

LIFEPOINT ACADEMY
of SEVENTH-DAY ADVENTISTS

2018-2019
Student
Handbook

**LifePoint Academy
Of Seventh-day Adventists**

4298 Livingston Road
Jacksonville, Florida 32257

Ph: (904) 268-2433

Fax: (904) 268-7770

SCHOOL HOURS

Monday – Thursday 8:00am – 3:00pm
Aftercare 3:15pm – 6:00pm

Friday 8:00am – 1:30pm
Aftercare 1:45pm – 5:30pm

OFFICE HOURS

Monday – Thursday 8:00am – 3:30pm
Friday – 8:00am – 1:30pm

LifePoint Academy Student Handbook and Code of Conduct

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FACULTY & STAFF

Daniel Williams.....Principal, 7th-8th Homeroom, 3rd-8th Bible & Social Studies Teacher
 Wendy Smiley.....Pre-K Director & Teacher
 Calina TejedaKindergarten Teacher
 Alexis Vince1st-2nd Teacher
 Monange Bolivar.....3rd – 4th Homeroom, 3rd-8th Reading & Language Arts Teacher
 Amanda Darsey.....5th – 6th Homeroom, 3rd-8th Math & Science Teacher
 Tricia Hercules.....Music Director, After Care Coordinator
 Zaidilie GutierrezTeacher’s Aide, Substitute
 Desiree Wheeler-Hissong.....School Board Chair
 Sandra Morales.....Treasurer
 Sabrina Delacruz.....Administrative Assistant

MISSION STATEMENT

Building leaders of integrity through academic excellence in a Christ-centered environment.

VISION STATEMENT

To effectively prepare students to be successful leaders and to achieve their highest potential through life-changing Christian service within an environment of educational excellence.

CORE VALUES

Developing Leaders

Training students to become servant leaders in their home and community
 Teaching positive relational skills
 Helping students reach God’s potential for their lives
 Equipping students with the tools needed to become innovators
 Growing a generation of world changers

Emulating Jesus

Fostering spiritual growth in students
 Instilling Adventist Christian values
 Promoting biblical family values
 Serving the church & community

Building Committed, Faithful Stewards

Creating a stable Adventist educational system in Jacksonville for future generations
 Teaching the value of taking care of God’s Creation
 Educating students on the importance of making God first in all aspects of life
 Respecting and being responsible for school, classmates, and personal items

Providing A Challenging Curriculum

Utilizing up-to-date technology
 Remaining current with modern methods of teaching
 Expanding the mind of students to become critical thinkers
 Incorporating inquiry-based lesson plans

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Maintaining A Safe Environment

Helping students to practice self-control and conflict resolution skills
Creating a healthy parent/teacher partnership
Providing a nurturing and caring environment with teachers that demonstrate God's love
Prioritizing the security of our students by following established safety measures

ACADEMIC POLICY

ACADEMIC EXCELLENCE

As Christians we look to Christ as an example of excellence and the school provides incentives and recognition to achieve this purpose. Students who have challenged themselves in achieving the highest level of scholastic performance are awarded for their efforts.

CHANGES OF REQUIREMENTS

LifePoint Academy reserves the right to change or add course requirements to meet State and Conference recommendations at any time.

GRADE REPORTS

Grade reports are issued to the parents/guardians and to students at the close of each quarter (nine-week period). All grades are recorded on the student's permanent record.

GRADING SYSTEM

KINDERGARTEN

I INDEPENDENTLY achieves objectives and performs skills
PT PROGRESSING TOWARD objectives and performing skills
NT NEEDS more TIME to develop skills.

GRADES 1-2

E EXCELLENT – Above grade level
S SATISFACTORY – At grade level
N NON-SATISFACTORY – Needs to improve
I INCOMPLETE

SKILL SETS

4 Exceeds grade-level standard expectations
3 Meets grade-level standard expectations
2 Approaches grade-level standard expectations, meets them inconsistently, or with assistance
1 Below grade-level standard expectations

GRADES 3-8

A SUPERIOR
B ABOVE AVERAGE
C AVERAGE
D UNSATISFACTORY
I INCOMPLETE
F FAILURE

These letter grades have the following numerical values in computing grade point averages:

A+	=	97.5 – 100	C	=	73.5 – 76.4
A	=	93.5 – 97.4	C-	=	69.5 – 73.4
A-	=	89.5 – 93.4	D+	=	66.5 – 69.4
B+	=	86.5 – 89.4	D	=	63.5 – 66.4
B	=	83.5 – 86.4	D-	=	59.5 – 63.4
B-	=	79.5 – 83.4	F	=	0.0 – 59.4
C+	=	76.5 – 79.4			

INCOMPLETE

A grade of "I" (Incomplete) is given when for legitimate reasons the student is unable to do sufficient work in any given period to receive a satisfactory grade. Grading period incompletes (I) must be removed within two weeks after the grading period ends, except by action of the Principal.

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ACADEMIC PROBATION

Students whose GPA falls below 1.5 or who fail two (2) subjects at the end of a grading period will be placed on **academic probation** for the next grading period.

If the student's grade at the end of the next grading period is still below the 1.5, the case will be reviewed by the administration. Recommendations may include withdrawing the student from class standing and/or suspension from extracurricular activities. If the student's GPA is still below 1.5 or fails two (2) subjects after two (2) consecutive reviews by the Administration, the student will be recommended to withdraw from LifePoint Academy. The student may remain in school only if his/her GPA has risen above 1.5 or at the discretion of the Principal.

Extra-curricular organizations and/or overnight field trips eligibility is based on the student maintaining a C average or above in all classes.

HONOR ROLL (Grades 3-8)

At the end of each school quarter, an Honor Roll list will be prepared for grades 3-8. For the 4th Quarter, an Awards Assembly will be planned to reward all the students on the list. Honor Roll includes students who have received an A or B letter grade in all subjects.

ACCREDITATION

The Board of Regents of the General Conference of Seventh-day Adventists accredits LifePoint Academy through the Florida Conference of Seventh-day Adventists. LifePoint Academy is accredited by Florida Association of Academic Non-Public Schools (FAANS) and also The National Council for Private School Accreditation (NCPSA).

ADMISSION POLICY AND PROCEDURE

GENERAL INFORMATION

Who may attend: LifePoint Academy welcomes applications from young people of all backgrounds whose principles and interests are in harmony with the ideals and standards of the school as expressed in this book. Such students will have the opportunity to enjoy the advantages of their own spiritual, intellectual, social, and physical development. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who applies for admission, thereby pledges to observe the regulations of the school.

LifePoint Academy is not equipped to handle young people who have major behavioral or scholastic issues.

STATEMENT OF NON-DISCRIMINATION

LifePoint Academy has been established to provide high quality education in a spiritually nourishing atmosphere, in harmony with the philosophy and objectives of the Seventh-day Adventist (SDA) Church. The school welcomes all those who sincerely aspire to live according to its principles of Christian beliefs.

The faculty and staff are made up of devoted and caring Christian teachers who take an interest in each individual student and encourage all students to do their best.

LifePoint Academy admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of gender, race, color, denomination or national/ethnic origin in administering its educational policies and admissions policies.

ADMISSIONS PROCEDURE

New student applications will be considered by the Admissions Committee when the following have been submitted and/or cleared:

- Fully completed and signed application, Consent to Treatment, and emergency forms.
- Student Immunization Record (up-to-date as required by State Law).

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- Evidence of a complete physical examination (within 12 months of first day of school required for all new students and those entering seventh grade).
- Copy of birth certificate and social security card.
- Copy of last two years report cards, including a complete transcript.
- Latest standardized test scores such as ITBS or FCAT.
- An interview with the admissions committee if deemed necessary.
- Signed financial agreement/clearance 3 weeks before the first day of school.
- Completion of the Entrance Exam.

PROBATIONARY ACCEPTANCE

All newly accepted student, as well as returning students, who are on academic/behavior probation, are admitted to LifePoint Academy on a **six (6) weeks probationary period**. This period allows administration, faculty and staff to ensure this school is best able to meet each child's individual needs. During this probationary period, the following areas will be evaluated through informal observation: behavior, academic, attendance and punctuality. Upon reaching the end of the three-week probationary period, parents will be contacted and advised that the period is complete and what, if any, action is recommended.

PRE-KINDERGARTEN & ELEMENTARY ADMISSION

The entrance age for Pre-Kindergarten is four years of age by September 1st of the current school year. Students who come in after the September 1st deadline will be required to complete another year of Pre-K. This is due to Florida law (Section 1003.21(1)(a)2, Florida Statutes) that states that the age for admission into Kindergarten is five years by September 1st of the current school year. The age for admission into the first grade is six years by the first day of the current school year. Exceptions to this policy for first grade may only be granted by the Florida Conference Office of Education, which will base its consideration on the following:

- A written request from the parents.
- A teacher's recommendation based on the results of an informal assessment.

STUDENT INFORMATION CHANGES

Parents and students are responsible for keeping the school office informed of all changes concerning the student's address, phone number, transportation details, financial status, emergency information, name and any other pertinent information.

ALLERGY POLICY

Parents of students with severe allergies (peanut, milk, fruit, etc.) are responsible for advising school administration and/or student's teacher of their allergy. Parents are responsible for ensuring that proper medications are with the student in case of an emergency. Please see our Medication Policy for details. All allergy concerns and precautions will be addressed by school administration.

ATTENDANCE

Consistent attendance is required of all students and will assist in ensuring academic success.

School begins promptly at **8:00 a.m.** School is dismissed at 3:00 p.m. Monday through Thursday, and 1:30 p.m. on Friday. Prompt and regular attendance in class, workshops, and assembly is expected. **Parents must sign in students after 8:00 a.m. Parents are not allowed to escort their children into the classroom.**

If a student is absent from class, they must present a signed note from their parents stating the reason for their absence. The signed note must be presented to the school within two days of the absence or the absence will be recorded as unexcused.

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All credit for make-up work will be at the discretion of the teacher.

ABSENCES

The only absences that can be recognized as excusable are:

- Sickness - Present to office a doctor's note for illness lasting three (3) or more days. Students with a fever must be fever free without medication for 24 hours before returning to school.
- Death in the immediate family
- Natural Disasters (storm, flood, earthquake, etc.)
- A parental trip for which it is absolutely necessary for the student to miss the educational experience. This is considered a "planned absence." For planned absences to be considered excused, parents and students must work within the guidelines prescribed by the classroom teacher regarding proper advance notice and make-up work completion.

Students may not be absent more than 10 days per semester. Those who exceed 10 days may be subject to retention and review by the admissions committee.

Families on scholarship should refer to their individual scholarship policy regarding absences and any possible loss of scholarship due to attendance violations.

No tests or quizzes may be made up when absences are unexcused except at the discretion of each individual teacher.

TARDY POLICY

Tardy students are a disruption to class in progress and are detrimental to the student's learning.

An unexcused tardy will be changed to excused only if the student brings a signed note from a parent within twenty-four hours.

Students are considered tardy if they are not present in the classroom at 8:00 a.m. and will be so marked on the teacher's attendance sheet.

If a child is tardy 10 days, parents will be contacted for a meeting with the Administration. Excessive tardiness will be addressed by Administration.

LEAVING DURING SCHOOL HOURS

To remove a student from the premises during the school day, a parent must sign the student out on the "Sign Out" sheet in the school office. A note from the parent with the current day's date is required for someone other than the parent to sign out a student. Also, someone other than the parent/guardian must be listed on the authorized Student Release form in order to sign out a student.

CHAPEL

Weekly chapel services are held on Friday morning each week. Parents are welcome to attend.

CHEATING POLICY

A student caught cheating may receive a zero grade on the assignment/test. The student code of conduct dictates the level of discipline but repeat offenders may escalate the stage of discipline applied.

A student caught cheating may receive a zero grade on the assignment/test. Multiple offenses will escalate the stage of discipline. The student code of conduct should be referenced.

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First Offense

The student code of conduct should be referenced. The teacher will call the parent to arrange a date and time to have a parent-teacher-student-administration conference to discuss the cheating incident. A letter from the administration will also be sent. In addition, any offices held by the student will be forfeited for the remainder of the school year.

Second Offense

A student caught cheating receives a zero grade on the assignment/test. In addition, the student will be suspended for three (3) days. No make-up work will be allowed for the period of suspension.

Third Offense

A student caught cheating for a third time will be expelled. The student will receive zero credit for all class work in the grading period in which the third offense occurs.

CLOSED CAMPUS

LifePoint Academy operates as a closed campus. The school is legally responsible for the safety and well-being of the students during the school day. A student may not leave campus at any time during the school day without parental and administrative permission. Failure to adhere to this policy will result in disciplinary action.

CODE OF CONDUCT

The primary objective of LifePoint Academy is to develop each student's potential for learning and to foster positive interpersonal relationships. Students need an environment that is safe and conducive to learning. If this is to be accomplished, the school environment must be free of disruptions that interfere with teaching and learning activities. The student's conduct determines, to a great extent, the full development of his/her potential for learning and the development of positive relationships.

The purpose of this document is to assist students, parents, teachers, and school administrators in the consistent maintenance of an environment that will enhance the achievement of this objective. To enhance its effectiveness, the Code of Student Conduct addresses not only the role of the parent, the student, and the school but also addresses:

- Grounds for disciplinary action
- Procedures for taking disciplinary action (including suspensions and expulsions)
- Responsibilities and rights of students

Parents are encouraged to read this document and develop a thorough understanding of its details. LPA School Board Rules, which expand in greater detail upon various aspects of student behavior, are set forth in this document and should be referred to for a complete understanding of a particular issue.

GENERAL PRINCIPLES

Students at LifePoint Academy should conduct themselves in a way that is becoming to a Christian young person by practicing of the following:

- Be clean in body and mind
- Be conscientious of all you do
- Be friendly and considerate
- Be prompt to appointments
- Respect the rights of others
- Respect and obey those in authority

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- Take care of your own property and respect property of others
- Uphold the standards of the Seventh-day Adventist Church
- Use good judgment in all you do. When in doubt, ask someone who knows.

THE CODE IS IN EFFECT DURING/WHILE

Regular school hours, students are being transported by car or van, times and places including, but not necessarily limited to, school sponsored events, field trips, after-school care, athletic functions, and other activities. Where appropriate, school administrators have jurisdiction over students.

In addition, the principal is authorized to take administrative action whenever a student's misconduct away from the school has a detrimental effect upon other students' educational process.

GOOD SCHOOL ENVIRONMENT

A good school environment is best thought of as a place for: being positive; nurturing; encouraging of personal and spiritual growth.

ROLES – PARENT, STUDENT & ADMINISTRATION

The Code recognizes the need for a co-operative relationship among student, parent, and educator. This relationship is exemplified as follows:

Parents will:

- Assume major responsibility for their child's behavior
- Attend school conferences and encourage their child to maintain acceptable behavior in their home, community, and school
- Maintain regular communication with the school concerning their child's progress
- Ensure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school
- Ensure that their child is in attendance at all school programs
- Bring to attention of school authorities any problem or condition which affects their child or other children of the school community
- Discuss report cards and work assignments with their child
- Provide an up-to-date list of home, work, and emergency telephone numbers for the school

Students will:

- Abide by the rules and regulations set forth by the school and individual classroom teachers
- Attend all classes daily and be on time
- Be prepared to come to class with appropriate materials
- Be respectful to all individuals and of their property
- Refrain from using the Lord's name in vain, profanity, or inflammatory statements
- Conduct themselves in a safe and responsible manner

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- Be well-groomed
- Be responsible for their own work
- Seek changes in an orderly and approved manner
- Inform parent of school accomplishments and needs and promptly transmit written communications from the school to the home.

School Administrators will:

- Encourage the use of good guidance procedures
- Maintain a safe atmosphere conducive to good behavior
- Exhibit respect for students
- Plan a flexible curriculum to meet the needs of all students
- Develop a good working relationship between staff and students
- Encourage the school staff, parents, and students to use the service of community agencies
- Encourage parents to maintain regular communication with the school
- Involve students in the development of policy
- Involve the entire community in improving the quality within the school and community
- Publish rules, regulations, and procedures annually.

School Personnel will:

- Be in regular attendance and on time
- Be prepared to perform their duties with appropriate working materials
- Be respectful to all individuals and their property
- Refrain from profane or inflammatory statements
- Conduct themselves in a safe and responsible manner
- Be well-groomed
- Abide by the rules and regulations and set forth by the school and conference
- Seek changes in an orderly and approved manner
- Exercise every opportunity to communicate with parents

PREVENTATIVE MEASURES

A major consideration in the application of this Code is to help school officials take the most appropriate action in the least extreme measure to resolve a problem. Teachers and administrators will strive to use a variety of informal or guidance strategies, prior to, during, and after formal disciplinary action.

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Some Strategies Include:

- Adjustment of the student's curriculum
- Referral for student service, e.g., group or individual counseling, peer counseling, or psychological evaluations
- Monitoring of student behavior through short-term progress reports and other strategies
- Conferences and contracts among administrators, parents, teacher, and student
- Assignment of the student to an in-school or out-of-school alternative program.

SAFEGUARD AND RIGHTS

All action taken by the school must be in compliance with Florida Conference policies. Inherent in these rules and policies is the philosophy of fairness and consideration for action that is in the best interest of the student.

When confronted with an act that may require the imposition of disciplinary action by the school, the student and all other appropriate persons should be given the opportunity to explain the circumstances of the incident. The parent should always be notified of disciplinary action prior to the action being taken, if at all possible.

Parents have the right to a school level hearing and the right to appeal to higher administrative levels. In instances of expulsion, parent may request an appeal before the LifePoint Academy School Board.

Appeal Process: In instances of expulsion, a parent may request from the principal, in writing, within five working days, a hearing before LifePoint Academy Appeal Committee.

The LifePoint Academy Appeal Committee will consist of: School Board Members (2), School Board Chairperson, Home & School Leader, Principal

The function of the LifePoint Academy Appeal Committee is the following:

- To ascertain that Union, Conference, and LifePoint Academy policies were adhered to.
- To ascertain that the recommendation of the staff and administration to expel is warranted for the infraction committed by the student.
- To make recommendation to the school board for final action.

The Code of Student Conduct recognizes the following disciplinary actions:

Temporary Removal from Class: The teacher shall have the authority to remove a seriously disruptive student from the classroom. In such cases, the teacher or substitute teacher shall notify the school office to secure the principal or the designated person. The teacher shall be entitled to receive, within a reasonable period of time, a report describing corrective action(s) taken. Guidelines for implementing this provision shall be developed by the faculty and administration.

Corporal Punishment: The Florida Conference policy prohibits the use of corporal punishment at LifePoint Academy.

School Suspension: The principal may suspend a student for persistent disobedience and/or gross misconduct. Principals take this action when they have exhausted informal disciplinary strategies, or when they have at least considered the alternatives and rejected them as inappropriate in a given situation. In school suspension may be issued for Level 3 or 4 violations. Out of school suspension may be appropriate under the following conditions.

- When the student's presence in school presents a physical danger to the student or others.
- When a "cooling off" period is needed in order to relieve tensions and relieve pressure.
- When the student and/or parent refuses an alternative to suspension.

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Expulsion: The principal may request that the School Board expel a student. The principal may take this action when they have exerted less severe administrative disciplinary action to no avail; or when he or she has considered those alternatives and rejected them as inappropriate in the given situation. Students who have been suspended 3 times will be referred to the school board to be considered for expulsion.

Level	Infractions	Consequence
ONE	Littering Inappropriate Media Horseplay Name Calling Throwing Objects Persistent Disruptive Behavior	Teacher/Student Conference In Class Disciplinary Action Possible Parent Contact
TWO	Inappropriate Language Cheating/Dishonesty Repeated Name Calling Gambling	Parent Contact Classroom Letter or Note with Return Signature Removal From Class if Appropriate
THREE	Bullying Vandalism of School Property/Books Fighting/Assault Insubordination Stealing/Theft Possession or Viewing of Inappropriate Adult Media Tampering with Emergency Equipment Threatening to Injure Leaving Campus without Permission Inappropriate Contact - Verbal or Physical Possession of Drugs/Alcohol/Tobacco	Administration/Administration/Parent/Teacher/Student Conference Removal From Class Possible Suspension
FOUR	Distribution or Use of Drug/Alcohol/Tobacco/Vaping Possession or Use of Weapons Assault to Faculty or Staff	Administration/Parent/ Teacher/Student Conference 3 Day Suspension Possible Recommendation for Expulsion

Recommendation of expulsion will be presented to the School Board after three suspensions. In case of the absence of the Principal a designated person will handle situations.

LifePoint Academy reserves the right to determine the appropriateness of behavior and to discipline accordingly. Rewards and consequences will be administered as best determined by the Administration. Additionally, the LifePoint Academy School Board reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient to do so.

Make-up Work: Student must complete any missed work as a result of suspension. Credit for missed work will be given at the discretion of the teacher.

Reporting of Crimes and Renumeration

It is important that all students and parents understand that, in addition to taking disciplinary action at the school level, certain criminal and/or disruptive behavior must be reported to appropriate police authorities. Restitution may be required if deemed necessary.

Bullying and Harassment

LPA wants all its students to have an educational setting that is safe, secure, and free from bullying and harassment of any kind. The school will not tolerate bullying and/or harassment of any type. Florida law expressly defines "bullying" as the act of systematically or chronologically inflicting physical harm or emotional distress on a student. Acts of bullying include but are not limited to teasing, social exclusion; threat; intimidation; stalking; physical violence; theft; sexual or racial harassment; public humiliation; or destruction of property.

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Cyber-bullying means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose. Harassment is defined as any verbal, written or physical conduct that threatens, insults, or dehumanizes students. Written harassment includes those committed through electronic means and the use of computer software. The Florida anti-bullying law also penalizes those who induce or coerce others to bully or harass students. **Consequences for students who commit acts of bullying or harassment may lead to suspension or expulsion.**

Sexual Harassment Policy

It is important that LPA maintain a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. Sexual harassment should never be a part of that environment.

It should also be noted that sexual harassment constitutes illegal educational discrimination under Federal and State statutes, the 14th Amendment of the U.S. Constitution, and Title IX of the Education Reform Act Amendment of 1972.

Definition: Sexual harassment constitutes unwelcome sexual advances, sexual comments of any kind, or physical conduct of a sexual nature.

Examples:

- Making threats of a sexual nature.
- Unwanted physical contact (ie. patting, stroking, brushing up against someone) .
- Sexual advances, gestures, contact, comments or jokes.
- Displaying sexual pictures, photographs, cartoons or graffiti.
- Making suggestive comments about a person's anatomy.

Reporting Sexual Harassment

Persons who believe they are being sexually harassed should:

- Tell the harasser to stop in clear language.
- Report the incident(s) to the teacher or principal.
- Report additional incidents, if they occur.

Discipline

Sexual harassment constitutes an infraction of LPA policies and becomes grounds for disciplinary action including:

- Verbal warning to student
- Parental conference
- Written warning
- Suspension (One to three days depending on the seriousness of the situation as determined by the Administration).
- Dismissal

Note: Successive violations are grounds for progressively severe disciplinary actions. Gross violations may result in immediate suspension or dismissal.

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COMMUNITY SERVICE

Community Service is a part of the curriculum at LifePoint Academy. Students are expected to participate.

DRESS CODE POLICY

LifePoint Academy is committed to adopting a dress code that demonstrates modesty and is consistent and in harmony with the standards of the Seventh-day Adventist Church. When representing LPA on or off campus, students shall not wear clothing or articles that will in any way differ from or reflect other than these Christian standards. The dress code will be enforced at all times while on campus. This includes before and after school while waiting for transportation.

Uniforms have been adopted as the only appropriate dress for school. When there are school sponsored events or special occasions, the following guidelines are expected to be followed:

- **SHIRTS:** Uniform polos will be in blue, black and white with the school name and/or logo on the front. Shirts must be tucked in once students enter the building. Shirts worn under the required polo must not have any print showing through the outer shirt. Long-sleeved undershirts may be worn, but must be black or white. When not in uniform, spaghetti straps, crop tops, tank tops with excessive skin showing, or shirts with inappropriate graphics or logos are not allowed at any time.
- **BOTTOMS:** Students may wear black or khaki shorts or pants that are worn on the waist. Girls have the option of wearing skorts purchased through LPA. Students in grades 1-8 are expected to wear a belt with their pants and shorts at all times. All bottoms must come to the top of the knees. During dress down or school events, shorts, skorts, skirts, and dresses must come to the top of the knee.
- **SHOES:** Tennis shoes are acceptable and must be worn for Physical Education class. No sandals, slingbacks, or open-toed shoes are to be worn.
- **GYM/P.E. CLOTHES:** Grades 5-8 may change out for Physical Education class. Inappropriate T-shirt tops, slacks, jeans, and cut-offs are not permitted. Swimming attire must be one piece, fit properly, modest and be in good taste. Guidelines for shirts and bottoms outlined above apply.
- **WINTER APPAREL -** Sweaters or sweatshirts worn for cooler weather must be purchased through the school uniform vendor and have the school logo. Non-school coats may be worn outside. Long-sleeved undershirts must be black or white and not have any graphics showing.
- **JEWELRY AND NAIL POLISH:** For the purposes of uniformity, safety, and security, jewelry of any kind, including friendship bracelets are not allowed. Girls who choose to wear nail polish must choose modest colors and designs. Unnatural cosmetics are not permitted.
- **HAIR POLICY:** No unnaturally dyed colors with the exception of crazy hair during Spirit Week.

VIOLATION OF DRESS CODE

If a student is not in proper school dress code, a warning will be sent home to parents. After the second warning, students will be fined \$1.00 for each infraction. Excessive infractions will be addressed by the administration.

DROP-OFF/PICK-UP

Before school care begins at 7:30am. School doors will not open prior to this time. Students are not to be left unsupervised on school grounds.

Only documented authorized persons may pick-up your child from school. If a non-authorized person will be picking up your child, the school must be notified by text or e-mail. Identification will be required. After School Care will not be provided on the following noon dismissal days; November 18th, December 16th, March 17th and May 19th. On these dates, there will be a charge of \$25.00 per 15 minutes that students are picked up late.

Parents will be charged for After School Care if their child is not being directly supervised even if the parent is on school grounds.

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FINANCIAL INFORMATION

Jacksonville Adventist Academy is committed to providing the highest quality Christian education within the financial resources available. We recognize there is nothing more precious to parents than their children. Consequently, when we accept the responsibility of providing a Christian education for these children, we consider it both a privilege and a sacred trust. In many ways we enter into a partnership with parents when we take on the responsibility of molding the character and future of each child.

In return for the school's service, we require parents to pledge to the prompt payment of their accounts, by signing the financial agreement. The signatures indicate their willingness to withdraw their children should it become impossible for them to meet their financial obligation to the school.

APPLICATION FEE

A \$50 non-refundable application fee is due with each new student application.

ENROLLMENT FEE

The following enrollment fee is due with your signed contract and must be paid to guarantee placement:

Per Student	\$500
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TUITION SCHEDULE

Grade	Annual Tuition*
Kindergarten -4 th	\$6,500
5 th – 8 th	\$6850

** Students whose parents are members of the Mandarin SDA Constituent Church receive an \$800.00 discount.*

MULTIPLE STUDENT DISCOUNTS*

5% discount off tuition for second child

10% discount off tuition of additional students

**Multiple student discounts is applied towards the equal or lesser tuition*

LATE PAYMENT POLICY

Parents that fall two months behind their payment plan must attend financial counseling within 15 days of the 2nd missed payment and will then have 15 days to bring payments current, otherwise the student(s) will be withdrawn from classes. Parents that fall more than 2 payments behind may be turned over to a collection agency.

Student records will not be released until the account has been cleared. This includes report cards and any academic test results.

PAYMENT OPTIONS

Annual Plan: Full payment of tuition due August 1, 2018 receives a **3% discount**. This payment is payable directly to the school.

Semi-Annual Plan: Two equal tuition payments due August 1, 2018, and January 7, 2019, receive a **2% discount**. These payments are payable directly to the school or through FACTS Tuition Management Company. Payments that are made after the deadline will be ineligible for the discount.

Monthly Plan: Ten or twelve-monthly tuition payments **MUST be made through FACTS Tuition Management Company**. These electronic payments will begin in July or August of 2018 and will continue until May or June of 2019. can be withdrawn on the 5th, 20th or last day of each month. The annual fee for this service is \$45.00. Monthly payments are electronically withdrawn from your bank account. FACTS applications must be completed 15 days prior to the first scheduled appointment. Parents will sign up for FACTS on their secure website.

Parents of scholarship recipients are expected to endorse scholarship checks within 10 days of being notified that they are at the school. Parents that do not sign the checks within the timeline will be held responsible for the missed payment.

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JAA accepts credit and debit cards with a small service fee for your convenience.

ADDITIONAL COSTS

Field Trips

Field trips are a required and necessary component of our school program as they enhance and apply classroom learning. The fees for these trips vary and are included in the extra curriculum fees due by December 14th of the current school year. Also, incidental **supply costs and/or field trip transportation costs** may be charged periodically. Parents will be notified in advance of the costs and timeframe for payment.

GRADUATION

The graduation ceremony is a formal service designed to honor students for their academic accomplishments. There is a graduation ceremony for the graduating Kindergarten and Eighth grade classes. Participating in these exercises is a privilege for all passing graduates. A graduation fee may be charged. Parents will be notified of the fee at the start of the year.

EIGHTH GRADE GRADUATION

A diploma is granted to a student who has been in attendance at LifePoint Academy for at least the final grading period of the current school year, providing they meet the academic requirements (see Academic Probation), maintains satisfactory attendance and completes their **financial obligations** to the school.

Students with a GPA below 1.5 will not be allowed to participate in graduation exercises. Special circumstances will be reviewed by the administration. In order for students who have below a 1.5 GPA to receive a certificate of graduation, they must successfully complete a program of summer study to be set up and approved by the school. Upon proof that the approved program has been completed, an eighth-grade diploma will be given.

GUM

Gum is not allowed on the LPA campus. Students found chewing gum will be fined \$1.00.

HEAD LICE & RINGWORM POLICY

At the time of identification, students with head lice/nits will be isolated from other students until such time as provisions can be made for them to return to their home for treatment. The parent/legal guardian or emergency designee of each identified student will be contacted to come and pick up the student and will be informed of the need for the student to remain home until treatment has begun and the student is lice/nit free. Students will be considered excused from school for the first three days of treatment.

Students or staff with ringworm of the scalp should be excluded from school until after treatment has started. A doctor's note will be required for return to school. During treatment, the affected area must be covered while in school.

INTERNET/TECHNOLOGY POLICY

It is a privilege to use devices provided by LifePoint Academy. Students may lose this privilege for any of the following reasons: changing computer configurations, accessing inappropriate Internet sites as explained in the following policy, purposely taking equipment apart or damaging it, downloading games or other data unrelated to the specific assignment, disrespecting the instructor.

Handheld gaming devices are not allowed on campus. If the devices are brought to the school, the teacher will remove the device and the parent can retrieve the device from the school office. Cell phone and tablet policies will be determined by the teacher and enforced by the administrator.

Educational Purpose

Use of the Internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, and limited high-quality self-discovery activities. The Internet access has not been established as a public access service or a public forum. LifePoint Academy has the right to place reasonable restrictions on the material you access.

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or post through the system. Each student is expected to follow the rules set forth in this Acceptable Use Policy. Students may not use the LifePoint Academy Internet connection for commercial purposes. This means you may not offer, provide, or purchase products or services through the LifePoint Academy Internet connection.

Student Internet Access

Students will access the internet only with direct knowledge of the teacher and when an adult is present in the room. Students will have e-mail access only under their teachers' direct supervision using a classroom account.

The student and his/her parent must sign an Acceptable Use Agreement to be granted permission to use the LifePoint Academy Internet Connection. The parent or teacher can withdraw approval at any time.

The following uses of the LifePoint Academy internet connection are considered unacceptable:

Personal Safety:

- A student should not post personal contact information of themselves or others on the Internet. Personal contact information includes address, telephone, school address, work address, etc.
- A student should not agree to meet with an online acquaintance without parents' approval.
- Students are also required to promptly disclose to the teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.

Illegal Activities:

- A student shall gain unauthorized access to the LifePoint Academy Internet account or to any other computer system through your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- A student shall not attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- A student shall not burn or copy on a CD-ROM or flash drive contents of a software, music file, etc. that is protected by copyright.

System Security:

- Under no circumstances shall students provide their password to another person.
- Students shall immediately notify a teacher or other school employee if they have identified a possible security problem.

Inappropriate Language:

- Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Students shall not knowingly or recklessly post defamatory information about any person or organization.

Respect for Privacy:

- Students shall not re-post a message that was sent to them privately without permission of the person who sent the message.

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- Students shall not post private information about another person.

Plagiarism and Copyright Infringement:

- Students will not plagiarize works that they find on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc. and presenting them as one's own.
- Students shall respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright. CD-ROM burning and copying of protected content of software is piracy and is illegal. If a work contains language that specifies appropriate use of the work, you should follow the expressed requirements. If unsure whether or not the work is usable, permission should be requested from the copyright owner. Copyright laws can be very confusing. Any questions should be directed to an instructor or principal.

Inappropriate Access to Material:

- Students shall not use the LifePoint Academy Internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- If a student mistakenly accesses inappropriate information, they should immediately tell the teacher or another school employee. This will protect the student against a claim that they have intentionally violated this policy.
- Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. The school fully expects students to follow their parents' instructions in this matter.

MEDICATION:

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may NOT be administered to students by school staff. Only a licensed practitioner or school nurse may dispense non-prescription medications. Students in middle school (grades 5-8) may self-administer non-prescription medicines provided they bring only one or two days' dosage rather than a whole bottle. However, the medication should be given to the school authority by the parent until the child needs it. The parent should also complete an "Over-the-Counter Medication Permission" form.

In the case where a student needs to be administered a prescription, the parent must inform the administration. The medication must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose along with a Medication Permission form and log. The staff member (having informed and secured approval by the principal) shall be responsible for administering medication to students and storing the medication in a locked drawer or cabinet. .

Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the principal of the school a medication authorization, signed by the parents or legal guardians of the student, and in a form prescribed and made available by the Conference K-12 Board of Education and attached to this policy. The form shall provide clear instructions from the prescribing physician as to the method or manner such medication is to be administered, including the quantity or dosage to be administered and frequency, together with any potential reaction or other cautioning instructions in connection with the usage of the drug. The medication will be administered only in accordance with the written instructions from the child's physician. The parents or guardians shall authorize the staff member administering the medication to correspond directly with the child's physician in the event the staff member deems it appropriate or necessary.

MEDIA

Music, that contains the following materials, is not in keeping with the spiritual and moral guidelines set forth by LifePoint Academy:

- Sexually explicit lyrics and/or graphics
- Satanic, occult or sacrilegious material

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- Profane or vulgar language
- Violent and/or hateful words
- Material degrading to any race, religion and/or sex. Individuals and/or groups whose music contains such material as listed above are inappropriate and in violation of school rules and regulations

Media policies will be upheld during all events, including off-campus field trips.

NON-SCHOOL ITEMS

Students must obtain permission from the teacher before bringing to school such things as pets, special projects and items designed primarily for play.

At no time will a student be permitted to bring to school such things as knives, firecrackers, toys, lighters, matches or other things of this nature. Infraction of this rule may result in permanent loss of the article and dismissal from school.

ORIENTATION

An orientation will be held in order to communicate both school and classroom policies and procedures. All families are required to attend orientation. Orientation is a required school day and is mandatory for both students and parents/guardians.

PARENT CLASSROOM VISITS

All classroom visits must be pre-arranged. Unscheduled classroom visits are not allowed. Parents may leave a message for the teacher and/or drop off student items at the school office, **please do not go directly to the classrooms. Teachers are not available for parent visits before school starts unless an appointment has been made.**

PARENT/SCHOOL PARTNERSHIP

No school is successful in teaching basic principles of life without the support and cooperation of the home and the church. LifePoint Academy believes that there should be a working relationship between the parent, pastor and school for the welfare and the continued growth of the student. Letters or phone calls from the school will not necessarily mean that serious problems have arisen but may indicate a desire to counsel together before a student faces serious difficulty.

Inquiries and parental visits to the campus are always encouraged by appointment.

It is essential to maintain a positive relationship between the school and parents, guardians, or others responsible for the student. Every attempt will be made to achieve harmonious solutions to differences or misunderstandings. Failure to reach accord and receive support may result in a request that the student be withdrawn from the school program.

The administration reserves the right to question a student about his or her behavior at any time without parental consent.

PARKING ON CAMPUS

All vehicles on campus must be parked in the designated parking areas. *Parents dropping off or picking up students must pull into the designated drive lanes in front of the school building and stay in their vehicle until student has entered or departed.* After student is dropped off or picked up all vehicles must exit following the flow of traffic. **At no time are vehicles allowed to park in the designated drive lanes.**

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PERSONAL DEVICE POLICY

LPA recommends that students do not bring ANY personal electronic devices to school including, but not limited to cell phones, tablets and laptops. Smart watches are not allowed under any circumstances. If students decide to bring a device on campus, it must remain in their backpack turned off. Students found in possession of a device the first time will have it confiscated and it will be returned to the parent at the end of the day. If found with a device a second time, it will be confiscated for three days and then returned to the parent. If a student is found in possession of a device a third time, it will be confiscated and returned to the parents at the end of the school year. This policy applies to when students are on the LPA campus. Individual classroom policies will also be strictly enforced.

PRIVACY

Students should expect only limited privacy in the contents of their personal files on the school's devices. Routine maintenance and monitoring of school computers may lead to discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of the student e-mail files or other computer files.

SCHOOL BOARD

School board meetings are open to members of constituent churches and parents except when an Executive Session of the Board is called.

The school board encourages each patron to cooperate fully with the school board, faculty, and staff. The school and church will work together in fulfilling its objectives for Christian education.

SCHOOL TRIPS

Authorized school trips such as field trips and promotional trips, planned by the school staff and sanctioned by the administration, are considered school days. It is the responsibility of the staff members in charge of the group to make certain that all students in the organization have proper clearance with the school administration and take the Consent to Medical Treatment Form for emergency purposes. All students must have signed permission slips in order to attend. If your student is not participating in the school trip, please make alternate arrangements for them. This is the responsibility of the parents and not the school. Please understand that trips require pre-payment and a student who is unable to attend, for any reason, may not receive a refund. Students on academic probation or severe violation of student conduct may jeopardize the opportunity of being allowed on school trips.

Chaperones on school-sponsored trips will be expected to follow the itinerary for the trip and assist with planned activities.

Any parent who volunteers to transport students during field trips must provide school administration with a copy of a valid driver license, insurance card and have completed the Verified Volunteer training and background check prior to the field trip.

SERVICE HOURS

We believe the success of our school program and our students depends a great deal on parent/volunteer help. Studies have shown that children score higher academically when parents are involved. There are many opportunities for parents to share their time and talents at LPA. Some of these opportunities include field trips, parties, and holiday luncheons, hot lunch, making copies and cutting out class prep work along with various other activities.

Any parent who would like to volunteer will be required to submit to a background check and complete a 2-hour online course through Verified Volunteers. This includes parents who will be driving on field trips and working in the classrooms. Parents who will be driving for field trips will need to also complete a Volunteer Driver Form and submit a copy of their driver's license and insurance card with the office.

Because we believe so strongly in parental involvement, we ask that each family contribute 10 service hours per school year. Families who choose not to complete those hours will be charged a \$100 service fee. Service hours will be recorded by the school office.

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SKATEBOARDS AND ROLLERBLADES

Due to insurance regulations, students are not allowed to bring skateboards or roller blades to school. "Heely" shoes are not permitted.

SPONSORS

All student committees, class meetings, drama, sports, and music organizations must be directed and supervised by a faculty sponsor or approved volunteer. Any activity or program being planned must be done in conjunction with the sponsors. Activities done in a non-routine manner must be approved by the administration after the student leaders and sponsors for the organization have developed their ideas. This includes all types of parties and lunchtime activities.

STUDENT ACCIDENT INSURANCE

LifePoint Academy carries an accident insurance policy with Christian Educators Insurance Trust. Covered medical expenses include medical or surgical treatment, hospital confinement and services of a trained nurse for treatment commencing within 90 days of the date of accident and incurred within one year of the date of the first treatment. For more specific information, please request an insurance brochure from the secretary's office.

STUDENT PLEDGE

It is distinctly understood that every student who presents himself/herself for admission to LifePoint Academy thereby pledges to observe the Christian principles upon which this academy is operated, whether on or off campus. If the pledge is broken, it is understood that the student forfeits their enrollment; and if allowed to stay, it is only with the forbearance of the faculty. It is also a part of the student contract that he/she will, to the best of their ability, perform all duties assigned to him/her in connection with the academy.

TEXTBOOKS

All textbooks must be returned at the end of the year in the condition they were received. Lost and/or damaged books are the financial responsibility of the student/parent.

VISITORS

All visitors must check in with the office before entering the campus. Visitors must wear a badge at all times while on campus. Students wishing to bring guests on campus must secure permission at least a day in advance.

WEATHER EMERGENCIES AND SCHOOL CLOSINGS

LifePoint Academy adheres to the Duval County School Board's Policy on Weather Emergencies. In the instance of severe weather parents are advised to follow the guidelines of Duval County Public School closings. Parents will be notified by phone, email or text message for all other school closings.

YEARBOOK

LifePoint Academy sponsors a yearbook. The yearbook sponsor will appoint the yearbook staff. Each student in grades K-8 enrolled at LifePoint Academy will receive a copy of the yearbook. VPK students may purchase a yearbook for a fee. These students may reserve a copy of the yearbook no later than January of the current school year.

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2018-2019 School Calendar 1st Semester (Dates may change due to weather or scheduling conflicts)	2018-2019 School Calendar 2nd Semester (Dates may change due to weather or scheduling conflicts)
August 16 Orientation/Open House – School Day (4pm - 8pm) 20 First Day of School/ VPK First Day of School 28 DIBELS Testing, K – 3 rd 29 DIBELS Testing, 4 th – 8 th September 3 NO SCHOOL – Labor Day 4 Read-a-Thon Kick-off 5-7 MAP Assessment, 2 nd – 8 th 14 Hispanic Heritage Celebration 17 Noon Dismissal – Staff Development 17-21 Read-a-Thon Week 17-21 Inspire Jacksonville Evangelistic Meetings 24-28 Fall Week of Prayer October 6 Education Sabbath at Mandarin SDA Church 14 Fall Festival (Required School Day) 15 Noon Dismissal – Staff Development 19 End of First Quarter 29 Noon Dismissal – Parent/Teacher Conferences November 10 Thanksgiving Fundraiser Luncheon 20 Thanksgiving Luncheon 20 NOON DISMISSAL (NO AFTERCARE) 21-26 NO SCHOOL - Thanksgiving Break 28 Vision Screenings December 3 Noon Dismissal – Staff Development 20 Christmas Program @ 7:00 p.m. 21 End of Second Quarter 21 NOON DISMISSAL (NO AFTERCARE) 24-1/5 NO SCHOOL – CHRISTMAS BREAK (1/2-1/4 Possible Weather Make-Up Days)	January 7 Return from Christmas Break 14 Noon Dismissal – Parent/Teacher Conferences 14-18 MAP Assessment #2, 2 nd – 8 th 15 DIBELS Testing, K – 3 rd 16 DIBELS Testing, 4 th – 8 th 21 NO SCHOOL – Martin Luther King Jr. Day 26 Education Sabbath @ Southpoint SDA Church February 2-3 Forest Lake Academy Days, 8 th Only 9 Education Sabbath at Spanish SDA Church 15 Black History Month Celebration 18 NO SCHOOL – President’s Day (Possible Weather Make-Up Day) 25-27 WrAP Testing, 3 rd – 8 th 28 Open House @ 6:00 p.m. March 16 Education Sabbath @ Orange Cove SDA Church 18 Move-a-Thon Kick-Off 22 End of Third Quarter 22 STEM Festival @ Forest Lake Academy 22 NOON DISMISSAL (NO AFTERCARE) 25-29 NO SCHOOL – SPRING BREAK April 8-12 Student Led of Week of Prayer 12 Move-a-Thon 15 Noon Dismissal – Staff Development 24-27 Festival of the Arts (<i>Tentative</i>) – 5 th -8 th 29-3 MAP Assessment, 2 nd – 8 th 30 DIBELS Testing, K – 3 rd May 1 DIBELS Testing, 4 th – 8 th 5 VPK Graduation/Awards Ceremony/Music Recital (Required School Day) 6 Noon Dismissal – Staff Development 8-10 8 th Grade Class Trip 18 8 th Grade Graduation 22 Kindergarten Graduation 24 End of Fourth Quarter 24 NOON DISMISSAL – NO AFTERCARE LAST DAY OF SCHOOL

Outdoor Ed & 7th-8th Study Tour Dates TBD