

2017 - 2018 HANDBOOK

LIVING SPRINGS CHRISTIAN ACADEMY

Quality education since 1974.



Adventist Education

A JOURNEY TO EXCELLENCE

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VISION

The vision of Adventist educators in the Southern Union is to graduate students, who excel in faith, learning and service; validate the Southern Union constituents' confidence, commitment, and passion for Adventist Education, and increase student enrollment by delivering GREAT education that is God-centered, Results-oriented, in an Environment that is safe and nurturing, Aligned with Adventist and national standards, and a Team effort.

MISSION

The Living Springs Christian Academy (LSCA) family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

PHILOSOPHY

LSCA is a part of the worldwide Seventh-day Adventist School educational system. The aim of our school is to encourage Christian faith and morality while maintaining superior academic performance in the students. All teaching material is carefully selected to reinforce this goal. The teaching staff is dedicated to fostering a personal experience with Christ in each child. The basic philosophy of the school can perhaps be best described in these words:

“True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in the world, and for the higher joy of wider service in the world to come.” E.G. White, Education, p.13.

FACULTY/STAFF

LSCA takes pride in its staff. These individuals are deeply committed to the Lord. It is the teaching staff's desire to offer each student more than just a strong educational foundation, but also to help guide them in seeing God's plan for their life. The teachers are committed to working with families that have this desire for their children.

ACCREDITATION

LSCA is fully accredited by the Accrediting Association of the Seventh-day Adventist Schools, a member of The National Council for Private School Accreditation.

CHILD ABUSE REPORTING

The staff members are required by law to report any suspected incidents of child abuse.

ACADEMICS

LATE WORK

Assignments must be in by the due date. Assignments not handed in on time will receive a score of zero. The only exception will be excused absences*. This policy will be strictly followed to promote a strong academic program

**see Attendance/Tardiness*

PARENT/TEACHER CONFERENCES

There will be two regularly scheduled parent-teacher conferences each school year. The first quarter parent-teacher conference is mandatory in order for the student's grades to be released to the parent. The third quarter parent-teacher conference is optional, but provided to continue the communication between parent and teacher. Additional meetings can be scheduled between the parent and the teacher. These meetings should take place outside of regular school hours.

PROGRESS REPORTS/REPORT CARDS

The school year is divided into four nine-week quarters. At the end of each quarter, a report card will be available to parents/guardians. A progress report will be given to parents/guardians half-way through each quarter. Final grades are recorded on the student's permanent record.

ADMISSIONS

GENERAL POLICY

Subject to available space, LSCA welcomes all applicants* who meet the academic and character requirements of the school and who will cheerfully endeavor to live according to its academic, religious, social, and cultural atmosphere. Admission to the school is a privilege and not a right. This privilege may be withheld or withdrawn by the school at its discretion in harmony with its mission, function, and procedures.

Upon admission, every student pledges to willingly observe all the regulations of the school and uphold the principles upon which the school is based. If a student breaks this pledge, their right to attend LSCA is automatically forfeited and can only be altered by an administrative action. Students with a history of suspensions and/or expulsions may be admitted with a mandatory nine-week probationary period.

Parents are expected to maintain a positive attitude in addition to cooperating with and supporting LSCA faculty, staff, and school policies. Any constructive criticism regarding the school should be directed to a teacher, head teacher/principal, or school board member outside a student's hearing. When a student enrolls at LSCA, the parents and student accept its standards, regulations, and their financial obligations to the school.

LSCA admits students of any race, gender, color, nationality, faith, or ethnic origin to all the rights, privileges, programs, and activities generally made available to its students. However, as the constituent church school for Johnson City and Kingsport Seventh-day Adventist Churches and a member of the Georgia- Cumberland Conference of Seventh-day Adventists, the school gives entrance preference to its members if facility or classroom limitations necessitate. No student dismissed from another school because of drug abuse, violence, or alcohol abuse will be admitted to LSCA. The school reserves the right to modify or add policies, rules, and regulations in order to assure the safe and appropriate operation of the school. Any changes will be in writing and will be communicated to all.

** LSCA has limited ability to accommodate special education needs. These requests are considered on an individual basis.*

PROCEDURES FOR FIRST TIME APPLICANTS

First-Time applicants* must complete the following process to be considered for admission to LSCA.

1. An enrollment packet and the school's handbook will be reviewed.
2. The student must present the completed required forms and records, including (a) the Registration Application Form, (b) at least one written recommendation from a previous teacher or pastor, and (c) the last report card from the former school.
3. A placement test may be required.
4. Information from the Registration Application Form, the written recommendation(s), the most current report card, and the placement test will be reviewed by an Admissions Committee of the faculty or the school board to determine whether the student should be admitted.
5. Once acceptance has been granted, the student's family must turn in the state health card and the physical examination form, and sign a release for the student's cumulative records to be sent from the previous school. LSCA will contact the previous school for these records.

Deadline for Accepting Transfer Students: April 1 is the deadline for enrolling transfer students into Georgia-Cumberland schools for credit. After that date, students are encouraged to make arrangements to remain at their former school or to finish the grade with special assignments from that school. Academic credit, grades, and/or transcripts will not be given unless the student has transferred to a Georgia- Cumberland school on or before April 1.

Acceptances are provisional for the first nine weeks of school. If any necessary adjustments have not been made, the student will be asked to withdraw. After nine weeks, the student achieves regular enrollment status unless otherwise notified.

**A student is considered a first-time applicant if he/she has never attended LSCA, withdrew, or attended another school for any length of time.*

ALL STUDENTS

- Must be 5 years of age before August 15 of the current school year to register for Kindergarten.
- Must be 6 years of age before August 15 of current school year to register for first grade.
- Must complete an enrollment packet.
- Must have a current immunization record on file in the school office.

Students entering Kindergarten and 7th grade must have a TN State entrance examination form signed by their physician.

DISCIPLINE

Students are responsible for conducting themselves in an appropriate manner. Student behavior must demonstrate respect for others, respect for self, respect for property, and respect for learning.

BEHAVIOR MANAGEMENT PHILOSOPHY

Discipline is the responsibility of the school's staff, both individually and collectively.

Parental support is essential in helping the school reinforce expectations for positive learning and appropriate behavior.

Disciplinary actions will be fair, firm, and consistent.

Consequences must meet the needs of the specific situation and the individual child.

Discipline is most effective when it deals directly with the problem at the time and place it occurs.

POSSIBLE CONSEQUENCES FOR MISBEHAVIOR

- Time out within the classroom or on the playground.
- Loss of privileges.
- In-school suspension — student works in a separate area for the day.
- Serious offences OR repetitive disruptive behavior not corrected by the above methods will cause the school administration to insti-

tute the below Disciplinary Procedure.

DISCIPLINARY PROCEDURE

The teacher will make every effort to bring about positive behavior in the classroom.

Depending upon the nature of the situation, it is the school's desire that student discipline be progressive. A student's first violation will merit a lighter penalty than subsequent violations.*

Step 1: Documented teacher warning.

Step 2: If misconduct continues or in the case of a severe misbehavior (i.e. fighting, stealing, defiance, etc) the student will be referred to the head teacher/principal and the parent will be called to immediately pick up their child for the remainder of the day.

Step 3: The parents/guardians, student, head teacher/principal, and teacher will meet to try to work out a solution to the problem and the student will also be suspended for the next consecutive school day.

Step 4: The School Board Representatives and teachers will meet allowing the student and/or parent to be heard. If the student wishes to remain enrolled in school, then he/she will be expected to follow the recommendations of the School Board Representatives. If no satisfactory solution is offered and the child is not withdrawn, then the School Board may expel the student from the school.

**The Principal reserves the right to alter the steps based upon student's infraction.*

SERIOUS OFFENSES

Serious offenses include, but are not limited to:

- Bringing prohibited items
- Bullying
- Direct disobedience and disrespect to the teachers
- Seriously assaulting other individuals (physically, sexually, or emotionally)
- Setting off false fire alarms

- Surfing inappropriate Internet sites
- Repeated disruptive behavior

Status of Missed Assignments During Dismissal

When a student is dismissed from school, then readmitted to school, their school work while dismissed from school cannot be made up; this will have an adverse effect on their grades.

BULLYING

Bullying is the act of intentionally causing harm to others, through verbal harassment, physical assault, cyber bullying, or other more subtle methods of coercion such as manipulation. Bullying can also be characterized by the exclusion of children from out-of-school activities. For this reason LSCA suggests that invitations to parties or activities off of the school campus should be distributed outside of school. LSCA has a zero tolerance policy regarding school bullying. Any student involved in bullying behavior towards another student will face possible expulsion.

FINANCE

REGISTRATION

A non-refundable registration fee is due by the published registration day. No student will be allowed to start school unless this registration fee has been paid in full. The registration fee covers beginning-of-the-year purchases such as student insurance, library services, student workbooks, and school textbooks. All books are the property of the school and must be returned if a student withdraws from the school for any reason.

TUITION

Living Springs Christian Academy is sponsored and financed by two constituent churches in the Georgia- Cumberland Conference. If your church membership belongs to either the Johnson City SDA Church or the Kingsport SDA Church, then you are considered a constituent member of LCSA. If you are not a member of either church, then you are considered a non-constituent member and it will be necessary for you to pay non-constituent tuition.

TUITION PAYMENT POLICY

Statements will be sent out on the 15th of the month. All payments are due by the first of each month, and should be post marked by the first of the month, and mailed to the school post office box or can be placed in the secure box next to the school office.

**Please do not give your tuition payments to the teachers or staff at the school.*

LATE TUITION PAYMENT POLICY

30 days Over Due

When a payment is 30 days overdue a letter will be sent to you, notifying you that the payment is late. You will need to contact the school treasurer (currently Oluchi Taylor) before the 10th of the month. If you cannot bring your account current, you will be directed to contact your pastor and he will help you make arrangements to meet with your churches finance committee to make a payment plan. Then your pastor or church treasurer will contact the school treasurer to communicate about the arrangements that have been made.

60 days Over Due

When an account is 60 days overdue the student will be dismissed from school and will not be readmitted until the account is brought current to a zero balance, and/or a payment plan with the churches finance committee is put into place.

Should you begin to experience financial difficulties it is better to go to your pastor and have him arrange for you to meet with the finance committee and put a plan in place immediately, than to let the bill accumulate and put the student's attendance in jeopardy.

TUITION RATES (K-8)

(A 5% discount applies if tuition is paid in full by the first day of school.)

Constituents

	Monthly (10)	(Annual)	Year Paid in Full by first day of school
1st Child	\$ 365	\$ 3650	\$ 3470
2nd Child	\$ 355	\$ 3550	\$ 3375
3rd Child	\$ 345	\$ 3450	\$ 3330

Non-Constituents

	Monthly (10)	(Annual)	Year Paid in Full by first day of school
1st Child	\$ 505	\$ 5050	\$ 4800
2nd Child	\$ 495	\$ 4950	\$ 4705
3rd Child	\$ 485	\$ 4850	\$ 4610

Registration Fee (all students, non-refundable):

\$550 by 1st day of school (\$450 if postmarked by June 15th)

(This fee covers the cost of books, workbooks, supplies, insurance, etc. and is non-refundable.)

Tuition Payments are due on the 1st business day of the month (August – May).

MAIL PAYMENTS TO:

Payments can also be dropped in secure box by the school office.

LSCA

**P. O. Box 9215
Gray, TN 37615**

GENERAL

ATTENDANCE/TARDINESS

Tennessee State Law requires regularity and promptness in school attendance. A written explanation from the parent/guardian of all students' absences must be submitted to the student's teacher.

Excused absences are:

1. Student Illness (office must be notified by 10 a.m.)
2. Student Medical Appointment
3. Bereavement
4. Other excused absences must have prior school board approval (i.e. family vacations, mission trips, etc. . . .).

If a student has five or more unexcused absences in a year, teachers are required by Tennessee State Law 49-6-2007 to report the student as truant to local law enforcement. No child can make up work for an unexcused absence.

Excessive excused medical absences (more than 7 days in a year) require a doctor's verification of illness for each absence.

Tardiness not only disrupts the learning taking place in a class, but also has a negative impact on a student's success in school. Unexcused tardies (per each 9 week period) will result in the following:

- 0 – 5 No Penalty
- 6 – 15 Parent(s) will be charged \$10/Tardy.
- 16 or more Parent(s) will be charged \$20/Tardy.

Charges will be per family. If there are several children from one family and one of them is late while the others are on time, the family will still be responsible for the tardy. This tardy policy will be strictly enforced!

COMPUTER USE

This policy has been developed to keep our students safe from inappropriate material as well as to keep the computers in good working order. Students are required sign the Acceptable Use Policy Form at the beginning of the school year. This is required to access the Internet! We will be strictly following the guidelines set forth below to ensure the proper use of all equipment provided by LSCA.

Computer Procedures:

- No food or drink around the computers.
- Teacher's permission is needed to use a computer.
- Inappropriate sites are forbidden while online.
- See teacher for approved sites!
- Gentleness is to be used with all computer equipment.
- Save all work on own disk, not the hard drive.
- Only software belonging to or approved by the school may be used.
- If a student violates any part of the Acceptable Use Policy, disciplinary procedure will be followed.

DISMISSAL

School is dismissed at 3 p.m. Monday- Friday. Any times deviating from this will be written out and sent home with each child.

LSCA will follow Tri-City Christian School for inclement cancellations ONLY. This means that LSCA will not be doing ANY delayed starts. If you feel that it is unsafe to travel to school during inclement weather your child will be excused and expected to make up the missing work. Early dismissal will only be decided at the discretion of the head teacher/principal and in conjunction with the school board chairperson.

Parents are expected to make every effort to pick up their children at the dismissal time. Students are not allowed to leave the school premises with anyone other than the persons listed on the transportation form.

After the 3:00 p.m. dismissal bell, students will remain quietly in their seats until their ride arrives. When parents/guardians are on the school premises their children are their responsibility. Please keep them with you

and supervised at all times. We encourage adult socialization take place outside of the school building and that you have your children under your supervision even when you are outside.

Please read the section under School Hours for how the teachers will determine if a child is tardy.

At 3:30 p.m., any students that remain in the classrooms will be charged \$1.00 per minute late charge starting at 3:31.

**Exception to this policy will be for children of parents who have scheduled a meeting with one of the teachers after school.*

Please keep in mind the teachers have grading, lesson planning and other activities they need to accomplish after school is dismissed.

DRESS CODE

Student success and behavior is affected by how they dress; therefore we have chosen a dress code that establishes an environment that promotes modesty, Christian behavior, and encourages learning.

- Hair — *extreme hair styles, i.e., “punk” hair, sculptured hair, and unnatural hair colors are not considered appropriate.*
- Jewelry — is not to be worn, this includes rubber bands, and hair bands worn other than on the hair. Required medical alert items are acceptable.
- Makeup — should appear natural and unobtrusive; this includes no brightly colored nails. All makeup should be applied at home, and not be brought to school.
- Clothing
 1. All clothing should cover the body appropriately and not be so tight as to draw attention to one’s body. It is also important that students be able to exercise in their clothing. Clothing too tight for movement is too tight for school.
 2. Clothing should not be so loose that it falls off the shoulders or opens to expose the body when bending over or exercising. When hands are raised the midriff should not show. This applies to both boys and girls.

3. When hands are raised the midriff should not show. This applies to both boys and girls.
4. The waist line of pants, shorts, skirts, and skorts should come above the hips. Low rise, tight, or saggy pants are not appropriate for school.
5. The length of skirts, shorts, skorts, and dresses at minimum should rest at mid-thigh. Remember when possible, longer is better.
6. No sleeveless attire.
7. All shirts must have a collar.
8. No low necked attire. The standard to meet is the width of the students hand turned sideways from the base of the neck. Anything lower or unbuttoned is too low.
9. All clothing should be free of graphic designs, images, team names and numbers, advertisements, brand names, satanic symbols such as skulls, witches, or occult/gang symbols.
10. All clothing should be clean and in good repair. No rips, tears, graffiti, or stained clothing. The hem should not be unraveled. This includes jean or other fabrics that are intentionally discolored or bleached.

Shirts - All polo and turtleneck shirts are acceptable whether they are solid, striped, plaid, or patterned prints.

Button up shirts are allowed if they have a collar, are buttoned to the appropriate height, and are tucked in. Button up shirts are NOT to be worn over other clothing and left unbuttoned, or left un-tucked. Button up shirts must be long enough that they can stay tucked in with the hands raised. These shirts should be ironed and in neat appearance.

Pants - Uniform/Docker style pants, pants made with jean material, or dress pant fabrics are appropriate for school.

All formfitting pants made of stretchy fabrics like spandex, nylon or informal elastic waist knitted pants are not considered appropriate dress for school.

Skirts and Dresses - Modest length shorts or leggings are to be worn under all skirts and dresses. Dresses must also have a collar, sleeves and proper length from the neckline.

Lengths should be as close to the knee as possible. Anything above mid-thigh is inappropriate.

Tights can be worn, but do not take the place of shorts or leggings, as these are often see through and we are seeking to keep our ladies modest and covered, while they also enjoy P.E. and recess activities.

Shoes - All shoes worn to school must be close-toed. Tennis shoes are required for PE and recess activities.

Fieldtrip Days - Students are required to wear their school shirt with dress code pants for their trips away from the school. As a part of the entrance fee each student will get one new school shirt at the beginning of each school year. If you wish to order extra shirts just ask when you enroll and we will order them for you. Payment arrangements can be made with the school treasurer.

Pathfinder, Adventurer Days - On the days that there are pathfinder and adventurer meetings the students are allowed to wear their clubs shirt in place of the usual school shirt attire.

Performance Attire - On several occasions during the school year the students will be expected to participate in performances. The attire for these occasions is modest church attire.

Hoodies, Jackets and Hats — These items should meet the requirements of # 9 and #10 in the clothing section. Hoods and hats are not to be worn in the classroom.

FAILURE TO FOLLOW THE DRESS CODE AS WRITTEN IN THE HANDBOOK WILL BRING ABOUT THE FOLLOWING CONSEQUENCES:

First Offense:

A note will go home as a warning, and the student will be required to wear an outfit that does meet dress code that will be kept here at school.

Second Offense:

Upon the second offence, the child will be placed in the office and the parent will be called to bring appropriate clothing that complies with the school dress code to the school. The student will be allowed to change and return to the classroom. A fine of \$10.00 will be charged to the parents.

Third Offense:

With the third offence:

1. The child will be placed in the office until the parent brings them clothing that complies with the dress code.
2. The parent will be called to bring the clothing.
3. There will be a \$25.00 fine.
4. And the parents of the student will need to meet with the school board.

EIGHTH-GRADE ACTIVITIES

The Eighth-grade class will select class sponsors by the end of October. Fundraisers must be pre-approved by the principal and school board.

The teacher will supervise the handling of all class money. The eighth grade class may select a location for an educational class trip, which may include up to 3 days and 2 nights. They must submit in writing to the School Board the location, dates, chaperones, and planned activities 2 or 3 months prior to the planned trip.

GRIEVANCE PROTOCOL

The following grievance procedure follows a due process and is founded on Biblical principles:

1. Parents/Guardians are to meet with the teacher by appointment to deal with the issue or complaint before discussing with any other individual.
2. If the complaint remains unresolved after Step #1, the complaint is to be taken to the head teacher/principal for the purpose of securing assistance in finding a resolution. Should the grievance involve the head teacher/principal, the School Board chairperson will serve as the

facilitator. Minutes of the meeting will be kept, signed by all participants, and copies will be made.

3. If the complaint remains unresolved, it will be referred to the Executive Committee of the School Board. At this point, the Conference Office of Education is to be directly involved.
4. If, after the above steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the School Board. In order to ensure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited to participate. All parties are to be officially notified, in writing, of the School Board's decision.

HOME & SCHOOL

All parents of the students, as well as the school staff and interested church members are members of the Home and School Association. This organization directly benefits members through its parent education programs and fund-raising activities. Home & School leaders are selected by the constituent churches.

Contact the school for current Home & School leaders. In addition to general meetings, the Home & School Association may sponsor programs on parenting, education, and school/community projects. This organization meets regularly and all are urged to assist in and attend programs of the school, Home & School meetings, and other functions planned to improve the relationship between the home and school. The Home & School Association can provide strong support to the school and each of its students only when it receives active involvement from parents.

KITCHEN USE

Kitchen use is available for hot lunches, 8th grade fundraiser lunches, gym nights and other pre-arranged events. Those using the kitchen must do all clean-up items listed on the Kitchen Clean-Up List located in the kitchen. A copy of this list must be signed, dated, and turned in to the head teacher/principal.

LUNCH

The diet has an important influence on learning. Parents should do their

best to provide a balanced breakfast and a nutritional lunch. It is recommended that lunches brought to school uphold the Seventh-day Adventist health principles. The goal of these principles is to keep the body and mind in the best health possible. Unclean meats and caffeine drinks should not be brought. (These same guidelines apply to all field trip meals). It is also recommended that excessive sweets (no more than 1 to 2 items) not be brought to school or sent in lunches. Lunches need to be prepared at home, ready to eat. Students may store lunches in the refrigerators located in the kitchen. Microwaves will be available in the lunch area.

MEDICAL

Prescription medicines must be left with the student's teacher and parents must sign a medication form to authorize administration of the prescription.

Students who are contagious should stay home.

If a child is too ill to properly participate in classroom activities the parents will be called and someone will have to come to take them home. Please give a child 24 hours to recover after a fever or illness, before sending them to school.

LSCA will follow the recommendations of the American Academy of Pediatrics for lice. If a child is found with head lice, they will be sent home. After proper treatment they will be allowed to return to school.

See this reference for further information.

<http://www.aafp.org/afp/2003/0315/p1391.html>

MUSIC

Music is an important part of the education of the LSCA. Students will be required to participate in all school music programs. Non-attendance will affect students' music grades. See school calendar for program dates. Students are required to wear church attire to all performances.

PERSONAL PROPERTY

The school is not responsible for the loss, damage, or theft of money or other valuables kept by the student at school.

Personal property, desks, and students shall be subject to search when, in the opinion of the teacher, such is necessary. By enrollment of the stu-

dent, his or her parent/guardian understands this rule and consents to its enforcement.

PHYSICAL EDUCATION

A program of physical instruction is provided for all students.

“There is an intimate relation between the mind and the body, and in order to reach a high standard of moral and intellectual attainment, the laws that control our physical being must be heeded. To secure a strong, well-balanced character, both the mental and the physical powers must be exercised and developed.” – Patriarchs and Prophets p. 601

PROHIBITED ITEMS

These items are not permitted at school or school activities and will be confiscated with appropriate actions:

- Alcoholic beverages
- Electronic devices
- Explosives of any kind (fire crackers, ammunition)
- Gang-related paraphernalia
- Illicit drugs & narcotics
- Jewelry
- Mace
- Matches
- Playing cards
- Pornography
- Skate-boards, roller-skates, roller-blades
- Tobacco in any form
- Toys with violent or magical themes
- Weapons *

Also, the teachers may add other items if they determine the items interfere with the operation of the classroom.

***STUDENTS SHALL NOT POSSESS WEAPONS OR DANGEROUS INSTRUMENTS OF ANY KIND ON SCHOOL**

GROUND, IN BUILDINGS, ON BUSES, OR AT ANY SCHOOL-RELATED OR SCHOOL-SPONSORED ACTIVITY AWAY FROM SCHOOL FACILITIES. ALL ITEMS WILL BE CONFISCATED. ANY STUDENT VIOLATING THIS POLICY WILL HAVE THEIR PARENTS/GUARDIANS NOTIFIED. STUDENTS THAT ARE FOUND TO HAVE ANY OF THESE ITEMS WILL BE DISCIPLINED AND MAY BE EXPELLED FROM THE SCHOOL. THE APPROPRIATE LAW ENFORCEMENT OFFICIALS SHALL BE NOTIFIED IN CASES OF FIREARMS, EXPLOSIVES, INCENDIARY DEVICES, OR KNIVES WITH BLADES THAT ARE LONGER THAN THREE INCHES. WEAPONS AND DANGEROUS INSTRUMENTS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Firearms: pistols, revolvers, shotguns, rifles, zip guns, stun guns, lasers and/or any other device capable of chemically propelling a projectile.
- Cutting and puncturing devices: dirks, daggers, knives, folding knives with blades that lock into place, discs with points or blades, or a razor with an unguarded blade.
- Explosives and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of flammable fluids, and/or other hazardous devices.
- Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.

READING MATERIAL

Laxity in the reading habits of our students will not be tolerated. Cheap, immoral, or degrading types of novels, magazines, and/or other reading material that does not positively enrich a student is not permitted.

SCHOOL HOURS

School begins sharply at 8 a.m. and is dismissed at 3 p.m. A tardy bell will ring at 8:05 a.m. If the student is not seated by the tardy bell, he/she will be considered late. **NO EXCEPTIONS!** Students should not arrive before 7:30 am, and must be picked up no later than 3:30 pm.

Students are expected to be at their desk at 8 a.m., ready to start the day's activities. Please arrange to have your student at the school 10-15 minutes early to enable the teachers to get the school day started promptly and without distractions.

SCHOOL RULES

- Students are expected to do what they are asked the first time.
- Students are expected to respect others right to learn.
- Students are expected to be honest.
- Students are expected to keep their hands to themselves.
- All students are expected to attend recess, PE, and lunch unless otherwise directed.
- School equipment must be returned to its proper place.
- Students are expected to walk in the halls and classrooms.
- Students are expected to observe good audience manners when attending a school function, regardless of the location.
- Students should not make derogatory or negative statements about LSCA.

SUPERVISION

No student will be allowed to be outside of their classroom without proper adult supervision and permission from their teacher. (Excludes appropriate bathroom visits)

TELEPHONE USE

Students are expected to use school telephones or cell phones ONLY in emergency situations. Permission must be obtained from the teacher.

TESTING

The Iowa Test of Basic Skills (ITBS) is given to all students, grades 3– 8, during the spring quarter of school. The results of the ITBS test are used to demonstrate how a student is doing in comparison with the other students in the same grade on the national standardized test. All test results will be reviewed with the student's parents/guardians.

WRAP testing is required for grades 3,5, and 7. This is writing profi-

ciency testing and is offered in the spring of each year. Parents will be given the results of this testing when it is available each year, and the results will be recorded in each student's file.

Dibbles testing is provided for grades K-2. This vocabulary development testing is given by the teacher at various times throughout the school year. These testing results will be given to parents at appropriate times, and will be recorded in each student's file.

Additional outside testing may be required at the discretion of the teacher based on the academic needs of a given student.

VISITORS

Visitors are welcome at LSCA, including the guests of our students. Visitors are expected to observe all rules and procedures while on school grounds. All guests should check in at the front entrance of LSCA. There will be a buzzer that can be rung during school hours. As soon as someone is able we will come to the doors and see what you need. Arrangements for visits should be made in advance. Visitors are not allowed to remain at the school unless they have written approval from the school principal.

YEARLY ASBESTOS NOTIFICATION

Living Springs Christian Academy has no asbestos in the school building, or anywhere on campus.

Please contact the following for more info:

GA-CUMBERLAND CONFERENCE OF SDA

PO BOX 12000

CALHOUN, GA 30701

Phone: 706-639-7951

Toll Free: 800-567-1844

Fax: 706-625-3684

THOU SHALT HAVE no other gods before me.

THOU SHALT NOT make unto thee any graven image, or any likeness of any thing that is in heaven above, or that is in the earth beneath, or that is in the water under the earth.

THOU SHALT NOT bow down thyself to them, nor serve them: for I the Lord thy God am a jealous God, visiting the iniquity of the fathers upon the children unto the third and fourth generation of them that hate me; And shewing mercy unto thousands of them that love me, and keep my commandments.

THOU SHALT NOT take the name of the Lord thy God in vain; for the Lord will not hold him guiltless that taketh his name in vain.

REMEMBER THE SABBATH day, to keep it holy. Six days shalt thou labour, and do all thy work: But the seventh day is the sabbath of the Lord thy God: in it thou shalt not do any work, thou, nor thy son, nor thy daughter, thy manservant, nor thy maidservant, nor thy cattle, nor thy stranger that is within thy gates: For in six days the Lord made heaven and earth, the sea, and all that in them is, and rested the seventh day: wherefore the Lord blessed the sabbath day, and hallowed it.

HONOUR THY FATHER and thy mother: that thy days may be long upon the land which the Lord thy God giveth thee.

THOU SHALT NOT kill.

THOU SHALT NOT commit adultery.

THOU SHALT NOT steal.

THOU SHALT NOT bear false witness against thy neighbour.

THOU SHALT NOT covet thy neighbour's house, thou shalt not covet thy neighbour's wife, nor his manservant, nor his maidservant, nor his ox, nor his ass, nor any thing that is thy neighbour's.