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**La Palma Christian School  
Junior High  
Senior High  
Parent/Student Handbook  
2016/2017**

**Principal: Pastor Steve Bland  
Director: Karen Bland**

La Palma Christian School  
Parent/Student Handbook  
2016-2017

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# About La Palma Christian Jr. High/Sr. High School

## 2016/2017

La Palma Christian School is a Christ-centered institution whose purpose is to assist parents and family in the education and building of Christian character in their students. This is accomplished by implementing biblical and academic standards in each child.

We believe the Bible to be the inspired word of God. We also believe that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit, in the deity of our Lord Jesus Christ and in His virgin birth, and that our salvation is by grace through faith in the person and works of Jesus Christ.

La Palma Christian School believes it is essential to offer educational opportunity within a content of free inquiry and academic integrity. LPCS is a community that encourages individual integrity and responsibility in accordance with biblically based social and ethical implications.

The school therefore seeks:

- To promote the values emerging from biblical teachings, to encourage acquisition of these skills which are required for meaningful participation in society and in the making of sound judgments through spiritual guidance.
- To encourage reasonable services in a contemporary society, to enable students to discover the nature and implications of freedom in a democratic society, to obey biblical methods of conflict resolution through social interaction.
- To encourage constructive physical activity for proper health and fitness.

LPCS does not discriminate based on race, color, nationality, or ethnic origin. All enrollments however, are viewed as tentative, pending the student's satisfactory adjustment to the curriculum and standards of conduct. La Palma Christian School is not a specialized school and cannot accept students with exceptional academic or behavioral problems.

It is the policy of LPCS to strictly prohibit any conduct, which constitutes sexual harassment by an employee or non-employee and will take action against any person guilty of such conduct. This policy is based upon Title VII of the 1964 Civil Rights Act and related court decisions. Sexual harassment in any form toward an employee or by an employee or non-employee will not be tolerated.

## REGISTRATION PROCEDURES

1. Completion of registration application by parent and/or guardian.
2. Testing of students who are new to LPCS will take place in order to assess the student's abilities for the grade they are enrolling. Admission will be based on assessment.
3. Upon acceptance, payment of registration fee will be required.
4. Students will be placed on the class roster.

## RE-REGISTRATION PROCEDURES

Continued acceptance at LPCS is based upon successful completion of the academic expectations of the previous grade as well as positive behavior. If in the judgment of the faculty and administration, it is considered detrimental to the student, or the class as a whole, the student may not be permitted to re-register. This action would only take place after meetings with teachers, parents, administrators, and others involved.

## MEDICAL RECORD/ IMMUNIZATION

Students entering LPCS for the first time must bring proof of the following immunizations:

- 4 doses of Polio (3 doses ok if last dose is after age four)
- 5 doses of DPT (4 doses ok if last dose is after age four)
- 2 doses of MMR
- 3 doses of Hepatitis B
- 1 dose of Varicella (Chicken Pox Vaccine) or history of disease verified by a doctor
- For the 2016-2017 school year, all students entering into 7<sup>th</sup> - 12<sup>th</sup> grades will need proof of a Tdap shot before starting school.

The State Department of Health Regulations requires that any new student must have a California immunization record on file.

The school is not permitted to give students any form of medication. If your student needs medication, you must make personal arrangements. Medication of any kind is not permitted on campus.

Students with asthma or those with serious allergies that are required to carry an EPI-pen must speak with administration regarding possession on campus. Please speak directly to the student's teacher regarding these conditions.

## ATTENDANCE

The office must be notified each time your child is absent. All students are required by California law to present a written excuse signed by a parent or guardian stating the reason of absence. This note is to be presented to the office before being readmitted to class. Without proper notice, the student will not be considered excused. Notes must be given to the office immediately. **Notes must be presented regardless of phone calls made to the school.**

An "excused" absence is an absence with the knowledge and consent of parents and school staff. Excused absences are sickness, death in the family, doctor or dentist appointment (accompanied with a doctor's note). A student with an excused absence will be given reasonable opportunity to make up assignments and exams missed during the absence. This work is the responsibility of the family to collect. Any missed work will be available in the school office **24 hours** after the teacher has been notified.

Students will have the same number of days, as they were absent to complete all missing work from an excused absence unless a specific deadline has been given by the teacher or administration. Excused absences may adversely affect grades due to the lack of instruction during that time.

An “extended” absence is permitted only when both the administration and teacher are notified **at least 4 weeks** in advance in order to ensure that the student does not fall behind. Extended absences are deemed as family emergencies. Personal vacations are not excused absences. Please remember that it is essential that your student attend daily to achieve their highest potential. Vacations should be scheduled in accordance with the school calendar and school vacations, such as Thanksgiving, Christmas, Easter, and during the summer break (see school calendar and holiday list for dates). Arrangements will need to be set with the teacher regarding work.

School begins at 8:30 am. Students arriving after 8:35 am must go to the office before being admitted to class. The only valid excuse for tardiness is an appointment that the teacher and office have been notified of in ADVANCE. Tardiness is disruptive to the class as a whole. **If a student accumulates three tardies, an absence will be marked in the teacher’s attendance book.** Parents will be notified of excessive tardies. Classroom teaching **will not** be repeated to accommodate the tardy student.

## ACCIDENT/ ILLNESS

In case of an accident or illness, your child will be sent to the school office and, if deemed necessary, you will be notified to pick him/her up from school. Students are not permitted on campus if they are running a fever or are vomiting. Please do not send your child back to school for at least 24 hours. Please contact the school when an absence is anticipated or directed by a doctor to be more than five (5) days. This will ensure that the student’s work will be available for completion at home.

## HOLIDAYS

No childcare will be provided on the following holidays or activities:

- Veteran’s Day
- ACE Student Convention
- Teacher In Service Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Lincoln’s Birthday
- Washington’s Birthday
- Good Friday
- Memorial Day

## TELEPHONE USAGE

Students may be directed to the office in emergency situations in order to contact a parent/guardian. Parents will be contacted through the office in cases of accident or illness. Parents will also be contacted if a student has come to school without a lunch. Students may NOT call home to request assignments, supplies or other belongings that have been left at home. Students develop responsibility more effectively if they are made to accept consequences for leaving items at home. Cell phones and other electronics are not to be used during school hours. Cell phones are permitted only if you signed the Cell Phone Agreement included in this handbook. Cell phones must be kept in a backpack during the day, and are not to be turned on during school hours. Students may turn on their cell phone upon leaving the campus at the conclusion of the day.

## FUND-RAISERS

Fundraising is an important part of our school. Administration feels that each family in our school should fulfill their required obligation by participating in the fund-raisers. There are two ways a parent can do this: (1.) selling items during designated fundraisers or (2.) making a comparable donation to the school. We thank you for your support. This will help to purchase new supplies and equipment for the school. Please note that the Junior High and High School classes participate in class trips, which also require fundraising. Any contribution or participation in these fund-raisers is greatly appreciated.

## VISITORS

All students are to remain on campus until they are picked up by a parent or guardian. Students who leave campus with a parent or guardian must be signed in and out through the office. A note should accompany a student if they are leaving for excuses such as family emergencies or doctor's appointments. Please allow the office to call the classroom if a student is leaving for an excused reason. Sending notes with students before their early dismissal will also help alleviate any unnecessary classroom disturbance. In order to ensure the safety of our students, **no students will be released from classrooms**. Students are released only from the office. Please notify us in writing if someone other than yourself will pick up your child for an appointment. Students **will not** be released on their own during the school day.

ALL VISITORS that come on campus must go through the office and receive a visitor's pass. Parents or other visitors are not allowed on campus or in classrooms without a visitor's pass. For the safety of our students, it is essential to identify all visiting adults. If an item is being dropped off for a student, it must be left in the office. It is essential to the learning experience that the classroom is not disturbed. The office is able to notify the teacher of any belongings in the office for a student. Parents who wish to visit their student's classroom must arrange with the teacher and office at least one day in advance.

## PARENT COOPERATION

Parent cooperation between school and home is essential. To help achieve this, parents are encouraged to attend school meetings/activities and at least one parent/teacher conference. Attendance at field trips will also be encouraged.

If a teacher needs to be contacted, please send a note with the student or call the school. Additional methods may be available at each individual teacher's discretion. Contact via notes, calls or other methods should occur whenever deemed necessary by the teacher, administrator, or parent. Please do not approach teachers before school begins as they are preparing supplies and lessons for the day as well as daily prayer meetings as a staff.

It is never appropriate for a parent to confront another student about a behavioral issue or incident that has occurred at school. The proper procedure is to talk with the teacher first. The discipline of a student and the "fact-finding" process is the responsibility of the LPCS administration and staff.

## ACADEMIA

The following are taught throughout the year as outlined by our curriculum: Grades 5 -12: Bible, Reading, Mathematics, Social Studies, Science, Health, Handwriting, Language Arts (Spelling, Creative Writing, Grammar), Spanish, and Computers.

- Any current LPCS student who is below grade level will be placed on Academic Probation until the student improves academic performance.
- If student does not improve, outside testing will be required.

Homework will be assigned as a regular part of instruction. This reinforces the learning process. Curriculum requires a determined amount of materials to be covered and therefore incomplete or improperly done class work may be sent home any night.

Report cards are issued quarterly. Progress reports are issued midway through each quarter to any student with a grade of "C" or below. Progress reports must be signed by a parent or guardian and returned to the teacher.

## GRADING SCALE

- 100- 94     A
- 93-88       B
- 87-80       C
- 79-60       D
- 60-0         F

Students are promoted to the next grade upon successful completion of core classes from the academic program of the previous grade. The administrator(s) and teacher will make decisions regarding promotion and retention based upon classroom performance. The teacher will consult with parents/guardians if concerns are apparent. All students are assessed each year on the Stanford 10 Achievement Assessment. Assessment is a method of evaluating student performance and attainment. A.C.E. uses a 3-point system for GPA.

## GRADUATION REQUIREMENTS:

The A.C.E. program offers four basic courses of study for graduation candidates: Honors, College Preparatory, General, and Vocational.

### HONORS COURSE OF STUDY:

The Honors program includes the A.C.E. program's highest quality preparation for a college education in addition to the more rigorous College Preparatory courses. An Honors student must complete 27 credits with a 94 percent average and demonstrate the ability to communicate effectively in written and oral presentations. Their composite reading rate should be over 600 wpm on the Readmaster program, and they should score at least 22 on the ACT or 1000 on the SAT and should score 12.9 on the CAT or equivalent achievement test.

#### Sample Honors Course of Study:

**Required (R)    Optional (O)**

<b>Subject</b>	<b>Minimum Credit Requirements</b>
<b>Math</b>	<b>3 1/2</b>
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (1/2 credit)	
<b>English</b>	<b>4</b>
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	<b>4</b>
Biology (R)	
Physical Science (R)	
Chemistry (R)	
Physics (R)	
<b>Social Studies</b>	<b>4</b>
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (1/2 credit)	
Economics (R) (1/2 credit)	
<i>Student needs to take state/provincial history if they have not previously taken it. A school may replace American History, U.S. Civics, and Economics with its country's history, form of government, and economic system.</i>	
<b>Bible</b> (Select from the seven available courses listed below)	<b>3</b>
New Testament Survey (R)	
Old Testament Survey (R)	
Life of Christ (O)	
New Testament Church History (O)	
Christian Growth (O) (1/2 credit)	
Introduction to Missions (O) (1/2 credit)	
Practical Missions (O) (1/2 credit)	
<b>Electives</b>	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	1/2
Music (R)	1/2
Health (R)	1/2
Foreign Language (R)	2
Physical Education (R)	2
English Composition II (O) (1 credit)	
<b>Additional Elective</b>	<b>1</b>
<b>Minimum Total Credits:</b>	<b>27</b>



## COLLEGE PREPARATORY COURSE OF STUDY:

The A.C.E. College Preparatory course of study is designed to assist college bound students. The College Preparatory student must complete 25 credits. They should demonstrate the ability to communicate effectively in written and oral presentations. Their composite reading rate should be in excess of 500 wpm as measured on the Readmaster program. They should score at least 20 on the ACT, 900 on the SAT, and 12.9 on the CAT or equivalent test.

### Sample College Preparatory Course of Study:

**Required (R) Optional (O)**

<b>Subject</b>	<b>Minimum Credit Requirements</b>
<b>Math</b>	<b>3 1/2</b>
Algebra I (R)	
Geometry (R)	
Algebra II (R)	
Trigonometry (R) (1/2 credit)	
<b>English</b>	<b>4</b>
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	<b>3</b>
Biology (R)	
Physical Science (R)	
Chemistry (O)	
Physics (O)	
<b>Social Studies</b>	<b>4</b>
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (1/2 credit)	
Economics (R) (1/2 credit)	
<i>Student needs to take state/provincial history if they have not previously taken it. A school may replace American History, U.S. Civics, and Economics with its country's history, form of government, and economic system.</i>	
<b>Bible</b> (Select from the seven available courses listed below)	<b>2</b>
New Testament Survey (R)	
Old Testament Survey (O)	
Life of Christ (O)	
New Testament Church History (O)	
Christian Growth (O) (1/2 credit)	
Introduction to Missions (O) (1/2 credit)	
Practical Missions (O) (1/2 credit)	
<b>Electives</b>	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	1/2
Music (R)	1/2
Health (R)	1/2
Foreign Language (R)	2
Physical Education (R)	2
English Composition II (O) (1 credit)	
<b>Additional Elective</b>	<b>1</b>
<b>Minimum Total Credits:</b>	<b>25</b>

## GENERAL COURSE OF STUDY:

This is the minimum course of study for a standard high school diploma. Students must complete a minimum of 22 credits.

### Sample General Course of Study:

**Required (R) Optional (O)**

<b>Subject</b>	<b>Minimum Credit Requirements</b>
<b>Math</b>	<b>3</b>
Algebra I (R)	
Geometry (R)	
Algebra II (O)	
Business Math (O)	
<b>English</b>	<b>4</b>
English I (R)	
English II (R)	
English III (R)	
English IV (R)	
<b>Science</b>	<b>2</b>
Biology (R)	
Physical Science (R)	
<b>Social Studies</b>	<b>4</b>
World Geography (R)	
World History (R)	
American History (R)	
U.S. Civics (R) (1/2 credit)	
Economics (R) (1/2 credit)	
<i>Student needs to take state/provincial history if they have not previously taken it. A school may replace American History, U.S. Civics, and Economics with its country's history, form of government, and economic system.</i>	
<b>Bible</b> (Select from the seven available courses listed below)	<b>2</b>
New Testament Survey (R)	
Old Testament Survey (O)	
Life of Christ (O)	
New Testament Church History (O)	
Christian Growth (O) (1/2 credit)	
Introduction to Missions (O) (1/2 credit)	
Practical Missions (O) (1/2 credit)	
<b>Electives</b>	
Etymology (R)	1
Computer Science (R)	1
Speech (R)	½
Music (R)	½
Physical Education (R)	2
<b>Additional Elective</b>	<b>2 ½</b>
<b>Minimum Total Credits:</b>	<b>23</b>

## **VOCATIONAL PREPARATORY COURSE OF STUDY:**

Every student should strive to complete a course of study that prepares him for college or employment after graduation. However, age, aptitude, interests, or skills may prevent a student from completing an Honors, College Preparatory, or General program. A lack of ability or late transfer into the program may prevent a reasonable age-commensurate graduation date.

When a student begins PACE 1097 in all subjects, he is considered a high school student. When a student attains age 14 and is working considerably below PACE 1084, his parents may consider electing the Vocational course of study. In most cases, the student is working nearly two years below grade level with only three school years remaining before his age-commensurate graduation date. However, the decision of whether to pursue the Vocational course of study or to pursue the General course of study should be made by the student's parents only after careful consideration of all the factors.

Whenever possible, the administration will encourage such students to pursue the General course of study. The principal will meet with the parents and discuss the following factors:

- Completion of the Vocational course of study will result in a diploma stamped "Vocational Preparatory."
- Completion of the General course of study may take longer than graduation date expectations.
- The General course of study may require extra hours of encouragement and assistance from parents.
- The General course of study may require the student to persistently complete homework in order to keep a consistent pace.

A majority of the very few students placed on the Vocational track will be transfer students whose academic deficiencies make a General course of study impossible. Parents should be advised to wait until the student is age 16 before finalizing the decision to place him on the Vocational track, because some students "bloom" after age 14. When the student reaches age 16, the principal will meet again with the parents to determine if the student should finish only the Vocational course of study.

Students earn one credit for every 12 PACEs in each subject until completing the minimum of 22 credits required for graduation. If it is determined that sufficient requirements have been earned to merit a diploma, the transcript will be stamped "Vocational Preparatory."

In order to complete the Vocational track, the student must complete courses in each subject at least through PACE 1096. Very rarely a school may choose to issue a Certificate of Attendance to students who cannot complete basic courses through PACE 1096.

**Sample Vocational Preparatory Course of Study:**

<b>Subject</b>	<b>Minimum Credit Requirements</b>
<b>Math</b> 48 PACES (as diagnosed) When student completes through Math 1096, it is recommended they take Business Math.	<b>4</b>
<b>English</b> 48 PACES (as diagnosed)	<b>4</b>
<b>Science</b> 48 PACES (as diagnosed)	<b>4</b>
<b>Social Studies</b> 48 PACES (as diagnosed) State/Provincial History should be included if not previously taken.	<b>4</b>
<b>Bible</b> New Testament Survey Life of Christ May substitute selected literature books based on reading ability, 1 credit for every 12 books read with Basic Literature Study Guides completed.	<b>2</b>
<b>Electives</b> Computer Science (R) Word Building (complete as many PACES as possible based on diagnosis) Videophonics	1 ? 1
<b>Additional Elective</b> Student should use more of the core subjects as electives. Complete as many as needed for graduation.	
<b>Minimum Total Credits:</b>	<b>22</b>

## CREDITS REQUIRED FOR GRADUATION:

The total number of credits required for high school graduation varies from state to state, and each state has its own method of calculating academic units. Most states require at least 21 Carnegie units, including, but not limited to the following:

<b>English</b>	<b>4</b>
<b>Math</b>	<b>2 to 3</b>
<b>Science</b>	<b>2 to 4</b>
<b>American History</b>	<b>1</b>
<b>World History</b>	<b>1</b>
<b>Civics</b>	$\frac{1}{2}$
<b>World Geography</b>	$\frac{1}{2}$ to 1
<b>Computer Literacy</b>	$\frac{1}{2}$ to 1
<b>Physical Education</b>	<b>2</b>
<b>Foreign Language</b>	<b>1 to 2</b>
<b>Economics</b>	$\frac{1}{2}$
<b>Electives</b>	<b>4 to 8</b>

## COURSE PREREQUISITES:

Some courses have prerequisites.

<b>Course</b>	<b>Prerequisite</b>
Algebra II	Algebra I
Geometry	Algebra I
English II	English I
English III	English I and II
English IV	English I, II, and III
Physical Science	Algebra I
Chemistry	Algebra I and Physical Science
Physics	Algebra I and Physical Science
Social Studies	None

La Palma Christian School is not regionally accredited. LPCS is a ministry with sincerely held religious convictions concerning government control and oversight over the academic aspects of our institution. While the State of California does not require LPCS to obtain any state of regional accreditation in order to operate or grant diplomas, individual public school districts, colleges, and universities establish their own admissions policies. What this means is that, although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. While most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to undergo additional testing or retake core subject courses. Because we have no control over the policies adopted by public high schools, colleges, and universities, we cannot make any guarantee for graduates of LPCS with regard to admission into college or transfer of our credits back into the public school system. Parents are encouraged to personally check with their local school districts or colleges in which their students are interested to find out what their particular policies are regarding admissions and transferring credits.

## TUTORS

Please speak to your student's teacher regarding tutoring needs. Teachers may be able to tutor for a fee or may be able to direct the student's needs to another teacher or outside tutor for aid.

## CLASS SCHEDULE

### **Class Time:**

8:30 am - 2:45 pm

### **Lunch Time:**

12:30 pm – 1:20 pm

Students are not permitted to purchase food from the vending machines during school hours. They are not allowed to purchase food before or after school without a parent/guardian.

In the event of a rainy day, teachers will escort students from the chapel directly to the classrooms. At recess and lunch, students will be escorted to the chapel and back to the classroom at the end of the period. Students will also be escorted to the chapel for after school care.

## CHAPEL

Parents are welcome to attend all chapels and assemblies. Days and times are subject to change.

There will be no talking or playing around while entering or exiting the chapel as well as during the program. The students sing, pray, enter into worship and enjoy learning more about God's word. All students must bring a NIV Bible with them for chapel. An offering also takes place at each chapel and will be designated towards a charitable cause.

## AWARDS

A Student of the Month Award will be given to one student in each class each month. Each student may receive this award only once a year. The criteria for this award are:

- Attitude (Including outside playground behavior)
- Citizenship
- Correct Uniform
- Christ-like character traits
- Attendance (including punctuality)
- Academics (best effort and homework)

At the end of each semester, students deserving special recognition for outstanding academic achievement will be honored as part of an assembly with academic and citizenship awards such as:

- Gold Honor Roll Award is issued to all students who have a superior (3.75-4.0 GPA: 94% or higher) in all academic subjects.
- Silver Honor Roll Award is issued to all students who have an outstanding (3.50- 3.749 GPA: 88% to 93%) in all academic subjects.

To receive any honor roll or citizenship awards, students may not have any unsatisfactory marks on their report card and must have all Scripture memorization completed.

At the end of the school year, each teacher will nominate a student for “The Principal’s Award.” The criteria for this special award are attitude, citizenship, attendance, behavior on the playground, and academic best.

## LOST AND FOUND PROCEDURES

All personal belongings that have been turned in as “lost” will be kept in the lost and found bin. Lost and found will be periodically sorted through and any unclaimed items will be donated to students in need.

## STANDARDS OF CONDUCT

Rules are meant to be used as guidelines to insure that all students are treated fairly. Threatening or vulgar speech and conduct will not be tolerated, as it serves only to undermine a Christian environment. Lying, cheating, stealing, use of tobacco, alcohol, or narcotics is not tolerated, nor will any conversation, which encourages any of the aforementioned. Students must not fight, wrestle, grab, push, hit, kick, trip, or hang onto one another. Physical aggression of any kind will not be tolerated and may be grounds for suspension.

When a student’s behavior or attitude is in conflict with the standards of the school, every effort will be made to encourage the student to demonstrate the change and improvement necessary to comply with these standards. Students are expected at all times to show that they understand and accept school policies and rules that regulate student behavior. The teacher will handle misbehavior in the classroom. Outside behavior issues will be handled by Day Care staff.

In the case of certain misbehavior, such as disrespect to teachers, fighting, cheating, lying, or other such behavior that violates the Christian lifestyle standards, students will be referred immediately to administration.

Detention (time-outs), work assignments, or suspension may be used as part of the discipline procedure. Students may be expelled for continued violations of school standards, or if a single offense is particularly serious. A student may be suspended or expelled from school for a serious breach of conduct, and/or repeated problems with behavior or academic performance. Expulsions are reviewed and approved through administration. **LPCS has a ZERO-TOLERANCE towards severe misconduct.**

LPCS believes our philosophy and practice of discipline to be based on the Word of God. The goal of all discipline is to develop patterns, habits, and choices, which are pleasing to God. "Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6.

We seek to change a child's knowledge, attitude, and actions so that his/her character might attain its highest potential. We take responsibility seriously and seek to apply the same love, understanding, and firmness that are used in discipline at home. Support of LPCS is crucial if consistency is to be maintained. This is done by verbally supporting the policies and disciplinary actions taken. Questions, suggestions, and criticisms concerning discipline should be addressed with the teacher first. If this matter is not acceptably resolved, the school administration should be contacted.

Students need the security of knowing in every action who is in authority, what is expected of them, and what will happen in the event of both obedience and disobedience. Both positive and negative means (rewards and punishment) are used to reinforce proper behavior in LPCS students.

## POSITIVE REINFORCEMENT

- Praise when efforts are significant for that particular student.
- Acknowledgement before a peer group when it is worthy of emulation.
- Added privileges when a student shows him/her self responsible in smaller assignments.
- Material rewarded for a long-range project involving commitment and significant effort.
- Special time and activity with the teacher when a student has consistently responded positively to the teacher's authority and love.

## DISCIPLINE

- Verbal Correction appealing to the child's sense of right and wrong.
- Withdrawal of privilege when abused.
- Work assignment (other than homework) when the student's disobedience creates added burden for others and the task can help him/her visualize this.
- Referral to administration.

### **Guidelines for Conduct:**

1. Courteous speech, prompt and cheerful obedience, honesty and no profanity.
2. Students may not be inside buildings without teacher supervision or come to the office without a pass.
3. Equipment must be used properly. Classroom materials, playground equipment, benches, drinking fountains, and all facilities must be used for intended purposes with care and thoughtfulness.
4. Students assume responsibility for personal belongings. The school or fellow students cannot assume responsibility for items that are lost, stolen, or damaged. Teacher's permission must be obtained before bringing items from home. Child's name must be clearly written on each item brought from home. Items brought without permission will be taken away and returned to parent.
5. School grounds are to be kept clean at all times.
6. Chewing gum and seeds with shells are not permitted. Students who chew gum or throw seeds on the ground will be expected to clean the playground area.
7. Students are not to give, sell, loan or trade any belongings, including food.



8. The following are not permitted on campus or school outings without special permission: skateboards, toy guns, knives, iPods, and cell phones. Items brought without permission will be taken away and returned to parents.
9. Students must ask for a pass to go to the restroom.
10. Only students purchasing food items may go to the snack shack.
11. Students are required to observe any additional rules set by individual classroom teachers or day care staff for both inside and outside.

The misuse or damage of playground equipment, school buildings, or facilities, will not be tolerated. Any loss, vandalism, or theft, will be punished. Students may be restricted from further use of equipment; pay for damages or replacements and in severe cases, law enforcement may be involved.

## BEFORE AND AFTER SCHOOL CHILD CARE

Before school, hours are from 6:00 - 7:00 am. After school, hours are from 2:45 - 6:00pm. A grace period from 2:45 pm until 3:00 pm is allowed for students not enrolled in daycare. Any student who remains after 3:00 pm and is not enrolled in the after-care program will be charged \$10.00 for the day. When picking your child up from after school care, you must sign the time and your signature on the sign-out sheets. Students are not permitted to leave campus before being signed out. Students are also not permitted to walk through the parking lot without a parent/guardian.

Any upper grade students who need extra time for homework will be permitted to stay in study hall, as long as they remain quiet and obey the rules. Homework club is held daily, 3:15 pm – 4:00 pm.

This schedule may change as needed or as weather dictates.

## SCHOOL UNIFORMS

It is mandatory that your child be in proper uniform at all times while attending La Palma Christian School as well as before/after care. We seek parental understanding of our philosophy.

### Uniforms:

- Provide a visible symbol of the joy in identifying with one another.
- Allow de-emphasis of competition in an area not directly related to character (dress style).
- Assist in positive character growth.

We have a definite uniform policy and the guidelines are as follows:

1. Students are expected to be dressed in correct uniform each day unless a free dress day is announced. A student just enrolled may be non-uniform for 1 week while parents secure the proper items.
2. Proper uniformity requires that clothes be neat, clean, and in good repair. All clothing must fit properly; clothing that is too tight or too baggy will be considered out of uniform. All items must be marked with the student's name on the inside of the uniform.
3. Boys and girls are not permitted to wear dress boots or dress shoes. This is for the child's safety.
4. All students are expected to wear La Palma Christian School t-shirts.
5. Jeans must be in good condition. **No holes, low-rise and/or oversized are permitted.**
6. Jean shorts must be uniform short length. **Absolutely no short shorts!**

7. Boys and girls are only permitted to wear baseball caps outside on sunny days for protection against the sun. Caps are not allowed inside the classrooms or during chapel. These items do not necessarily need to have a Christian monogram or logo on them. Other appropriate emblems will be accepted such as Nike, Disney, sports teams, etc.
8. Girls are permitted to wear earrings.

All shirts, sweatshirts, and jackets may be purchased in the school office. T-shirts \$10.00, sweatshirts and jackets \$20.00.

Students will be checked daily for proper uniform. A warning will go home for the first offense. Students will be sent home for a second offense. This applies to the entire school year. The uniform guidelines and policy may be amended at any time. Administration reserves the right to determine what is acceptable and does not attract undue attention.

La Palma Christian Jr. High/Sr. High School  
Parent/Student Handbook Agreement  
2016/2017

My child and I have read, and understand fully the policies and procedures of the 2016-2017 La Palma Christian Jr. High and Sr. High School Handbook. The school administration reserves the right to amend this handbook.

We agree to abide and uphold all rules stated in the handbook.

By signing this enrollment form, we accept the agreements and authorizations listed above.

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PARENT SIGNATURE

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DATE

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STUDENT SIGNATURE

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DATE