

Longview Christian Academy Handbook

THIS HANDBOOK BELONGS TO:

Longview Christian Academy
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MISSION STATEMENT

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 COMMUNICATIONS FOR 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 admin@lcalongview.com.

FROM THE ADMINISTRATION

Dear Parent,

Longview Christian Academy was founded in 1973 and is a ministry of the Longview Baptist Temple. The sole purpose for the existence of Longview Christian Academy is to provide a Christian education for families who are faithful members of Longview Baptist Temple. 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 PROCEDURE

After the parent and prospective student have read the handbook and completed the forms, 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. All new students will be on one-year probation.

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

Sub-Section 1.1.2

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 the Longview Baptist Temple, 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.

Students will not be admitted who will not be able to complete three consecutive semesters at Longview Christian Academy prior to graduation.

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 1.1.3

WITHDRAWAL

Withdrawals from school must be made in person through the school office. The student must obtain a withdrawal form from the office and have it signed by each teacher indicating that all books and supplies have been returned. Records will not be released until the withdrawal form is completed and financial obligations met.

Sub-Section 1.1.4

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.

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 absolutely necessary. Permission to give non-aspirin, 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 your 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

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.

Article 1 Section 3 PARENT/TEACHER

Sub-Section 1.3.1 PARENT-TEACHER FELLOWSHIP

It is mandatory that at least one parent attend the Fall and Spring Parent/Teacher Fellowship Meeting. Notes will be sent home in advance giving the date and time of the meeting. Please make it a priority to attend.

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 Dr. Zinn to discuss tuition arrangements before the first day of school. Please contact the school office to make appointments with Dr. Zinn. Please do not contact Dr. Zinn directly.

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.

Sub-Section 1.5.3
HIGH SCHOOL CONDUCT

Quiet talking will be permitted. Students may not go outside the designated area until the bell rings to return to class.

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

Sub-Section 1.5.3
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 ABSENCES

When returning to school from an absence all students **MUST** report to the school office for an admittance slip.

Sub-Section 2.1.2 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.

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 2.1.3

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 2.1.4
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. For credit to be reinstated, all make-up work must be completed, and the number of days missed over the maximum of nine made-up. If all makeup work has not been completed and the attendance requirements met, the student will be retained at the same grade level. In the High School, this would result in the 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 2.1.5
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 2.1.6

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, the student must bring a written note from home ONE FULL 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 granted** during mid-term and final exam weeks, prior to or following regularly scheduled holidays when school is not in session. Any family days taken during these times will be considered unexcused and will count as "0".

Sub-Section 2.1.7

MAKE UP SLIPS

Students 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 the end of the due date or they will receive demerits.

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

JR/SR HIGH UNEXCUSED TARDIES

In the Jr. and Sr. High School, unexcused tardies will result in 4 demerits.

Sub-Section 3.1.3

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 to parents to sign stating of the suspension.

Examples of unexcused tardies are: overslept, tired, missed ride, haircut, etc. Students will be allowed one excused tardy each semester for mechanical failure or traffic tie-up. (Flat tire, out of gas, 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.

Sub Section 4.2.3

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 4.2.4

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 to class returning 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.

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. No one is allowed in a classroom without permission from the administration.

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 either a classroom or in the dining hall, must first have the approval of the administration. This includes decorating or passing out snacks, food or other items.

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

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 6.2.1

WEAPONS

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

Sub-Section 6.2.2**ADDRESS AND PHONE NUMBER CHANGE**

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

Sub-Section 6.2.3**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.

Sub-Section 6.2.4**CELL PHONE AND SMART WATCHES**

Students are not to bring cell phones or smart watches to school for any reason.

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

Longview Christian Academy students may secure permission to drive a vehicle to and from school during their Senior year. Only immediate family members may be present in the car with the student driver. Students with a vehicle must park in front of the gym.

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 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 and these fund-raising projects.

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 neat and clean at all times and are subject to periodic inspection. 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. Lockers are to be kept locked at all times. No open food or drinks are to be kept in the lockers. Regular locker checks will be conducted by the administration.

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.

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

For information about school closing in inclement weather, listen to radio station KTBB-600 AM or on KLTN 7. If you are unable to receive these stations, you may call them to see if school is closed.

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 8.1.3**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 8.1.4**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 Temple Baptist School's athletic programs, students must maintain a passing grade. If a student's average in a class falls below 77% (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 77%, and maintains a 77% 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 77% 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 2.1.4)

Sub-Section 9.1.3
DEMERITS AND NO HOMEWORK SLIPS

Students who have accumulated more than thirty demerits (30) and/or FOUR (4) no homework slips 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 work due on the day(s) of the absence(s) must be received by 3:00 PM the **day before** the student will be gone from classes. Failure to do so will result in "0" for assignments and quizzes missed. These absences do not count towards the 9 absence days. (Sub-Section 2.1.4)

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 the five-year-old 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 twenty-six 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
HIGH SCHOOL COURSE STUDY

9th Grade

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

10th Grade

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

11th Grade

Bible
English III
Geometry
Physics
Government
Economics
P.E.

12th Grade

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

Sub-Section 10.2.6
COURSE CHANGES

No course may be dropped or added unless the student meets with the principal and secures permission to do so. No course may be dropped or added after the second week of the school year.

Sub-Section 10.2.7**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 10.2.8**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.

GRADING IS BASED ON A PERCENTAGE OF 100

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 fourth (4th) incomplete or no homework slip in a nine-week period, the student will receive a recess suspension. Student will still need to complete assignment and turn in the next day. Because

church is mandatory, it is the school's policy that teachers do not give homework on Wednesdays.

Sub-Section 11.1.2

JUNIOR AND SENIOR HIGH NO HOMEWORK SLIPS

In the Jr. and Sr. High School, incomplete homework and no homework will result in an incomplete or no homework slip sent home. On the fourth (4th) incomplete or no homework slip in a nine-week period, the student will receive a one-day suspension from school. (Eight homework slips - two days; twelve homework slips – three days) Because church is mandatory, it is the school's policy that teachers do not give homework on Wednesdays.

Sub-Section 11.1.3

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 11.1.4

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 Longview Baptist Temple is automatically adopted as a rule at Longview Christian Academy.

Sub-Section 12.1.3
CHURCH ATTENDANCE

Our school is a ministry of the Longview Baptist Temple 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; a letter will be sent to the parent from the principal's office, a phone call from the principal and 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.

Sub-Section 13.1.2 DRESS CODE INFRACTIONS

For all infractions, a notice will be sent home for corrective action. For immodest violations, the office will take immediate action and a note will be sent home.

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

-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, jeans, gaucho skirts, sundresses, or culottes are permitted at any time.

-A full denim skirt or denim jumper will be worn for PE class with a T-shirt.

Sub-Section 13.2.2**TOPS AND BLOUSES**

-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.

Sub-Section 13.2.3**FOOTWEAR**

-All shoes must be worn with some type of sock and with an enclosed heel or heel strap.

-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.

Article 13 Section 3 ELEMENTARY BOYS

Sub-Section 13.3.1

PANTS

-Kindergarten through sixth grade boys may not wear blue denim jeans or camouflage pants to school.

-A belt must accompany all slacks designed for one.

-Socks are required.

Sub-Section 13.3.2

SHIRT AND TIES

-Football jerseys, camouflage shirts, baseball shirts, shirts with slogans, logos, 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 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.

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

Sub-Section 13.4.2

SHOES

- No slides or flip flops
- Tennis shoes must be worn for P.E.

Sub-Section 13.4.3

BODICE/TOPS/BLOUSES

- 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.

Sub-Section 13.4.4

SKIRTS AND DRESSES

- 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
- 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, jeans, gaucho skirts, sundresses, or culottes are permitted at any time.

-A full denim skirt or denim jumper will be worn for PE class with a T-shirt.

-No t-shirt will be allowed with worldly pictures or slogans or that intentionally draw inappropriate attention.

Sub-Section 13.4.5

HOSIERY

-**7TH-8TH** may wear socks, hose or knee highs during school hours.

-No leggings.

- “No show” socks are not permitted

-**9th-12th** must wear hose or knee highs during school hours. Socks are permitted for PE or casual days only.

-No leggings.

- “No show” socks are not permitted

Article 13 Section 5 JUNIOR AND SENIOR HIGH BOYS

Sub-Section 13.5.1 PANTS AND SHOES

- Boys in grades 7-12 may not wear blue denim jeans and/or jackets.
- All pants designed for a crease should have one.
- 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.

Sub-Section 13.5.2 SHIRTS AND TIES

- Dress shirts and ties are to be worn each day and to all church services.
- Sport coats or suits must be worn to all chapel services.
- All shirts must have a collar and must be buttoned to the top at all times.

- Only solid colored dress shirts or conservative striped dress shirts with a tie may be worn.
- No black shirts will be allowed.
- 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.
- Ties are to be worn each day and to all church services.
- Ties must be visible at all times. (Hoodies or zipped up sweaters)
- No necklaces will be allowed.

Sub-Section 13.5.3

HAIR

- Hair is to be neat, never shaggy or bushy.
- 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.

-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.

-Tapered blocks are not acceptable.

-The "wet look" or "wet looking" hair will not be permitted.

Article 13 Section 6

FINAL SUMMARIZATION OF APPAREL GUIDLINES

Sub-Section 13.6.1

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.

LCA 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.

Because of this, 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. Following is the list with the assigned demerit rating given for the misbehavior. Demerits are given only in the Jr. and Sr. High and reset at the conclusion of the semester.

Article 14 Section 2 DEMERIT CODE

Sub-Section 14.2.1

NOISE

5 Demerits

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

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

60

- Slouching or head down in class or chapel
- Horseplay
- Failure to secure permission for an otherwise unauthorized activity

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

Sub-Section 14.2.3

CLEANLINESS

3 Demerits

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

Sub-Section 14.2.4

CHARACTER

5 Demerits

- Unprepared for class
- Hair/Dress code violation

2 Demerits

- Papers not signed and or returned
- Notes not signed and or returned
- Envelopes not signed and or returned
- Completed make up slips not signed and returned on due date

Sub-Section 14.2.5

COURTESY LACKING

10 Demerits

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

Sub-Section 14.2.6

MANNERS

3 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

Sub-Section 14.2.7

TARDY

4 Demerits

- Failure to be seated 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 14.2.8

ATTITUDE

25 Demerits

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

- 10 Demerits
- Negativism
 - Sarcasm
 - Worldly conversation

Sub-Section 14.2.9
INTENTIONAL DISOBEDIENCE

- 25 Demerits
- Failure to comply with a direct command

Sub-Section 14.2.10
DEMERIT CORRECTIVE MEASURES

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

25 demerits, there will be a trip to the Principal's office.

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.

Sub-Section 14.2.11
DISCIPLINARY OFFENSES

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

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

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 14.2.13

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.

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 14.4.1
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.

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

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

1. We will use God's Word for direction and wisdom.
2. We will make reference to established guidelines.
3. We will consider the attitude of the offender.
4. We will keep parents informed of the action taken.