

PARENT/STUDENT HANDBOOK

2009-2010

(Revised 8/12/09)

Little Rock Christian Academy
P.O. Box 17450
Little Rock, AR 72222-7450

Main: (501) 868-9822
Elementary: (501) 975-3447
Middle School: (501) 975-3410
High School: (501) 975-3416
www.littlerockchristian.com

Membership in & Accreditation by:
Association of Christian Schools International (A.C.S.I.)
Arkansas Non-Public Schools Accrediting Association (A.N.S.A.A.)

Little Rock Christian Academy Purpose Statement

The purpose of Little Rock Christian Academy is to serve families, the church and the community by providing a K-12th grade education characterized by *Excellence in the pursuit of truth from a Christ-centered worldview*. Consider this in three parts:

Excellence

Philippians 4 tells us to think on, chew on, “camp out on” whatever is true, right, noble, pure, lovely—whatever is excellent. Excellence in any pursuit is our commitment to God of all our effort, our commitment to do it for Him the best that we can. Philippians 3 also reminds us that excellence is not something to which we shall fully attain, but is the goal to which we aspire. As Christian educators we pursue knowledge with an attitude of excellence best characterized as “life-long” learning, and want to model that commitment for students to follow. We commit to guide our students along the path of learning according to their unique learning styles and levels of development. Finally, we seek to be an example of excellence to our students in their other areas of growth—namely their physical, social, and spiritual development.

Truth

At Little Rock Christian, we commit to pursue truth. God’s truth. Revealed in His written word, in His world around us, and most certainly and perfectly in His Son, Jesus Christ. All truth is God’s truth so we will find it in science, in great literature, in history as well as in the Bible, but all other sources will be filtered through the understanding given in His Word. Working in close cooperation with the home, we are committed to instilling in our students not just a head knowledge of God’s truth, but a heart application of truth in their everyday lives. We will accomplish this through word and deed as students look to us for their example. We will practice truth by living honestly before one another, and with integrity, according to the principles found in Scripture.

Christ-Centered World View

All of our pursuits are undertaken in light of a particular view of the world. Everyone has and is further developing a worldview. It may be skeptical, cynical, secular, or biblical, but no one thinks or learns without a worldview. History has documented previous human endeavors that ultimately fell short of their mission because they failed to take into account the moral and spiritual need of mankind that can only be met through Jesus Christ. At Little Rock Christian, we seek to grow in a Christ-centered worldview. In close concert with the home, we want to expose each student to the saving knowledge of Christ and His Word, so that they in turn may be “salt and light” to those around them.

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DOCTRINAL STATEMENT

1. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. We believe in the Holy Trinity, one God eternally existent in three persons--Father, Son, and Holy Spirit--the same in substance, equal in power and glory.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal and physical return in power and glory.
4. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.
5. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.
6. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling--to walk after the Spirit and not after the flesh.
7. We believe in the resurrection of the body of both the saved and the lost--they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
8. We believe in the spiritual unity of believers in the Lord Jesus Christ.

Three – Tier Policy for Doctrinal Differences

As a non-denominational, broadly evangelical Christian school, Little Rock Christian Academy contains within its walls a spectrum of doctrinal views and ecclesiastical practices that correspond to the diversity of the local Body of Christ. The school seeks a harmonious balance in its representation of such differences in the classroom, and it does so by reference to a three-tiered board policy:

First, all members of the Board of Trust and all employees of the schools subscribe annually to the Doctrinal Statement of LRCA. Since the Doctrinal Statement expresses the core essentials of the Christian faith, all instruction, student interaction and internal curricula operate within the theological boundary of the statement. Correspondingly, the Board of Trust through the Head of School ensure that essential doctrinal elements of the Christian faith not explicitly contained in the Doctrinal Statement are nonetheless protected in a manner consistent with the Board of Trust's determination of settled evangelical orthodoxy. It is the school's certain function to affirm unreservedly in the lives of its students the irreducible tenets of our biblical Christian faith.

Secondly, the school recognizes that – outside the essentials of evangelical orthodoxy – the Body of Christ incorporates a significant diversity of viewpoints on some doctrinal issues. Since LRCA does not take a formal position on issues of Christian doctrine outside the scope of its Doctrinal Statement, it is appropriate that the faculty instruct the student in the origins and implications of specific doctrinal differences, without maintaining or implying that any one denominational view represents a preferred position.

Thirdly, the school also recognizes that – perhaps even more broadly than doctrinal differences – the families of the local Christian community employ a broad variety of specific faith practices, many of which have grown from the distinctive subculture of the individual churches. The school and its employees do not offer opinions on the propriety of ecclesiastical practices, particularly where those opinions have the potential to divide and not unify the Body of Christ. It may occasionally be appropriate to link a particular practice to a specific doctrinal point, but that representation ought never to become an expression of preference or a critique of one Christian practice relative to another.

In all, the school seeks, first, to minister to families and their churches by affirming and deepening a student's faith in our essential and commonly-held Christian doctrines, and secondly, to illumine that student's understanding of doctrinal and ecclesiastical differences in a manner that affirms the unity of the Body of Christ.

NON-DISCRIMINATORY POLICY

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

AUTHORITY STRUCTURE

Little Rock Christian Academy is a 501(c) 3 not-for-profit organization with a self-perpetuating board structure. In accordance with the school charter, the Board of Trustees is the final authority for the school and elects successor trustees from among parents and others who evidence spiritual maturity and committed support for the school and its mission.

The Board delegates to the Head of School and other administrative staff authority and responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Trustees stay informed and active in school matters but exercise their authority in most all cases through administrative implementation of policy determined by the Board of Trust.

While authority of the Board rests corporately in its policy decisions, rather than in any single member, each Trustee is involved and interested in school affairs. In this role, each Trustee works to maintain awareness and communication with a cross section of the school community.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures detailed in the following section of this handbook. A question or concern may end up involving the Head of School or the Board of Trust if other involved individuals have been addressed and resolution has not been reached. Contact can certainly be made directly with the Head of School or the Chairman of the Board of Trustees for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the principal at that division level would normally be the person to contact. We gratefully experience fruitful resolution of most questions in this way.

HANDLING CONCERNS

Occasionally questions and concerns arise. These can be teacher-student, student-student, teacher-parent or parent-administrator related. It is important that these be dealt with courteously and promptly. The following steps are an application of the biblical model in Matthew 18.

1. Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the BEST way to resolve the issue, not for having one's own way.
2. If unresolved, then contact the principal, who will work to facilitate communication and resolve the problem
3. If still unresolved, the problem can be brought before other leadership.

The principle underlying this procedure is clear: **Solve each concern privately with the persons directly involved at the lowest level possible, moving the matter up the chain of command to the level where it is finally resolved.**

SCHOOL HOURS

Teachers are on campus thirty (30) minutes before classes and remain on campus (30) minutes after school is dismissed. There will be personnel on duty at 7:30 to allow early drop-off if necessary. Office hours are 7:30-3:45 (school and administration offices). Student hours are:

<u>Grades</u>	<u>Begins</u>	<u>Ends</u>
K4	8:10 AM	11:45 AM
K5 Half-day	8:10 AM	11:45 AM
K-5 th Grade	8:10 AM	3:00PM (actual time of pick-up)
6 th -12 th Grade	8:10 AM	3:15 PM (actual time of dismissal)

CHAPEL

Weekly chapel services for students and faculty are conducted to honor God, to help students grow spiritually, and to support the mission of the school. Parents are always welcome to attend.

ATTENDANCE POLICY AND PROCEDURES

Absences (Elementary and Middle School)

1. It is important that a student be at school every day. Time missed from class can never be fully made up, and we want to emphasize the importance of regular attendance. Students missing more than 10 days in a semester are considered ineligible for credit in that class or grade. Extenuating circumstances and home study plans must receive prior approval from school administration.
2. However, we recognize the need for children to stay at home if they are sick. If a child is absent, parents should call the school office between 7:45 a.m. and 8:30 a.m. to let the school know. Scheduled doctor's visits are excused with a note.
3. Arrangements for make-up work should be made with the student's teacher(s).

Guidelines for make-up work:

- Make-up time available is roughly equal to time of absence.
- Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work.
- It is the student's responsibility, not the teacher's, to initiate the make-up work plan.
- If teacher specified assignments are not completed during the designated time frame, a zero will be given as the grade for the assignment.
- Daily assignments may be picked up in the division level school office at the end of the school day if parent has called in advance to request them.

Absences (High School)

Daily school attendance is necessary and expected. Time missed from class can never be fully made up, and it is to the student's advantage to be in class every day. Students who miss more than ten days in a semester are considered ineligible for credit in that class. **ALL absences (including physician appointments, illness, college visits, and volunteer work) count towards the ten allowed absences.** School-sponsored activities will not count against the student's ten absences.

We recognize that occasionally an extenuating circumstance may occur. A student whose attendance has otherwise been regular may appeal to the administration to extend

the maximum number of absent days in the case of an accident, surgery, illness, or other extenuating circumstance. Since schoolwork continues, extended absences may cause the student to fall behind in class, and it is in the best interest of the student to make arrangements for instruction at home. Even with accepted extenuating circumstances, there will be times when a student is not able to receive credit due to the nature of the class and work missed.

Because of the importance of classroom interaction and activities, we may not be able to accommodate a student with a chronic illness and excessive absences.

Absence Procedure

Our primary concern is the safety and best interest of the student. In the event that a student does have to miss, parents must call the school office between 7:45 a.m. and 8:30 a.m. to notify the school. Parents should also download the Homework Makeup Form from the web or pick it up from the office, fill it out, and sign it. The student must have this form to determine if make-up work is possible. If a family knows of an absence ahead of time, the parent should follow the directions on the student absence form, and use it to communicate ahead of time with teachers, especially for planned absences of more than one day.

Because of the nature of extra-curricular activities and the extra absences which naturally occur, students must maintain a good attendance record in order to participate in extra-curricular activities.

Seniors must maintain a 90% in a course and have ten or less absences in the same class to be excused from the final exam.

Absences will be counted by periods. Hence, missing two periods in a block class will record two absences for the course.

Excused/ Unexcused Absences

The distinction between excused and unexcused absences relates only to making up work. Absences must be excused to make up work. All absences count toward the maximum of 10 per class each semester; this is simply record keeping indicating whether a student was in attendance. For students to make up work that is missed, parents must sign and return the “student absence form.” LRCA gives parents freedom to make good choices for their children in excusing an absence to make up work. While we respect a parent’s decision, normal and appropriate reasons for having an absence excused to make up work include:

- Medical or dental appointments
- Temporary or extended illness
- Injury
- Family emergency
- College Visits

While giving parents freedom, we discourage absences for such reasons as the ones below and encourage them to be scheduled outside of school hours:

- Driving tests
- Vacations
- Hair appointments
- Shopping
- Ball games

Students in suspension, “skipping” class, removed from class for behavior, and other similar reasons will not normally be allowed to make up work; this will be determined by the administration according to the individual situation.

Guidelines for Make-Up Work

It is the student’s responsibility to make arrangements to make-up work missed, not the teacher’s. If the student is aware in advance of an absence, he/she should make arrangements prior to the day of the absence. Students have roughly the time equal to the absence times two to complete make-up work. For example, if a student misses one day, he has two additional school days to make up work. Work that builds, such as math, should be done more quickly. If it is not completed within the designated time, the student will normally be given a zero.

Tardiness (Elementary and Middle School)

At the elementary level, tardies will be communicated by the classroom teacher who may remind parents of the importance of timely arrival at school for all students. Tardies will also be reported to the office and kept in the student's attendance record. School administration will contact parents if tardies continue to be a problem. Excessive tardies and/or absences could jeopardize current or future enrollment in school.

At the middle school level, a record of tardies will be kept in each class (for example 8th grade English at 3rd period). On the third tardy to a particular class in one semester, the teacher will submit a disciplinary referral for the student and disciplinary consequences will be pursued. It should be noted that we do not distinguish between ‘excused’ and ‘unexcused’ tardies. The allowance of two ‘free’ tardies is intended to cover unavoidable instances. If the third tardy comes with good and understandable reasons, consequences will still follow because two allowances for tardies have already been given. Please note especially: first period classes fall under the same policy. Morning tardies are no less disruptive to the learning of all students in the classroom and the teaching discipline of each teacher.

Tardiness (High School)

It is imperative that students be in class by the time the bell rings in order to take full advantage of class time. A record of tardies will be kept in each class, as well as a record for all tardies in one day. The consequences for each tardy will be as follows:

- For every tardy, students will be given after school detention on the day of the offense. If these cannot be served that day, the time doubles for the next day, even if the student missed the detention for a school activity. Students who do not serve detention will have further consequences.
 1st tardy for the day= 15 minutes in detention
 2nd tardy for the day= 30 minutes in detention
 3rd tardy for the day= 45 minutes in detention
- After school detention takes precedence over ANY after-school activity. Detention will be used as a study hall. Missing after-school detention will automatically carry more severe consequences, including a possible Saturday school.
- Accumulating 3 tardies in any class will equal one absence for every 3 tardies in that class; continued tardies may result in further discipline.
- Multiple after school detentions are subject to further discipline including suspension.

Check-In & Check-Out Procedures (Elementary and Middle School)

Any student arriving late to school must first check-in through the school office. Elementary school students are considered tardy if they check-in after 8:15. Middle school students are considered tardy if they check-in between 8:10-8:25 and absent for 1st period if they check-in after 8:25. Students in middle school must pay close attention to this requirement, because excessive absences will endanger their credit for courses, and therefore their ability to be promoted and to graduate. For elementary students, also, excessive absences or tardies may endanger child's enrollment for current or following year.

Parents should keep checkouts to a minimum in order to limit disruption to classroom teaching. Prior arrangements must be made through the school office for students who are leaving school early. Either a phone call to the office or a note from home to the secretary is required. The parent(s) should come to the office to sign for the child, and the office will send for the child.

Check-In and Check-Out Procedures (High School)

Any student arriving to school after 8:10 a.m. must first check-in through the school office. A high school student is considered tardy if he/she misses fifteen minutes or less of class. The student is considered absent if he/she misses more than fifteen minutes of a class.

For a student to leave during the school day (“Check Out”) he/she must have a signed note or a phone call from a parent in the high school office before school begins. Once the school day has begun, a student may leave in an emergency by parental phone permission or a parent coming to the office.

EMERGENCY CLOSINGS

In case of inclement weather, announcements will be made as early as possible on local radio and local TV stations (NBC, ABC, CBS). Information will also be posted on our web site.

EXTENDED CARE HOURS (K5 Half-day)

Tuesday and Thursday 11:45 to 3:00 PM
PM

AFTER SCHOOL CARE (K-5th Only)

Monday through Friday 3:00 to 6:00

EXTENDED CARE HOURS (K4)

Daily 11:45 to 3:00 PM

All K-5th grade students not picked up by 3:30 will be sent to After School Care, and parents will be billed accordingly. They will not be allowed to wait with middle school or high school students. Elementary students **are not permitted to wait** with an older sibling at a practice. They may only be picked up if leaving campus. Students in the 6th grade and older should be picked up within 20 minutes of the end of the day or make prior arrangements with the administration for appropriate supervision.

AFTER SCHOOL CARE POLICY

The mission of our After School Care program is to provide safe and convenient care for single and working parents of K-5th grade children enrolled in our school. ASC will be limited to K-5th grade children only with no exceptions. Drop-ins will not be permitted without a confirmed reservation with the secretary in the EL office. There is no provision for students in 6th-12th grades for After School Care. Students in 6th – 12th grades who need to stay later than 20 minutes after class must have prior arrangements made with the administration to ensure appropriate supervision. **A late fee of \$10 will be charged for those students not picked up by 6:00 PM.**

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES

All transportation for school sponsored activities such as field trips, class parties, and sporting events will be provided by the school. Other transportation arrangements made outside of the stated policy must receive administrative approval with proper documentation on file in the school office and parental approval.

Kindergarten-First Grade Transportation Policy Statement: Any kindergarten or first grade student age 6 or under (unless weighing 60 pounds or more) should be transported by school bus or mini-bus for any off-campus event sponsored by the school. When parents are providing private transportation of students for school sponsored trips, each student's parent must provide a safety seat in order to meet the requirements set forth by the State of Arkansas in the Child Protection Safety Act of 1995.

IMMUNIZATION RECORDS

Students enrolling in Little Rock Christian Academy must provide immunization records documenting the following:

- 5 DPT, 4 OPV, 2 MMR, HEP B (3 shots), Varicella

- Additional Immunization Laws: DT booster (10 years after last DPT)

MEDICINES

Students may not have medicines in their possession. This includes over-the-counter and prescribed medicines. (Inhalers are a special category of medicine that can stay with student when the proper release has been signed on the medical form.) All medication must be administered by the school nurse or her designee.

ILLNESS

If a student has a fever (100 or above), he should not be at school. If a student becomes ill at school, the nurse will be called, and she will determine the appropriate response among possibilities including rest for awhile in her office or a call to parents to pick the child up. If this is necessary we ask that parents get their child as soon as possible. Students need to be fever-free (below 100) for 24 hours before returning to school.

DIRECTORY & PERSONAL DATA

The school directory will printed and can also be found on the Parents Web. The directory or personal data is not to be used for purposes other than the convenience of the school community. This includes the request of mailing labels and personal information (i.e. work numbers, cell numbers, e-mail addresses, etc.). The data is the responsibility of the parent and is to be maintained on Parents Web.

RECORDS REQUESTS

In order to receive records (i.e. transcripts, end-of-year records, withdrawal/transfer records), a parent or guardian will need to contact the Registrar to fill out a records request form. Records will be mailed or can be picked up five (5) business days after the request.

In preparing for summer camps and vacations, requests for copies of immunization records and/or physicals need to be made at least two (2) weeks in advance. Because of the registrar's year-end commitments, please make these requests prior to the end of May.

NON-SCHOOL PROGRAM FLYERS/INFORMATION

Information on non-school activities (such as elementary sports or scouting) must be approved by administration before it will be made available. Approved items may be placed in school offices but may not be sent or mailed home.

VISITORS ON CAMPUS

Any visitor on campus must check in with the school office and receive a Visitor's Pass. This also applies to parents who are scheduled to go to a classroom or to have lunch in

the cafeteria with their child. To insure the safety of our students and staff, any unauthorized visitors will be promptly escorted off of the school grounds and the police will be called.

Little Rock Christian is a “closed” campus. This means that the only visitors allowed are parents or pastors (with parental permission). Exceptions are made for potential students and their families touring or “shadowing” and for LRCA high school graduates (in good standing and with administrative approval). Friends from the Little Rock area may not visit the campus – including lunch or other non-public events – such as dances, dinners, and other private events. Any exception must be made by a principal.

FINANCIAL POLICIES

Tuition can be paid over an 11-month period (July – May), annually (July), or 3-Pay (July, November, March). The monthly payment option requires use of an automated bank draft. All fees are due at the time they are billed.

1. Payments under the monthly billing plan are due on the 5th or on the 20th - depending on the draft option you have selected. Payments under the 3-Pay plan are due on July 1, November 1 and March 1. Annual payments are due July 1.
2. Payments received after the due date will be assessed a \$20.00 late fee. Returned checks or drafts will be assessed the late fee (\$20.00) plus a \$25.00 returned check fee.
3. If an annual or 3-pay account is paid late, any associated discounts will be reversed and the additional amount will be due.
4. Families with delinquent accounts will not receive report cards, transcripts, or diplomas.
5. A delinquent account is defined as an account with a past due balance and no associated payment plan/arrangement.
6. All payment plans/arrangements must be approved by Little Rock Christian Academy, must be in writing, and must be signed by the parent/guardian.
7. Payment plans are for tuition only – all fees are due when billed.
8. A returned draft or check will void any payment plan in place and the account will be considered to be delinquent.
9. Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment plan is in place.
10. At each new semester, students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to return to classes or participate in extracurricular activities until the account is brought to a current status or a payment plan is put in place.
11. All payments received are applied to the oldest outstanding balance.
12. Payments for tuition and fees should be brought to the Business Office located in the Administration Building – but not to the individual school offices.
13. No payment for tuition and fees should be sent to the school with students.
14. Families will be billed for damaged or missing school property, including text books.

STILL PICTURES/VIDEO RIGHTS

LRCA may take, use, reuse, edit, publish and republish video and still imagery of a student (or in which a student may be included in whole or in part) with permission from the parent/guardian.

LRCA has final approval on the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. Videos/stills will be for LRCA use only.

FOOD SERVICES

Food Services are provided by Bennett's Catering. **All lunches must be ordered in advance.** Details for ordering lunches are available on our web site.

FACILITIES

In order to be good stewards of both facilities and program, it is understood that any use of facility be reserved and approved prior to use. In addition, all events/programs will be considered a part of the school's program unless otherwise noted and therefore overseen by Little Rock Christian Academy faculty/staff personnel.

PETS ON CAMPUS

No pets, such as dogs or cats, are permitted on campus without permission. This includes, but is not limited to, outdoor events, sporting events, and "show and tell" (in classroom, at recess, etc).

ACADEMIC INFORMATION

COMMUNICATION OF STUDENT PROGRESS

We believe learning encompasses much more than what is taught in the classroom, and that a coordinated effort between the home and school is the key to success. Therefore, communication with parents is a major priority at Little Rock Christian. Teachers are charged with the responsibility of keeping parents informed of student progress. Parents are responsible to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. Although the following methods have been instituted as means with which to keep lines of communication open, communication between the home and school is not restricted to these methods. Constructive parent feedback is always welcome.

Notes for Kindergarten Parents

Kindergarten students need to have a safety pin on the outside of their backpacks. The teachers and parents pin notes on the backpacks as a systematic method of daily communication.

Steno Pads (1st – 4th)/Student Planners (5th – 8th)

Students in 1st – 4th grades are required to keep a steno pad as part of his/her supplies, while grades 5th – 8th are required to maintain a student planner. These will provide parents and teachers a systematic method of daily communication. Parents are to check it for notes from the teachers, 1st-3rd grade teachers will check it for comments from home; however, it will be the responsibility of the student in grades 4th-8th to give the steno/planner containing a note to the teacher(s).

Parent/Teacher Conferences

These are scheduled early in the year to give opportunity for evaluation of student progress and to establish a good working relationship between teacher and parent (see the school calendar for specific date). Additional conferences may be scheduled at the request of the parent or the teacher.

School Webpage and RenWeb (Parents Web)

Much general information can be found on the school's website. In some cases, specific information about a class assignment and grades can be found online. High school, for example, provides calendars and daily announcements on the web site.

Communications by E-Mail

Much of the information about the school year is communicated to parents by e-mail. Please make sure that your e-mail addresses are accurate (contact the Registrar for changes) and inform the office if you cannot receive information through e-mail.

HOMEWORK

While homework is an understood part of school, the idea that quantity means quality is not applicable in this area. Depending on the grade level, the time of the grading period, and the student, the amount of homework will be different. If a student seems to spend an excessive amount of time on homework, investigate these possibilities first: student procrastination with long-range assignments (e.g. projects, notebooks, book reports, etc.), improper use of study time at school, or inefficient study habits at home. If none of these seem to apply and the homework amount is frequently excessive, then please consult with the teacher.

HOMEWORK GUIDELINES

If utilized correctly, homework assignments can strengthen and enhance the learning process as it occurs each day in the classroom. In addition, it will have a cumulative effect that will better prepare your child for whatever college or career God is calling him/her to. Following are a few of the other, immediate benefits:

1. It provides parents with a daily opportunity to have a positive impact on their child's education and future.
2. It teaches responsibility to your child.
3. It provides a key link between home and school.
4. It reinforces skills taught in the classroom.
5. It develops study habits needed throughout life.
6. It prepares students better for class discussion, tests, etc.
7. It facilitates understanding of new concepts.

HOMEWORK TIME FRAME

The average student should complete the assigned work within the following time frames, depending on the student's ability, work habits, class difficulty, and student goals.

Grades 1 through 3	15 - 30 minutes
Grades 4 through 5	30 - 60 minutes
Grades 6 through 8	45 – 90 minutes
Grades 9 through 12	60 - 120 minutes

HOMEWORK COORDINATION

Both home and school have responsibilities with respect to homework. We want to encourage family time and church participation. We also encourage parents to plan homework slots (of grade level appropriate length) into regular afternoon or evening schedules. In Middle School and High School, homework will not normally be given over school year breaks such as Christmas, Spring, and Easter. (Advanced placement courses may require work over breaks.) Homework will be avoided on Wednesday nights; if work is due on Thursday, if possible, it will be assigned by Monday so a student can work ahead.

GRADING SCALE

Kindergarten

- S Some of the time
- N Not at this time
- * Not introduced at this time

First Grade

Academic and Conduct

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Grades 2 - 12

Academic:

A+	97 - 100	C	73 - 76
A	93 - 96	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 - 66
B	83 - 86	D-	60 - 62
B-	80 - 82	F	59 and lower
C+	77 - 79		

Conduct:

- S - Satisfactory
- N - Needs Improvement
- U - Unacceptable

Percentage grades will be rounded up or down to determine letter grades.

Grade point averages on high school transcripts (and determination of graduation honors) will be calculated using the 4.0 scale. This grading scale is being phased in and will be complete with the class of 2010/2011.

A+	=4.3
A	=4.15
A-	=4.0
B+	=3.67
B	=3.33
B-	=3.0
C+	=2.67
C	=2.33
C-	=2.0
D+	=1.67
D	=1.33
D-	=1.0
F	=0

Incomplete - I

The grade of "Incomplete" is given for work not completed before grades are issued. This work must be made up within two weeks of the time grades are issued. Work not made up within this "grace" period automatically becomes a "zero." "Incomplete" grades will be replaced with the appropriate grades after the two week "grace" period has expired. An exception to this may be granted for an extended illness.

GRADING GUIDELINES

Generally, we will seek to minimize the grade impact of reasonable student errors. For example, we won't seek to give 100 points credit on a five question test. Conversely, though, and especially for upper grade students, we will weight test questions more than individual daily work. Daily work may count significantly in the grade, but it will be the cumulative impact of multiple assignments. High School (Grades 9-12) – Most courses will include a semester exam counting 20% of the grade, with each 9 weeks grade counting 40%. Students taking the national Advanced Placement examination will be exempt from their regular AP class exam. Alternative assignments (such as projects) which fit course goals may be used instead of a semester examination.

PRE-AP COURSES & ADVANCED PLACEMENT COURSES

Prerequisites for students requesting entrance into an Advanced Placement course are listed in the High School Course and Activity Handbook. Advanced placement courses are “weighted” for grade point average calculations; an additional one point is added when using the 4.0 Scale (a “B-” in an AP class would be raised from a 2.7 to a 3.7 for the purpose of determining grade point averages). It is important to note that many of the better colleges and universities do not use our grade point average; they often recalculate and do not weight grades, but do consider difficulty of course work in other ways.

HONOR ROLL

Students who qualify in grades 6-12 may be on the Honor Roll every nine weeks. To qualify, students in grades 6-8 need to have at least a 93% (“A”) *average* in all subjects for Honor Roll and a 97% (“A+”) average for High Honor Roll. Courses count full in the average if they meet 4 or more times per week. Classes meeting fewer times will count half. Students in grades 9-12 must have at least a 93% in *every* subject or 95% average of all classes for Honor Roll and a 97% average for High Honor Roll..

ACADEMIC PROBATION (Middle School and High School)

A student with more than one “D” (below 70%) at the midpoint of a quarter or at quarter end will be placed on academic probation for the rest of the semester. Academic probation will include a closer scrutiny and accountability of the student’s performance. If at the conclusion of the semester the student has not shown any improvement, discussion of possible dismissal will take place.

CLASS RANK

We do not rank (except to determine graduation honors of valedictorian and salutatorian). Class rank does not accurately communicate a student’s ability in our selective, college preparatory program. Many quality colleges, universities, and scholarship programs understand this and are used to having “no ranking” for students from strong, college preparatory programs and home school students. If some communication of a student’s comparison to peers is absolutely necessary, the principal must give approval and the minimal amount of information possible will be communicated to the organization (for example, saying that the student falls in the top 20% is preferable if a comparison is essential.)

VALEDICTORIAN AND SALUTATORIAN

Little Rock Christian Academy does not report a class rank on transcripts. We do, however, determine a Valedictorian and Salutatorian for Graduation Honors. These designations are intended to connote clear academic leadership of the first and second rank among the graduating seniors. To calculate the rank of valedictorian and salutatorian, a numeric average will be used until the 4.0 scale is completely phased in (2010-2011). A student must be in good standing to receive the honor. Transfer students must attend LRCA junior and senior years; an equitable use of transfer grades will be used for consistency with LRCA program and grading.

TESTING

Elementary & Middle School

All students 1st – 8th grades take the Stanford Achievement Test (SAT).

High School

Students in grades 10 and 11 take the Preliminary Scholastic Aptitude Test (PSAT), juniors and seniors take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT). Parents and students should consult with the Director of College Guidance for further information. Students sign up for the SAT and ACT directly through those organizations.

HIGH SCHOOL HONORS NIGHT and MIDDLE SCHOOL AWARDS

ASSEMBLY

At the end of the year students in grades 6-12 may receive certificates of award for outstanding academic achievements in the classroom. Parents are invited to attend this program.

GRADUATION REQUIREMENTS

Please refer to the curriculum/course guide on-line.

In addition to the credits for regular semester, each student must earn .5 credits for the two week J-Term in January for each year of attendance at LRCA, beginning with 2007-2008.

LIMITS OF ACADEMIC SERVICE

Our program is designed for regular classroom instruction, and we are unable to implement individual education plans that require modifications to be geared to the individual student's instructional levels or to make significant modifications in our curriculum.

Little Rock Christian does recognize that some students may at one point or another experience difficulty with academics over their course of enrollment. Support services are available to help.

In other instances, a student may be diagnosed with a Specific Learning Disability (SLD) where we would not be able to meet the student's needs without certain accommodations and remediation. In cases where we suspect a student may have a SLD, we would require the student's family seek educational testing to determine the nature or severity of the disability. This cost would be incurred by the family. If testing reveals that the student is unable to keep up with the pace of assigned work at grade level, or is falling well below grade level, then Little Rock Christian may suggest additional remediation or alternative placement at any point.

SUMMER SCHOOL (High School)

Students who fail a subject required for graduation may make up the course in an approved summer school or other approved program. A failed semester must be made up in summer school or repeated. Both the failed grade and new grade will show on the transcript, reflecting the academic history of the student.

SENIOR SERVICE PROJECT

Serving others is a way of life that begins early. Seniors are required to complete "service hours" to graduate. Service, as a reflection of a walk with God and a way to learn, is a normal expectation and will be used as part of class requirements when appropriate. Seniors need to complete this graduation requirement by April 15.

EXTRACURRICULAR PHILOSOPHY

Extracurricular activities are an important part of the school experience and student development for all grades. Extracurriculars include athletics, spirit squads, performing arts, and other activities sponsored by the school and related to the school program but taking place after school hours. Appropriate use of that 'developmental tool' varies with age, however. Academics remain the priority for a student's time and attention. Choices about extracurricular participation should be made by parent and child together, keeping academic priorities in mind. In certain cases, the school may limit a student's participation in line with this priority. The following describes what we are attempting at the different school division levels:

Elementary School: Participation is the key for extracurriculars at this level. We set goals of excellence but don't assume anything about skill levels. We encourage all students with an interest to participate and, with certain activities, simply structure it to include every student in a grade.

Middle School: This level is transitional between goals of participation and competitive excellence. The key word is developmental. We maintain and sharpen goals of excellence while acknowledging that these students are in rapid changes of maturity and ability. We want to develop their interests (exploring areas to find the Lord's direction and gifting for them) while also developing their skills in those activities.

We will honestly communicate with students about their current ability level – having tryouts to determine, for example, "A" and "B" team designations in sports or spirit squads, or Principal and Supporting Cast roles, or Band Chair distinctions. We also,

though, will multiply participation opportunities (for example, having 7th and possibly 8th grade teams in addition to a “Junior High” team in a particular sport) to avoid “cuts.” If large numbers would detract from the quality of an activity for all students involved, we may still have limits on size, but our first choice will be to allow involvement for all students interested.

High School: The primary goal at this level is competition. Programs are structured to encourage individual skills development along with team play. Teams will be kept at a manageable size. Should tryouts be inevitable, coaches will prepare criteria to support final decisions. Expectations for team membership will be clearly articulated prior to final selection of the team. Every effort will be made to be as positive as possible with the students during the tryout period.

Attendance Extracurricular Activities

1. A student must be present for **four full periods** to participate in extracurricular activities (i.e. athletic contests, spirit squads, band, choral concerts, drama, etc.).
2. A student who is on suspension may not participate in ANY school activities during the suspension period.

COMPUTER NETWORK

Acceptable Use Policy

Little Rock Christian Academy recognizes that as technologies affect the manner in which information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning.

Telecommunications, electronic information services and networked services significantly alter the information landscape by opening schools, classrooms and library media centers to a broader array of resources. The school generally supports access by students and teachers to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

In making decisions regarding student and employee access to telecommunications and networked information resources, Little Rock Christian Academy considers its own stated educational mission, goals and objectives. This requires that all instructional and library media materials support and enrich the curriculum and represent Christ-like values while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, including video, audio and text services, because they may be connected to any publicly available source in the world, will open classrooms to electronic information resources which may not have been specifically chosen or previewed for use by students of various ages.

In particular, the Internet is a collection of interconnected computer networks around the world that makes it possible to share information almost instantly. The networks are owned by countless commercial, research, governmental and educational organizations. The Internet expands classroom and library media center resources by making information, images and even computer software from places otherwise impossible to reach available to students, teachers, librarians and media specialists. Access to these resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes contact with people all over the world, bringing into the classroom experts in every content area.

While Little Rock Christian will make concerted effort to filter and supervise online access for appropriate content, methods are far from foolproof and responsibility for acceptable use remains with the student or other user.

The following principles guide access to networked information resources:

1. **Responsibility:** Access is a privilege, not a right. Access entails responsibility.
 - Little Rock Christian expects that staff will integrate thoughtful use of networked information resources throughout the curriculum.
 - User access from Little Rock Christian to telecommunications and networked information resources shall follow guidelines developed for the selection of appropriate instructional materials as decided upon by the instructional guidelines set forth in the various disciplines.
 - Since access could extend beyond evaluated or previewed resources, the staff will supervise and provide developmentally appropriate guidance and

- Users are responsible for good behavior on school computer networks, just as in classrooms and other areas of the school. Communications on networks are often public in nature.
 - Outside of school, families are responsible for setting and conveying the same standards that their children exercise in the use of television, telephones, radio, movies and other media to the use of telecommunications and networked information resources. Therefore, Little Rock Christian supports and respects each family's decision whether or not to allow student access to the networked resources provided by the school.
 - The educational value of student networked information resources access is the joint responsibility of students, parents, and employees of the school.
2. **Sanctions:** Disciplinary action related to user access to electronic resources may be determined at the building and/or classroom level in accordance with existing practice regarding inappropriate language or behavior, as stated in policies and guidelines contained in the school handbook
- Violations of the Little Rock Christian acceptable use policies may result in a loss of access to electronic resources.
 - Additional sanctions for inappropriate behavior and communication shall be governed by the school administration.
 - When appropriate, law enforcement agencies may be involved.

*Little Rock Christian Academy would like for you and your student to sit down together and read the **Acceptable Use Policy** and discuss the privileges and responsibilities of using these resources at our school.*

DISCIPLINE

Biblical Basis

1. The Biblical use of the term, discipline, derives its meaning from the word *disciple*, which means to teach/train a person over an extended period of time. The discipline of young people is a process which utilizes the various circumstances of life to guide the individual into making right choices that are in agreement with the teaching of Scripture and honoring to God (Prov. 22:6).
2. God's laws and His discipline are positive gifts of love that enable people to make right choices; to be happy and successful (Joshua 1:8). Discipline leads to right living (Hebrews 12:11), which in turn provides the only true basis for happiness (Matthew 5:1-16).
3. Obedience to parents and those in authority is a fundamental precept for children to follow as they come to recognize the responsibility and role they play in the school community as well as the community at large (Deut. 6:7; Eph. 6:1-3; Heb. 13:17).
4. The underlying attitude of teachers and parents must be a caring concern for the child. Christ is the best example of love in action when it comes to discipline (Heb. 12:5-6). From a practical standpoint, it has been proven that young people learn best when their trust and affection make them want to please the person representing authority.
5. The end goal of all discipline should be for students to become *self-disciplined* individuals. As students mature, the outward, teacher-imposed discipline should become inward, self-imposed discipline (Heb. 12:11).

Partnership Between Home & School

A healthy partnership between the home and school is never more evident than when dealing with disciplinary problems at school. Conversely, an unhealthy partnership makes it difficult when dealing with a particular problem behavior because the home and school cannot agree on either its cause or remedy. Therefore, it is incumbent on teacher and parents to be very active in the following three practices;

1. Make contact. Take time to meet every teacher and parent at the beginning of the school year.
2. Participate in the educational process. Maintain on-going, open lines of communication with teachers and parents. Agree when you can and agree to disagree when you can't. Do not communicate via the student if there is any conflict or question present.
3. Work toward a high level of trust and respect between parents and teachers. This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.

High School Community Covenant

High school students and parents are encouraged to commit to a community covenant. This community covenant encourages appropriate behaviors and attitudes, both in school and out of school, needed to be part of the high school community and to work together in pursuing truth from a Christ centered worldview. It encourages commonly held standards to free students to learn and to represent Christ and LRCA appropriately on

campus and in the community. It lays a foundation for a partnership between student, parent, and faculty as well as between students and families by establishing common expectations. Those committing to the community covenant should sign and return it to the High School office the first week of class. The covenant is available on line.

Objectives

1. To develop and maintain the optimum environment for learning.
2. To encourage behavior that is acceptable and venerable.
3. To correct behavior that is disruptive to the learning environment.
4. To train students in behavior patterns that will be helpful to them individually and to the school community in achieving and supporting the commonly held goals of spiritual, intellectual, physical, and social development.
5. Students who have not responded to correction and are adversely affecting the learning environment will be removed from Little Rock Christian. Should a student desire to rejoin Little Rock Christian, he/she must reapply through the Admissions Office.

Procedures

1. Because of their position and daily contact with the students, *teachers* must assume the majority of the day-to-day responsibility for maintaining discipline at school. Teachers organize and administer their own classrooms, the halls, and playgrounds so that an orderly, safe, and positive environment exists in which learning may take place.
2. Each teacher will have rules for operating his or her own classroom in addition to the school's general rules. Although rules and structure are necessary in organizing a large number of people, every attempt will be made to keep the list short and manageable. Basic rules involve respect of people, things, authority, and learning.
3. Problems that for whatever reason are not able to be resolved in the classroom are referred to the appropriate administrator. After meeting with the student to determine the nature or severity of the problem, the administration will seek to work closely with parents to assure a consistent and thorough application of discipline. Typical administrative actions include, but are not limited to the following: (Elementary options differ in age appropriate ways.)
 - ◆ Administrative Conference -- usually warranted on a first-offense basis.
 - ◆ Tardy Detention (see page 7)
 - ◆ Early Morning Detention -- 7:15–8:00 a.m.
 - ◆ After School Detention – 3:15-4:15 p.m.
 - ◆ Saturday School -- held periodically for students who have had chronic morning detentions, and will be announced as far in advance as possible.
 - ◆ In-school Suspension -- students are detained from classes and sent to a supervised room/office for the designated time of suspension. He/she will be given all daily assignments and will take make-up tests at the teacher's convenience. No absence will be recorded. Students may not participate in any extra-curricular activity during suspensions.

- ◆ Out-of-school Suspension -- for more serious offenses. The decision to suspend a student will be made by the head of each division. The student will be expected to complete all assigned work at the teacher's convenience. Administration will determine the academic consequences of the suspension. The student will not be re-admitted without a parent conference. During any suspension the student will not be involved in any extra-curricular and/or co-curricular activities such as athletics, cheerleading, field trips, etc. NOTE: Suspensions may be issued immediately for extreme disobedience or rebellious attitude. This will be counted as absent.
- ◆ High School students who are suspended (in-school or out-of school) at any time during the year must reapply for admission for the next school year. Application should be made after the current school year is complete.
- ◆ Corporal Punishment -- (Doesn't apply to middle school or high school students) usually more effective with the younger age child; when chronic disobedience, fighting, or belligerent behavior toward authority is evidenced. Parents are contacted prior to spanking.
- ◆ Probation -- a period of time given to a student to resolve a serious problem that is either academic, social, or personal. The length of probation may vary. At the end of the probationary period the student is removed from probation if there is evidence of satisfactory improvement.
- ◆ Expulsion -- considered as the ultimate deterrent of inappropriate behavior. The decision to expel a student will be determined by the administration and reported to the school board.
- ◆ Re-admission -- It will be the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances. Parents who seek re-admission shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

Examples of Unacceptable Behavior

Unacceptable behavior differs in its severity and, thus, should receive different disciplinary response. Behavior offenses have been categorized into levels of severity - Serious and More Serious. The examples listed in each category are not meant to be exhaustive. Offenses not listed will be dealt with at the discretion of the teacher/administrator in accord with these examples:

Serious Offenses

Bringing dishonor or shame on the name of Christ and the school either by
 conduct in school or outside it
 Disrespect to a teacher
 Cheating, lying, stealing, plagiarism
 Swearing, using obscenities
 Skipping class or school
 Leaving campus without permission
 Defiance, willful disobedience of authority
 Passive rebellion

Abuse or willful destruction of property
Excessive absences or tardies
Being out of dress code
Disturbing class
Bullying

Cheating –Honor is important in the life of a student. It is important that students truly stand for right as opposed to wrong. Any form of cheating is serious. When a student submits the work of others as his/her own, then deception has occurred. This violates the development of honesty and truthfulness. Consequences will range from a zero on the test, quiz, paper or project to possible suspension from school. Multiple offenses through any high school years will carry progressively more serious consequences.

More Serious Offenses:

Most serious breaches of conduct such as the ones listed below will normally result in more severe discipline action ranging from suspension to expulsion.

Alcohol - A student attending school or a school-sponsored event, having consumed alcohol or with alcohol in his/her possession is considered in violation of school policy.

Tobacco - The use of cigarettes or any other tobacco products at school or at school-sponsored events is not permitted.

Drugs - The use of, the possession of, and/or the buying and selling of drugs and other controlled substances by students will not be tolerated at Little Rock Christian. Attending school or school-sponsored functions using or possessing drugs is considered a violation of this policy.

Sexual Immorality – Students are expected to maintain the Biblical standards in relationships and physical intimacy including “avoiding the appearance of evil.”

Abuse or Assault - A student shall not cause or attempt physical or emotional injury or abuse to a school employee, a fellow student or any other individual.

Pranks Alluding to Weapons - Any reference to having a weapon at school by any student will be interpreted as truth. Any comments which can be taken as threats will bring severe consequences.

Fire Arms, Weapons and Contraband

A student should not possess, handle, or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include, yet are not limited to, pocket knives, pellet guns, paint ball guns, etc. Any breach of this policy will result in disciplinary action up to expulsion.

Many items have no business on a school campus and some are expressly prohibited. No weapons or anything perceived as a weapon of any kind are allowed. If something like a sword was needed for a historical exhibit, it must be checked in with administration. Students should not bring significant sums of money to school. Absolutely no fireworks or skateboards at any time on school property.

Bullying

Little Rock Christian Academy will not tolerate bullying. We define bullying as a series of intentionally cruel incidents, involving the same children, in the same bully and victim roles. It is more than a single act. It is a pattern of behavior. Those who bully repeatedly engage in conflicts that they are sure to win due to their superior power, and they are merciless in their tactics. We make a distinction between horseplay or teasing and true bullying. The difference lies in the relationship of the bully and the victim, the intent, and the frequency of the interactions.

Characteristics of Children Who Bully: Bullying is a learned behavior and can be unlearned. If bullies don't learn how to change their behavior, the pattern of bullying behavior often becomes a habit as the bully gets older. Following are some characteristics of kids who bully:

- Enjoy feelings of power and control
- Lack compassion and empathy for their victims and actually blame the victims
- Are successful at hiding their bullying behavior

In identifying bullying behavior, it is important to note that boys more often use physical force, insults, and threats while girls more often rely on social alienation and intimidation, such as excluding their victims, threatening them, or making them feel as if they don't belong. Bullying occurs where there is an imbalance of power. It is, therefore, a problem that requires adult intervention. Victims cannot solve a bullying problem on their own.

Administrative Response: Bullying of the type described above should be reported immediately to the administration with specific information upon which action may be taken.

Student Driving/Parking

Licensed high school students are permitted to bring vehicles to school after permission is granted and the vehicle permit is received. All drivers are required to drive with extreme caution on and off campus at all times. Students' vehicles are to be parked only in areas designated for their assigned student parking. All vehicles must be registered through the school office and have a parking permit displayed as directed. Students shall not be permitted to move vehicles while on campus nor are they allowed to go to their vehicle during any time of the day without permission. Once parked, the vehicle must remain parked until departure with the exception of off-campus lunch privilege. Careless driving and abuse of these rules or additional posted information will result in the loss of the student's privilege of bringing a vehicle to school. A fine of \$20 will be issued with each traffic violation.

Public Displays of Affection

There should be no public displays of affection at school or school functions.

Electronic Devices

Learning should never be disrupted by electronic devices, including cell phones. Specific directions and consequences for use of electronic devices will be established and communicated at each division level. The school takes no responsibility for any loss or damage to these items nor will the school investigate the circumstances regarding the loss or damage. Elementary and Middle School students may not keep electronic devices, including cell phones, with them during the day. High School students may use devices only outside of class time and assembly time and outside the classrooms. Use of cell phones is not allowed during class time or in class rooms.

Policy Limits

The Discipline Policy applies to students while they are on campus, on school operated/rented vehicles, or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. Therefore, offenses such as these will be considered as to their severity and impact on the school's reputation and appropriate school consequences will be applied.

LITTLE ROCK CHRISTIAN ACADEMY DRESS CODE

PHILOSOPHY

The intent of a dress code at Little Rock Christian Academy is to place emphasis on the attitude and character development of the student rather than on external appearance. "Young men, in the same way be submissive to those who are older. All of you clothe yourselves with humility toward one another because God opposes the proud but gives grace to the humble" (I Peter 5:5). In addition, such character traits as: obedience, respect, cooperation, self-discipline, and humility find application as students work with the teachers and staff to support the dress code.

While school officials recognize the challenge for parents of interpreting the dress code in conjunction with current trends within the fashion industry, the safest course of action would be to ask the following questions:

- Is it neat and does it fit appropriately for school?
- Is it modest? I Peter 3:3-4
- Does it promote appropriate attitude and behavior fit for God? Romans 13:14
- Is it non-offensive? I John 2:15-17

The administration is given the authority to interpret and enforce the dress code. Exceptions to the dress code may be made for special days, reward, or as a part of specified "senior privileges."

Dress Code Citations

Students will be reminded as the year begins what the required dress is and any ways in which they may not be meeting the code. The following response will normally occur in the case of dress code violations:

- Parents will be contacted.
- Students will obtain a change of clothes before returning to class.
- Consequences through middle school and high school for repeat violators will range from morning detention hall to suspension.

Elementary Dress Code

BOYS

Shirts: Shirts may be long or short sleeved, plain navy or white knit with a collar and placket. The required field trip shirt is short sleeved and green with LRCA's emblem and name embroidered on it. The field trip shirt can also be worn daily to school. The field trip shirt is required and will be available for you to order. All shirts must be tucked in. Turtlenecks and under armour are acceptable in navy or white. Under armour is to be worn under a uniform shirt. Shirts are to fit correctly and are not to be worn as jackets. In addition, all boys may wear white or light blue oxford cloth button-down collared shirt with short or long sleeves.

Slacks: Boys may wear blue jeans or slacks that are stone or tan khaki. Jeans are to be neat with no rips, holes or tears. Corduroy slacks may be worn in stone or tan khaki. Slacks are to be worn at the waist. Belts must be worn with slacks and jeans with belt loops. Slacks and jeans are not to be oversized or too tight.

Shorts: Boys may wear navy or khaki (tan or stone) walking shorts that are hemmed and no more than 2" above the knee. Belts must be worn with shorts that have belt loops.

Shoes & Socks: Shoes are to be neat and clean. Shoes with holes for laces should have laces. Tennis shoes are to be worn on P.E. days and as a part of the field trip uniform. Socks are to be worn at all times.

Sweaters: Sweaters are to be plain and solid navy or white.

Sweatshirts: Boys may wear LRCA sweatshirts or plain sweatshirts in navy or white.

Hair: Hair must be trimmed off the ear and collar and out of the eyes. Hair must be neat, of a natural color and conservative style. No pony tails. No Mohawks. Certain ethnic distinctive will be considered when in line with a student's heritage.

GIRLS

Shirts: Shirts may be long or short sleeved, plain navy or white with a collar and placket. The white shirt may have a Peter Pan collar. The required field trip shirt is short sleeved and green with LRCA's emblem and name embroidered on it. The field trip shirt can also be worn daily to school. The field trip shirt is required and will be available for you to order. All shirts must be tucked in. Turtlenecks and under armour may be worn in navy or white. Under armour is to be worn under a uniform shirt. Shirts are to fit correctly and not be worn as jackets. In addition, all girls may wear a white or light blue oxford cloth button-down collared shirt with short or long sleeves.

Jumpers: K4-3rd graders may wear jumpers in navy, khaki (stone or tan) or a school-specific plaid (available at The Toggery). Shorts or bloomers in navy, khaki (stone or tan) or white must be worn under the jumper to be modest. The shorts should not be visible below the hem line.

Skirts: K4-5th graders may wear skirts or skorts that are navy, tan or stone khaki or the school-specific plaid fabric as in the jumper. Shorts or bloomers in navy, khaki or white must be worn under the skirts for playing on the playground. These should not be visible below the hem line. Skirts and skorts should be no more than 2 inches above the knee.

Slacks: Girls may wear plain blue jeans or slacks that are tan or stone khaki. Slacks and jeans may be regular or Capri length. They should be neat with no rips, holes or tears. Corduroy slacks may be worn in tan or stone khaki. Slacks must be worn on the waist. Belts are to be worn with slacks and jeans that have belt loops. Slacks and jeans are not to be oversized or too tight.

Shorts: Girls may wear navy or khaki (tan or stone) walking shorts that are hemmed and no shorter than mid-thigh. Belts must be worn with shorts that have belt loops.

Leg wear: Tights and leggings may be worn. They should be plain. Leggings will be ankle length. They may be navy or white.

Shoes & Socks: Shoes are to be neat and clean. Shoes with holes for laces should have laces. Tennis shoes are to be worn on P.E. days and as a part of the field trip uniform. Socks are to worn at all times.

Sweaters: Sweaters may be plain and solid navy or solid white in color.

Sweatshirts: Little Rock Christian sweatshirts or plain solid sweatshirts in navy or white may be worn.

Hair: Hair must be neat, out of the eyes, of a natural color and a conservative style. Certain ethnic distinctive will be considered when in line with a student's heritage.

Middle School (Grades 6 through 8)

BOYS: All clothing must be modest, covering well and not be overly tight.

Shirts Solid color shirt with placket and collar. Not t-shirts. Long sleeved turtlenecks may be worn. The shirt or an undershirt has to be tucked in at all times. No lettering or messages. Shirts should fit correctly and be buttoned appropriately.

Slacks Solid color slacks worn at the waist (not sagging below). Corduroy is acceptable. No tears, rips, bleached stains or frayed hems. Belts must be worn with slacks and shorts. Not noticeably oversized or too tight. No jeans.

Shorts Solid color walking shorts that are hemmed and no more than 2" above knee.

Shoes & socks Clean and neat. No distracting footwear.

Sweaters Choice of crew, v-neck or cardigan in solid colors. (No messages)

Sweatshirts Little Rock Christian sweatshirts or solid sweatshirts. [NO message or label sweatshirts.]

P.E. Uniform 7th & 8th Grades only: Little Rock Christian T-Shirt, navy shorts and solid navy sweatpants

Additional No hats, visors or other head coverings. No tattoos. No body piercing. No earrings or long chains.

Hair Must be trimmed off collar, out of the eyes, as it naturally falls, and no longer than the bottom of the ear. Hair must be combed/brushed of a single natural color and a conservative style. No pony tails. No mohawks. Certain ethnic distinctives will be considered when in line with a student's heritage.

GIRLS: All clothing must be modest, covering well and not overly tight.

Shirts Solid color shirts or blouses with collar and placket (no sleeveless). Not t-shirts. Long sleeved turtlenecks any color. No lettering or messages. Proper fit is important. Many current styles can easily be too tight. Blouses should be buttoned modestly. No form fitting shirts. The shirt or an undershirt has to be tucked in at all times. Shirts must be long enough to cover midriff at ALL times.

Skirts Solid color skirt or skort hemmed to the knee or longer. No slits higher than the knee.

Slacks Solid color slacks. Corduroy is acceptable. No tears, rips, bleached stains or frayed hems. Slacks must be worn at the waist. Belts must be worn with slacks and shorts (except for beltless styles). Not noticeably oversized or too tight. No form fitting or stretch pants. No jeans.

Shorts Solid color shorts that are hemmed and no more than 2" above knee.

Shoes & socks Clean and neat. Not distracting.

Sweaters Choice of crew, v-neck or cardigan in solid colors. (No messages)

Sweatshirts Little Rock Christian sweatshirts or solid sweatshirts. [NO message or label sweatshirts.]

P.E. Uniform 7th & 8th Grades only: Little Rock Christian T-Shirt, navy shorts and solid navy sweatpants.

Additional No spaghetti straps & no midriff styles, even on 'no uniform days'. No hats or visors, no tattoos, no body piercing except the ears on females, which is limited to no more than two per ear.

Hair Hair must be combed/brushed out of the eyes, of a single natural color and a conservative style. Certain ethnic distinctives will be considered when in line with a student's heritage.

READ CAREFULLY!

Students are expected to dress modestly at any school-sponsored event, such as trips, games, dances, no uniform days, etc. consistent with the spirit of the guidelines above. The administration will be glad to help with questions about specific wear. Dress always communicates something about us; please consider what it says. It should, at all times, be modest, appropriate for the situation, not distracting, and not bring undue attention to the wearer. *The administration has the final word on a student's daily dress and reserves the right to change any of the dress code's rules during the school year and provide guidelines for events like dances.*

NO UNIFORM DAYS. SEE PAGE 32.

High School (Grades 9 through 12)

YOUNG MEN: All clothing must be modest, covering well and not overly tight.

Shirts Shirts with collars and sleeves, including turtlenecks and mock turtlenecks, are the basis for dress code. The shirt or an undershirt has to be tucked in at all times.

Sweaters Choice of crew, v-neck or cardigan that must be worn over collared shirt.

Sweatshirts Little Rock Christian sweatshirts or solid sweatshirts worn with collared shirt.

Pants Pants must be worn at the waist (not below). Pants must not be noticeably oversized or tight, but fit properly. Corduroy is acceptable. No tears, rips, bleached stains or frayed hems. No jeans, athletic wear, “sleeping pants” or scrubs.

Shorts Dress and casual shorts to the knee – no athletic/sports shorts.

Shoes & Socks Clean and neat. No distracting footwear.

P.E. Uniform Little Rock Christian T-shirt, navy shorts and solid navy sweatpants.

Hair Must be trimmed off the collar, out of the eyes as it naturally falls, and of natural color. No pony tails. No Mohawks or other styles that attract attention. Certain ethnic distinctives will be considered when in line with a student’s heritage.

Additional No hats, visors, hoods on the head or other head coverings. No visible tattoos. No visible body piercing.

No facial hair or sideburns below the ears. No earrings or long chains.

No lettering or messages on clothing.

YOUNG LADIES: All clothing must be modest, covering well and not overly tight.

Shirts Shirts with collars are the basis for dress code. The shirt or an undershirt has to be tucked in at all times. Shirts and blouses must have sleeves and at least two buttons. Blouses and shirts are to be modestly buttoned and covering cleavage.

Sweaters Choice of crew, v-neck or cardigan that must be worn over collared shirt.

Sweatshirts Little Rock Christian sweatshirts or solid sweatshirts worn with a collared shirt.

Skirts Skirts or skorts that are hemmed to the knee or longer. No slits higher than the knee.

Pants Not noticeably oversized or too tight. No form fitting, stretch pants, jeans, athletic wear, “sleeping pants” or scrubs.

Corduroy is acceptable. No tears, rips, bleached stains or frayed hems.

Shorts Dress and casual shorts to the knee – no athletic/sports shorts.

Shoes & Socks Clean and neat. Not distracting.

P.E. Uniform Little Rock Christian T-shirt, navy shorts and solid navy sweatpants.

Hair Must be natural color.

Additional No spaghetti straps. No midriff or cleavage can be showing at any time.

No hats, visors, hoods on the head or other head coverings. No visible tattoos. No visible body piercing except the ears on females, which is limited to no more than two earrings per ear. No lettering or messages on clothing.

READ CAREFULLY!

Students are expected to dress modestly at any school-sponsored event, such as trips, games, dances, no uniform days, etc. consistent with the spirit of the guidelines above. The administration will be glad to help with questions about specific wear. Dress always communicates something about us; please consider what it says. It should, at all times, be modest, appropriate for the situation, not distracting, and not bring undue attention to the wearer. *The administration has the final word on a student’s daily dress and reserves the right to change any of the dress code’s rules during the school year and provide guidelines for events such as dances. Any exceptions must be approved ahead of time by administrations.*

NO UNIFORM DAYS. SEE PAGE 32.

NO UNIFORM DAYS

It takes working together to make “No Uniform Days” possible. We need to make every effort to keep a good appearance for the honor of Christ and for the orderly learning environment which we want. Elementary grades will have occasional, pre-announced “No Uniform Days”. Generally, “No Uniform Day” at the Middle School is a privilege granted to students who demonstrate overall good behavior for the week. Students who have not demonstrated good behavior lose that privilege for the week. For Middle School and High School, Friday is allowed as “No Uniform Day” providing dress code criteria has been met during the week. “No Uniform Day” standards emphasize modesty. Appropriate school wear includes no holes in jeans, no skin-tight clothes, no short shorts or skirts, no pajamas or scrubs, no tank tops or spaghetti straps, no hats, no inappropriate messages, labels, or symbols. Just like on uniform days, bare midriffs or revealing tops are unacceptable. Please be careful to make “No Uniform Days” positive for everyone.