRIPS

The same standards of conduct and dress required of students in school are also required of students on school sponsored activities. Separate seating will be required for boys and for girls.

Sub-Section 8.1.4

PARENT CHAPERONES STANDARDS

There are times when parents may be asked to serve as chaperones. The school requires chaperones to follow the same standard of dress and conduct as is required of the students.

Sub-Section 8.1.5

SCHOOL SPONSORED FUNCTIONS

For all school-sponsored functions, rules and regulations apply both for students and for their guests. This includes dress regulations and staying until the function is over.

ARTICLE 9 ATHLETICS

Article 9 Section 1 ATHLETIC PARTICIPATION REQUIREMENTS

Sub-Section 9.1.1 GRADE AVERAGE

To participate in one of Longview Christian Academy athletic programs, students must maintain a passing grade. If a student's average in a class falls below 70% (C average) for one of the three-week progress reporting periods, he or she will be unable to participate in any practices and games. Grades will be re-evaluated after three weeks. If said student brings their overall average in the class up to 70%, and maintains a 70% average in all other classes, he or she will once again be allowed to participate.

During the Spring Semester, any student that finishes the school year with a grade below 70% in any class, will not be allowed to practice with the team in the Fall and will not play in the first 3 games of the season.

Sub-Section 9.1.2 EXCESSIVE ABSENCES

Students with excessive absences will not be allowed to leave school to participate in any athletic events. (See Sub-Section 2.1.8)

Sub-Section 9.1.3

DEMERITS

Students who have accumulated more than thirty demerits (30) during a nine-week grading period will be unable to participate in one of LCA's athletic programs for the remainder of the grading period. Said student will be reevaluated for participation at the end of the nine-week period.

Sub-Section 9.1.4

TRAVEL

Transportation will be provided for players, faculty and staff only. If a student is deemed ineligible to participate for any reason, that player will not be allowed to travel with the team to away games.

Sub-Section 9.1.5

ATHLETIC PARTICIPATION FORMS

Written permission from the parents for their student to participate in an athletic event that will take the student away from school will need to be signed per athlete

Sub-Section 9.1.6

GAME DAY MAKE UP WORK

All completed makeup slips on the day(s) of the absence(s) must be received by 2:00 PM the **day before** the student will be gone from classes. Failure to make up all the work before the deadline, will result in the student not

being able to travel or participate in the scheduled game.

Sub-Section 9.1.7

SPORT TRAVEL ABSENCES

Travel absences do not count towards the 9 per semester absence days. (Sub-Section 2.1.8)

Sub-Section 9.1.8

SPORT PHYSICALS

All 7th, 9th, and 11th graders and first-time participants must have a sports physical conducted by a doctor on file.

Sub-Section 9.1.9

SPORTS INJURIES

Any athlete who sustains an injury, must have a doctor's note clearing them to resume practice and play.

Sub-Section 9.1.10

SPORTS PRACTICES

Students may not attend their athletic practices if they were absent from school or left early that day due to illness.

ARTICLE 10 ACADEMIC INFORMATION

Article 10 Section 1 KINDERGARTEN AND ELEMENTARY

Sub-Section 10.1.1

K TO 6TH GRADE ACADEMIC INFORMATION

Reading readiness, Bible memorization, and math readiness are some of the skills learned in kindergarten. The total reading program is based upon a phonics approach. The elementary program is designed to develop learning skills in all subject areas, including daily instruction in Bible.

To promote in kindergarten through sixth grade, a student's report card will contain a notation as to whether the student has been promoted to the next grade or retained in the same grade for the upcoming year. All students are required to have a King James Bible.

Article 10 Section 2 JUNIOR AND SENIOR HIGH

Sub-Section 10.2.1

COURSE STUDY

All students in grades seven through twelve must follow the course of study

recommended to them by the administration. This is to ensure that each student will be effectively trained academically while at Longview Christian Academy. Following recommended courses of study will also eliminate the problem of meeting graduation requirements during the senior year.

The electives taken by a high school student are dictated by what the academy is able to offer at the time. Many elective requirements are fulfilled by taking additional core curriculum courses.

Sub-Section 10.2.2

7th AND 8th GRADE ACADEMIC INFORMATION

Seventh and eighth grade students do not accumulate high school credits, although the high school report card form is used. Advancement in the 7th and 8th grade is based upon the grades achieved in individual subjects. If a 7th or 8th grade student receives an F as a final grade in any two of the following subjects; they will be required to repeat the grade: English, Mathematics, Science, History, or Bible.

Sub-Section 10.2.3

9th THROUGH 12th GRADE ACADEMIC INFORMATION

At the high school level, a student will continue to advance to the next grade, but

the actual credits earned will determine his grade level.

Sub-Section 10.2.4

REQUIREMENTS FOR HIGH SCHOOL GRADUATION

Longview Christian Academy requires the successful completion of the following program. To graduate from Longview Christian Academy, a student must accumulate **24 credits** during the 9th through 12th grades.

No Senior will be permitted to march in commencement exercises who lacks any credits to graduate. Longview Christian Academy cannot be responsible for any inconvenience caused by a Senior who fails a course during the last days of school.

Sub-Section 10.2.5

PROGRESS REPORTS

Student progress reports will be sent home as necessary after the third and sixth weeks of the four nine-week grading periods. They will be sent home to communicate any problem a student may be having in a particular class or subject area. When a progress report is sent home, a mandatory parent, teacher, principal meeting will be scheduled to discuss the students' needs and how to help them in the class or subject.

Sub-Section 10.2.6

Report Cards

The purpose of the grade card reporting system is to give parents and students an accurate indication of the progress being made and to assess mastery of material. Report cards will be issued after each nine-week period. Report cards will be sent home and returned to the school with parent's signature.

Financial obligations must be taken care of before final report cards are mailed or emailed.

Sub-Section 10.2.7

HIGH SCHOOL COURSE STUDY

9th Grade

Bible
English
Physical Science
Algebra I
Geography
P.E.
Elective

11th Grade

Bible
English III
Geometry
Physics
Government/Economics
P.E.
Elective

10th Grade

Bible
English II
Biology
Algebra II
World History
P.E.
Elective

12th Grade

Bible
English IV
Consumer Math
Chemistry
US History
P.E.
Elective

Sub-Section 10.2.8

GRADING SCALE

GRADING IS BASED ON A PERCENTAGE OF 100

The following scale is what Longview Christian Academy uses to track students' progress and grade point average.

Grade	GPA
A 100-96	4
A- 95-90	3.7
B+ 89-87	3.3
B 86-83	3
B- 82-80	2.7
C+ 79-77	2.3
C 76-73	2
C- 72-70	1.7
D+ 69-68	1.3
D 67-66	1
F 65 or below	0

ARTICLE 11 HOMEWORK

Article 11 Section 1 HOMEWORK

Sub-Section 11.1.1 CAUSE FOR HOMEWORK

Homework is a vital part of Longview Christian Academy's academic emphasis. It should always be done neatly, accurately, and presented on time. Homework should never be considered as "busy work." Classroom teachers will give homework for specific purposes. Each student will be required to complete the assigned homework. Incomplete homework will result in recess or school suspension depending on the grade.

Sub-Section 11.1.2 ELEMENTARY INCOMPLETE AND NO HOMEWORK SLIPS

In elementary, incomplete homework and no homework will result in an incomplete slip or no homework slip sent home. For every fifth (5th) incomplete or no homework slip in a nine-week period, the student will receive a recess suspension. Student will still need to complete assignments and turn them in the next day. Because church is mandatory, it is the school's policy that teachers do not give homework on Wednesdays.

Sub-Section 11.1.3

JUNIOR AND SENIOR HIGH NO HOMEWORK SLIPS

In the Jr. and Sr. High School, incomplete homework and no homework will result in 5 demerits. Student will still need to complete assignments and turn them in the next day. Because church is mandatory, it is the school's policy that teachers do not give homework on Wednesdays.

Sub-Section 11.1.4

REASONS FOR HOMEWORK

FOR PREPARATION - Students profit most from classroom explanation and discussion when preparatory reading assignments are given.

FOR PRACTICE - Following classroom explanation and illustration, homework is given so that the material will be mastered.

FOR REMEDIAL ACTIVITY - As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.

FOR SPECIAL PROJECTS - Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Sub-Section 11.1.5**EXCESSIVE INCOMPLETE OR NO HOMEWORK**

We do request parents' full cooperation in seeing that assignments are completed. Repeated delinquent homework could result in a student being DISMISSED.

ARTICLE 12 CHRISTIAN LIVING

Article 12 Section 1 GENERAL PHILOSOPHY

Sub-Section 12.1.1 CHRISTIAN LIVING EXPECTATIONS

Longview Christian Academy expects students to live above reproach. This includes showing respect to God, country, family, faculty, and fellow students. Students are to do all things decently and in order. Students are to exhibit godly character in attitudes, actions, and words at all times.

Students who fail to follow instructions or violate the rules will be disciplined accordingly. Discipline at Longview Christian Academy is intended to be instructive, not just punitive.

Sub-Section 12.1.2 ATTENDING LONGVIEW CHRISTIAN ACADEMY

Attendance at Longview Christian Academy is a privilege and not a right. Constructive suggestions are always welcomed, but griping is not tolerated.

Anyone who will not cooperate spiritually, orally, or scholastically, will be dismissed.

Any and every rule established by the Pastor of Emmanuel Baptist Church is automatically adopted as a rule at Longview Christian Academy.

Sub-Section 12.1.3
CHURCH ATTENDANCE

Our school is a ministry of the Emmanuel Baptist Church and thus church attendance is very important. All Longview Christian Academy parents and students must attend Sunday school and be faithful to all public services of the church. This includes soul winning and/or Gospel clubs.

If at any time a parent and/or a student does not adhere to these guidelines, these three steps will be taken; first, a letter will be sent to the parent from the principal's office, next, a phone call from the principal, and finally withdrawal.

ARTICLE 13 DRESS CODE

Article 13 Section 1 DRESS CODE PHILOSOPHY

Sub-Section 13.1.1 DRESS CODE EXPECTATION

Since the way we dress has a direct influence on our attitudes and the building of character, Longview Christian Academy believes it is necessary to dress appropriately and modestly at all times and not to follow worldly fashion styles in clothing or hair. It is the school's firm belief that Christian young people must dress and act as a Christ-like example at all times. In order for students to mature spiritually, Biblical separation is a vital part of the school's program.

Students must remain in school uniforms (or PE uniform) until they have left the Academy building at the end of the school day.

Sub-Section 13.1.2 DRESS CODE INFRACTIONS

For all uniform and immodesty infractions, the office will take immediate action and a phone call will be made. Parents will need to bring a change of clothes or may take the student out of school to correct the violation. Students will not be allowed back in the

classroom until the violation is fixed. Missing class for violations will result in an unexcused absence.

The following standards are to be met. Your fullest cooperation in seeing that your students keep these standards is expected.

Article 13 Section 2

ELEMENTARY GIRLS

Sub-Section 13.2.1

SKIRTS AND DRESSES

- Solid khaki, black, navy, charcoal gray skirts or jumpers are to be worn during school hours.
- Girl's dresses are to be modest and in proportion to size and age.
- Skirts and dress lengths must fall below the knee and cover the knees while sitting or crossing legs.
- Skirts must fit loosely and modestly.
- Slits in skirts must be sewn. Skirts which button up the front or wrap around skirts must be sewn.
- Lining in sheer fabric or lace overlaid skirts must come below the knee. Clothes should not appear to be showing skin, as with flesh-colored linings.
- Skirts must be full enough to allow normal movement during recess and activity times.

-No shorts, pantsuits, slacks, capris, denim jeans, jeans, gaucho skirts, sundresses, or culottes are permitted at any time.

-The shortest length of an uneven hemline must fall below the knee and cover the knees while sitting.

-A full denim skirt or black skirt will need to be worn for PE class with the Longview Christian Academy red T-shirt.

Sub-Section 13.2.2

TOPS AND BLOUSES

-Polo style shirt in cotton or polyester/dry fit buttoned up appropriately. Both short and long sleeves polos will be accepted.

-Polos will need to be solid red, black, or charcoal gray with no logos.

-Only white, black, or red undershirts may be worn with polos.

-Neckline should be 2 inches or less below collarbone and 1 inch or below the neckbone in back.

-No clingy or conforming shirts.

-No sleeveless shirts or dresses. (Underarms must be covered) No sheer fabrics on bodice.

-No clothing with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images that intentionally draw inappropriate attention will be allowed at any time.

Sub-Section 13.2.3

FOOTWEAR

- All shoes must be worn with an enclosed heel or heel strap.
- All shoes must be worn with some type of sock.
- No slides, sandals, flip flops, military boots, or toe sandals (a shoe with a “Y” shaped strap that passes between the big toe and second toe).
- Tennis shoes are permissible for elementary age students.
- Nylons are not permitted on girls below the 7th grade.
- No leggings.

Sub-Section 13.2.4

HAIR

- Length-Cover head and ears.
- Natural hair colors.

Sub-Section 13.2.5

ACCESSORIES

No accessories with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images will be allowed. This includes toys, stickers, jewelry, school supplies, etc.

Article 13 Section 3

ELEMENTARY BOYS

Sub-Section 13.3.1

PANTS

- Solid khaki, black, navy, or charcoal gray Dockers style pants only. No cargos or denim of any color.
- Pants must be loose fitting and may not be faded, frayed, or drag on the ground when walking.
- Kindergarten through sixth grade boys may not wear any type of denim jeans or camouflage pants to school.
- A belt must accompany all slacks designed for one.
- Socks are required.

Sub-Section 13.3.2

SHIRTS

- Polo style shirt in cotton or polyester/dry fit buttoned up appropriately. Both short and long sleeves polos will be accepted.
- Polos will need to be solid red, black, or charcoal gray with no logos.
- Polo shirts must be long enough to be tucked in at all times.
- Only white, black, or red undershirts may be worn with polos.
- Football jerseys, camouflage shirts, baseball shirts, shirts with slogans, etc. are not acceptable.

- Shirts commonly referred to as "undershirts" are not acceptable, regardless of color.
- Boys are to wear shirts with collars.
- Shirts are to be tucked in at all times
- No necklaces or bracelets will be allowed.

Sub-Section 13.3.3

HAIR

- Boy's hair shall be trimmed neatly.
- Hair must not be shaggy.
- It shall not touch the ears or collar of a regular collared shirt and it may not hang lower than two finger widths above the eyebrows.
- Hair must be tapered in the back and not blocked.

Sub-Section 13.3.4

ACCESSORIES

No accessories with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images will be allowed. This includes toys, stickers, school supplies, decorations, etc.

Article 13 Section 4

JUNIOR AND SENIOR HIGH SCHOOL GIRLS

Sub-Section 13.4.1

HAIR

- Length – Cover head and ears.

- Hair colors should be natural, not worldly.
- No excessive/worldly hair ornaments, make-up, nails or jewelry.

Sub-Section 13.4.2

MAKE UP

- Careful use of foundation, blush and mascara.
- Natural use of eye makeup, lipstick and nail polish.

Sub-Section 13.4.3

SHOES

- All shoes must be worn with an enclosed heel or heel strap.
- No slides, flip flops, military boots, or toe sandals (a shoe with a “Y” shaped strap that passes between the big toe and second toe).
- No ankle bracelets or toe rings.

Sub-Section 13.4.4

HOSIERY

-7TH-12TH

- No leggings.

Sub-Section 13.4.5

BODICE/TOPS/BLOUSES

- Longview Christian Academy polos will need to be worn during school hours.
- Neckline should be 2 inches or less below collarbone and 1 inch or below the neckbone in back.

- Only white, black, or red undershirts may be worn with polos.
- No clingy or conforming shirts.
- No writing on shirts.
- No sleeveless shirts or dresses. (Underarms must be covered)
- No sheer fabrics on bodice.
- Only Longview Christian Academy licensed pull over hoodies, zip up hoodies, sweatshirts or jackets will be allowed during school hours. (7:30 am to 3:15 pm)
- No clothing with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images that intentionally draw inappropriate attention will be allowed at any time.

Sub-Section 13.4.6

SKIRTS AND DRESSES

- Solid black, charcoal gray, navy, and khaki colored skirt will need to be worn during school hours.
- Skirts and dress lengths must fall below the knee and cover the knees while sitting or crossing legs.
- Skirts must fit loosely and modestly.
- Lining in sheer fabric or lace overlaid skirts must come below the knee.
- Clothes should not appear to be showing skin, as with flesh-colored linings

-The shortest length of an uneven hemline must fall below the knee and cover the knees while sitting.

-Slits in skirts must be sewn. Skirts which button up the front or wrap around skirts must be sewn.

-Skirts must be full enough to allow normal movement during recess and activity times.

-No shorts, pantsuits, slacks, denim jeans, capris, gauchos, sundresses, or culottes are permitted at any time.

-Athletic black skirt may only be worn for PE class with a red LCA T-shirt.

Sub-Section 13.4.7

ACCESSORIES

No accessories with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images will be allowed. This includes toys, stickers, jewelry, school supplies, etc.

Article 13 Section 5

JUNIOR AND SENIOR HIGH BOYS

Sub-Section 13.5.1

PANTS AND SHOES

-Dockers in khaki, navy, black or gray must be worn during school hours.

-Boys in grades 7-12 may not wear blue denim jeans and/or jackets.

- Belts must be worn with all pants designed for one.
- Only pre-cuffed dress pants may be cuffed.
- No pants or short-sleeved shirts may be rolled up. (This is in accordance with the no worldly fashion philosophy.)
- No tennis shoes will be allowed except for PE class.
- Socks are required.
- Only black athletic pants are allowed for PE with a red LCA t-shirt.

Sub-Section 13.5.2

SHIRTS AND TIES

- Dress shirts and ties are to be worn to all church services.
- Short-sleeved shirts may not be rolled up. (This is in accordance with the no worldly fashion philosophy.)
- Shirts must be tucked in at all times.
- Only Longview Christian Academy licensed pull over hoodies, zip up hoodies, sweatshirts or jackets will be allowed during school hours. (7:30 am to 3:15 pm)
- Only white, black, or red undershirts may be worn with polos.
- No necklaces or bracelets are allowed.
- A doctor's note will be needed to wear a medical ID bracelet or tags.

Sub-Section 13.5.3

HAIR

- Hair is to be neat, never shaggy or bushy.
- Hair cannot have an "unkept look".
- It must be cut so as not to touch the ears or collar of a regular collared shirt.
- It must not hang lower than two finger widths above the eyebrows in front when combed forward.
- Hair may be worn combed back but must still pass the standards when combed straight down for hair check.
- No mustaches or beards will be allowed.
- Students must be clean shaven at all times.
- Tapered blocks are not acceptable.
- Sideburns are to be no longer than the middle of the ear, and no shorter than the natural growth pattern allows.
- Hair must be tapered in the back and not blocked.
- The "wet look" or "wet looking" hair will not be permitted.

Sub-Section 13.5.4

ACCESSORIES

No accessories with worldly pictures, slogans (this includes movie, cartoon, tv, comics or Disney themed apparel) or images will be allowed. This includes toys, stickers, school supplies, decorations, etc.

Article 13 Section 6

GRADUATION DRESS CODE

Sub-Section 13.6.1

GRADUATION DRESS CODE FOR K5 AND 12TH GRADE BOYS

A mandatory dress check will be conducted for all boys before the graduation ceremony. Failure to comply with dress code WILL result in the graduate not participating in the commencement exercises. Graduation dress code includes:

- No decorations on graduation caps except for a tassel.
- A shirt and tie or bow tie will need to be worn.
- Dress shoes will need to be worn.
- For all other dress guidelines, refer to sub-sections 13.5.1-13.5.3

Sub-Section 13.6.2

GRADUATION DRESS CODE FOR K5 AND 12TH GRADE GIRLS

A mandatory dress check will be conducted for all graduating girls before the graduation ceremony. Failure to comply with dress code WILL result in the graduate not participating in the commencement exercises. Graduate dress code includes:

- No decorations on graduation caps except for a tassel.
- For Senior graduates, nylons must be worn.

-For K5 graduates, socks or tights and dress shoes must be worn.

-For all other dress guidelines, refer to sub-sections 13.4.1-13.4.6

Article 13 Section 7

FINAL SUMMARIZATION OF APPAREL GUIDELINES

Sub-Section 13.7.1

Apparel Guideline

Unless expressly stated otherwise by the administration, school dress rules apply to all school activities. Anything the administration or faculty considers to be extreme or immodest will not be permitted. The administration or faculty reserves the right to determine if dress or appearance is not appropriate.

ARTICLE 14 DISCIPLINE

Article 14 Section 1 DISCIPLINE PHILOSOPHY

Sub-Section 14.1.1 REASON FOR DISCIPLINE

Believing that discipline is necessary for the welfare of the individual student as well as for the entire school, we enforce classroom regulations in accordance with Christian principles and disciplines set forth in the Scriptures.

Please feel free to consult with the office about any problem or question that concerns the welfare of the students. It is the desire of the principal and the faculty to be of service to both parent and student. We welcome visits from any parent. However, we do request that such visits be made by appointment with the teacher or principal at a convenient after-school hour.

Longview Christian Academy expects full cooperation from the student and parents in the education of the student. If, at any time, the school 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 Longview Christian Academy, whether or not there is any definite breach of conduct, he may be encouraged to withdraw.

Learning without discipline is impossible.

Longview Christian Academy has assembled and published a list of actions that are considered detrimental to a Christian's testimony and are unacceptable behavior at LCA.

Sub-Section 14.1.2

Demerit Appeals

Students who receive demerits will have an opportunity to appeal. On the demerit form, the student will check the box to meet with the principal. Students have 5 days from the infraction to appeal, otherwise it will be recorded. Student wishing to appeal the principal's demerits may see Pastor for an appeal. Demerits can be removed, reduced or left unchanged.

Article 14 Section 2

DEMERIT CODE

Sub-Section 14.2.1

CHARACTER

5 Demerits

- Unprepared for class
- Hair/Dress code violation
- No absentee note before school
- Incomplete or no homework

2 Demerits

- Papers not signed and or returned by assigned class period.
- Notes not signed and or returned
- Envelopes not signed and or returned by 8 am
- Completed make up slips not signed and returned by due date

Sub-Section 14.2.2

LACK OF DISCIPLINE

25 Demerits

- Fighting
- Skipping class, school or activities
- Being alone with a member of the opposite gender

10 Demerits

- Throwing objects
- Changing seats
- Shoving or scuffling

- Writing, reading, or passing notes
- Running in hallway
- Slouching or head down in class
- Horseplay
- Failure to secure permission for an otherwise unauthorized activity
- Driving a vehicle to school without prior authorization

5 Demerits

- Out of seat without permission
- Interruption of discussion or work
- Working on unrelated work in class

3 Demerits

- Being in an off-limits area
- In hallways without proper pass
- Loitering in hallway or commons area

Sub-Section 14.2.3 COURTESY LACKING

10 Demerits

- Insults
- Teasing
- Rudeness
- Mocking
- Name Calling
- Derogatory remarks
- Improper language
- Meddling with or taking another students property

Sub-Section 14.2.4

MANNERS

5 Demerits

- Failure to rise promptly when an adult enters the room
- Failure to reply with appropriate "Yes sir", etc.
- Failure to open the door for a lady
- Failure to use proper salutation when addressing an adult. i.e. Brother, Miss, Misses.

Sub-Section 14.2.5

TARDY

4 Demerits

- Failure to be standing next to seat, ready to start class, when the second bell rings
- Talking after second bell rings
- Late to school in the morning

Sub-Section 14.2.6

ATTITUDE

25 Demerits

- Lying
- Cheating
- Stealing.
- Plagiarism
- Insolence-boldly rude, disrespectful
- Forgery
- Disrespectful-Back talk

10 Demerits

- Negativism
- Sarcasm
- Worldly conversation

Sub-Section 14.2.7

NOISE

5 Demerits

- Talking without permission
- Communicating without permission
- Loud talking
- Loud singing
- Unnecessary noise
- Any type of disturbance

Sub-Section 14.2.8

CLEANLINESS

3 Demerits

- Littering
- Possessing or chewing gum on school property
- Touching walls
- Messy lunchroom table
- Messy lockers
- Messy desk area
- Open food or drink in lockers.
- Food or drinks brought outside of the cafeteria
- Outside food or drink in building or hallways

Sub-Section 14.2.9
INTENTIONAL DISOBEDIENCE

25 Demerits

-Failure to comply with a direct command

Sub-Section 14.2.10
DEMERIT CORRECTICE MEASURES

The following corrective measures will be taken according to the accumulation of demerits:

25 demerits, student will meet with the principal

50 demerits will result in a one-day out of school suspension.

75 demerits will result in a two day out of school suspension.

100 demerits will result in a three-day out of school suspension.

125 demerits will result in expulsion.

Demerits reset at the conclusion of the semester.

Sub-Section 14.2.11
DISCIPLINARY OFFENSES
MEETING WITH PASTOR AND PRINCIPAL

The following are classified as disciplinary offenses and are forbidden by a student at Longview Christian Academy:

-Use of and/or participation in any form of social media

- Any occult activity
- Card playing
- Gambling
- Attendance at movie theaters
- Mixed swimming
- Any association with rock and/or country and western music, religious rock, rap, contemporary Christian music, etc.
- Use of tobacco
- Physical contact between the opposite gender
- Using drugs or alcohol
- Immorality
- Any type of association with pornography
- Cursing
- Video Games with a Teen, Mature or Adult rating

The performance of any of the above listed offenses may result in expulsion from Longview Christian Academy. Neither of these lists is meant to be exhaustive. We realize that should a person of questionable character desire to do so, he could easily discover some restriction or expectation not mentioned herein and violate the intents and purposes of Longview Christian Academy.

Our desire is not that students merely obey the "letter of the law," but that they more appropriately abide by the "spirit of the law." We have discovered that should a person

strive to live by the guidelines of Scripture and discipline himself to do so, the need for external codes of discipline is minimized.

Sub-Section 14.2.12

DISCIPLINARY MEETING RECORDING

Disciplinary meetings between the student, Pastor and/or the principal will be recorded. Conversations will be emailed to the parent after the meeting.

Sub-Section 14.2.13

PARENTS/GUARDIAN CODE OF CONDUCT

In addition to disciplinary action imposed as a result of a student's behavior, disciplinary action may also be imposed if the parents and/or guardian of a Longview Christian Academy student violate any one of the requirements listed on the Longview Christian Academy Parents Requirement Sheet. Violation could result in a student being withdrawn from Longview Christian Academy.

Sub-Section 14.2.14

SUSPENSION

All student suspensions will be served at home. The suspended student will receive all work to be completed during the time of their suspension. All work is due the day the student returns to school. The student will receive a zero grade for any quizzes, tests, or homework which takes place during his absence.

Suspension will be served one week after the infraction.

Article 14 Section 3 HONOR CODE

Sub-Section 14.3.1 HONOR CODE

Since Longview Christian Academy is God's school, each of us has a responsibility to maintain its testimony. To maintain that testimony, students are expected to fulfill their responsibility to this Honor Code. The Honor Code is a Biblical, therefore Christian, way of handling problems. The criterion for the Honor Code is found in Matthew 18, Romans 12, and Galatians 6.

Sub-Section 14.3.1A HONOR CODE PROCEDURES

If a student witnesses' behavior that appears suspicious and appears to be a violation of our school's regulations and policies, it is their responsibility to:

Confront the student, requesting that they avoid the suspicious act in the future. ("Abstain from all appearance of evil." I Th. 5:22) This should be done in the spirit of love, being concerned for the student's well-being, not condemning or judgmental or inform the Teacher or Principal.

Sub-Section 14.3.1B

If a student witnesses what he considers to be a violation of school policy, it is their responsibility to:

Confront the student and request that they report themselves to the Teacher or Principal. If the student does not report himself, a witness should be taken, and the student confronted again, requesting that he report himself to the Teacher or Principal.

If the student again refuses to report himself, the alleged violation should be reported to the Teacher or Principal by those witnessing the violation.

Sub-Section 14.3.1C

Any student who fails to uphold the Honor Code by ignoring violations of school policy will be deemed as guilty as the student who has violated the school policy. A violation of school policy may result in demerits, suspension, or expulsion.

Article 14 Section 4

ADMINISTRATION COMMITMENT

Sub-Section 14.4.1

CHRISTIAN CONDUCT

The Administration and Faculty have committed Longview Christian Academy to the highest standards of Christian conduct. Our constant objective is to promote a school

environment within which each student may mature intellectually, socially, and spiritually, in a manner consistent with the purpose and goals of LCA. Many opportunities for students to develop and exhibit Christian character are offered, along with appropriate amounts of guidance to maximize the development of "conformity to the image of Christ" in the life of every student.

Sub-Section 14.4.2

SPIRITUAL GROWTH

No one will become spiritual merely by observing rules. Nevertheless, we believe that the spiritually minded student will desire to abide by the rules and regulations established by God ordained authority. The student who is not prepared to accept instruction will never be prepared to give instruction; including leading people to Christ, guiding others in Christian growth, training their own children, etc. We hold as one of our foremost goals, the development of young men and women of strong Christian character. Firm, moral conviction, soul-winning zeal, and dependable self-discipline are equally as important as academic competence.

The student who is interested in "doing his own thing," will not be happy in the atmosphere of Longview Christian Academy. On the other hand, the student who wishes to become part of the program in the spirit of enthusiastic

participation will look back on their years here thanking God for the opportunity they were afforded.

Sub-Section 14.4.3 THE FINAL AUTHORITY

The regulation of student life and the maintenance of personal and academic standards are ultimately in the hands of the Administration. The Administration retains at all times the authority to determine who should be admitted to and who should be allowed to continue in our school program.

In situations requiring corrective action to be taken with students, the Administration will seek to make a decision based upon the following:

We will use God's Word for direction and wisdom.

We will make reference to established guidelines.

We will consider the attitude of the offender.

We will keep parents informed of the action taken.

* THE SCHOOL RESERVES THE RIGHT TO ALTER, AMEND, AND/OR ABOLISH ITS RULES OR REGULATIONS AT ANY TIME.

AMENDMENTS
