Life Academy Student Handbook 2026-2027

Welcome-

At Life Academy of Silsbee (“Life Academy”), education is a partnership between teachers and parents. We believe that no other individual plays as great and as valuable a role in a child's life as the parent(s). At Life Academy, we feel that children need parental influence more than the influence of their peers or even their teachers. As educators, it is our purpose and privilege to extend our knowledge and guidance as we equip students to succeed academically and endeavor to develop Christian character. Our

program is designed to encourage strong relationships between the parent, child, and the school. This strengthened relationship will help to provide a quality education.

-The School Board, Principal ("Administration"), and Staff of Life Academy of Silsbee

STATEMENT OF FAITH

We believe the Bible to be the inspired and inerrant Word of God. We believe in the virgin birth of Jesus Christ, his death as a substitution for our sins, and his bodily resurrection and ascension into heaven.

There is one God, who has revealed Himself as Father, Son and Holy Ghost. Jesus Christ is God manifested in flesh. He is both God and man. (See Deuteronomy 6:4; Ephesians 4:4-6; Colossians 2:9; I Timothy 3:16).

We believe in the Biblical plan of salvation, detailed in Acts 2:38, which is repentance, baptism by water- immersion in the name of Jesus Christ for the remission of sins, and the infilling of the Holy Ghost evidenced by speaking with other tongues.

We believe in the Second Coming of Jesus Christ and anticipate eternal life with Him. As Christians we are to love God and others. We should live a holy life inwardly and outwardly, and worship God joyfully. The supernatural gifts of the Spirit, including healing, are for the church today (See Mark 12:28-31; II Corinthians 7:1; Hebrews 12:14; I Corinthians 12:8-10). We believe regular church attendance and involvement are essential for all believers (Hebrews 10:25).

We believe that God wonderfully and immutably creates each person male or female. Rejection of one's biological sex is a rejection of the image of God within that person. Gender distinction is essential to godly living. There should be a clear difference between men and women regarding their appearance and apparel (I Corinthians 11:14-15, Deuteronomy 22:5).

We believe that the term marriage has only one meaning: the union of one man and one woman in a single, exclusive, lifelong relationship, as detailed in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself is the sole and final source of all that we believe. For the purposes of Life Academy's faith, policies, and procedures, decision-making authority concerning the application of Scripture shall be vested in the School Board.

These standards impact all ministries of Life Academy, including, but not limited to, facility use, the hiring and retention of staff and volunteers, and the evaluation of current and prospective students.

LIFE ACADEMY CHAIN OF COMMAND

Parents should not come to the administration until they have first conferred with the teacher to share concerns or resolve an issue. If a resolution cannot be found, administration will work with both the parents and the teacher to make the appropriate decision for Life Academy and the student. The Life Academy School Board, which is appointed by the administrative team, is utilized at the discretion of the administration in an advisory capacity in matters of policy, budget, and disciplinary decisions.

LIFE ACADEMY STATEMENT OF PURPOSE

The primary purpose of Life Academy is to provide a godly environment in which young men and young ladies can receive their education. We intend to help equip them academically to succeed in college, vocational school, and the workplace. Every possible attempt will be made to provide the best teachers, Christian-based curriculum, and facilities to accomplish that purpose.

Along with equipping students to succeed academically, Life Academy's purpose is to help develop Christian character in students of all ages and cultural backgrounds. Life Academy's staff will constantly strive to instruct, challenge and lead students to

develop a Christian lifestyle as becoming saints and members of Abundant Life of Silsbee and/or its partners in Faith.

Parents of Life Academy students must realize that the school is not capable of parenting their students. The primary responsibility of parenting and training belongs to the parents. Life Academy is a partnership Christian school. Your child(ren)'s enrollment is based on the complete support of and the agreement with the rules and procedures expressed in this handbook. There are multiple areas of support that must be given by your family to attend Life Academy.

AREAS OF SUPPORT

*Partnership Instruction Support
*Volunteer Support
*Standard of Conduct Support
*Financial Support

ADMISSION

- Any child who will be in PreK4 through 12th Grade may apply; however, Life Academy recognizes that it cannot meet the educational needs of all students. While Life Academy will always strive to provide a high-quality, Christian education, it is not designed to be a correctional institution for challenges beyond a typical school setting.

- A student is admitted to Life Academy based on positive biblical conduct, parental support, and academic progress.

- Life Academy is not equipped at this time to help students who have been professionally diagnosed with various learning disabilities. An IEP or official diagnosis will be reviewed and considered during the admission process.

- Life Academy reserves the right to require that a student be professionally tested for a learning disability at the expense of the student's parents before being admitted or after being admitted into the school year.

- Life Academy is not a reform school. It is an Apostolic, Christian school. Students should be in weekly, regular attendance to their church and be in good standing with their pastor and church leaders throughout the entire school year.

- A student's gender will be strictly recognized according to the Bible as the gender of their birth. *i.e.,*

> *Genesis 1:27 (KJV)*
> *"God created man in His own image, in the image of God created He him; male and female created He them."*
>
> *Matthew 19:4 (KJV)*
> *"And He answered and said unto them, "Have ye not read, that He which made them at the beginning made them male and female,"*
>
> *Mark 10:6 (KJV)*
> *"But from the beginning of creation, God made them male and female*."

- All students are enrolled at Life Academy on a year-to-year basis.

- An evaluation and/or interview of the parents and student by school officials may be used in determining enrollment for each school year.

- Life Academy Administration reserves the right to refuse enrollment for any reason that it deems necessary.

- Life Academy Administration also reserves the right not to disclose the reason for refusing enrollment to an individual or family.

- Students will be placed in the grade level that coincides with the birth year on September 1st. Transferring records that suggest otherwise will not be considered.

- Students will not be enrolled in grade levels higher than their age except in the case of 1st Grade when a child that is five years old has completed Kindergarten before turning 6 years old by September 1.

- Students transferring from a public or other certified school must provide official records and their most recent report cards to help in the decision-making process. A transferring student will be placed in the last grade that official documentation can be proven. If the student is below grade level, the student will be evaluated for proficiency in the grade level that coincides with their age before a decision is made.

● Students transferring from homeschooling must be evaluated by Life Academy Administration and show proof that the student has met the requirements of the State of Texas for the previous year's completed grade level. A transferring student will be placed in the last grade that official documentation can be proven. If the student is below grade level, the student will be evaluated for proficiency in the grade level that coincides with their age before a decision is made.

ENROLLMENT/RE-ENROLLMENT PROCEDURES

● The following steps are required for admission into Life Academy:

- Complete the Admissions Process online via Jupiter Ed
- at lifeacademysilsbee.org;

- Submit a copy of Birth Certificate (and court decree
- documentation if applicable);

- Submit School Records and/or copy of the latest Report Card;

- Submit Student Immunization Records; and

- Submit any IEPs or Behavioral/Intervention Plan on record ***(these records are to be uploaded DIRECTLY into the student portal of Jupiter Ed)***.

● Students are ***not*** automatically re-enrolled for the following school year. During the month of April, re-enrollment applications for the fall term will begin to be accepted. ***May 15th will be the last day to re-enroll with the guarantee of reserving a seat for the upcoming school year.*** The administration reserves the right to deny re-enrollment for any reason it feels is justifiable.

● These reasons include, but are not limited to, finances, misbehavior, poor spiritual condition, and improper attitude.

● Life Academy admits students of any race, color, and national or ethnic origin and makes available to every student all rights, programs, and activities generally accorded or made available to students at the school. It

does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, or other school administered programs.

PREK4 POLICIES

- All PreK4 students must be 4 years old by September 1st.

- We expect all PreK4 students to be potty trained. They should have no need for pull-ups or diapers. Life Academy will not be able to admit children who are not potty-trained.

- We expect all PreK4 to adhere to the uniform policy as set forth in this handbook.

- The above policies do not address the extent of all PreK4 guidelines. Parents are expected to be knowledgeable regarding other pertinent content in this handbook.

REGISTRATION

- Registration for classes will take place after the admission process has been completed and Life Academy has agreed to accept your child for the school year.

- New students may be given an entrance test to verify their ability to perform at the appropriate grade level according to the curriculum used at Life Academy. Any student who cannot work through the required skills will be placed in an appropriate instructional grade level. Intervention periods will be included during regularly scheduled classes; however, additional tutoring, if desired, will be at the expense of the student.

- Before a student is placed on the roster at Life Academy, the student and parent(s)/guardian(s) must sign the Standards of Conduct form and both parents must read and sign the Student Handbook.

FEE SCHEDULE AND PAYMENTS

Tuition and additional fees are subject to change with advanced notice. Life Academy students may be funded via Texas Education Savings Account ("TEFA"), a private sponsor, or out-of-pocket payments.

- Tuition- Out-of-Pocket; Monthly
- Registration Fee- Out-of-Pocket; One-Time Fee (July 15th)
- Extracurricular Fees (i.e. Field Trips, Conventions)- Out-of-Pocket
- Graduation Fees- Out-of-Pocket
- Uniforms & Student Supplies- Included in tuition

Life Academy currently accepts payments through cash, a check made payable to "Life Academy of Silsbee", and online payments via Jupiter Ed and Stripe.

2026-27 TUITION RATES

	ABUNDANT LIFE MEMBER RATE		
Student Type	**Registration Fee (One-Time)**	**Monthly Rate (August-May)**	**Annual Rate**
PreK4	$100	$100	$1,000
K-12th Grade	$300	$1,047.40	$10,474

FINANCIAL ASSISTANCE:

- Life Academy offers programs that help reduce tuition and related school expenses. This application must be submitted before June 1, 2026, in order to be considered priority. Applications submitted after June 1, 2026, will still be considered.

Financial Aid Eligibility/Criteria:

- Financial assistance is determined based on demonstrated family need, is income-based, and therefore, is awarded on a case-by-case basis.

- ***Recipients of TEFA funds are not eligible for additional institutional need-based assistance. TEFA is considered part of the family's educational resources.***

- Students which are not members of Abundant Life or a Partner in Faith will not be eligible for assistance.

MEMBERSHIP ELIGIBILITY:

- Membership eligibility is determined by the School Board after consideration of the following criteria every nine-week quarter:

  - **Faithful Attendance**

    Abundant Life tracks and reports attendance of its members. As such, parents/guardians and the student must attend at least 75% of their church's regularly published worship services each nine-week quarter. If a parent/guardian or student misses more than 9 regularly published worship services in a nine-week quarter, the student will be placed on probation to improve the next nine-week quarter. If the parent/guardian or student again does not attend enough services, the student will be suspended from school until their attendance improves and the parent/guardian will not be eligible to receive financial aid. It may be reinstated after review and approval by the School Board of the subsequent nine-week period.

  - **Faithful Giving**

    Abundant Life tracks and reports contributions made by its members. As such, parents/guardians must be faithful in their monthly contributions of tithes and offerings to Abundant Life during each nine-week quarter. If after review a parent/guardian is found to not be faithful in their contribution during any nine-week quarter, the parent/guardian will not be eligible to receive financial aid. Financial aid may be reinstated after review and approval by the School Board of the subsequent nine-week period.

NON-MEMBERSHIP ELIGIBILITY:

- Eligibility for the attendance at Life Academy by Non-Members of Abundant Life is determined by the School Board after consideration of the following criteria every nine-week quarter:

Faithful Attendance/Contributions

A Pastor's Letter of Approval must be submitted each nine-week quarter stating that parents/guardians and the student have attended at least 75% of their church's regularly published worship services each nine-week quarter and have been faithful in their monthly contributions of tithes and offerings to their local church during each nine-week quarter. If a parent/guardian or student has missed more than 9 regularly published worship services in a nine-week quarter, the student will be placed on probation to improve the next nine-week quarter. If the parent/guardian or student again does not attend enough services, the student will be suspended from school until their attendance improves. The student may be reinstated after review and approval by the School Board of the subsequent nine-week period.

FINANCIAL SUPPORT

- The annual budget for Life Academy is dependent solely upon tuition for academic services provided, fundraisers, gifts, and donations from friends to cover all operation expenses.

- All out-of-pocket charges are due the last day of every month and are considered past due after the 10th of the following month. A $20.00 late charge will be applied to ALL accounts that are not current on the 10th of the month. This charge will be applied regardless of notification made to school officials. In addition, a fee of $25.00 will be applied for any returned checks.

- Any payments not received by the end of the month will be considered delinquent. At that time, your account will be reviewed by the financial committee. It is possible that your child will be dismissed from school after this review. Therefore, it is very important that you communicate an

acceptable payment arrangement with the school administration prior to the end of the month, and that you follow through with the agreement.

- The year's tuition is spread over a ten-month period to make it possible for your family to afford private Christian education for your children.

- You will receive a monthly statement for any charges incurred each month.

- There will be no tuition deductions or discounts for holidays and absences.

- Enrollment is an annual commitment. Tuition is due in full for each enrolled student even with early withdrawal. In cases of withdrawal or dismissal from school, all payments must be made through the end of the calendar month and no refunds will be given for said month. Records cannot be released to a transferring school if the family has an outstanding balance to their account.

GRADUATION FEES

- A graduation fee of $50.00 will be billed in the month of October to all graduating seniors. This fee will cover the cost of a diploma, cap and gown, and any additional fees incurred.

- The school term for graduates closes the day of graduation.

- NO student will graduate until his/her entire family's tuition and fees are paid in full for the year.

GRADUATION CEREMONY

- Life Academy will hold a graduation ceremony at the end of each school year. The graduation ceremony is under the direction of the Administration of Life Academy and Abundant Life of Silsbee. All ceremony details (i.e. program, speakers, decorations, food, etc.) are determined by Life Academy.

ATTENDANCE

- For Life Academy to provide the most comprehensive educational service possible, students are expected to be in consistent attendance to class.

- Communication is of the utmost importance when a student is not in class.

- Parents accept full responsibility for their child's lack of attendance.

- For all grades, the school day begins at 8:00 A.M. and ends at 2:45 P.M. Life Academy does not provide before or after school care; therefore, all students should be picked up by 3:00 P.M. Each student remaining after 3:00 P.M. without prior approval by Administration will have a $25 per hour charge added to their account.

    - The campus will open at 7:30 A.M.
    - Classrooms will open at 7:45 A.M.
    - The school day is over at 2:45 P.M.

- Tardiness is discouraged and will hinder the instructional effectiveness of the staff at Life Academy.

    - Students will be counted tardy after 8:00 a.m.

    - Students will be counted absent for the school day after 9:05 a.m.

    - Students leaving **before 11:25 a.m.** will be counted **absent for the full day.**

    - Students leaving **at or after 11:25 a.m.** but before dismissal will be counted **absent for one-half day.**

    - Students arriving **after 11:25 a.m.** will be counted **absent for one-half day.**

- Excessive absences may jeopardize a student's personal tuition financial assistance. If assistance is revoked, as the parent(s), you agree to pay any and all totals, including tuition and additional fees, for the remainder of the year.

- To receive credit or a final grade, a K-12 student must attend at least 90% of the days the class is offered. A student who attends at least 75%, but fewer

than 90% of the days the class is offered, may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class.

- If the student attends less than 75% of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the School Board to determine whether there are extenuating circumstances that may allow the receiving of a final grade. If the School Board determines there are no extenuating circumstances regarding the student's absences, the student may receive an "incomplete" for the course.

ABSENCE POLICY

- Absences will be excused in the following instances:

    - Student illness accompanied by documentation from a doctor.
    - Medical visit accompanied by a doctor's documentation.
    - Death in the immediate family for up to four days.
    - Approval by the Administration.

- Students who accumulate **eight (8) unexcused absences** within a semester (two 9-week grading periods) will be required to complete Attendance Recovery.

Attendance Recovery classes will be held on designated Saturdays and are intended to provide students with an opportunity to make up instructional time lost due to excessive unexcused absences.

The cost of Attendance Recovery is the responsibility of the parent/guardian and will be assessed at $50.00 per day.

Failure to complete required Attendance Recovery may result in additional academic or administrative consequences in accordance with Life Academy policy.

- Any student absent more than sixteen days (combination of excused and unexcused) will receive a failing mark for classes taken that school year.

- The student will still be required to attend classes even though a passing grade will not be obtained. Any grading opportunity missed because of an unexcused absence will result in a loss of points earned on that particular grade.

● Life Academy understands that family vacations and trips cannot always be scheduled during school breaks; however, since it is often difficult for a child to make up for missed work during an absence, please reach out to your student's teachers to collect missing work in advance.

TARDIES POLICY

● Tardies are disruptive to the classroom and also have an adverse effect on your child's educational process. Any student arriving after 8:00 a.m. will be counted tardy.

NOTE: In one quarter
• 4 tardies = absence
• 9 Tardies = written notice sent home
• 15 Tardies = family conference with the administration
(admission to class will be granted after conference)

● No student will be allowed to arrive late or leave early to a job without administrative approval.

MEDICATIONS

● Medication should be brought directly to the school office by the parent or student. Students are not to have medication in their possession during the school day unless specified by their physician and cleared in writing. If the medication is a controlled substance, i.e., a narcotic-based medication, it must be delivered to the school office by the parent or guardian. All long-term medication administration requests must be accompanied by a physician's order.

● If a child is to receive medication (prescription or nonprescription) during the school day, a parent or guardian must have a Medical Authorization Form on file in the administrative office**.** This form is available at the school office. The medication to be dispensed will be kept in the school office and administered according to the instructions.

● If your child requires medication during school hours and we do not have a signed Medication Authorization Form, it will be your responsibility to stop by and personally dispense the medication. The school cannot be held responsible to carry out these duties under this condition.

- Prescription drugs that are to be administered the entire year must have a physician's written request as well. All medication must be in the original container: prescription label must contain physician's name, date of prescription, name of drug or Rx number, and dosage directions. Nonprescription drugs must be sent in their original container.

- Arrangements should be made with the principal and/or administrator prior to field trips during which the administration of medication is required. If the above guidelines are not followed, the student may run the risk of not having needed medications administered. Students found in possession of either prescription or non-prescription drugs may be subject to disciplinary action.

SICKNESS

- Students are susceptible to different viruses and infections some of which are very contagious. For the safety of other students, we ask that you respond quickly to our request to pick up your child and remain home until they are no longer contagious. If your child vomits or is running a fever, we will contact you to take your child home. Please respond as soon as possible.

- Students with a temperature of 100 degrees or above must not be sent to school. Students who come to school during the school day and have a temperature of 100 or above will be sent home. Students should be fever/vomit/diarrhea free for 24 hours without the aid of medication before returning to school.

LICE

- In the event we spot nits (lice eggs) or lice, we will contact you to pick up your child immediately. We ask that you treat your child's hair and your house for lice and nits. Your child will not be allowed back in school until all nits are gone from their hair. Your child will be excused for up to two (2) days. Any additional days missed will result in those days being unexcused.

RESTRICTIONS ON CHILD PICK-UP

- It is our policy that students will only be dismissed to those individuals listed on Jupiter. This is for our protection and yours. If you need to make changes on this form, please notify the school office so your child's file can be updated. If parents are divorced or separated with one parent not allowed to see or pick up the child, we must have a copy on file of the court order of Final Judgment.

VISITORS

- We are glad when parents want to visit our campus; however, for the safety of our students and staff, all visitors must go through the proper process to be allowed access into the school. Visitors are not allowed in the classroom without permission from the Administration.

- All visitors to the elementary campus must call the front office before entering the building and wait to be escorted inside by a staff member. Upper level visitors may use the front entrance and sign in at the reception desk and obtain a visitor badge. Upon entering either building, visitors are required to sign in at the reception desk and obtain a visitor badge. The visitor badge must be worn on the upper chest and remain clearly visible at all times while on campus.

- Upon sign-in, visitors must include the destination and purpose for visiting. Keep in mind, walk-in meetings will not be possible, so we encourage a meeting-time confirmation with staff beforehand. The office secretary is not obligated to allow unapproved meetings.

- Life Academy may not be able to receive all visitors. Please reach out to your student's teacher to schedule a parent teacher meeting. Please call the front office to schedule a meeting with the Administration.

FIELD TRIPS

- Life Academy believes students can have valuable, teachable experiences outside of the classroom. The classroom teacher determines Field Trips after administration approval. A note will be sent home informing parents of the planned activity, departure time, return time, and the funds needed for the trip. We do not include the cost of Field Trips in tuition, so you will need to pay for

them on a per-trip basis. Field Trips can average $1.00-$25.00 in cost. A variety of trips are taken during the year, both educational and entertaining. Life Academy Field Trips are for both full-time and elective-only enrolled students. Chaperones are limited to parent/legal guardians only. Early dismissal after returning from field trips is not allowed without administrative approval.

- Due to liability, risk, and insurance reasons, guests/visitors (e.g., friends, relatives, significant others, etc.) may not be allowed to attend/participate in student travel activities. Parents/guardians of enrolled students may be allowed to attend if they have notified the office assistant prior to the deadline for field trip form submissions and are approved by Administration.

LUNCH PROGRAM

- Life Academy will provide a daily, hot lunch option at a reasonable cost.

- In addition, students may bring lunch from home. Uppers levels (7th-12th) will have access to a microwave, however please do not send meals that require longer than five minutes of heating.

- Lower levels (Kindergarten-6th) will not have access to a microwave.

- All student lunch breaks are scheduled by classroom; therefore, students should be prepared for lunch at their appointed lunch break.

- Life Academy has a closed campus policy – students will not be allowed to leave campus for lunch.

- Students are not permitted to sit in their automobiles during lunch or any other time during school hours.

- Parents will be notified of any changes in the lunch program.

STUDENT CONVENTIONS

- Life Academy participates in a variety of student conventions each year for both upper and lower levels. These events help encourage students'

spiritual and academic growth and are a core component to the mission of Life Academy.

- K-12th is required to attend student conventions each school year.

SPORTS PROGRAM

- The sports program is offered for high school students, Grades 7th-12th only, to receive their physical education credits toward graduation. Students below the high school level are placed on the team's roster as needed.

- Students must be passing all subjects and maintain acceptable conduct to participate in the sports program.

- Students will not be allowed to participate in a practice, scrimmage, or game if they are absent from school for the day.

BIBLE

- The Bible is an invaluable resource at Life Academy. It enhances the study of other subjects such as English, History, and especially Science.

- As a Christian school, we are privileged to use the Bible as a valuable tool in the work of character building.

- The Bible is the most important tool utilized in this school to lay a sure foundation of moral and spiritual growth. Therefore, daily Bible reading and prayer will be expected during the school day.

- Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense.

- While we acknowledge the value of many English translations of scripture, for school use – chapel, class work, memorization, and devotions – KING JAMES VERSION IS REQUIRED FOR UNIFORMITY.

FUNDRAISING

- Fundraising is vital to the success of Life Academy.

- The proceeds provide the money to enroll our staff in instructional enrichment programs, supplement salaries, and purchase equipment useful to the students and staff of Life Academy.

- All funds will be allocated to specific areas as directed by Life Academy's Administration.

- Life Academy expects every family to participate in all fundraising endeavors.

- A lack of involvement in Life Academy's fundraising efforts will be taken into consideration when your family seeks re-enrollment to Life Academy.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

- Parents are responsible for notifying the school immediately of any change of address or telephone number (home, work, or cell phone), or email account. It is imperative that we have this information to contact parents in case of an emergency.

COMMUNICATION

- Parents/Teacher Meetings: Life Academy teachers are always ready and willing to connect with parents. We will answer your questions, return your phone calls, and conference with you when needed. If the need arises, contact the classroom teacher to schedule a time to meet. Please understand there are times when we will not be able to have meetings such as class start time, during class, or at dismissal time. Classroom teachers are instructed not to meet with parents while other students are in their classrooms or in their care. We encourage parents to e-mail or call so we may arrange a meeting.

- Life Academy will strive to stay connected with families regarding upcoming school events, grades, behavior, etc. via messaging and alerts, and text messages. Parents are responsible for making sure they are signed up to receive these notifications and letting the office know if they are not receiving them.

- We ask that any communication that parents initiate with Life Academy staff be **professional and courteous**, and that the most frequent means of communication be via Remind messaging and **not** to the personal device of a staff member. Communication with parents and/or students on a staff member's personal devices is prohibited by Life Academy. All calls should be made to the Life Academy front office at (409) 373-4561.

- No communication with teachers should take place during Abundant Life events or services and will only be responded to during the normal working hours of Life Academy. Working hours are Monday-Thursday from 7:00 a.m. to 6:00 p.m. Messages and calls outside of these hours will receive a response on the next school day.

- Please allow for a 24-hour response time in order to allow staff members to gather information and be better prepared to answer your questions.

- Social media can be a means of positive or negative communication. We ask that any social media posts regarding Life Academy parents, students, and all faculty be positive.

LOST AND FOUND

- Missing articles will be collected and kept by the school for a short period of time. Any items left there after this time will be thrown away. Students

should write their name on all personal items to ensure that they are returned to them if they are found.

DRESS CODE/UNIFORMS

- Clothing and hair styles of all students must meet the school dress code policy while attending school and all school-supported events. We expect all Life Academy students to maintain a godly and professional appearance, which will benefit them in both ministry and career.

- Students are required to be in ***approved uniforms*** every day unless permission is granted for special occasions. The Administration reserves the right to determine what is acceptable.

- French Toast is the official uniform company for Life Academy. Additional uniforms must be purchased from links provided on the Life Academy website or front office.

Girls:

- Skirts only; NO pants or shorts are permitted.

- Skirts must always be well BELOW the knee; this includes the split of the skirt also. When wearing a skirt with leggings, remember that the skirt length is the covering, not the leggings. Out-of-uniform clothing, including field trips and sporting events, MUST always follow these guidelines.

- Growth is to be expected. Therefore, hems should be made extra-long to provide for adjustments throughout the school year.

- Sleeves must be well below the underarm. Clothing must not be form-fitting or revealing. Layering tops cannot be worn without a shirt over them. Athletic skirts that have an open flap and/or rounded hemline are not allowed.

- Uniform details and examples can be found at the back of this handbook.

● Cardigans, sweaters, or jackets should be a solid color and should only be worn for warmth. Not to accessorize, alter, or hide a uniform. No pullover hoodies or button-down shirts should be worn over a uniform, only zip up or button-down hoodies or jackets are allowed. No lace or any other type of vest will be allowed to be worn as accessories to the uniform.

● No cosmetics, which includes self-tanning products, are to be used at any time at school or at school functions. The Administration reserves the right to define "cosmetics."

● No jewelry is to be worn at any time at school or school functions. The Administration reserves the right to define "jewelry."

● Hair matters to God. Therefore, it matters at Life Academy. The Bible states in 1 Cor. 11:6 and 15, *"For if the woman be not covered, let her also be shorn: but if it be a shame for a woman to be shorn or shaven, let her be covered. But if a woman have long hair, it is a glory to her: for her hair is given her for a covering."*
With this in mind, we expect girls to follow these guidelines.

- Hair is to be neat, clean, and combed.

- No part of the hair is to be trimmed or cut during the school year at all grade levels. A young lady will be subject to disciplinary actions up to suspension if she cuts her hair during the school year from August through May.

- No coloring of the hair is allowed during the school year. Hair color must be original when beginning a new school year.

- Hair styles must conform to moderation.

● Fingernails will be neat, clean, and trimmed to a sanitary length.

● Colored fingernail and toenail polish are not permitted. This also includes manicured white tips as well as colors of pink and blush tones attempting to create a "natural" appearance, along with any patterns, shapes, or finishes.

Boys:

- Pants only; NO shorts are permitted.

- Sleeves must be well below the underarm. Out-of-uniform clothing, including field trips and sporting events, MUST always follow these guidelines.

- Growth is to be expected; therefore, uniforms should provide for adjustments throughout the school year.

- Clothing must not be form-fitting or revealing. Layering shirts cannot be worn without a shirt over them.

- Uniform details can be found at the back of this handbook.

- Cardigans, sweaters, or jackets should be a solid color and should only be worn for warmth. Not to accessorize, alter, or hide a uniform. No pullover hoodies or button-down shirts should be worn over a uniform, only zip-up or button-down hoodies or jackets are allowed.

- No jewelry is to be worn at any time at school or school functions. The Administration reserves the right to define "jewelry."

- Hair matters to God. Therefore, it matters at Life Academy. The Bible asks in 1 Cor. 11:14, *"Doth not even nature itself teach you, that, if a man have long hair, it is a shame unto him?*

With this in mind, we require that boys follow these guidelines.

- All hair types, whether in an up or down position, must be neatly cut and short enough not to be shaggy or bushy.

- All hair types, whether in an up or down position, must not touch the collar of a regular sport shirt in the back.

- All hair types, whether in an up or down position, must not cover any part of the ears; longer hair tucked behind the ears is prohibited.

- All hair types, whether in an up or down position, must not touch the eyebrows when in a normal wearing position.

- All hair types must be styled in moderation (for example: no manbuns, long braids, mullets, mohawks, extreme fades or undercuts will be permitted).

- Sideburns must not be any longer than mid-ear.

- No coloring of the hair is allowed during the school year. Hair color must be original when beginning a new school year.

- Mustaches and beards are NOT permitted; all students must be clean shaven every day.

- Fingernails will be neat, clean, and trimmed to a sanitary length.

LIFE ACADEMY STANDARD OF CONDUCT

It is a privilege to attend Life Academy. The issues outlined below should be considered minimums in the lives of the students at Life Academy. Life Academy is first and foremost a Christian school. Additionally, it is an Apostolic Christian school. The years that students spend in the secondary department of Life Academy are intended to help them grow spiritually in a positive and ministry-minded atmosphere while making academic advances. If at any point the standards of conduct become too difficult for a student and/or family to follow, the student should be withdrawn IMMEDIATELY and enrolled elsewhere. A student should also be withdrawn if the student and/or family no longer trust the staff or Administration of Life Academy to work in the best interest of the school.

The Administration reserves the right to refuse enrollment or dismiss any student(s) at any point in the school year who we feel is misrepresenting the values and standards that Life Academy sets out to maintain. The issues listed below and others are guidelines that will be considered. Students and/or families can be dismissed from Life Academy at any point that their attitudes or actions demonstrate that there is no longer support for the values and standards that Life Academy represents.

- Students are to act in an orderly and respectable manner, maintaining Christian standards in courtesy, kindness, speech, morality, and honesty as becoming saints and members of Abundant Life.

- Students must agree to strive toward unquestionable character in dress, conduct, and attitude as becoming saints and members of Abundant Life.

- Students are expected to refrain from any inappropriate conversations, including discussion of non-Christian music, video games, television shows or movies, off color jokes or racially insensitive remarks as becoming saints and members of Abundant Life.

- Students are expected to refrain from cursing, smoking, gambling, attending dances, attending movie theaters, attending any sports games other than Life Academy games, drinking alcoholic beverages, using drugs, viewing pornography, and engaging in sexual activity as becoming saints and members of Abundant Life.

- Any student seeking an education through Life Academy who has firsthand knowledge and/or information of the use of drugs, alcohol or sexual activity by Life Academy students on or off school property must relay that information to the Administration. Any student who does not come forward immediately with that information will be placed suspended and will not be allowed to participate in any events or celebrations that Life Academy offers through the remainder of his/her school career.

If a student violates this a second time while enrolled at Life Academy he/she will be expelled permanently.

- Any student seeking an education through Life Academy who participates in the use of drugs, alcohol or sexual activity on or off school property will be suspended and will not participate in any events or celebrations that Life Academy offers through the remainder of their school career. If a student

violates this a second time while enrolled at Life Academy he/she will be expelled permanently.

- Any student found with pornographic material will be removed from school.

- Any student found using tobacco or vaping products will be removed from school.

- A student may be questioned by the Administration at any time. The Administration may search any student's belongings at any time.

- Any student who maliciously destroys school property may be suspended from Life Academy. The parents will be responsible for expenses to repair the damaged property. If a student violates this a second time while enrolled at Life Academy he/she will be expelled permanently.

- Fighting will not be tolerated. Students who engage in fighting will be suspended or may be expelled.

- Students must always be respectful of others' rights and property, as well as the authority of the teachers and Administration.

- Students who bring a cell phone or smart watch or other such electronic device to school will be required to check it in to the front office immediately upon arrival on campus. The device will not be returned until the student is walking out the door after being checked out or dismissed at the end of day. Any device found not turned in will be confiscated and returned only to the parent.

- Students bringing cell phones or any other electronic devices to school or any functions that bear the name of Life Academy (i.e. after school activities, sports events, field trips) are required to check in said device with their teacher for holding and will be returned upon dismissal from the event. Any device found not turned in will be confiscated and returned only to the parent.

DISCIPLINE POLICY

Life Academy believes that in every area of life, submission is essential for success. God demands and expects obedience to Himself, as well as to those He has placed over us. A well-enforced code of discipline is necessary to properly train children to be subordinate to authority and ultimately to God.

Hebrews 13:17
Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.

The teacher is responsible to maintain appropriate classroom behavior and will not tolerate unacceptable behavior. Life Academy anticipates full cooperation from both student and parent in the education of the student.

Effective classroom discipline is a key ingredient for a good learning environment. Discipline at Life Academy is in place not only to achieve this goal but also to help our students learn self-discipline and good character traits. In order to maintain a good learning environment, we expect students to conduct themselves appropriately and have set this policy in place.

Behavior tags are tracked on a **rolling, three-week basis** and reset every three weeks.

- **1st Tag:** Classroom Intervention
- **2nd Tag:** Lunch Detention
- **3rd and Each Additional Tag:** In-School Suspension (ISS) and a required meeting with Life Academy Administration
- If a student commits a major offense, he/she will be assigned an automatic lunch detention, suspension, probation or even expulsion if necessary. The Administration and/or teacher will determine the seriousness of the offense considering the student's previous conduct and attitude.

At the end of each three-week period, the student's behavior tag count resets to zero.

At Life Academy each teacher is given the liberty to enforce classroom regulations in the manner which he or she feels is in accordance with Christian principles and discipline as set forth in the Bible and/or this Handbook. ***Paddling and other forms of corporal punishment will not be enforced.***

Behavior tags are documented in the **Jupiter** student information system, and a paper copy of the Behavior Tag Notice will be sent home with the student.

A parent or guardian **must sign and return** the Behavior Tag Notice by the student's next school day. The signature acknowledges that the parent has received and reviewed the notice; **it is not an admission of guilt or agreement with the disciplinary action.** Parents are encouraged to contact the teacher if they have questions or wish to discuss the incident.

Failure to return the signed Behavior Tag Notice by the required deadline will result in **one (1) additional behavior tag** being assigned. Repeated failure to return signed notices may result in further disciplinary action at the discretion of the administration.

- Major offenses include, but are not limited to the following:

  - Cheating and/or stealing;

  - Continued disobedience after individual warning;

  - Direct disobedience/defiance/disrespect to authority figures including but not limited to parental, academic, and spiritual authorities;

  - Dangerous horseplay, profanity, vulgarity, vulgar gestures, or racially offensive comments;

  - Any offense mentioned in the Life Academy Standard of Conduct section of the Handbook.

  Parents will be notified in writing or by phone if a student has met with the Administration for a major offence and disciplinary action has been taken.

Lunch Detention and In School Suspension

We provide detention time to allow for the learning of school and class procedures. The following actions may result in an automatic detention:

1. Failure to comply with teacher instructions;

2. Failure to put forth effort in schoolwork and classroom expectations;

3. Repeated disruptive behavior (including, but not limited to: disobeying teacher, inattentiveness, distracting or insubordinate actions in class);

4. Lying;

5. Disrespect to faculty, staff or other students;

6. Forgery of Signature;

7. Inappropriate language or gestures;

8. Failure to return a signed Detention Notice;

8. Cheating (both covertly and overtly);

9. Stealing (may result in suspension);

10. Fighting (may result in suspension);

11. Defacing school property (may result in suspension);

12. Exchanging computer passwords;

13. Violating Technical Computer Usage Policy (may result in suspension);

A student assigned to detention will be given a tag to inform the parent as well as marked on Jupiter. This slip will indicate that action needs to take place at home so that the teacher's time is not consumed with addressing inappropriate behavior, but rather academic instruction. This note must be signed and returned the next day the child returns to school. Failure to return the note will result in the doubling of the detention time up to two days.

For major behavioral problems the administration reserves the right to address the situation as he or she feels appropriate.

Unmanageable Behavior

In the event that a student displays unmanageable behavior during the school day, a parent (or someone on the pick-up list) must be available to pick up the student.

Unmanageable behavior is defined here as: extremely defiant conduct that would undermine school authority.

When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

Attendance at Life Academy is a privilege and not a right. Students forfeit this privilege if they do not adhere to the standards and ideals of work and life at Life Academy.

ACADEMIC PROGRESS POLICY

- Any student who is enrolled at Life Academy must complete the required amount of schoolwork for the academic school year. Otherwise, he/she may be required to be retained. This policy is to ensure that each student finishes his/her education in a timely manner. It is of utmost importance that each student completes all courses of study within the given amount of time to achieve a punctual graduation from Life Academy. Failure to adhere to this policy will result in a delayed graduation from Life Academy.

  In an attempt to remedy an academic challenge, the student will be given goals for a quarter. If these academic goals are met, the student will no longer be on academic probation. If the student is unable to achieve the goals set, the school may dismiss the student and the student may not be eligible for re-enrollment at Life Academy.

GRADING PROCEDURES

- Grades are computed at the discretion of the teacher by taking into account the following:

- Homework
- Quizzes
- Tests
- Participation

- Life Academy Grading Scale for Kindergarten-12th Grade:

90-100	A
80-89	B
70-79	C
60-69	D
59 & below	F

VALEDICTORIAN/SALUTATORIAN

- Seniors who have exhibited both educational and Biblical integrity and who possess the first and second highest weighted GPA for the years that he/she attends high school at Life Academy will receive the Valedictorian and Salutatorian awards. A Salutatorian award will only be given to classes that graduate four or more seniors. Awards will be given to students who attend school at Life Academy all four years of high school.

ACCREDITATION

Life Academy is privileged to be accredited by the International Christian Accreditation Association ("ICAA"). This accreditation reflects our commitment to providing a high-quality, Christ-centered education that meets established standards of academic excellence, spiritual development, and organizational integrity.

Accreditation through the ICAA provides valuable opportunities for our students and school while allowing Life Academy to maintain its autonomy, biblical convictions, and distinct mission. As an independent Christian school, we remain committed to integrating a biblical worldview into every aspect of education while continuously striving for excellence in academics, character development, and spiritual growth.

Our accreditation demonstrates our dedication to ongoing improvement and accountability as we equip students to become lifelong learners, servant leaders, and faithful followers of Christ.

FAMILY COMMITMENT

- I have read the Life Academy Handbook and committed to the guidelines and procedures listed therein.
- I commit to obey and uphold the standards that Life Academy has described in this Handbook.
- I agree to the areas of support outlined in this Handbook.
- I agree to portray a positive, moral reputation for Life Academy both on and off of school grounds.

Father's Signature: _____

Mother's Signature: _____

Guardian's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Interviewer's Signature: _____

Date: _____