

ADMISSIONS CRITERIA

Students seeking admissions are evaluated based on an entrance examination/ screening given by LWCA , on their report cards and standardized test scores from previous school(s), admissions questionnaires, interviews and the potential to perform satisfactorily at Living Word Christian Academy.

Students with specialized educational needs and/or behavioral problems will find these needs better met in a setting which provides specially trained personnel and an educational program which directly addresses their need. In light of this, Living Word Christian Academy is unable to accept students with specialized educational needs and/or behavioral problems.

Admissions may be forfeited for any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school.

- **Preschool Admissions** - students entering our three-year-old preschool program must be *three years of age and toilet trained on or before September 1st* of the academic year they are applying. Students entering the four- year-old preschool program must be four years of age on or before September 1st. All four-year-old students will be screened to ascertain their readiness for the preschool program. A copy of the student's birth certificate is required for all preschool applicants. The preschool programs are full-day programs.
- **Kindergarten Admissions** - students entering kindergarten must be *five years of age on or before September 1st* of the year they are applying. All students will be screened to ascertain their readiness for the kindergarten program. A copy of the student's birth certificate is required for all kindergarten applicants. The kindergarten program is a full-day program.
- **First Grade Admissions** - students entering first grade must be *six years of age on or before September 1st* of the year in which they are applying *or have successfully completed a year in an accredited academic kindergarten program*. First graders will be screened to ascertain their readiness for the first grade program.

Home-Schooled Students

Home-schooled students are welcome, however, we ask that parents include, along with the application, the following material from the past two years: number of school days completed, a curriculum list of work completed, and course grades. Determination of grade placement will be made on a case-by-case basis and will include a testing/screening assessment.

Transfer Students

Transfer students will be accepted on a case-by-case basis determined by the administration. They are subject to the same acceptance requirements as all other new students.

Living Word Christian Academy reserves the right to adjust and/or modify course offerings, curriculum selections, class structure and/or grade levels depending on final enrollment.

ARRIVAL/DISMISSAL

Arrival

The school day begins at 8:45 am. Students should not arrive before 8:30 am. *The Extended Care program is available for students that need to arrive before 8:15am. This is an additional monthly fee for parents.*

Dismissal

The school day is over at 3:30 pm daily (see appendix for dismissal schedule). Students who are not registered in the Extended Day program must leave the premises immediately. **If a student is not picked up immediately following dismissal, there will be a late pick-up fee - \$5.00 every 5 minutes late – assessed to the parents of the student. The late pick-up fee must be paid to LWCA before the child can return to class. Continued lateness in picking up students may result in student's dismissal.**

The Extended Day program is over at 6:00 pm. If a child is not picked up beginning at 6:00 pm, the parent is assessed a fee of \$5.00 every 5 minutes late beginning at 6:00 pm.

NOTE: IF SOMEONE DIFFERENT IS PICKING UP YOUR CHILD DURING OR AFTER SCHOOL – FOR ANY REASON – NOTIFY THE SCHOOL IN WRITING OF THIS CHANGE. IF AN EMERGENCY ARISES, CALL, IDENTIFYING YOURSELF AND THE PERSON WHO WILL BE PICKING UP YOUR CHILD. A PICTURE ID WILL BE REQUIRED OF THE PERSON PICKING UP THE CHILD.

Drop-Off and Pick-Up Location

Students are to be dropped off at the parking lot entrance on Bohland Avenue and use the appropriate entrance to enter the building (Door #3 – grades K3 – 5th and Door #4 – Middle School students) . *Door #1 is to be used for **visitors only** and students arriving after 9:00 am.*

ATTENDANCE/ABSENCE

Students are expected to attend school daily. Academic achievement is enhanced when students are present for instruction. **An absence is defined as missing class altogether.** Attendance is taken in each class. It is the responsibility of the student to obtain any missed assignments, quizzes, or tests that took place and complete them by a designated deadline. Students may not miss more than 10 school days per marking period. Excessive absences may result in loss of credit and/or grades, removal from class, and even possible removal from school

Excused Absence

If a student must be absent, please call the school's **Attendance Line** no later than 9:00 am. Voicemail is available 24 hours a day. In the event a student is absent from school and the school is not notified by the parent, the office will call the parents within 2 hours of the beginning of the school day. It is important that each child, upon returning, bring a note signed by the parent stating the reason for the absence. Excused absences are granted for:

- Personal illness – students who are ill should not be sent to school until fully recovered. Students who have been ill with a fever and/or vomiting should wait 24 hours before returning to school. Please help others stay healthy by observing these guideline.
- Death in immediate family

Unexcused Absence

Unexcused absences are such things as (but not limited to) beauty appointments, shopping excursions, car repairs, suspension from school, vacations, truancy, and tardiness. *Make-up work will not be allowed for unexcused absences.* Any test missed during an unexcused absence will receive a grade of “0%”.

Homework may be requested on the 2nd day of absence, when reporting a child's absence. Please indicate what arrangements you would like made for the homework at that time. Homework will be available for pick-up after 2:00 pm. This allows the teacher time to prepare the necessary materials needed to be sent home.

There is no substitute for daily attendance. Grades usually suffer as a result of prolonged absences. Unless students are ill, they must be attendance during the Standardized Achievement Tests.

Arriving at School Late (Tardiness)

Tardiness is disruptive to the class room and has an adverse effect on the student's educational process. Parents and students are to be responsible and respect the teacher and classmates by not being tardy. *Students who are not in their seat by 8:30 am are considered tardy.* Tardies are recorded and reported on report cards and permanent record cards.

Early Dismissal

Early dismissal requires an adult (parent, guardian, registered name on file) to come personally for the student. A picture identification and signature is required prior to the student's release. Any student arriving after 10:30 am or departing before 2:00 pm will be marked as ½ day absent and therefore not eligible to participate in any co-curricular activities that day (unless absence was pre-arranged). Early dismissal is for emergencies only.

STUDENT EXPECTATIONS

Students of all ages are expected to behave in a manner that promotes God's glory, a good learning environment, physical well-being, and personal growth in grace. Student's attitudes are of prime importance. Many problems arise not from what is done, but from how it is done. Because LWCA is a Christian school, we expect students to exhibit biblical attitudes.

In order to provide a consistent framework of what our expectations are for student behavior, the following guidelines have been established for LWCA students. The list is by no means exhaustive. It does, however, represent some of the characteristics and behaviors that we desire and expect to see demonstrated in the lives of our students.

Bullying

We consider aggressive behavior bullying. Bullying is defined as:

- . Pushing
- . Fighting
- . Pulling Hair
- . Hitting
- . Shouting
- . Cussing family
- . Nasty letters
- . Aggression
- . Staring
- . Whispering
- . Thumping
- . Kicking
- . Gossip
- . Name calling
- . Rumors
- . Nasty graffiti
- . Dirty looks
- . Threatening behavior

There is a zero tolerance for bullying. We take a firm and absolute stand against bullying. It will not be tolerated. ***Any type of student to student contact in an aggressive manner will result in suspension whether physical or verbal.*** We will accept no excuses for an infraction of this rule. NO EXCEPTIONS.

Parents, as our partners in this mission to raise up a generation that will glorify God, we need your prayers and your support. Please review these expectations with your children and help us by reinforcing them.

BIRTHDAY CELEBRATIONS

We request birthdays be celebrated in other than the school environment. Therefore birthday treats and “parties” are not permitted.

CHANGE of CHILD CUSTODY

If a student has a change of child custody or guardianship; the new custodial parent must sign a new Enrollment Application and Financial Agreement.

Enrollment will not be continued until such agreement is completed and on file in the school office. The custodial parents and guardians are responsible for payment when the child is in their care.

No information regarding the student(s) will be given to any persons other than those listed on the enrollment forms.

CHAPELS/ASSEMBLIES

Chapels are held every Friday, and are planned by grade levels. Teachers along with guest speakers minister the Word of God in a worship setting which includes praise and worship, ministering of the Word and invitation to salvation. Parents are always welcome to attend.

Assemblies are planned for parents and the entire student body, with various grade levels are represented and various themes throughout the school year.

Attentive, courteous conduct that is honoring the Lord is expected at all chapels and assemblies.

COMMUNICATIONS

The key to any successful partnership is communication. LWCA will make every effort to communicate openly with parents and ask that parents do the same. Please keep LWCA personnel informed of any concerns you may have and any unique situations of which they should be aware. A variety of methods are available to facilitate this communication:

- **Good News Wednesday** – published on-line weekly with information pertinent to the school.
- **Instant Alert System** – an emergency alert system designed to notify parents and designated persons immediately of any emergencies concerning LWCA students. It is mandatory that all families must register for this service.
- **School Website** – we encourage you to check our website, www.LWCA.WS for information about what’s going on at the school.

- **Parent-Teacher Conferences** – are held on an as-need basis. Either party, parent and/or teacher may initiate. Check with teacher for availability.
- **E-mail** – All faculty and staff at LWCA can be contacted via the school website.
- **Voicemail** – Voicemail is available 24 hours a day for all LWCA staff. Calls will be returned within 24 hours. If not, please notify a school administrator.
- **Grade Book Wizard** – Grades 1 – 8 are equipped with an online grading system which enables the parent/guardian to monitor the progress of their child on a regular basis. It gives access to current grades, homework assignments, results of quizzes, tests and projects. Parents may log on at any time. Individual instructions for access will be provided by classroom teachers.
- **Homework Assignments** – Homework is posted on the school website on Mondays.
- **Friday Folders** – student graded work is sent home with the students in Friday Folders for parents. These contents are to be viewed and emptied by parents and signed folder is to be returned to school on the following Monday.

CURRICULUM - (See appendix for specific grade levels)

DISCIPLINE – (See appendix for Academic and Behavior Standards)

DISMISSAL FROM LWCA

A student meeting the three criteria below will be considered under review for continuation at LWCA.

ACADEMIC (1)

- The educational needs of the student cannot be met. It will be recommended that other educational placement be sought.

SOCIAL (2)

- Unable to comply with the behavior expectations of the school.

FINANCIAL (3)

- Thirty (30) days delinquent in LWCA financial obligations.

DRESS CODE – LWCA has mandatory dress code. Every aspect must be adhered to. (See appendix)

Official LWCA gym uniforms are to be worn on designated gym days. **White** gym shoes are to be worn on **gym days only**.

Occasionally LWCA will have “Casual Dress Days”. (See appendix for specifics)

Girls hair should be worn neatly with no extreme hairstyles and/or hair coloring. **Boys** are not permitted to wear braids, twists, dreadlocks, hair designs (including lines, shapes, or words) mohawks, or ponytails. Boys are not permitted to wear earrings of any kind.

Dress code violations will be dealt with as follows:

- The parent will be called to bring the appropriate clothes. The student will remain in the office until parents arrives.

ELECTRONIC DEVICES

I-Pods, CD players, DVD players, MP3 players, handheld games, **are not** permitted on the school premises. If found, they will be confiscated and returned only to the parent/guardian. LWCA will not be liable or responsible for any lost, damaged or stolen electronics.

EMERGENCY FORMS

An emergency form is required to be on file in the school office for every LWCA student. **It is mandatory , by September 30 yearly, to provide and keep current all student emergency information for the child(ren).** If case of an emergency we will follow the information provided on the emergency form.

EMERGENCY CLOSING OF SCHOOL

In the event that the school is closed, families will be notified immediately via the Honeywell Instant Alert system. A special radio announcement will also be made on radio stations including WGN and on CLTV and WGN channel9. The message on the school voicemail will reflect open or closed status.

EXTENDED DAY PROGRAM

This program is available to all LWCA students for an additional fee. Hours of operation are 7:00 am – 8:15 am (Before Care) and 3:15 pm – 6:00 pm (After Care).

EXTRA- CURRICULAR ACTIVITIES

Participation is based on student grades, ability level and conduct. Specifics about each activity will be provided to parents and students. Activities vary but may include:

- Basketball (seasonal)
- Choir (3rd – 8th graders only)
- Student Leadership Institute (SLI)

FIELD TRIPS

A permission form, signed by the parent/guardian, is required for the student to attend. NO EXCEPTIONS.

Attendance on field trips is considered a privilege which will initially be extended to all students. The school assumes a tremendous responsibility in planning and chaperoning field trips. Therefore, students whose behavior indicates that they could not cooperate on school outing will not be allowed to attend.

Field trips are considered an educational school event, therefore if a child has been excluded for behavioral reasons, they may not participate with activities or is the school liable in any form.

While parent chaperones are a necessary part of field trips, due to space limitations, reservation restrictions and grade level needs, it is sometimes necessary to limit the number of chaperones used per field trip. This is done at the discretion of the classroom teacher and administration. Only those parents who have signed up **in advance** as chaperones may attend. (No last minute signups or substitutions.) Only students enrolled in the class or activity may attend. Under no circumstances may guests or siblings attend the field trip.

While on field trips, students must remain with the group and under the authority of the teacher. Further information regarding field trip transportation and the role of the field trip chaperone is provided by the classroom teacher prior to the outing.

FINANCES

Tuition

Tuition is figured on an annual basis. Payment is broken down in ten (10) monthly payments for convenience. Parents/guardians must be enrolled in the FACTS TUITION program. The entire amount of tuition must be paid whether the child is present or not. No exemption from payment of the monthly tuition will be made for illness or any other cause that results in absenteeism. This “no exemption” policy pertains to the preschool classes through the 8th grade classes.

No report card will be issued if accounts are not current. If a family's delinquent payments have not been brought up to date, the student will be suspended until the payments are made. NO EXCEPTIONS.

No reservations will be held for any child whose enrollment/reenrollment fees are not paid prior to the 1st day of school. After that date, if vacancies exist, applications will be accepted on a first-come, first-serve basis in the grades with openings.

REMEMBER ALL FORMS AND FEES MUST BE SUBMITTED TOGETHER TO THE SCHOOL OFFICE IN ORDER TO COMPLETE THE REGISTRATION PROCESS AND RESERVE A PLACE FOR YOUR CHILD IN A CLASS.

Fees and Expenses

The annual **Administrative Fee** - Schools incur many expenses that tuition alone does not cover. These fees help to defray the operational costs of the school that are associated with the day-to-day operations and is due October 30 of each year.

Fund-raisers

Tuition does not cover the complete cost of providing the quality education given at LWCA; therefore it is necessary to have fund-raisers to provide the school with the necessary "extras" that help in effectively operating.

HEALTH

Allergies

LWCA has developed guidelines to assist the staff in balancing the safety of students with allergies with the rights of other students. The most common allergies may be based on food items commonly found in the classrooms, we therefore request that **NO FOOD** be shared among students, and that no food items- unless specifically requested by classroom teacher- be brought into the classroom.

It is the responsibility of the parent/guardian of the child with allergies to notify the school – in writing – of their child's allergy. We ask that the parent/guardian complete an ALLERGY ACTION PLAN form on an annual basis and submit that form to the office. All parents and students are asked to respect any modifications made in classrooms to ensure the safety of fellow students.

Emergencies

In the event of an acute emergency, emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents/guardians will be notified. If deemed necessary, children will be transported to the nearest hospital for emergency treatment.

Forms and Health Laws (see appendix)

Every student is required to have on file in the school office a current health history, medical record and dental examination.

- All students entering **kindergarten, 6th** and **9th** grades are required to have a new physical.
- **Immunizations** must be updated and recorded on the State of Illinois school physical form and signed by a physician. These records are part of your child's permanent health record to be retained by the school. The following immunizations are required by the State of Illinois:
 1. DPT (Diphtheria, Pertussin, Tetanus)
 2. TOPV (Oral Polio)
 3. Measles (Rubella)
 4. Rubella (German Measles)
 5. Mumps
 6. Hepatitis B
- **Dental exams** are required for kindergarten, 2nd grade, 6th grade.
- **Vision exams** are required for kindergarten.

Students must be in compliance with the above State of Illinois health requirement by **September 15** or they ***will be excluded*** from attending school until the requirements are met.

Sports Physical

A sports physical is designed to identify any physical conditions that would limit a student's participation in sports and must include both the physician's and parent's approval of participation. Each student who plans to participate in a sport's activity must have a current sports physical on file. Sports physicals are good for one year from the date of the exam and must cover the entire time period that the student is involved in a sport. **Students may not participate in tryouts, practices, or play in any sport if the physical is not received by LWCA.** All supervisors are required to enforce this policy.

Illness

If a student becomes ill at school; the parent/guardian will be called. If it is determined that it is best for the child to go home due to illness, the parent /guardian is requested to pick up the child ***within an hour*** of the call. Any child with a communicable disease or temperature of 100 degrees or higher should not be brought to school.

Children with contagious conditions may return only with doctor's authorization.

Medications

In most cases medications should be given at home. School personnel **may not** administer medication. If a student is to take **any medication** while at school, he/she must have **on file** in the office an authorization signed by a parent/guardian. Medicine must be properly labeled.

Please do not send any medication in lunches, pockets, or school bags. No student may have any medication on his/her person or in a storage area assigned to him/her.

Records and Screenings – see appendix

HOMework

Homework reinforces learning. Therefore, students are required to complete homework assignments, which- according to grade level and is weighted /graded differently in grades 3-8, and may vary according to assignment. It may be assigned nightly and sometimes on weekends. We do request the parent's full cooperation in seeing that assignments are completed and turn in on time. The average student should spend the following amount of time on his/her homework:

- 1st grade – 30 minutes
- 2nd grade – 40 minutes
- 3rd grade – 45 minutes
- 4th grade – 50 minutes
- 5th grade – 55 minutes
- 6th grade – 60 minutes
- 7th grade – 1 hour 30 minutes
- 8th grade – 2 hours

In an effort to keep parents informed of the homework assignments, LWCA teachers issue homework assignments on-line weekly. Homework is also posted on the school website: www.lwca.ws.

LOST AND FOUND

A Lost and found is maintained on the lower level of the school. Parents/guardians are encouraged to mark clothing articles with the student's name, especially LWCA uniform clothing which all look the same, to help make retrieval of lost items easier.

LUNCH PROGRAM

Lunches

LWCA offers a hot lunch program. Parents are responsible for assuring that their child(ren) are provided with a lunch each school day if the child is not a part of the hot lunch program. Do not contact the school regarding forgotten lunches. We are unable to accept lunches in the office.

Hot Lunches

Children wishing to purchase hot lunch (milk included) may do so on a monthly basis. A price schedule will be distributed at the beginning of the school year. Applications are sent home with every child to apply for the Federal Free Lunch Program. These applications are available throughout the year upon request.

MATERIALS AND PROPERTY

Teach your children to take special care of all school property, including books.

Hardcover books are issued to students in 3rd – 8th grade for math and social studies and science (Middle School). Although constant use will cause the usual wear and tear, charges will incur if books are damaged or lost .

PRINTING OF STUDENT WORK

Due to the ever-changing issues of software compatibility, all printing of student work must be done outside of the school environment. The school assumes no responsibility for printing of student work.

PARENT ACTIVITIES – Get Involved.

Parent –Teacher Advisory Council (PTAC) - a vehicle to inform, to encourage, and provide opportunities for parent and community members to be involved in planning and evaluation of the school’s instructional program and quality improvement processes. Meetings are held on a scheduled basis to collaborate on various goals and objectives implemented. Elections are held annually at the initial meeting.

Helping Hands – parent volunteer program. Involvement includes:

- . fund-raising
- . classroom assistance
- . traffic control
- . field trip chaperones
- . student recruitment
- . special events assistance
- . activity planning

PARENT RESPONSIBILITIES

- Children attend school daily.
- Children arrive to school on time. (8:30 am)
- Children are picked up on time at dismissal.
- Children complete homework assignments nightly
- Children are properly dressed (in LWCA uniforms) and well groomed.
- Children are provided a lunch daily.
- Children follow the behavioral standards.
- All concerns are addressed first to the teacher, then to the administrator so that matters are handled decently and in order.

- Faithfully exercise your Christian duty to pay your tuition on time each month.
- Fully participate in fund raising activities.
- Support policies and procedures.

PERSONAL PROPERTY

Students are issued lockers or cubbies and are expected to keep them clean and free of accumulation.

- Lockers are subject to periodic inspections.
- Students should not bring valuables to school.
- Parents should be aware that **lockers are not locked**.
- LWCA assumes no responsibility for items left in lockers.
- Electronic music/sound equipment, electronic games, personal magazines are not to be brought to school or to a school function unless classroom teacher has given permission for a special occasion.
- Any student violating this policy will have the item taken away and retained by the teacher and returned to a parent at the end of the day.

PRIVACY POLICY

We do not give personal information regarding students to anyone other than the legal guardian on record. Private information regarding students is shared with LWCA personnel on a need to know basis only.

REPORT CARDS

- Report Cards are issued every six (6) weeks of the school year.
- Questions regarding grades should be addressed to the teacher issuing the grade.
- Teachers are required to keep written and on-line records of student grades. They are willing to share them the parent/guardian as requested.
- Parents are entitled to an explanation of how the grade was determined.
- Parents can avoid surprises at the end of the marking period by keeping informed of your child's progress throughout each 6 week period by logging on the *Gradebook Wizard*.

Academic Warnings

At the mid-point of the school year, (3rd marking period), if a student is earning a below satisfactory grade in any subject, an *academic warning notice* will be sent home. This will give the student and parent ample opportunity to encourage the student and allow time for the student to improve the grade before the end of the year.

Grading Scale

A “C” average or above must be maintained at all times. This includes homework completed fully and on time. This also includes projects, and all assignments given by LWCA teachers. The following scale system is used to determine letter grades.

A = 100% - 94%

B = 93% - 85%

C = 84% - 75%

D = 74% - 65%

F = 64% - 0%

Grading Weights

Tests account for 50% of student grades quizzes – 20%, homework – 15%, and classwork – 15%.

Academic Integrity – dishonesty will not be tolerated.

When evidence of academic dishonesty exists, (examples... giving or receiving test question or answers; copying from another student’s test or knowingly permitting another student to copy during the test; using materials which are not permitted; copying or having someone other than the student prepare the student’s homework, project or take-home test for which credit is given; permitted another student to copy or write another’s homework, project, report or paper) the assignment will receive no credit and the student has no opportunity to make-up work.

Cheating - In grades 1 – 4, cheating results in a zero (0%) on the assignment/test and communication with the parents will be made. In grades 5 – 8, cheating results in a zero (0%) on the assignment/test, communication with the parents and may cause for immediate suspension and/or expulsion.

SCHOOL PUBLICATIONS

At the beginning of school, a school calendar is provided to each family. Every Wednesday, the school publishes the GOOD NEWS WEDNESDAY, on-line, at www.lwca.ws. Other than the primary grades, most correspondence will be on-line..

SCHOOL SAFETY – Safety is first at LWCA.

By Illinois state law, all school are required to have various safety drills throughout the school year to insure proper procedures are carried out in case of emergencies. Drills are scheduled regularly and **are taken seriously** by LWCA staff and students.

- **Fire Alarms** – consequences for pulling a false alarm are as follows:
 - . Suspension of a minimum of ten (10) school days.
 - . Monetary fine of up to \$500 to the parent of the offending child.

- **Fire Drills** – procedures are as follows:
 - . Everyone is required to vacate the building
 - . Students are not to get outside garments unless directed by the principal
 - . No talking. No running. Move quickly.
 - . Use the nearest exit if away from your group.
 - . No one may re-enter the building until the “all-clear” signal is given.
- **Lockdown Drills** – procedures are as follows:
 - . Everyone is required to go directly to designated classrooms.
 - . All doors are locked, windows are covered.
 - . All persons are to move away from windows and doors.
 - . No one is allowed outside of classrooms until “all-clear” signal is given.
 - . No persons are allowed to enter or exit the building during the drill.
- **Tornado Drills** – procedures are as follows:
 - . Everyone is required to leave the classrooms.
 - . Relocate to designated areas in the inside corridors.
 - . No one is to sit by doors or windows.
 - . Everyone is to cover heads with hands.
 - . Absolutely no talking.
 - . Remain in corridors until further instructions are given.

Playground

To insure the safety on the playground, we will tolerate no roughness or improper play on the playground of with equipment. No sticks, rocks, hard baseballs, or bats are to be brought school. Snowballs are not to be thrown of school property. Students need to remember the importance of treating one another with kindness, courtesy and respect.

Supervision is on the playground during school hours. LWCA furnishes all playground equipment, therefore, students are not to bring play equipment from home unless given permission by LWCA staff.x

SECURITY

Building Access

The security of your children depends upon the consistent enforcement of procedures put into place for their protection.

- All visitors (including LWCA parents) must enter the building through the main entrance on Bellwood Avenue (Door #1) and sign in at the security desk. Visitor tags must be obtained and must be visible at all times.
- When leaving the building, please be sure to sign out and return your visitor tag.
- No person is to proceed through the building without following this procedure.

Classroom Interruptions

Please be sensitive to not enter classrooms during instructional time unless previous arrangements have been made with the teacher.

STANDARDS OF STUDENT WORK

(See appendix)

STUDENT RECOGNITION

Awards

At the end of the school year, special recognition assemblies are held for students in grades K4 – 8th. Various awards are given in the areas of academics, citizenship, music, perfect attendance, physical education, and student government. Parents are welcome to attend.

Wall of Fame

At the end of each marking period, students are recognized for their academic achievements on our “Wall of Fame”. This is visual acknowledgement located at the main entrance of LWCA for all to see. Categories recognized are Super honor roll, honor roll, perfect attendance, citizenship and most improved student.

SUSPENSIONS/EXPULSIONS – See Rewards and Incentives Program

TECHNOLOGY

Communication skills are fostered by the effective integration of technology into all aspects of the curriculum. LWCA provides computers in our library, as well as every classroom to enhance the student’s learning experience and the teacher’s instructional ability.

Internet Acceptable Use

This policy is developed to set goals for the appropriate use of the Internet while safeguarding students from contact with unacceptable and unwholesome material. This policy will be distributed to parents yearly for signature. No student will use the internet unless they have agreed to abide by the guidelines of the policy and the school has received written parent permission.

TELEPHONE USAGE

Office/Classroom Phone

Office/classroom phones are for school business only. We do not give messages to students and staff unless a real emergency. Teachers are not available during instructional time. Please their voicemail and/or email.

Cell Phones

Cell phone usage by students inside the building, on school grounds and during school sponsored events, during school hours is strictly prohibited. **CELL PHONES THAT RING INSIDE OF THE CLASSROOM or INSIDE OF THE BUILDING WILL BE CONFISCATED** and returned to the student at the end of the day. No exchange of information between devices of any sort is permitted. No personal e-mail, chatting or texting is permitted.

TESTING

Students are assessed formally and informally on an ongoing basis. Student's progress is carefully monitored on a daily weekly, monthly and quarterly basis. Standardized tests are administered to grades 1 - 8 in the spring of each year. The *Terra Nova Achievement Tests* are used.

TEXTBOOKS

The parent/guardian must purchase textbooks for their child(ren) . Cost is included in the tuition and are purchased yearly. Mathematics and Social Studies textbooks used in 3rd – 8th are hardcover, in addition to Science in the Middle School, which makes them usable for a number of years. **They are issued to students as rentals. Reasonable care must be taken in their use. Understand if damage is incurred by abuse, parents will be responsible for replacement of textbook.** A minimum of \$60 per hardcover book.

TRANSPORTION – No bus service is provided at LWCA.

Parking

We recognize that parking and traffic flow before and after school is less than ideal, but we ask for the cooperation of all parents to make it as “painless” to you and our neighbors as possible. **WE ASK TO PLEASE BE RESPECTFUL OF OUR NEIGHBORS ON BOHLAND AND NOT BLOCK THEIR DRIVEWAYS or any of the surrounding streets.**

When dropping off or picking up your children, you may pull into one of the continuous moving lanes in the parking lot and have your child exit the vehicle. Staff will be on the lot to assist in this process. **PLEASE DO NOT PARK OR EXIT YOUR VEHICLE.**

Field Trips

Bus transportation is provided for students and chaperones for all school sponsored field trips.

WEAPONS

Weapons of any nature, real knives or guns, or play knives or guns will not be tolerated at LWCA. (included but not limited to squirt guns, plastic knives, plastic guns, and comb knives.) We strictly enforce a 0% tolerance policy. (See discipline policy). If a student brings a weapon of any type to school – *real or play* – it will be considered grounds for immediate expulsion from the school. ***All students and parents should expect “certainty of punishment” for any infraction of this rule.***