



Laguna Madre Christian Academy

Parent-Student Handbook

2019-2020

January 2020

Parent/Student Acknowledgment Letter

Dear Student and Parent:

The Laguna Madre Christian Academy School Board has adopted the following policies and codes of conduct as contained in the Parent/Student Handbook in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your child. If you have any questions about the information contained within, we encourage you to ask for an explanation from your child's teacher or the school administration.

Each student and parent must sign this page in the space provided below, and return the page to the school office.

Thank You,



Susie Houston, Director
Laguna Madre Christian Academy

We acknowledge receiving a copy of the Laguna Madre Christian Academy Parent/Student Handbook for the 2019-2020 School Year and agree to abide by its policies and codes of conduct.

Print Name of Student: _____

Signature of Student: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____ Grade Level of Student: _____

► Please, sign this page, remove it and return to the school office by August 30, 2019 ◀

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The Matthew 18 Principle for Solving Problems

A Christian school is made up of people, students, teachers, administrators, and parents. Like any group, the potential for misunderstanding, disagreement and even wrong doing is present. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new command I give you: Love one another. By this all men will know that you are my disciples, if you love one another." (John 13:34-35)

Due to our human nature we may at times have irritations, misunderstandings or strong disagreements. In Matthew 18:5-7 Jesus gives His formula for solving person-to-person problems. The following are the words of Jesus:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. (Matt. 18:15-17)

There are several clear principles that Jesus gives us in this passage concerning solving people-to-people problems:

▼ **KEEP THE MATTER CONFIDENTIAL**

The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "With his mouth the godless destroys his neighbor, but through knowledge the righteous escape." Proverbs 11:9

▼ **KEEP THE CIRCLE SMALL**

If your brother sins against you, go and show him his fault, just between the two of you. The first step and most often the only step needed in solving a personal problem is for one of the two people involved to initiate a face-to-face dialogue.

▼ **BE HONEST**

It is important to be forthright and to love honestly. Sometimes it is difficult to be straight forward and tell someone the very heart of the matter. But restoration can only come when the issues are lovingly, yet clearly presented. The Scripture says, "Wounds from a friend can be trusted." Proverbs 27:6

▼ **BE FORGIVING**

“If he listens to you, you have won your brother over.” This implies once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently.” Forgiveness and restoration is the normal, happy conclusion. Most problems are solved at the two people level. However, if the individual will not “hear” you, or openly disagrees with your version of the problem, move to the next step of the Matthew 18 Principle.

These principles can be applied in the following manner: As a parent in our school if you are unhappy with a teacher because you believe your child is being treated unfairly, meet with the teacher and talk together. If you are not satisfied with the outcome of your discussion, the next step in the Matthew 18 Principle would be for the parent and the teacher to share the matter with the director.

Jesus said, “Take one or two others along, so that every matter may be established...” Both parent and teacher must discuss their concerns about the issue or issues with the director. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to receive reproof and correction, if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

It is estimated that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. If a problem has not been resolved by the previous actions, the director will explain the problem to the president of the school board. Depending upon the complexity of the problem, it may be appropriate for the board president to request that all persons involved be present and discuss the problem with him. If there is still no resolution, the board president may request that all parties present the issue(s) to the school board.

The goals of the board are: 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Biblical way of solving people-to-people problems.

The Matthew 18 Principle shall also be applied by board members in the same manner. Problems or concerns should first be shared with the Board Representative. If unresolved, the matter should be discussed with the school board committee having

responsibility for the area of concern, and finally, if satisfaction has not been achieved, the issue should be brought before the entire board.

As stated, keeping the matter confidential, the circle small, being honest and forgiving is the formula Jesus gave us.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems is inappropriate. Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. This is not possible if all parties follow the Matthew 18 Principle of solving school problems.

I. Mission Statement

Understanding that our children are gifts from God, Laguna Madre Christian Academy is committed to excellence in providing a strong academic education for each child through discovery, discipline and demonstration; as well as, the development of the whole child spiritually, intellectually, morally, socially and physically in an inter-denominational Christian learning environment. The concept of educating the whole child nurtures unique abilities, God-given talents, and achievements. It also supports character development and prepares each child for life as an active learner, problem solver, independent thinker and an inter-dependent good citizen, both in our community and the Kingdom of Christ Jesus.

II. Philosophy and Purpose

The purpose of Laguna Madre Christian Academy is to provide an education of academic excellence from a Christian perspective. Starting with the belief that God is the source of all truth and knowledge, education becomes the exciting task of learning the truths of God's creation, appropriating those truths in building character and implementing this knowledge in the activities of daily life.

This view of education rests upon the historic Christian faith as contained in the Holy Scriptures. Laguna Madre Christian Academy believes the admonition to "train up a child in the way he should go..." (Proverbs 22:6), includes a well balanced and high quality education that is based on a Biblical foundation. LMCA offers through its instruction a demanding academic curriculum coupled with a strong emphasis on the development of sound moral values.

We maintain that Christianity is not merely a religion or just another subject. Christianity is the governing factor in all subjects, for only in Christ can a person realize the meaning of life and his place in God's creation. Students cannot be given a true account of the world or of society in an educational context devoid of God. It is our express purpose *to teach every subject area from a Biblical perspective so that each student might live a life glorifying to*

God, and be able to confront confidently and with clarity those problems and challenges he will surely face.

The Laguna Madre Christian Academy is inter-denominational in its enrollment policies, ministering to all families regardless of race or denominational affiliation.

LMCA admits students of any race, color, national and ethnic origin with all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

III. History of Laguna Madre Christian Academy

The Laguna Madre Christian Academy was established in 1998 as an independent Texas non-profit corporation. LMCA is governed by a Board of Directors composed of up to nine voting members, who set policies, oversee general operations, employ personnel, establish annual budgets and plan for future growth.

The Board of Directors are appointed to staggered three year terms and are elected based on the following criteria:

1. Endorsement without reservation of the school’s philosophy of education and statement of faith.
2. Must be a Christian.

IV. Admission Requirements

LMCA does not discriminate on the basis of race, sex, color, national or ethnic origin in administration of educational policies, admission policies, scholarship programs, or athletic and other school administered programs.

The director reserves the right to deny admission based on the admission policies that have been adopted by the School Board. The Director reserves the right to make modifications to the admissions policy that have been adopted by the School Board.

The age requirements for admission are as follows:	K3	3 years-old by Sept. 1
	K4	4 years-old by Sept. 1
	Kindergarten	5 years-old by Sept. 1
	First Grade	6 years-old by Sept. 1

- Steps for enrollment are as follows:
- _____ Application Completed / Registration Fee Paid
 - _____ Up-to-date Immunization Record
 - _____ Birth Certificate
 - _____ Health Statement Completed
 - _____ Discipline Policy Signed
 - _____ Previous School Transcript
 - _____ Interview may be Required
 - _____ Notification of Acceptance
 - _____ Tuition and Fees Paid

Before applications can be approved, parent(s)/guardian(s) or the custodial parent must sign all processing papers and agreements. A registration fee must accompany the application. This registration fee is the same for new and continuing students. The registration fee will be refunded if the child is not accepted for admission.

Students will be registered in the following order:

- Priority Registration for Currently Enrolled Laguna Madre Christian Academy through March 1.
- Siblings of Currently Enrolled Laguna Madre Christian Academy through March 1.
- Open Registration March 2.

All Students must comply with the following requirements:

1. A student must be fully immunized against certain diseases or must present a certificate or statement from a health care provider, that for medical reasons or reasons of conscience, including religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms used by the Texas Department of Health, Immunization Division, can be honored by the school. The following immunizations are required: rubella (measles), mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTP), Haemophilus influenza type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamped validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any family member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

2. A certified copy of his birth certificate is required.
3. A health statement, stating that the student has been seen by a physician within the last year and is able to participate in the school program, **must be signed.**
4. The discipline policy, outlining Laguna Madre Christian Academy's policy, **must be signed.**
5. All new students must present a transcript before acceptance. Home-schooled students are required to submit grades. Standardized test scores, if available, should be submitted for permanent records.
6. All new students entering 1st grade and above will be tested at the discretion of the director.
7. An interview with the students and/or parents may be required. This is done at the director's discretion.

8. Laguna Madre Christian Academy is not equipped to teach children with any of the following conditions:
 - Mentally or Physically Disabled
 - Emotional Disturbances
 - Incurable Behavior
 - Learning Disabilities
9. Each student is accepted on a probationary period. If at anytime during this period (60 school days) the director or parent may deem that LMCA and the student are not a good fit for one another the student may be released from the contract.
10. If a problem in any one of these areas develop, the school reserves the right to drop the student from enrollment.
11. LMCA staff are certified through the American Heart Association in CPR, first aid, and AED. We will call Emergency Medical Services to provide rapid medical assistance in case of an emergency.

V. Financial Information

Tuition

The Laguna Madre Christian Academy Board calculates tuition and fee rates based upon the current and projected enrollment and operating costs for the school year. Tuition is the means by which LMCA meets their financial obligations incurred during the year.

- Tuition payments are due on the tenth day of each month (August through May) and are considered late after the 10th. A \$25 late fee will be charged to accounts not paid by the 10th of each month.
- If tuition is more than 60 days past due, the director has the option to recommend termination of school services to the school board for immediate action. At the school board's discretion, the delinquent account can be turned over to the district attorney's office.
- Monthly tuition must be paid even if a child does not attend for an extended period of time.
- A financial assessment will be made at the end of each semester. **Student report cards will not be released on past due accounts.**
- If an account is not current, LMCA will not release grades, diplomas, or transcripts.
- A \$25 service charge will be added for returned checks. Thereafter, cash or money order must be used for all further payments.
- Students enrolling on or after the 16th of any month will pay half of the tuition for that month.

No refunds will be made for early withdrawal.

Registration Fees

Every student must pay a **non-refundable** registration fee. It must accompany a student's application for admission. Existing student accounts **must** be current in order to register.

Supply Fees

Supply Fees cover the cost of classroom supplies for each student. The Supply Fee can be paid in full in August, or ½ in August and ½ in January.

Pizza Fee

This fee covers the cost of pizza twice a month. This fee is paid monthly - August through May.

Miscellaneous Fees

Miscellaneous fees for special events, field trips or activities are intended to pay for special events and activities in which students participate that are not covered by tuition.

Technology Fees

Technology Fees are charged for all students to cover the cost of any technological equipment needed. The Technology Fee can be paid in full in August, or ½ in August and ½ in January.

Payment Information

Monthly statements will be distributed. Tax statements are printed upon request. When making payments, please follow the guidelines shown below:

- Checks may be made payable to Laguna Madre Christian Academy or LMCA.
- Payments may be made by either lump sum prior to the start of school or paid monthly. Payments are due on the 1st of each month June – May.

Scholarships

Scholarships are awarded on an as needed basis. Students must apply for Tuition Assistance to receive a scholarship. Scholarship students **MUST** meet certain requirements in order to keep their scholarships. A student must maintain at least a "C" in the core classes of Bible, Reading, Spelling, Math, and Language/Phonics. A student must also maintain all "E's" and "S's" in conduct.

VI. General Information & Procedures

Attendance: Arrival and Dismissal

Morning Drop Off 7:30 – 8:00 am	Classes Begin 8:00 am	Classes Dismissed 2:50 pm
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Drop off and Pick-Up Policy

- No student may be dropped off earlier than 7:30 am unless prior arrangements have been made with the director or teacher.
- All students must be unloaded in the front parking lot.
- Drivers may park in a designated parking space and walk students to their destination if they wish.
- If you wish to pull up to the sidewalk and have your child dropped off, please move through the line and remain in your car.
- During student pick-up, your child will be sent out to you. Please proceed through the parking lot as soon as your child is safely secure in your vehicle to allow the next car to pull up.
- **The speed limit is 5 mph. in the parking lot.**
- ***Please do not park or leave your car unattended in the drop-off/pick-up lane.***

Absences

Regular attendance and promptness are required of all students. **Parents are asked to call the school office (956) 943-4446 before 9:30 am when their child is absent.** A student is to demonstrate responsibility and dependability through his attendance. Both attendance and tardiness are recorded, and kept on file for reference. A student must be in his classroom in order to be counted as present. If a student does not attend a field trip, he will be counted absent. A student that is absent for three or more days in a row for an illness, must present a doctor's note. A student may not have more than 18 days of unexcused absences for the school year. A student exceeding 18 unexcused absences may be required to appear before the school board and at the discretion of the Director and School Board the student may be retained for excessive absences. Excused and unexcused absences are both included in the absence count.

Tardy Policy

A student must arrive at school on time. Coming into the class late interrupts the teacher and the entire class. ***A student is considered tardy if he is not in the meeting room, with his class at 8:00 A.M.*** A student is considered absent if he is not at school by 9:30 AM. After 18 tardies, parents and child may be required to go before the director. Tardies are counted per semester. Tardies because of illness, transportation breakdown, or weather conditions are excused with a dated note from the parent or car pool driver explaining the problem. The school determines excused or unexcused tardies.

Make-Up Work

In all cases of absences, the student will be required to complete the necessary make-up work. The student will be given a grade of zero for work that is not made up within a specific period of time. **Students are given 2 days for every day missed to make up work and will take any tests/quizzes missed on the second day they return.**

The primary responsibility in the matter lies with the student and parent, **NOT** the teacher. Arrangements for make-up work must be made by contacting the teacher(s) during their planning times at school. If a parent would like to request make-up work, call before noon to allow the teacher(s) time to prepare the work. Work may be picked up in the office.

Parents are encouraged to request make-up work from teachers when their child is absent. If make-up work is not requested it will be assigned once a student returns.

Book Fines

All lost or damaged text books and library books must be replaced at the expense of the student.

Chapel

Chapel services are held each Wednesday at 8:00 am. Parents and friends are welcome and encouraged to attend. Students are required to wear their formal Chapel uniform for all Chapel services.

Classroom Visits

A parent orientation is held a few days before school begins. Parents and students are encouraged to attend.

Parents wishing to visit the classroom at other times must make their request known to the director. The visit will be allowed only at the convenience of the teacher. Parents will be allowed no more than two scheduled classroom visits in one year. Visits of this nature are distracting to the teacher and to the students. The teacher/student atmosphere must be maintained at the highest level possible.

Complaint Procedures

- Express it only to the individual involved**:
- Complaints against a specific individual should be expressed first to the individual in question and need to be expressed to the director only if it cannot be resolved.
- Express it clearly and in love
- Don't share a bad report

**See Matthew 18 Principle for Solving Problems

Parents who refuse to follow these complaint procedures will be called for a conference with the director of the school. Should problems continue following the called conference, the matter will be brought to the attention of the school board. If the parent fails to cooperate with the director, the lack of cooperation may lead to the dismissal of the student by the school board based upon the recommendation of the director.

Conduct and Discipline

Code of Conduct

Laguna Madre Christian Academy sets high standards for Christian conduct.

- LMCA students practice courtesy and consideration in their associations with teachers, school employees, fellow students and visitors; respect their person and property. (Eph 4:28-32)
- LMCA students respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (Heb. 13:17)
- LMCA students abstain both **on and off** campus from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling and **other undesirable practices that are generally recognized to harmful to health and Christian character.** (Eph 4:29)
- LMCA students abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is not appropriate or conducive to their moral and spiritual development. (Eph 4:29)
- LMCA students refrain from public displays of affection on campus. They are expected to conduct themselves in a discreet and Christian manner.
- LMCA students leave all annoying or dangerous items such as knives, water pistols, guns, lighters, and matches at home. Radios, CD players, MP3 players, video recorders, and tape recorders are not allow at school. Also, pagers and cell phones are prohibited in class. Cell phones are to remain off during school hours unless special permission is given by individual teacher.
- LMCA students do their own work. They do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Their work should reflect their individual effort.
- LMCA students avoid plagiarism, which is also a serious offense. The definition of plagiarism is “the use of another writer's ideas or words without giving the writer credit for them.”
- All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

This handbook does not define all types and aspects of student behavior; however, the school board has the responsibility to set forth policies, rules and regulations to help every student. The classroom teachers may establish certain rules and policies consistent with those established by the school board.

The following list shows the desirable character qualities each student should pursue and give examples of undesirable traits which disciplinary action will be taken:

1. Orderliness – Whispering, talking, passing of notes, leaving seat without permission, improper lunchroom conduct. I Corinthians 14:40
2. Respectfulness – Failure to follow directions, talking back, vandalizing. Romans 13:1-5
3. Dependability– not being prepared for class with books, papers, supplies. I Timothy 4:12
4. Honesty – Lying, cheating, stealing, plagiarism. II Corinthians 8:21
5. Loyalty – Gripping or complaining about rules, slander. Philippians 2:14
6. Courtesy – Discourtesy to classmates (name-calling, gossip, etc.), bullying, intimidation, exploitation and sexual harassment. Ephesians 4:32
7. Self-Control – Temper, anger, fighting, bullying, sulking, running in building, physical contact, horseplay, use of harmful or intoxicating substances (guns/drugs). Galatians 5:22-24
8. Punctuality – Late to class, late to chapel. Ephesians 5:16
9. Purity – Indecent or impure words, indecent actions, sexual immorality, public display of affection. Ephesians 4:29

10. Responsibility – No homework, failure to return notices sent home. Philippians 4:13-14
11. Neatness – Shirttail out, out of uniform, cluttered desk. I Corinthians 10:31
12. Reverence – Irreverence during prayer, pledges, or chapel. Habakkuk 2:20
13. Cooperation – Failure to uphold standards of conduct, failure to adhere to uniform policy. I Thessalonian 5:22
14. Obedience – Chewing gum, bringing questionable and/or distracting books or objects to school (i.e. I-Pods, headphones, CD players, cell phones, video games), weapons, disobeying teacher or staff member. Ephesians 6:5-7
15. Students at Laguna Madre Christian Academy are expected to maintain the highest standards of personal conduct.

Digital Conduct and activities strictly prohibited for all Electronic Devices

All students attending Laguna Madre Christian Academy are expected to be responsible and use discernment in matters of digital citizenship, whether using a personal cell phone, electronic devices, an iPad or one of the school computers or electronic devices. Student show good digital citizenship by not:

- Bypassing (or attempting to bypass) the MCS web filter
- Gaining access to other students' accounts, files, and/or data
- Cheating
- Illegally installing or transmitting copyrighted materials
- Installing inappropriate apps or media
- Sending, accessing, uploading, downloading, or distributing materials that are offensive, threatening, profane, obscene, or sexually suggestive
- Using technology to threaten, bully, or harass others, physically, sexually, or verbally.
- Harassment may be a one time event or persistently acting in a manner that distresses or annoys another person
- Viewing or showing others or distributing inappropriate material (such as material containing lewd, sexually suggestive, or graphically violent images or demeaning, derogatory, or hateful speech)
- Using lewd, obscene, profane, vulgar, rude, inflammatory, abusive or disrespectful language online or in emails
- Knowingly or recklessly posting false or defamatory information about a person or organization
- Taking photos and/or recording sound or video in class unless it is part of a class or lesson
- Taking photos, recording sound or video without permission of all people involved
- Posting information that could interfere with the educational process or cause a danger of disruption
- Posting private information about oneself or another person online
- Re-posting private messages without permission of the person who sent the message
- Posting photos or videos or sending them to others without the permission of all people involved
- Using the iPad to play games, text, or attempt to access any social networks during class time without teacher permission
- Using technology in any way that disrupts any classroom activity or school function

Bullying/Fighting

Bullying, fighting and/or any type of threatening manners will not be tolerated. Bullying is any behavior that inflicts emotional and/or physical pain. Any child found to be bullying and/or fighting is subject to immediate disciplinary action deemed appropriate by the director.

Drug & Alcohol

Laguna Madre Christian Academy is implementing a drug and alcohol policy because of our passion to help our students make good choices that are healthy and Biblically based, and to ensure that we are above reproach in our interactions with our community. We are very blessed at LMCA to have outstanding students and families that partner with us. Nevertheless, drugs and alcohol are a real temptation and we believe it is important for us to do all we can to ensure the safety and well-being of our students.

Prohibited Behavior

Illegal Drugs

The use, sale, or offer to sell, purchase, transfer, manufacture, or possession in any detectable manner of an illegal drug or alcohol or any synthetic or "look-alike" substance by any student is strictly prohibited - **on/or off campus.**

Drug Paraphernalia

The sale, offer to sell, purchase, transfer, manufacture, or possession of drug paraphernalia by any student is strictly prohibited - **on/or off campus.**

Disciplinary Action

The Board of Directors of Laguna Madre Christian Academy recognizes that the use, possession, distribution or sale of alcohol, drugs, and/or other similarly hazardous substances, or drug paraphernalia constitutes a hazard to the welfare of students and faculty, and is illegal under the laws of the State of Texas. It is the Board's responsibility to adopt policies and procedures which will minimize the hazard caused by the presence of these substances or devices in the school.

- The LMCA Board of Directors has instituted the Homebound Disciplinary Suspension. The time will be defended on a case by case basis. All work, tests and quizzes must be completed in a timely manner and returned to the classroom for grading.
- The student will write a research paper on his/her experience and what they have learned through the ordeal, their knowledge of what this can do to their life and their commitment to lead a more exemplary life.
- The student's conduct grade will be reduced to a C.
- Conditions for a second offense on or off school campus will be automatic expulsion from Laguna Madre Christian Academy.

Laguna Madre Christian Academy is committed to maintaining an academic environment in which every individual treats others with dignity and respect. The following steps will be taken when disciplinary action is needed:

- First conference will be held between the teacher and the student concerning student's behavior.

- Should repeated behavior occur, step two will be a conference between the student and the director. The student will be informed of the consequences of any further behavior.
- Repeated behavior problems will result in a conference with the director, the parent, the teacher and the student. Students will be given a probationary period of two weeks to allow the teacher and director to observe his/her conduct.

If serious disciplinary problems continue, the student will receive up to a three-day suspension. He/she will not be allowed to return until the parent has had a conference with the director and the student shows definite steps toward improvement of his/her behavior. The student will receive zeros for all work missed.

If the student returns to school and still cannot show improvement in his conduct, he will be subject to expulsion by the school board. No fees will be refunded.

We rely upon our parents to uphold the intent and the spirit of our discipline policy. A lack of cooperation between parents of a student and the director may lead to the **dismissal of the student by the school board upon the recommendation of the director.**

Cars on Campus (Students)

Students must have a valid drivers license and current proof of insurance on file in the office.

Conferences

Parents wishing to have a conference with the teacher or director must make arrangements ahead of time by calling the school office to schedule an appointment. Parents coming to the school before 8:00 A.M. or after 3:30 P.M. for a conference or meeting are asked to make arrangements for their children. If children must be brought to the school campus, they will need to go to the After School Care (ASC) and a fee will be charged. We cannot allow children to be unattended at any time on our campus.

Disasters

In case of a hurricane or any natural disaster, our school will operate on the same schedule as the Point Isabel Independent School District. Parents need to follow instructions on television and radio that pertain to the Port Isabel School District.

Distribution of Materials

Any outside information must be approved by the director before distribution.

Field Trips

From time to time classes may go on educational field trips. Parents will be informed of the times, places, and cost, in advance. All field trips are to be approved by the director. If a parent would like to transport students on a field trip, the parent must have a current driver's license and proof of insurance on file in the school office two days prior to the trip.

Field trip chaperons/drivers may not bring extra children on field trips. In the event a parent does not allow a student to attend a scheduled field trip, the parent is responsible for keeping the student at home during the time of the field trip. An excused absence will be permitted. Teachers are responsible for the conduct of the children in their class and

assumes the same responsibilities he/she assumes in the classroom. Students must conduct themselves in ways that display Christian character and reflect favorably on LMCA.

In order for a child to attend a field trip, a guardian must fill out and sign a field trip permission form. Should a child not have the form, they **WILL NOT** be permitted to attend

the trip. Permission MAY NOT be acquired over the phone. Field trip expenses are not covered by tuition.

Hours of Operation

School hours are 8:00am – 2:50pm. Students should be picked up no later than 3:10 pm. Teachers will be on duty at 7:30 am. Students arriving prior to that time will need to make arrangements with the director or teacher.

Students not picked up by the proper time will be taken to the Before/After Care Program.

Leaving the Campus

A student is not permitted to leave campus during school hours except by parental arrangement. If a student is to leave campus with anyone other than a parent or designated person, special notice must be sent to the school office. A student that walks or rides a bike to school must have written permission from his parent on file in the school office.

Library

All students will have access to library books at specified times. Books are checked out for one week with the option of rechecking. Books must be brought back to the library in order for them to be rechecked.

Lost and Found

The school maintains a lost and found area. Every student should check periodically to retrieve lost clothing, books, lunch boxes, etc. Items not claimed by the end of each grading period may be donated to a local charity. *Labeling clothing and supplies with the child's name will help facilitate the return of items.*

Lunch Program

Each student will need to bring his/her own lunch Monday through Friday. However, lunch will be provided by LMCA on the first and third Friday. Please make sure your child's lunch is prepared "ready to eat". **Microwaves are not available for heating up lunches.**

- Forgotten lunches may be brought to the office. Lunches may not be delivered to the classroom.
- Students are to eat in the lunch room and must clean up after they eat.
- Many students have food restrictions, some with the potential for serious medical repercussions. Therefore, food should not be shared.

Medication and Illness

All medication will be dispensed through the school office. Parents may not send their child(ren) to school when they have had ANY of the following within the past 24 hours:

- Fever (a temperature over 99.9), vomiting, diarrhea, green/yellow colored

mucus (runny nose), persistent cough or unexplained rash/bumps, or severe sore throat. A student having these conditions at school will be sent home.

- In case of an emergency and if parents cannot be reached, the school has the authority to contact a hospital, doctor of choice or may call 911 for an ambulance.
- Parents are requested to pick up their children within 30 minutes should the child develop a fever above 99.9 degrees at school or exhibit symptoms of illness or conditions of a communicable disease (rash, pinkeye, head lice, etc.)
- Aspirin will not be given to children. In some cases, a physician's statement may be necessary to be readmitted into school.

The enforcement of this policy is of utmost importance to LMCA in order to allow our teachers and students to remain healthy.

Parent and Teacher Fellowship

PTF holds various meetings and fund raisers throughout the year to raise money for school improvements and teachers needs. All parents are **REQUIRED** to participate in the fundraisers done by the school.

Parties

End of the year party will be determined by the individual teachers. **Student birthdays may be celebrated at school with permission from the child's teacher. For off campus parties, invitations can only be passed out at school if there is an invitation for each child in the class; otherwise, invitations must be mailed from home or hand-delivered off campus.**

Each class needs a room mother/father. This parent will help with parties, field trips, and other events.

Telephone/Cell Phones

There is a zero tolerance policy with regards to all electronic devices. No video equipment is allowed in the classroom. All cell phones are to be off during school hours (8-3) and during ASC and must be turned into the school office upon arrival.

A student may not receive/make telephone calls in the office during school hours unless it is an emergency. Parents may leave messages for their child(ren). The school staff reserves the right to discern whether the matter is important enough for the student to make a telephone call.

Withdrawal of Student

The school office must be contacted to withdraw a student. The student must be cleared with teachers, and the school office. **No refunds will be given to a student withdrawing unless the student is moving more than 30 miles from the LMCA campus. All fees and tuition must be paid in full before any transferable materials will be released.**

Late arrival/early release: Students arriving late or leaving early must *sign in or sign out* in the office.

VII. Academics

Extracurricular Eligibility

A student who receives a grade below 70 in any class at the end of any four-week evaluation period or a nine-week reporting period may not participate in any LMCA extracurricular activities for at least three school weeks.

The student may regain the ability to participate at any four/nine week evaluation period or report card time when the teacher determines that the student has earned a passing grade

of 70 or above in all classes. The student must be in class at least 1/2 the day in order to participate in an event that day.

Curriculum

Laguna Madre Christian Academy uses a treasury of textbooks and teaching materials that reflects the very best in scholarship, design, practicality, and Spiritual fidelity. We strive to provide a Scriptural foundation for academic excellence and good character training. Bible will be taught at each grade level along with the core subjects and electives. The following curriculum is used:

- A Beka
- Ignitia (Alpha Omega Publications)

Dismissal

Students who violate the policies of Laguna Madre Christian academy will be subject to dismissal. Reasons for such action include, but are not limited to the following:

- Violations of the student code of conduct.
- Contributing to the spiritual or moral decline of students.
- Falsifying information during the application process.
- Failure to maintain financial commitment.
- For the good of the school.

Grading System/Promotion Policy

A	90 – 100	C	70 – 79
B	80 – 89	F	69 - ↓

Conduct Key

E - Excellent Excellent, has fine attitude, is cooperative, and conforms to all rules.

S - Satisfactory Occasional infraction of the rules but generally behavior is satisfactory.

N - Needs Improvement Needs improvement, makes frequent minor infractions of behavior code.

U - Unsatisfactory Unsatisfactory behavior, poor attitude, uncooperative, disrupts class, does not respect the school or class rules.

Promotion/Retention

A child may be retained based on the following criteria:

- Attendance
- Academic Average – 69 or below in any of the following subjects: Bible, Math, Science, History, or Language Arts. Language Arts yearly average will be calculated by averaging Language, Phonics, Reading, The combined judgment of the teachers and the administration indicating that retention would serve the best interest of the student.
- Students whose average falls below a "C" may be required to attend tutoring in certain subjects.

Progress Reports

Progress reports may be sent home for every student four times per year. Progress reports must be signed by a parent and returned to the school office to be placed in your child's permanent file. Parents are encouraged to contact their child's teacher at any time with respect to questions of academic or behavioral progress.

Report Cards

Report cards will be issued at the end of each nine weeks. Conferences will be scheduled on an as needed basis initiated by either the teacher or the parents.

Homework

Homework assignments must be turned in on time. Assignments turned in one day late may be penalized by the deduction of up to **15 points** in grades 1-4 and up to **20 points** in grades 5 and up.. Additional points for errors and incorrect answers will further be deducted. Assignments turned in two days late may not be accepted, and a grade of **zero** may be given at all grade levels.

Honor Roll/Director's List

A student must be passing all classes and earn an overall grade average of 90—94 in the following subjects: Bible, Math, Language Arts, History, and Science to be recognized for the A Honor Roll. A student must be passing all classes and earn an overall grade average of 80—89 in the following subjects: Bible, Math, Language Arts, History, and Science to be recognized for the B Honor Roll. A student must be passing all classes and earn an overall average of 95 with all E/S in conduct as well to qualify for Director's Award. The average will be calculated using the same method as the Honor Roll. A student must have all "E's" or "A's" in conduct to be recognized for the Citizenship Award in grades 1 - 12. A student must have all E's or S's in conduct in grades K4/K5 to receive the Citizenship Award.

Standardized Testing

Students (kindergarten and above) may take the Stanford Achievement Test in the spring. Parents will receive a copy of their child's test score results.

VIII. Dress Code

Physical Education

Students are not required to have a special uniform for their P.E. classes. Girls will wear solid navy shorts under their jumper or they will not be allowed to participate. **All students must have proper shoes for PE (either worn or brought to change into).**

Purchasing of Uniforms

The required uniforms may be purchased at any store, but it is very important that they are purchased in the uniform department ONLY. Junior and adult sizes are available at J. C.

Penny's, Sears, Land's End Catalogs, Academy. If junior and adult sizes are purchased outside the uniform department, they must strictly conform to the uniform policy. Please review the policy carefully.

Girls Grooming and Uniform Standards

Personal Grooming

- Hair should be clean and worn neatly combed out of the eyes.
- Extreme hair styles or colors are not permitted.
- Temporary or permanent tattoos are not permitted.

Accessories

- Hair accessory colors must be discreet.
- Jewelry must be minimal.
- Minimal make-up with natural hues.

Girls Formal Uniform

This uniform may be worn at any time, and **MUST** be worn each Wednesday for Chapel, select field trips, and on designated "Formal Uniform Days."

The shirt must be purchased at Team Graphix in Los Fresnos.

- Navy polo type shirts with the school logo embroidered on the left pocket with khaki skirt, shorts or slacks. Hems should fall no shorter than 3" above the knee.

No colored shirt may be worn on Chapel day.

Addition Requirements for Formal Uniform All Girls

- Sweater: Solid navy cardigan.
- Hosiery: White opaque, red, or navy tights may be worn. Leggings may be worn under uniform shorts or skirts when temperatures are below 60° but must be either navy, black or red. No prints will be allowed.
- Shoes: No lighted tennis shoes (these are a distraction in the classroom). No boots, flip-flops or sandals. Boots (this includes ankle boots for both boys & girls) may not be worn on any day except Fridays.
- Makeup: minimal - natural hues

Girls Daily Uniform Options

The following may be purchased through Sears, JC Penny's, Target, Wal-Mart or other discount stores provided the uniforms comply with uniform color, quality and standards.

Skirts/Skorts: Navy or khaki. Hems may not fall **more than 3 inches** above the top of the kneecap.

Shorts: Navy/Khaki shorts. Hems may not fall **more than 3 inches** above the top of the kneecap.

- Pants: Navy/Khaki pleated or plain front pant. No stretchy, knit or spandex material.
- Shirts: Solid forest green, red, white, soft yellow or navy knit, collared polo-type shirt.
- Blouse: White long sleeve button-up blouse or solid forest green, red, white, soft yellow or navy knit, collared long sleeve polo-type shirt or turtleneck may be worn in cold weather.

*****Shirts, blouses and dresses at school or any school functions including school pictures must have sleeves. The sleeves must be at least 2 to 3 inches below the shoulder seam.*****

- Sweatshirt: **Non-hooded solid navy** crew or V-neck may be worn.
- Hosiery: White opaque, red, navy or black tights or leggings may be worn when temperatures are below 60°. **No prints allowed.** No exercise leggings will be allowed.
- Shoes: No flip flops, sandals, Crocs, Heelys, or lighted tennis shoes may be worn. Shoes must be closed-toe. Tennis shoes must be Christian school appropriate with an appropriate theme. **BOOTS (including ankle boots) MAY BE WORN ON FRIDAY'S ONLY.**

Boys Grooming and Uniform Standards

Personal Grooming

- Hair should be neatly groomed and maintained. It should be kept off the collar, eyebrows, and mid-ear. Extreme hair styles and colors are not permitted.
- Earrings are not allowed.
- Temporary or permanent tattoos are not permitted.
- No facial hair

Boys Formal Uniform

The shirt must be purchased at Team Graphix in Los Fresnos.

- Navy polo type shirts with the school logo embroidered on the left pocket with khaki shorts or slacks.

Addition Requirements for Formal Uniform All

- Pants: Navy pleated or plain front full length pants worn with regulation belt.
- Sweater: Solid navy Cardigan
- Shoes: No flip flops, sandals, Crocs, Heelys, or lighted tennis shoes may be worn. Tennis shoes must be Christian school appropriate with an appropriate theme. **BOOTS (including ankle boots) MAY BE WORN ON FRIDAY'S ONLY.**
- Belt: Regulation belt, brown or black leather, must be worn on Chapel days by students in grades K4 and above. K3 will not be required to wear belts.

Boy's Daily Uniform Options

- Shorts: Navy/Khaki shorts. Hems may not fall more than 3 inches above the top of the kneecap.
- Pants: Navy/Khaki pleated or plain front full length pants.
- Shirts: Solid forest green, soft yellow, red, white or navy knit, collared polo-type shirt. Solid forest green, soft yellow, red, white, soft yellow or navy knit, collared, long sleeve polo-type shirt or turtleneck may be worn in cold weather.
- Sweatshirt: Non-hooded solid navy crew or V-neck may be worn.
- Vest: A solid navy vest may be worn.
- Shoes: No flip flops, sandals, Crocs, Heelys, or lighted tennis shoes may be worn. Shoes must be closed-toe. Tennis shoes must be Christian school appropriate with an appropriate theme. **BOOTS (including ankle boots) MAY BE WORN ON FRIDAY'S ONLY.**

Jean Day

Each Friday will be Jean Day for all students. Students must still wear a school uniform shirt or school T-shirts with their jeans. Jeans/shorts must be blue or khaki with **NO holes or frayed hems. Jeans must be solid in color - no prints allowed.** Shorts must be no more than 3 inches above the knee, measured from the kneecap. Boots may be worn.

"No-Uniform Day Passes"

Passes may not be used on Chapel Day. School appropriate clothing and shoes only. No sleeveless or see-through blouses, no tank-tops, no overalls, no short-shorts. No light-up shoes, no flip-flops, or sandals.

Uniform Non-compliance

If a student is not in correct uniform, the parent or guardian will be contacted by phone to either bring clothing to correct the infraction or to pick up the student.

IX. All Rights Reserved

Laguna Madre Christian Academy reserves the right to change any of the rules and regulations at any time, including those relating to admission, instruction, and graduation.