

# LOS ANGELES CHRISTIAN ACADEMY



# STUDENT PARENT HANDBOOK

**2021 - 2022**



# Los Angeles Christian Academy

4622 Wadsworth Ave,  
Los Angeles, CA 90011

(323) 232 - 2847

losangeleschristianacademy@gmail.com

*CDE School Code: 6146831*

The Christian school is a ministry of Los Angeles Baptist Church

February 2021

To the Students and Parents of Los Angeles Christian Academy:

This handbook is designed to provide helpful information, enabling you to experience to the fullest what the school has to offer. Please read it with care; we encourage each family to review it together. Although Los Angeles Christian Academy encourages the development of individual talents and respects students' opinions, there must be commonly accepted standards of behavior and communication for our school to function optimally. These standards are published in this handbook.

The school assumes that you will read them, understand them, and, by your presence in the school, intend to maintain them. We expect each member of the community to embrace the spirit as well as the letter of the law. Students are encouraged to monitor their behavior by asking themselves if their choices are in line with the established sense of community, biblical principles, and ultimately, the character of our Lord Jesus Christ.

The school believes that respect for other people, honesty, and courtesy are fundamental as these are grounded in the Bible and are the expected standards for behavior. These, coupled with an attitude of cooperation and mutual understanding, make for an enjoyable and creative community life. This is what we want for everyone. We trust that each student will help in making this a reality. It is our hope not only that you will learn much while at Los Angeles Christian Academy, but also that you will make life-long friends, grow in spirit and truth, and find the will of God in your life.

Like any good school, Los Angeles Christian Academy is always evolving. Teachers experiment with new curricula, and the administration modifies programs to suit the needs and interests of an ever-changing student body. For the most part, the Los Angeles Christian Academy Student/Parent Handbook is reviewed and revised to reflect those changes. So even if you're a returning Los Angeles Christian student or parent, we encourage you to peruse this book again. The care that goes into creating and editing the handbook reflects the thoughtfulness and creative thinking that goes into designing the entire school program.



Bro. Iam Pacba  
Principal

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**OUR PHILOSOPHY, MISSION,  
AND OBJECTIVES**

## **OUR MISSION STATEMENT**

Los Angeles Christian Academy is a place of learning, development, and transformation that produces graduates with background of distinguished academics, of social and leadership skills, of Christ-like characteristics, and of biblical worldview.

## **OUR PHILOSOPHY**

Los Angeles Christian Academy is established upon the principles found in the Word of God. The purpose of this establishment is to teach and mold the next generation in the way of life presented in the Scriptures while providing a good general education.

Since the primary reason for the existence of the academy is a spiritual ministry, evangelistic efforts are made to bring all students and parents to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. We emphasize mastery of the fundamental blocks of material necessary for satisfactory achievement, and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Technology is utilized to extend studies beyond the traditional teacher/student classroom. Realizing the difference of innate ability, we encourage and expect each student and teacher to do his best. We believe the traditional system of education educates the mind, builds character, encourages competition, and teaches the value of living under a free-enterprise system of government.

Character training is an important element in Los Angeles Christian Academy. We believe that the heart of character training is obedience (doing right) that eventually will cultivate an inner self-discipline and is essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the authority in the classroom. Discipline is administered firmly, but fairly. To obey, to do right, to love God and country, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics teachers and staff strive to instill in each student, thus equipping him for his role in God's plan for his life and his proper place in society.

## **OUR OBJECTIVES**

The educational and spiritual objectives of the academy are to maintain the highest possible academic and moral standards in a Christian atmosphere, while emphasizing the teachings of the Bible, which we recognize as the Word of God.

### **EDUCATIONAL FACILITIES**

The academy strives to build and improve the facilities of Los Angeles Christian Academy to fulfill what is needed to provide an excellent education towards the students. Well-equipped classrooms and sufficient resources are the goals for the academy.

### **CHRISTIAN TRAINING**

Christian training can have a positive effect upon children's attitudes, behavior, and scholastic excellence, as has been testified by parents and teachers alike.

- IT IS ONLY IN A CHRISTIAN SCHOOL that knowledge and human experience can be interpreted in light of God's Word.
- IT IS ONLY IN A CHRISTIAN SCHOOL that children are encouraged to pray, read the Bible, and memorizes Scripture.
- IT IS ONLY IN A CHRISTIAN SCHOOL that teachers have the right to help children understand and accept the New Testament moral values and to educate them so that the practice of these Christian virtues becomes the rule and not the exception.
- IT IS ONLY IN A CHRISTIAN SCHOOL that the total education of the child-spiritual, moral, mental, social, and physical can take place.
- IT IS ONLY IN A CHRISTIAN SCHOOL that discipline is interpreted in light of New Testament teachings.

### **SPIRITUAL INSTRUCTION**

Every student attends chapel every Tuesday and Bible classes throughout the school week. This instructional and motivational time period filled with Bible-based teaching and preaching is considered a full academic subject at Los Angeles Christian Academy. In addition to this, biblical principles are integrated into every subject studied at Los Angeles Christian Academy.

Students are required to attend all chapel and Bible sessions. Mandatory attendance is not an infringement of personal liberty, since the student, by registering, voluntarily places himself under this requirement. In other words, no student may be excused from chapel or Bible class at any time unless there is an emergency or other similar extenuating circumstances.

### **ACADEMIC INSTRUCTION**

The curriculum is made up of the total program of the academy, whether it is academic, physical, spiritual, or social. All phases of the curriculum are directed to assist in the development of the child. Emphasis is placed upon student achievement, mastery, and understanding of academic fundamentals.



**ADMISSIONS POLICIES  
AND PROCEDURES**

## **ADMISSIONS POLICY**

Los Angeles Christian Academy is a ministry of Los Angeles Baptist Church; therefore, they are tied together and working hand in hand. The primary condition upon admission to the school is that the parent or guardian must be a member of the church. According to the Bible, it is important that every member be faithfully coming in attendance to church. Even though it is not required to attend every service, the school believes that parent or guardians who show faithfulness to church will show faithfulness to the child's education.

Since Los Angeles Christian Academy is interested in enrolling a specific type of student, each student and parent must give complete support and cooperation to the School Administration, faculty, and staff in order for a child to attend the School.

Attendance at Los Angeles Christian Academy is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. The school may request the withdrawal of any student at any time, who, in the opinion of the school, does not fit into the spirit of the institution, regardless of whether he conforms to the specific rules and regulations of the School.

**Los Angeles Christian Academy does not discriminate in its policies regarding a person's race, ethnicity, or national origin, but does reserve the right to discriminate on the basis of religion and to discipline students who do not adhere to the school's policies and procedures.**

## **ADMISSIONS PROCEDURE**

Before admission, each family needs to fill out each of the following per applicant and turn it in to the school office or a staff member as soon as possible:

- 1) Student Information
- 2) Parent Agreement
- 3) Student Agreement
- 4) Transfer of Records Form
- 5) Student Emergency Information Form
- 6) School Photo Release Form
- 7) Copy of Immunization Records
- 8) Recent report card (grades 1-8)
- 9) Transcript (grades 9-12)

Once the family has submitted the forms, each student will be evaluated and considered for admittance. When a student is admitted to the school, the parent will receive the good news through a letter, a call, or a meeting with one of the staff members.

# **DAILY LIFE**

# SCHOOL SCHEDULE

## SCHOOL HOURS

The school begins at 8:00 A.M. The dismissal time is 3:10 P.M.

## ARRIVAL AND DEPARTURE

Upon arrival in the morning, all children are to go directly to the play area. By 8:00 A.M., every student will meet in the main auditorium for general assembly. Elementary teachers will then lead their students to start the day while Junior High and Senior High will go to their classroom to start the day.

Upon arrival in the morning, students can be dropped-off in the parking lot. Parents, please be aware of your surroundings while driving, dropping off, and picking up. Please abide with a safe speed while passing by our parking lot and neighboring streets. Also, please park if your child needs time to get out of the car; do not stay in the path and block traffic.

IMPORTANT—At no time is a student to be picked up by anyone other than parents, guardians, or persons authorized to do so on the authorization form. If someone other than those designated on the authorization form comes to pick up a student, the school must be provided a note signed by or a phone call/text from the parent or guardian, which authorizes the individual to pick up the student.

\*If an elementary student is to ride their bike or walk home, the office must be given a release in advance in writing by the parent or guardian authorizing them to do so. A "Release to Walk Home" form is available in the Administration Office.

\*\*\* Due to the Covid-19 pandemic, the arrival and departure procedure as stated above will not fully apply. Please refer to Returning to Campus: Covid-19 Policies and Guidelines

## DAILY SCHEDULE (FOR MOST STUDENTS)

**7:30 am - 8:00 am Arrival at school**

**8:00 am - 8:10 am General Assembly**

**8:10 am - 9:50 am Classes**

8:10 am - 9:00 am Hour 1

9:00 am - 9:50 am Hour 2

**9:50 am - 10:10 Break Time**

**10:10 am - 11:50 am Classes**

10:10 am - 11:00 am Hour 3

11:00 am - 11:50 am Hour 4

**11:50 am - 12:30 pm Lunch Time**

**12:30 pm - 3:00 pm Classes**

12:30 pm - 01:20 pm Hour 5

01:20 pm - 02:10 pm Hour 6

02:10 pm - 3:00 pm Hour 7

02:10 pm - 3:00 pm Chapel on Tuesday

**3:00 pm - 3:10 pm School Clean Up**

**3:10 pm Dismissal**

\*The specific hourly breakdown is specifically for Junior High and Senior High. Elementary schedule changes depending on the teacher.

## **ATTENDANCE POLICY**

Regular attendance is essential to successful Schoolwork. Absenteeism causes hardships for everyone involved; therefore, we ask each parent to do your best to avoid unnecessary absences. (See Truancy.)

Faithful class attendance is vital for a student's success. Consequently, the Administration may determine that a student who misses more than twenty (20) days (excused or unexcused) in a given class in a semester must drop that class, thus requiring the student to repeat the grade level the following school year.

If a student is absent, we request that the parent call the School Office before 10:00 A.M. at (323) 232-2847

\*\*\* Due to the Covid-19 pandemic, we will be adaptable in taking attendance and keeping record. However urge every parent to have their student faithfully attending classes whether it is online or on campus. Please refer to Returning to Campus: Covid-19 Policies and Guidelines

### **TARDINESS**

Punctuality is a character trait we strive to instill in each of our students. Habitual tardiness, much like frequent absenteeism, is detrimental to a student's academic progress and their character development.

Because each day at Los Angeles Christian Academy is tightly scheduled to maximize learning opportunities for each child, we begin class immediately and there is no grace period. Any student will be considered tardy 2 minutes after his or her classes have started.

If a student accumulates six (6) unexcused tardies in a quarter, the student will be given ten (10) demerits. After the fourth (4<sup>th</sup>) unexcused tardy, the student and one of his parents are required to meet with the school administrator. Tardies will only be classified as "excused" as evaluated by the school administrator.

### **EMERGENCY ABSENCES**

If an emergency should arise making it necessary for the student to leave school early, the parent is to sign their child out at the School Office, and the attendance secretaries will have your child brought to the School Office with all of his things. If the student returns, the student should be signed back in at the School Office before returning to the classroom.

### **ABSENCE EXCUSES**

When a student returns to school after an absence, the student must have a written note from a parent stating an excuse that conforms to the legal reasons for absences as listed below from the California Education Code and Administrative Guide of the Los Angeles City Board of Education. In the event a student has an extended illness, however, the student must obtain permission from a physician in order to return to School.

If a student returns to school and inadvertently forgets his absence note, the student will be asked to call his parent, who, in turn, will call the School Office to confirm the legality of the excuse. Upon such confirmation, the student then will be permitted to return to class. However, the student must bring a note written by his parent the following day.

When a student cannot arrange a medical, dental, or similar appointment during non-school hours, the student must obtain an excuse from the doctor's office. If a student must miss the entire school day due to an appointment, please be sure that the receptionist indicates such extended absence on the excuse. If possible, regular appointments should be made at different times during the School day so that a student does not miss the same class period each time.

The only legal reasons constituting an "excused" absence according to state law are the following:

- |   |                                 |
|---|---------------------------------|
| i. Illness of the student                     | iv. Religious holy days         |
| ii. Bereavement                               | v. Court appearances            |
| iii. Dental, medical, or optical appointments | vi. Authorized school functions |

Listed below are some illegal excuses for non-attendance as stated in the California Education Code and Administrative Guide of the Los Angeles City Board of Education:

- |   |                                |
|---|--------------------------------|
| i. To take music or other lessons       | vii. To work at a job          |
| ii. To run errands for parents          | viii. To assist with housework |
| iii. To carry or deliver newspapers     | ix. Lack of proper clothing    |
| iv. To entertain friends/family members | x. Lack of transportation      |
| v. To help care for children            | xi. To go on vacation          |
| vi. To help someone ill                 |                                |

Note: Although missing school for one of the above reasons is considered unexcused, a student will not receive an academic penalty if the student has a note from a parent; however, a student is permitted to have only five "unexcused absences—no penalty" per semester. The sixth absence during a semester will become an "unexcused absence—with penalty."

### **MEDICAL/DENTAL APPOINTMENTS**

If the occasion arises where it is absolutely necessary for a child to leave early for a medical or dental appointment, a written request should be sent to the teacher and School Office at least a day in advance. No child will be released to anyone other than those authorized in writing by the parent.

### **TRUANCY**

If a student is truant off the School property without his parents' knowledge, the student will receive twenty-five (25) demerits for each period of class the student missed, up to fifty (50) demerits, regardless of whether the student arrived on the School property at any time. In addition, the student will receive "zeros" for all work done in the classes the student missed. Bringing a parental note after truancy has occurred will not be satisfactory.

If a student is truant, but remains on the School property, the student will receive ten demerits for each class the student misses (up to fifty per day), as well as the accompanying academic penalty of "zero."

If a student shows any type of absentee pattern, such as missing the same time period or day of the week, a conference with the student, a parent, and a School Administrator will be necessary to find a solution to the problem.

**LEAVING PROPERTY WITHOUT PERMISSION**

No student may leave the property for any reason without permission and checking out in the School Office. Although a student may have a note from a parent to leave the property during the day, the student must check out in the School Office before the student leaves the School property.

Any student leaving the property or participating in any truancy in any way will be disciplined, and the student may be automatically suspended or expelled.

# HEALTH AND SAFETY POLICY

## SCHOOL NURSE

The School currently does not have a campus nurse. However, our staff has been trained in basic first aid and basic life support CPR. Our staff will provide assistance to students according to the universal health precautions while maintaining the safety of those involved. Because the staff members are the first to respond, they will assess and address the needs of the injured student(s) providing medical care as needed, unless an injury is beyond basic first aid. For any injury that may require more than basic first aid, the child's parent and/or 911 will be called.

## ILLNESS OR INCAPACITY

If a student has a fever or any other symptom of illness, the student should not be sent to school. If the student is sent to school under such circumstances, the parents will be called to pick him up. If a parent, legal guardian, or emergency contact cannot be reached, professional care may be sought, and an injured or ill student may be transported via ambulance to the hospital to receive appropriate medical attention.

If for some important reason, a student is not able to participate in regular school activities, the School must be notified in writing by a physician of the nature of his incapacity and the probable length of its duration.

## COMMUNICABLE DISEASES

Upon having the following diseases or conditions listed by the Department of Health Services, a student must have written consent from either a physician or the Health Department to return to School:

- Whooping Cough
- Hepatitis
- Salmonellosis
- Measles
- Scarlet Fever
- Streptococcal sore throat
- Tuberculosis
- Ringworm
- Pinworms
- Mumps
- Conjunctivitis/"Pink Eye"

\*For head lice only, we require a certificate of treatment from a professional head lice removal service.

\*\*\* For Covid-19, please refer to Returning to Campus: Covid-19 Policies and Guidelines

A physician, Health Department official, or administrator may re-admit a student to School upon having the following diseases:

- Chickenpox Influenza
- Colds Pneumonia
- German Measles
- Skin diseases: Scabies, Impetigo



## **MEDICINES**

1. Parents should talk to their child's doctor about making a medicine schedule so that the child does not have to take medicine while at school.
2. If a child is regularly taking medicine for an ongoing health problem, even if he or she only takes the medicine at home, parents must give a written note to the school employee at the receptionists' desk at the beginning of the school year. Parents must list the medicine being taken, the current amount taken, and the name of the doctor who prescribed it. (EC Section 49480).
3. If a child must take medicine while at school, the school must receive a written note from the parent and a written note from the child's doctor or other health care provider. The written statement from the prescribing physician must detail the medication, method, amount and time schedules by which the medication is to be taken and a written statement from the parent or guardian of the child at the beginning of each school year and whenever there are any changes in the medicine, instructions, or doctor. (EC Section 49423).
4. A parent or guardian must supply the school with all medicine the child must take during the school day. A parent or another adult must deliver the medicine to school.
5. All controlled medicine, like Ritalin, must be counted and recorded on a medicine log when delivered to the school. A parent or another adult who delivered the medicine should verify the count by signing the log.
6. Each medicine the child takes must be in a separate container labeled by a pharmacist licensed in the United States. The container must list the child's name, doctor's name, name of the medicine, and instructions for when to take the medicine and how much to take.
7. Parents must pick up all discontinued, outdated, and/or unused medicine before the end of the school year.

## **EPIPEN PROCEDURES**

In addition to following the procedures for medicines listed above, if a child requires an EpiPen in the event of an allergic emergency, parents must provide one EpiPen to the child's teacher and one EpiPen to the school office.

## **INHALERS**

Due to the quick response needed in the event of an asthma attack, students are allowed to carry their prescribed inhaler with them at all times. In addition, please follow the above procedures for medicine and notify the School and child's teacher of the child's asthma condition.

## **IMMUNIZATIONS**

In accordance to California School Immunization Law and the California Department of Health Services, all immunizations must be up-to-date before the first day of school. Furthermore, a parent must submit proof of up-to-date immunizations to our school offices before a child can begin school. If the school does not have proof of a child's up-to-date immunizations by the first day of school, then the child will be excluded from school. This policy pertains to all pupils: re-enroll, new, and homeschooled students.

California School Immunization Law, California Department of Health Services, and Los Angeles Christian Academy cannot allow a child to start and/or be in school without proof of up-to-date immunizations.

### **1. HEALTH EXAMINATION FOR FIRST GRADE**

A child must receive a health examination within 18 months prior to starting first grade. Furthermore, a physician must completely fill out and sign a "Report of Health Examination for School Entry" form and the parent must submit this form to our school offices before the first day of school. "Report of Health Examination for School Entry" forms and examinations completed over 18 months of starting first grade are not valid. If the school does not have proof of a "Report of Health Examination for School Entry" form by the first day of school, then the child will be excluded from school. This policy pertains to all pupils: re-enroll, new, and homeschooled students.

Los Angeles Christian Academy will not allow a student to start and/or be in school if this requirement is not met by the first day of school.

### **2. Tdap**

School immunization law requires all students entering 7th through 12th grades in the 2014-2015 school year in California to be immunized with a pertussis (whooping cough) vaccine booster called "Tdap." Furthermore, a parent must submit proof of this vaccine by the first day of school. If the school does not have proof of a child's Tdap vaccination by the first day of school, then the child will be excluded from school. For the 2014-2015 and future school years, all student entering 7th grade will need proof of a Tdap shot before they begin school. This policy pertains to all pupils: re-enrollees, new, and homeschooled students.

Los Angeles Christian Academy will not allow a student to start and/or be in school if this requirement is not met by the first day of school.

### **3. UNMET IMMUNIZATION REQUIREMENT AFTER ADMISSIONS**

If, after a child is admitted, he or she is discovered to lack one or more immunizations, there will be a 10-day period in which that child's immunizations must be made up-to-date. After 10 school days, the child must be excluded from further attendance if he or she has not come into compliance with the requirements. This policy pertains to all pupils: re-enrollees, new, and homeschooled students.

California School Immunization Law, California Department of Health Services, and Los Angeles Christian Academy cannot allow a child to be in school if immunizations are not up-to-date after this 10-day period.

## **DISASTER PREPAREDNESS/EARTHQUAKE EMERGENCY**

In the event of a disaster, no student will be dismissed from school unless a parent (or individual designated by a parent on the school "Student Emergency Information") comes for him.

All parents, or designated parties, who come for students, must have them signed out at the School Office or at the temporary student release station with a school official at the school parking lot.

In the event of an emergency, the school is prepared to provide each child with emergency food and water. These supplies are regularly purchased and stored in an earthquake-safe location on our campus. If you are unable to reach the school, we will care for your child here. We have a number of people with first-aid certificates, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- Please do not call the school—we must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school—streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.

## **SCHOOL CLOSURE INFORMATION**

In the event of an emergency (fires/floods/earthquakes/heavy rain/city closure, etc.), please check with Pastor or one of the staff.

\*\*\* For Covid-19, please refer to Returning to Campus: Covid-19 Policies and Guidelines

## **PROTECTION OF STUDENTS/LOITERING**

Parents may not remain on school property after dropping students off. This request is strictly for the protection of the students. When there are adults waiting on the property, the School cannot be certain of who should really be here. If some parents were allowed to stay on the grounds, everyone would have to be allowed to do this. The School would not want to have a student taken off the School grounds by an adult who appeared to be a parent. It is safer for your children if the School keeps the property clear of adults, other than teachers and staff members. This is true throughout the school day.

The Penal Code, State of California, Section 653b(a) states:

. . . [E]very person who loiters about any school or public place at or near which children attend or normally congregate and who remains at any school or public place at or near which children attend or normally congregate, or who reenters or comes upon a school or place within 72 hours, after being asked to leave by the chief administrative official of that school or, in the absence of the chief administrative official, the person acting as the chief administrative official, or by a member of the security patrol of the school district who has been given authorization, in writing, by the chief administrative official of that school to act as his or her agent in performing this duty, or a city police officer, or sheriff or deputy sheriff, or Department of the California Highway Patrol peace officer is a vagrant, and is punishable by a fine of not exceeding one thousand dollars (\$1,000) or by imprisonment in the county jail for not exceeding six months, or by both the fine and the imprisonment.

In light of this law, if any teacher notices an adult on the property during the day, the office will be notified immediately, and the person will be approached to find out his business. The School is very concerned with the responsibility given to it for the safety of your children and appreciates your complete cooperation in protecting the students.

## **SEARCHES**

Los Angeles Christian Academy reserves the right to search students' belongings, including but not limited to lockers, backpacks, purses, and bags, provided reasonable suspicion for an investigation exists.

## **REQUIREMENT TO REPORT SUSPECTED CHILD ABUSE**

Section 11166 of the Penal Code requires that any child-care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

**Reasonable Suspicion occurs when "it is objectively reasonable for a person to entertain such a suspicion, when based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse." (California Penal Code 11166[a].)**

## **APPEARANCE AND DRESS CODE POLICIES**

School uniform clothing must be worn at school and at all school functions, including field trips, unless otherwise stated. All students must maintain school uniform dress up to and including the last day of school, according to the School calendar.

If a student does not wear the School's uniform clothing, he will be subject to disciplinary action.

Students may not wear the following:

1. Hats/baseball caps/stocking caps
2. Sunglasses
3. Gloves/"ski" caps (except on excessively cold or windy days)
4. Tattoos/body markings/body piercings (permanent or temporary)
5. Form-fitting or revealing clothing
6. Gang-related clothing or accessories
7. Clothing styles that are extreme or inconsistent with the religious tenets of Los Angeles Christian Academy (music groups, occult, etc.)

### **GIRLS must present a wholesome, feminine appearance.**

**HAIR**—Please refrain from any rock-inspired (rap, MTV, etc.) hairstyles. Hair must be long enough so that it does not appear to be a boy's haircut. Hair is not to be shaved. Girls may not change their hair color in any way. Hair extensions must also match a girl's hair color.

**EARRINGS**—If earrings are worn, they must be a matched set. In a wide earring, the diameter is to be no more than 1¼ inch. In dangling earrings, the length should be no more than 2 inches from the bottom of the earlobe. Only 1 earring should be worn on the earlobe of each ear, and earrings should not be worn in places other than the earlobe. Gauges should not be worn.

**BRACELETS**—No more bracelets than would measure 2 inches on the wrist may be worn. "Noisy" bracelets are not to be worn to school.

**MAKE-UP/NAIL POLISH**—Black nail polish may not be worn. Makeup may be worn if it is not excessive.

**DRESS**—Uniform for girls consists of a khaki skirt with a navy blue polo shirts, and tennis shoes. Skirts must be at least mid-knee or lower. Uniform clothing must not be oversized. Girls may not wear hats, T-shirts, or jeans skirts.

**NYLONS, TIGHTS, & SOCKS**—Tights or socks may be worn in school uniform colors only. Nylons also may be worn in these colors and in flesh tones. Leggings may be worn as long as they meet the boot or the sock.

SHOES—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style that the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Backless sandals with open toes, flip-flops, or high heels in excess of 3 inches may not be worn.

JACKETS/COATS/SWEATSHIRTS—All outerwear must be in keeping with the philosophy and religious tenets of the School (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn).

NON-UNIFORM SCHOOL DAYS—Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, girls must wear dresses or skirts that are no shorter than the middle of the knee. Clothing that is sheer, tight, or revealing in any way must not be worn. No shorts, mini-skirts, tube tops, pants, tank tops, or midriff-baring dresses or tops may be worn. Sundresses may be worn only if a blouse is worn underneath. T-shirts that look like undershirts or have sayings, pictures, or words that are inconsistent with the philosophy or religious tenets of Los Angeles Christian Academy may not be worn. All other regular dress code rules must be followed.

**BOYS must present a clean, masculine appearance.**

HAIR—I Corinthians 11:14 teaches that it is a shame for a man to have long hair. At Los Angeles Christian Academy, all boys must have short haircuts that are tapered on the top, back, and sides. Hair may not have any type of design or symbols shaved into it. Braids, cornrows, and spiked hair would be inconsistent with this standard and are not permitted. (Hair that stands taller than 1" is considered "spiked" and does not meet the hair standards.) Hair is not to be disproportionately longer on the top than on the sides ("step" haircut, extra long on top, and slicked back). Boys may not change their hair color in any way. Please refrain from any rock-inspired (rap, MTV, etc.) hairstyles. Sideburns must be neatly trimmed, and they can be no longer than the bottom of the ear opening. Facial hair, including mustaches and beards, are not permitted.

DRESS—Uniform clothing must be worn at school and at all school functions, including field trips, unless otherwise stated. The uniform consist of khaki pants (not joggers or any modifications), navy polo shirts, and tennis shoes. Uniform clothing must not be oversized. Belts must be worn with pants, but studded belts are not allowed. Jeans may not be worn. T-shirts may not be worn, including class T-shirts and youth-group T-shirts. Boys may not wear hats, hoods, stocking caps, earrings, bracelets, or necklaces.

SOCKS—Socks must be worn with shoes. Socks may be worn in school uniform colors only.

SHOES—Tasteful, color-coordinating athletic, casual, or dress shoes may be worn. Shoes must be laced and tied (if applicable), and they must not be a style that the Administration deems inappropriate for school (hiking or combat boots, gang-related, etc.). Sandals may not be worn.

JACKETS/COATS/SWEATSHIRTS—All outerwear must be in keeping with the philosophy of the School (i.e., slovenly, oversized, rock-inspired, or gang-related outerwear may not be worn). No denim jackets or flannel jackets are permitted.

NON-UNIFORM SCHOOL DAYS—Occasionally, we may have special days where costumes or casual, non-uniform dress is permitted. On these days, tank tops may not be worn. Pants must have legs that are traditional (not baggy), classic cut. Blue jeans may be worn, but they must not be baggy or torn. T-shirts that look like undershirts or have sayings, pictures, or words, which are inconsistent with the religious tenets of Los Angeles Christian Academy, may not be worn. All other regular dress code rules must be followed.

### **SPECIAL COSTUMES**

There are school functions during the year in which the students are asked to wear “special” dress. Students should wear an appropriate costume of their choice for each special event. All costumes must be consistent with the “modesty” standards of the uniform dress code. Girls should not wear pants, unless they are worn with a coordinating tunic-type dress over the pants.

## **OTHER SCHOOL POLICIES**

### **LUNCHES**

Because we currently are not allowed to provide lunches to our students, each student is responsible to bring their own lunch. Teachers are not allowed to purchase lunches for students, even if the student will bring money for lunch, unless given specific instruction and permission by a parent. Because of possibility of illnesses and allergies, it is the academy's policy that students are not allowed to share or give out food.

### **LOCKERS**

Students are expected to keep the inside of their lockers neat and clean at all times. Under NO circumstances are students allowed to share or change lockers with another student or give out their locker combination to other students; they should not be used as safes, and the School will not be responsible for lost money or valuables. Students must use personal lock and combination on the locker assigned to them. It is important that the students will provide the School Office a copy of the combination or key for the locks. All lockers are the property of Los Angeles Christian Academy and are subject to search without notice at any time as deemed necessary by the Administration.

### **MARKING POSSESSIONS**

All sweaters, lunch boxes, and other possessions should be clearly marked with the student's name. The School cannot be responsible for stolen items and/or lost items that were not locked in a locker.

### **SUPPLIES AND ITEMS NEEDED**

We require that each student have the following materials in order to standardize and produce more efficient work throughout the School. A more comprehensive list of supplies can be attained through individual teachers.

**BIBLE** - Each student will need a Bible, which he should have at school every day. Please use the King James Version only.

**PAPER, PENCILS** - White, college-ruled paper; pencils; pens; and erasers will be needed.

**NOTEBOOKS** - Teacher will specify what type of notebook or folder will be needed for his class.

**DICTIONARY** - Each student must have a copy of a decent dictionary.

**TISSUES** - Every student should bring his own tissues to school as necessary.

### **NOTEBOOKS/BACKPACKS/LUNCH BOXES/BOOKS**

Notebooks, backpacks, lunch boxes, books, etc., which do not adhere to the scriptural philosophy and standards of Los Angeles Christian Academy (ex. Those bearing the names of rock stars, skulls, representing anarchy, witchcraft, Harry Potter, Twilight, Power Rangers, Ninja Turtles, Star Wars, DC characters, Marvel characters, etc.) are not allowed on campus.



## **TEXTBOOKS**

Every student is responsible for his or her own textbook and educational materials. There is no sharing within the family. The purchase order is done upon registration and before school starts. Because it takes time for the shipping of textbooks, we ask that parents register their children and pay for the books one month before the start of school.

## **BIRTHDAYS**

Parents are welcome to bring cupcakes, cookies, donuts, or other snack like foods on their child's birthday. The office and the teacher should be notified in advance to arrange an appropriate time. No gifts should be given during School time.

Parents are kindly requested to do all the serving and be responsible for the clean-up. All tabletops, sinks, and countertops should be washed.

## **SCHOOL PICTURES**

Any student whose appearance or conduct, in the sole opinion of the School, is in poor taste in a school photograph (yearbook, for example) will receive demerits and be required to pay for the costs incurred in taking another photograph.

## **STUDENT WEBSITES**

Any student who operates a personal online website or contributes to a blog must register the website/blog with the pastoral staff (e.g., myspace.com, facebook.com, blogger.com, xanga.com, twitter.com, Instagram, and including, but not limited to Snapchat, etc.) The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending the academy must register the website/blog as soon as he/she is accepted as a student. All websites/blogs may be monitored periodically for content. Any student found with an unregistered website/blog or website/blog material that is deemed inappropriate to the purpose and mission of the school may be subject to disciplinary action up to and including suspension or expulsion from the School.

## **CELLULAR/CAMERA PHONES**

Except as otherwise permitted herein, no cellular phones may be used for any purpose, including making or receiving calls, playing music, playing games, taking pictures, text messaging, etc., during regular School hours.

Any student who needs to be contacted must be reached through the School Office. Students may use their cellular phones to call their parents after school or for emergencies only (i.e., earthquakes or other natural disasters).

Please note: Students will be held liable for all content on their personal cellular phones brought on the School campus. Demerits may be issued to students who have inappropriate content on confiscated cellular phones.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must

be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the Administration to parents upon request. Students whose phones have been confiscated may be asked not to bring a cell phone to school in the future.) Demerits will be issued to students whose cellular phones "ring" during class or to students who use their phones for non-emergencies. "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e., text messaging, photos) will be considered cheating, and appropriate academic and disciplinary action will be taken in the sole discretion of the Administration.

No taking of or other use of cell phone photographs is permitted during the School day. Particularly, no cell phone (or other type of camera) photographs are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a serious disciplinary offense.

Parents who need to contact their child during the school day for emergency purposes should use the School's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

# **CODE OF CONDUCT**

## **PARENT CODE OF CONDUCT**

It is the objective of Los Angeles Christian Academy to provide children with a wholesome atmosphere that is complementary to their Christian education. Los Angeles Christian Academy's mission is to lead students to a personal relationship with our Lord and Savior, Jesus Christ, and through Christ-centered teaching, application, and example to prepare children for college.

Because of the broad diversity among school families, it is important to express some basic guidelines regarding what we expect from you, our parents.

Please know that the Administration encourages your input, ideas, and suggestions, but please be careful to express these in a positive, constructive manner.

1. We will not tolerate any behavior on the campus or in the classroom, which, in the Administration's opinion, is violent, aggressive, belligerent, disrespectful, disruptive to the work or academic environment of the School, or conflicts with the Christian mission or spirit that the School is trying to encourage.
2. Parents are expected to act in a professional manner when on the property of Los Angeles Christian Academy Church and Schools. A professional manner includes refraining from intimate acts of affection between partners (i.e., kissing, hand-holding, petting, etc.)
3. Because Los Angeles Christian Academy's campus is located on the property of Los Angeles Baptist Church, parents are asked to refrain from smoking on our property.
4. No alcoholic beverages are permitted in the vicinity of Los Angeles Christian Academy or at any school function.
6. Appropriate dress is required of all adults visiting the School's campus.
7. The speed limit in the parking lot is 5 mph; please use extreme caution.
8. The conduct of guests is the responsibility of the adult whose child attends the School.
9. Parents should not remain on School property after dropping off their children. This policy is meant to reduce the number of non-staff personnel as quickly as possible in order to secure the campus. When parents remain on the property, the School staff may not be able to recognize someone who does not belong on campus. Teachers would never want to have a child taken off the School grounds by an adult who pretended to be a parent.
10. Tuition covers only a portion of the cost of the School's operation. It is expected that parents will be responsible for the cost of their child's education.
11. Board members, teachers, and staff are not exempt from these rules, and are in fact expected to set the example for others.

Failure to comply with these rules may result in the student, parent, or guest being asked to leave the premises, and could result in a student being asked to withdraw from the School.

## **STUDENTS CODE OF CONDUCT**

It is assumed that each student will maintain a high standard of personal integrity, and that only minimal disciplinary action by the School will be necessary.

Los Angeles Christian Academy expects the cooperation of its students and parents in the development of respect for the enforcement of the rules and regulations of the institution. The support of each parent is vital to the exercise of discipline and development of each student.

Any student who engages in conduct in violation of this Code of Conduct, or conducts or publicizes an off-campus activity at which such violations occur, is liable for the number of demerits, which corresponds to each particular offense occurring at the activity in question.

The above statement pertains but is not limited to the following:

- Drinking (Prov. 20:1)
- Smoking (I Cor. 6:19)
- Use of narcotics (I Cor. 6:19-20)
- Lewd conduct (I Cor. 6:18)
- Misuse of controlled substances (Titus 2:12)
- Social dancing (Ex. 32:19)
- Acts or threats of violence (Ps. 37:8)
- Homosexuality (Romans 1:26-27) profanity (Ex. 20:7)
- Immorality (including premarital sex of any kind) (I Thess. 4:3)

Or any other behavior that the Administration, in its sole judgment, determines is inconsistent with the religious mission or tenets of the School.

The School reserves the right to modify this list at any time. Further, this Code of Conduct applies to student conduct both on and off campus

**RESPECT FOR OTHER STUDENTS**

God made us all; therefore, we must show our respect for Him by showing our respect for each other. Any form of derogatory, intimidating, or threatening actions or language will not be tolerated. Offenses deemed to be serious by the Administration, regardless of intent (joking or not), may result in disciplinary action, up to and including suspension or expulsion.

**RESPECT FOR PROPERTY**

A genuine care and respect for private property is to be exhibited at all times by our students. A student defacing or writing names on any property of Los Angeles Christian Academy may be automatically suspended or expelled.

Willful damage to or destruction of school property, staff property, or another student's property will not be tolerated. The student must pay for all damage that the student caused, whether willful or accidental.

**RESPECT FOR TEACHERS AND STAFF**

Teachers must always be addressed as Mr. or Bro., Miss, or Mrs. Students must address teachers in this manner both on campus and off campus, during and after school hours. Students are to demonstrate a respectful, cooperative attitude toward any employee of Los Angeles Baptist Church and Los Angeles Christian Academy.

No type of nickname will be tolerated in reference to a teacher or administrator. Any form of disrespect to teachers or staff members may result in demerits as well as disciplinary action, up to and including suspension or expulsion.

## **STEALING**

If a student sees another student's possessions, he should leave them where they are and ask a teacher's permission to take the items to our lost-and-found. Exodus 20:15 say, "Thou shalt not steal." Children are taught that they must never take anything that is not theirs.

A student who steals or takes something that does not belong to him without permission will receive fifty (50) demerits and a meeting with the school administrator.

## **CHEATING**

Cheating is dishonest, and dishonesty in any form will not be tolerated at Los Angeles Christian Academy. Any student guilty of cheating will be severely dealt with, will receive twenty-five (25) demerits, and will receive a 0% F on the quiz, test, or assignment. A meeting with the school administrator might be scheduled if the situation calls for it.

Cheating includes, but is not limited to, providing or obtaining unauthorized assistance on any test, project, homework assignment, or class work.

## **PLAGIARISM**

Plagiarism is defined by the American College Dictionary as "copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work." To be more specific, it involves the copying of someone else's writing without giving proper credit to the author. Merely changing words is not enough.

In addition to a complete rewording, it is also necessary to rework the order of the ideas and thoughts. The personal ideas and thoughts of another author must be reworked until the work becomes "personal." In other words, the organization of information should be original. To steal someone's organization (or order) of ideas and thought without giving them credit is also plagiarism.

In a research paper, student writers are not expected to come up with and discuss original ideas. Their task is to collect and organize information. The proper way to give credit for information from someone else's writing is with a text note or endnote. A good research paper abounds with notes from many sources. If a student quotes the author, he would also enclose the information in quotation marks.

All papers must be submitted in both a word or pdf format and a physical copy.

## **BULLYING AND HAZING POLICY**

### **Policy:**

Los Angeles Christian Academy is committed to providing a safe and civil learning and working environment. The School takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well being of students, employees, or any other persons within The School's jurisdiction or interferes with learning or the ability to teach. The School prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process.

School policy requires all personnel to promote mutual respect among students and staff. It is the School's goal for students to attend a campus, which is safe, secure, and peaceful. This policy shall encompass behaviors or actions that occur among students, School employees, and associated adults. The policy is applicable in schools, at school-related activities and events, at school programs and activities, traveling to and from school, and all other areas of the School's jurisdiction.

### **Guidelines:**

Bullying and hazing are contrary to biblical teaching on how we are to treat our family, our neighbors, and even our enemies:

- Matthew 5:43-45 Ye have heard that it hath been said, Thou shalt love thy neighbor, and hate thine enemy. But I say unto you, Love your enemies, bless them that curse you, do good to them that hate you, and pray for them which despitefully use you, and persecute you; That ye may be the children of your Father which is in heaven: for he maketh his sun to rise on the evil and on the good, and sendeth rain on the just and on the unjust.
- Luke 10:30-37 And Jesus answering said, A certain man went down from Jerusalem to Jericho, and fell among thieves, which stripped him of his raiment, and wounded him, and departed, leaving him half dead. And by chance there came down a certain priest that way: and when he saw him, he passed by on the other side. And likewise a Levite, when he was at the place, came and looked on him, and passed by on the other side. But a certain Samaritan, as he journeyed, came where he was: and when he saw him, he had compassion on him, And went to him, and bound up his wounds, pouring in oil and wine, and set him on his own beast, and brought him to an inn, and took care of him. And on the morrow when he departed, he took out two pence, and gave them to the host, and said unto him, Take care of him; and whatsoever thou spendest more, when I come again, I will repay thee. Which now of these three, thinkest thou, was neighbour unto him that fell among the thieves? And he said, He that shewed mercy on him. Then said Jesus unto him, Go, and do thou likewise.
- 1 Peter 3:8-11 Finally, be ye all of one mind, having compassion one of another, love as brethren, be pitiful, be courteous: Not rendering evil for evil, or railing for railing: but contrariwise blessing; knowing that ye are thereunto called, that ye should inherit a blessing. For he that will love life, and see good days, let him refrain his tongue from evil, and his lips that they speak no guile: Let him eschew evil, and do good; let him seek peace, and ensue it.
- Proverbs 18:24 A man that hath friends must shew himself friendly: and there is a friend that sticketh closer than a brother.
- Proverbs 15:1 A soft answer turneth away wrath: but grievous words stir up anger.



Bullying and hazing are part of a continuum of aggressive or violent behavior. Some acts of bullying or hazing can and do constitute other categories of misconduct such as assault, battery, child abuse, hate-motivated incident/crime, or sexual harassment and, as such, violate other School policies and possibly criminal activity. In such cases, School personnel are obligated to follow appropriate School reporting guidelines as detailed in the Related Resources section of this policy bulletin.

### **Types of Bullying:**

Bullying is a deliberate antagonistic act(s) intended to inflict psychological or physical distress or injury. Bullying behaviors can be manifested in a variety of forms that include, but are not limited to, the following:

- **Cyber-Bullying, Electronic Bullying, or Sexting:** Use of any electronic communication technology to embarrass, humiliates, spread rumors, threaten, or intimidate. Cyber bullying does not have to take the form of direct communication from one person to another, but also includes postings on social media such as Google+ hangouts, Tweets, Facebook, etc., that other students can easily gain access to. Sending sexually explicit images, even consensually, may be considered as distribution of child pornography, which is a felony. In such instances, Los Angeles Christian Academy will contact the Los Angeles Police Department.
- **Disability Bullying:** The act of treating someone negatively because of actual or perceived disability.
- **Emotional, Psychological, Relational or Social Bullying:** The act of blackmailing, defaming, extorting, humiliating, intimidating, isolating, manipulating friendships, ostracizing, rating or ranking personal characteristics, rejecting, terrorizing, or using peer pressure.
- **Indirect Bullying:** The use of intimidation to cause physical or psychological harm on a third party. A person who engages in indirect bullying is sometimes referred to as the "instigator" or "shot caller."
- **Nonverbal Bullying:** The use of gestures, leering, posting threatening graffiti or graphic images, posturing, stalking, staring, or property destruction to demean, distress, or frighten.
- **Physical Bullying:** The intentional act of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting, or tripping to cause or attempt to cause physical discomfort, injury, or pain.
- **Racial/Ethnic/Religious Bullying:** Bias based on ancestry, culture, ethnicity, language, nationality, race, religion, or skin color. Intergroup conflict may occur within or between socially constructed subgroups, such as between first- and second-generations of the same ethnic group. Bullying that targets ancestry, culture, ethnicity, language, nationality, race, religion, or skin color may be symptomatic of a larger problem of intergroup conflict, requiring systemic interventions.
- **Sexualized Bullying:** Unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the intention to humiliate. Anti-gay and sexist epithets are forms of sexualized bullying.
- **Verbal Bullying:** Hurtful gossiping, making rude noises, making threats, name-calling, spreading rumors, or teasing to cause emotional or psychological harm.

**Student Responsibilities:**

Students shall take responsibility for helping to create a safe school environment: Do not engage in or contribute to bullying or hazing behaviors or words.

Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Please report bullying or hazing to a trusted teacher or administrator as soon as possible.

Never engage in retaliatory behavior or ask, encourage, or consent to anyone retaliating on your behalf.

**Confidentiality and Non-retaliation:**

Reports of bullying or hazing shall be handled confidentially to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons who need to know within the confines of the School's reporting procedures and investigation process.

The School will not tolerate retaliation against anyone who reports suspected bullying or hazing, or participates in the investigation process. Confidentiality and non-retaliation requirements extend to all parties involved.

**Responding to Bullying Incidents or Complaints:**

Once an incident of bullying has been investigated by the Administration, any student found guilty of bullying will receive a number of demerits appropriate for the offense, up to and including suspension or expulsion from school.

**Reporting:**

For further information, to ask questions, to seek assistance, or to report bullying or hazing, contact any of the school administrators or teachers.

# DEMERIT SYSTEM

## DEMERITS

At the start of each semester, each student's demerit record begins at zero (0). Upon first offense, there will be a warning. If the behavior continues with a second offense, then the student will receive demerits. If the behavior continues or intensify for the third offense, then the student will receive snack detention and additional demerits.

Once a student reaches 50 demerits, a meeting will be scheduled for the student with the administration and the student will serve one afternoon detention. Once a student reaches 100 demerits, a mandatory meeting will be scheduled for the student and his parents to meet with the administration. Any student who accumulates a total of 200 demerits in one semester will be expelled. If a student receives 200 demerits during a semester, he no longer will be permitted to attend the School for the duration of the semester. No expelled student may be readmitted without the invitation of the Administration.

Any student who is suspended or expelled is not permitted to be on school grounds at any time during the normal school day, and he will not be permitted to attend or participate in any school activity during this period. If a student leaves the School (withdraws or is expelled), he loses all privileges of attending banquets or school functions, since he is no longer enrolled in the School.

<b><u>Demerits</u></b>	<b><u>Demerit Count</u></b>
<b>Disrespecting Staff and/or Other Students.....</b>	<b>10</b>
<b>Uncooperative Spirit / Laziness / Attitude Issue .....</b>	<b>10</b>
<b>Horse playing/Rowdiness.....</b>	<b>10</b>
<b>Stealing.....</b>	<b>20</b>
<b>Lying /Cheating.....</b>	<b>20</b>
<b>Cursing/Bad Language.....</b>	<b>20</b>
<b>Vandalism.....</b>	<b>20 with payment</b>

Any student is subject to demerits any time his or her actions do not meet the standards of conduct the academy represent and enforce. Any teacher or staff can give demerits to any student. Demerits are not limited to the list above; demerits are issued whenever a teacher or staff deems a behavior disagreeing with the character of Christ and the standard of conduct the academy represent and enforces.

Students will acknowledge by their signature on the Student Agreement that they are aware of the rules and agree to abide by the policies found therein.

## APPEALS PROCESS

If any student or parent wishes to question or appeal a particular demerit, the appeal must be submitted to the teacher who reported the demerits before being brought to the attention of the Administration. All demerits will become part of the student's semester record.

## **SUSPENSIONS/EXPULSIONS PROCEDURE**

The following is a partial list of reasons for which a student may be suspended or expelled: bringing pornography to school; smoking; possession or use of narcotics or alcohol; dancing; immorality; gang-like behavior; fighting, biting; acts or threats of violence; gambling; profanity; weapons at school (regardless of intent, real or "toy"); disrespect; sexual, verbal, or physical harassment; vandalism; pulling a school fire alarm; accumulation of demerits; or an accumulation of tardies. The Administration, in its sole judgment, determines what is inconsistent with the religious mission or tenets of the School. The School reserves the right to modify this list at any time. Further, this Code of Conduct applies to student conduct both on and off campus. If a student is expelled after the fourteenth week of the semester, the Administration will schedule a time for him to take his final exams. Expelled students may not visit the School property or participate in school functions.

Pursuant to California Penal Code 626.10, the authorities will be notified immediately if a student brings to school or uses at school any type of weapon (regardless of intent, real, "toy," soft-air pellet gun, paint ball gun, stun gun, BB gun, knife, fighting sticks, etc.) The student also may be subject to prosecution by local authorities and disciplinary action by the School.

Any student who is expelled from Los Angeles Christian Academy will not be permitted to re-enroll until the next school year. If the student wishes to return to the School, he will be required to meet certain conditions. These conditions include, but are not limited to, church attendance, an exemplary academic record, and recommendations from the youth pastor and principal. The expelled student also must attend a meeting with the Administration to state why he wants to re-enroll at Los Angeles Christian Academy. If the Administration approves the student's return, the student will be placed on disciplinary probation for one semester. Expelled students will not be permitted to return to the School unless a notable change in behavior and attitude is evident to the Administration.

Students who are asked to leave the School due to the possession or use of narcotics will not be permitted to re-enroll in Los Angeles Christian Academy at any time in the future.

A student who voluntarily withdraws from the School prior to the processing of demerits that would have resulted in the student's expulsion will be treated as an expelled student.

## **STUDENT SEXUAL HARASSMENT POLICY**

Los Angeles Baptist Church and Los Angeles Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect where individuals do not abuse their personal and/or professional authority or power in interpersonal relationships, and one which is free from all forms of intimidations, exploitations, and harassment, including sexual harassment.

Any type of sexual harassment, including employee-to-student, student-to-student and student-to-employee sexual harassment, is prohibited.

Administration, faculty, staff, and students will not condone actions or works that a reasonable person would regard as either discrimination or harassment. Los Angeles Baptist Church and Los Angeles Christian Academy is prepared to take action to prevent and correct any violations of this policy. Anyone who violated this policy will be subject to discipline, up to and including termination or expulsion.

### **DEFINITION OF SEXUAL HARASSMENT**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal/visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting that creates an intimidating, hostile, or offensive academic or work environment and that occurs under any one of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis for an academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this School.

### **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, nonverbal/visual, or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Nonverbal/visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters.

5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations;
7. Physical conduct such as touching, assaulting, impeding, or blocking movements;
8. Exposing oneself.

#### **EMPLOYEE-TO-STUDENT SEXUAL HARASSMENT**

Employee-to-student sexual harassment is prohibited.

#### **STUDENT-TO-STUDENT SEXUAL HARASSMENT**

Student-to-student sexual harassment is prohibited.

#### **STUDENT-TO-EMPLOYEE SEXUAL HARASSMENT**

Student-to-employee sexual harassment is prohibited.

#### **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to Pastor or the school principal. Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to Pastor or the school principal. All complaints will be promptly investigated.

#### **CONFIDENTIALITY**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Los Angeles Baptist Church and Los Angeles Christian Academy reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### **PROTECTION AGAINST RETALIATION**

It is against Los Angeles Baptist Church and Los Angeles Christian Academy's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

#### **PROCEDURE FOR INVESTIGATING THE COMPLAINT AND TAKING CORRECTIVE ACTION**

When one of the School officials designated in this policy receives a complaint, he or she shall immediately inform the Administration. The Administration will then direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination of employment. The severity of the disciplinary action will be based upon the circumstances of the infraction.

# **ACADEMICS**

## GRADING SCALE AND STANDARD

Grade	Score	Unweighted GPA	Weighted GPA
A+	98 - 100	4.0	4.5
A	93 - 97	4.0	4.5
A-	90 - 92	3.9	4.4
B+	87 - 89	3.1	3.6
B	83 - 86	3.0	3.5
B-	80 - 82	2.9	3.4
C+	77 - 79	2.1	2.6
C	73 - 76	2.0	2.1
C-	70 - 72	1.9	2.0
D+	67 - 69	1.1	1.9
D	60 - 66	1.0	1.6
F	Below 60	0	1.5
I	Incomplete		
ME	Medically excused		
P	Pass		
NC	No credit to date		
W	Withdraw		
WF	Withdrew failing		

For elementary students, the student's performance and grades as well as the teacher's recommendation will be the criteria for a student to move up the grades. If the student is struggling with majority of the classes, it may be possible for such student to be retained upon teacher's recommendation. Ultimately, it is upon the school principal's evaluation whether it is necessary for a student to be retained within the elementary grades.

For middle school and high school, if a student fails to complete the semester requirements for a subject, he will not be granted any credit for the course. A student may only receive credit for a minimum grade of D (which is equivalent to 60% average) in a course and thereby receive credits toward a high school graduation and diploma or middle school promotion and certificate

Any student (starting 4<sup>th</sup>-12<sup>th</sup> grades) receiving any grade below 60% in English, Bible, Math, History, or Science must attend summer school. Both grades will appear on the student's transcript. Students who miss more than 5 days of a summer school class may be required to drop the class unless there is an excuse allowed by the school administrator and the summer school teacher. If a student fails to complete the requirements for a subject during summer school, then there is a possibility of retention of grade level depending of the necessity of the class.



Physical fitness is of great importance, and participation in aerobics, calisthenics, and other physical activities is required. Participation in physical education is also required by the State. In order to pass a PE class, students are required to complete the Fitness Grams prescribed by the State of California. If a student is to be excused from physical activity, a note from a doctor and approval by the Administration are necessary. Los Angeles Christian Academy includes physical education grades in a student's grade-point average.

**Some courses or electives may be offered in alternating years. Also, some classes may be offered only upon sufficient demand. A counselor or administrator may alter a prescribed course of study to better fit a student's academic needs.**

# **REPORTING GRADES**

## **ACADEMIC CHECKPOINTS AND REPORT CARDS**

Report cards are issued eight (8) times during the School year - they are called Academic Checkpoints and they are going out every 4 - 5 weeks.

## **PARENT TEACHER CONFERENCES**

After the report cards are sent home, parents have an opportunity to learn about the dynamics of the classroom and how their child is performing within the class by contacting the individual teacher and having a Parent/Teacher Conference. Parent/Teacher Conference can be done physically on campus, over the phone, using a video call, or whatever the parent or teacher agrees. It is strongly advised by the administration and the teachers of LACA that parents be involved in knowing how their child is performing and in knowing what ways

## **CONTESTING GRADES**

Students have one weeks after grades have been posted.

## **FINAL EXAMS**

All accounts must be current or paid in full BEFORE FINAL EXAMS are administered. If your account is not paid in full by this time, your child will not be allowed to take final exams. If accounts are cleared after exams, the exams must be rescheduled in order for the student to receive credit for the class.

## **TRANSCRIPTS / RECOMMENDATIONS / EVALUATIONS**

Los Angeles Christian Academy will submit five (5) transcript and three (3) recommendation letters per student to the school of the student's choice provided that the Student's tuition account and other expenses are paid in full. If additional transcripts, evaluations, or recommendations are requested, you need to inform the principal for this request. Please allow at least 10 working days for all requests; it is always possible that the process time will be shorter. If your request is needed on the same day, a fee of \$10 will be charged. If multiple requests are received, they may take longer than 10 working days to complete.

All incoming students must turn in official records from schools previously attended by the end of the first semester. If records have not been received by that time, the student must take required courses at night or at summer school. This is especially crucial for students in grades nine through twelve, since a delay could result in a student not receiving his diploma.

All evaluations and recommendations the School faculty or Administration are asked to complete should be submitted to the Financial Office receptionist. The evaluation is given to the student's requested teacher to be completed, a copy made for the student's cumulative file, and then mailed.

# GRADUATION/PROMOTION REQUIREMENT

## ELEMENTARY SCHOOL

1. Completion of courses for Grades 1-6 with an acceptable grade and teachers' recommendation
  - i. Arithmetic
  - ii. Language
  - iii. Spelling/ Vocabulary
  - iv. Reading/Poetry
  - v. Phonics
  - vi. Writing/Penmanship
  - vii. Science
  - viii. Health
  - ix. History
  - x. Bible
  - xi. Music
  - xii. Physical Education

## JUNIOR-HIGH SCHOOL

### GRADUATION REQUIREMENTS

1. One year of world history
2. One year of United States history
3. Two years of English
4. Two years of mathematics
5. Two years of physical education
6. Two years of Bible

## SENIOR-HIGH SCHOOL

### GRADUATION REQUIREMENTS

1. One year of world history
2. One year of United States history
3. One semester of government
4. One semester of economics
5. Four years of English
6. Three years of mathematics
7. Two years of science (one year of laboratory science, including biological and physical science)
8. Two years of foreign language
9. One year of fine arts
10. Four years of electives
11. Two years of physical education
12. Four years of Bible

## BIBLE REQUIREMENT

Los Angeles Christian Academy requires that all students in grades one through twelve take a Bible course. Since no credit is given for an F, and since Bible is required for graduation from Los Angeles Christian Academy, any student receiving an F in any Bible course at the end of the semester (January or June) must make up the course in order to obtain the necessary credit.

## GRADE DEFICIENCIES FOR ELEMENTARY AND MIDDLE SCHOOL PROMOTIONS AND HIGH SCHOOL GRADUATES

If a sixth-, eighth, and twelfth-grade student fails a required course or is deficient in credits, he may participate in the graduation exercises providing it is no more than two classes. The student will not receive a diploma until all deficiencies are completed. All deficiencies must be completed within the following summer school in order for the student to receive a promotion or diploma from Los Angeles Christian Academy.

## GRADUATION TRACK

### Elementary School Graduation Track

(Grades 1 through 6)

- Arithmetic (6 years)
- Language/Spelling/Reading/Penmanship (6 Years)
- Phonics (3 years)
- Science (6 years)
- Health (6 years)
- History (6 years)
- Bible (6 years)
- Music (6 years)
- Physical Education (6 years)

### Junior High School Graduation Track

(Grade 7 through 8)

Grade 7

- Bible 7
- English 7
- World History 7
- Life Science (includes health)
- Basic Math
- Physical Education

Grade 8

- Bible 8
- English 8
- US History 8
- Earth and Space Science
- Pre-Algebra (traditional approach)
- Physical Education

### High School Graduation Track

(Grades 9 through 12)

Grade 9

- English 9
- Algebra 1
- Bible
- Physical Science
- World Geography (one semester)
- Health (one semester)
- Physical Education 1
- Elective

Grade 11

- English 11
- Plane Geometry(Prerequisite–Algebra 1)
- US History 11
- Chemistry (Prerequisite–Algebra 1)
- Bible
- Life Management (one semester)
- Spanish 2
- Elective

Grade 10

- English 10
- Algebra 2
- Bible
- World History 10
- Biology
- Spanish 1
- Physical Education 2
- Elective

Grade 12

- English 12
- American Government (one semester)
- Economics (one semester)
- Bible
- Practical/Performing Arts Elective
- Elective

# ACADEMIC CURRICULUM

## **Elementary School (Grades 1 through 6)**

ARITHMETIC (1-6) - The language of science is arithmetic. As God created the universe with order, Los Angeles Christian Academy teaches mathematics in an orderly manner building precept upon precept. The primary objectives of our arithmetic program:

- a. To bring about an understanding of numbers and the number system
- b. To bring about complete mastery of basic mathematic skills
- c. To introduce algebraic and geometric concepts enabling many of our seventh-grade students to successfully complete Algebra I

READING/POETRY (1-6) - Since reading is an essential skill relevant to many phases of learning, Los Angeles Christian Academy utilizes the best possible methods and techniques throughout our reading program.

PHONICS (1-3) - Phonics is a vital part of any good reading program. Through phonics, a student is able to sound out more than 80% of the words in the English language, enabling him to quickly become an effective and independent reader.

ENGLISH (1-6) - We interpret this skill to mean not only the correct formation and spacing of letters but also the ability to write stories and articulate ideas effectively while using correct grammatical structure and proper spelling. Diagramming, short stories, book reports, essays, and term papers are a few of the tools used at Los Angeles Christian Academy to develop effective language skills.

WRITING/PENMANSHIP (1-6) - With daily writing practice, your child will review basic letter formation and graduate into creative writing entries and penmanship exercises that encourage character-building qualities. This class prompts your child to perfect his penmanship through daily exercises and weekly tests. From beautiful penmanship to figurative language and poetry, your child will perfect his craft of writing in appearance and content. Teach him to observe the world around him, and then write about it. Different poem forms, alliteration, metaphors, and more are several English tools that your child will be able to recognize and use.

SPELLING/VOCABULARY (1-6) - Our complete spelling program is phonetically centered. All students first learn the consonant and vowel sounds, then blends and specific rules that apply to thousands of words. Instead of memorizing a list of 15 or 20 words, our students are taught the spelling rules which enable them to spell thousands of words accurately. Once rules are learned, approximately 80 or more words, which are examples of the rules, are tested over during the week. Consequently, there is little limitation in what most of our students can spell.

SCIENCE (1-6) - From insects and invertebrates to molecules and mass, students learn how man has classified and organized God's creation, building upon discoveries from the past and reaching out to explore the future.

HEALTH (1-6) - Sound health education programs include structured learning opportunities that engage students as active learners. Through quality instructional approaches, learners increase essential knowledge and are encouraged to compare and contrast their beliefs and perceptions about health issues. Today's young people are confronted with health, educational, and social challenges not experienced to the same degree by previous generations. The focus in the health education standards is on teaching the skills that enable students to make healthy choices and avoid high-risk behaviors.

HISTORY AND GEOGRAPHY (1-6) - Students study United States, state, and world history, as well as geography. They learn how God uses men to accomplish His tasks. Students are also taught that being a good citizen requires one to be a participating citizen.

BIBLE (1-6) - Bible verses, stories, and songs help build a desire in each student to know God personally. Lessons from the Bible are used to give the students guidance for their lives at home and at School.

PHYSICAL EDUCATION (1-6) - Physical education is an integral part of the education program for all students. It teaches students how their bodies move and how to perform a variety of physical activities. Students learn the health-related benefits of regular physical activity and the skills to adopt a physically active, healthy lifestyle. The discipline also provides learning experiences that meet the developmental needs of students. With high-quality physical education instruction, students become confident, independent, self-controlled, and resilient; develop positive social skills; set and strive for personal, achievable goals; learn to assume leadership; cooperate with others; accept responsibility for their own behavior; and, ultimately, improve their academic performance.

MUSIC (1-6) - Students will demonstrate mastery of musical skills and concepts at levels of increasing difficulty. They will learn to participate in music as a musician through singing, playing instruments, and performing rhythms. Students will participate in all aspects of music production and demonstrate appropriate use of related materials, methods, and technologies. Students will understand music by using knowledge of music theory, history, and the connections to the culture in which it was produced. They will study and practice music theory through music reading, notation, and sight-reading.

ART (1-6) - Art class introduces the tools of the trade, gives innovative substitutes for art materials, and shows the basic techniques used in creating various artworks. Students are given the opportunity to be as creative as possible. Students are introduced to the fundamental elements of art.

## **Junior High and High School (Grades 7 through 12)**

### MATH

**BASIC MATHEMATICS** - This course is designed to develop both the student's understanding of our number system and their accuracy in computation. It reviews operations using whole numbers, fractions, decimals, and percents. This course introduces the student to integer and set operations, the Cartesian plane, and measures of central tendency.

**PRE-ALGEBRA** - This class offers an introduction to basic algebra concepts, and algebraic operations. It is designed to provide a bridge for students as they progress from basic arithmetic to elementary algebra. This course gives the student more practice with the tools of algebra including variables, exponents, radicals, and functions.

**ALGEBRA 1** - Designed as a first course in algebra, this class provides the student opportunities to build their algebraic skills and prepare for future mathematics courses. This course teaches algebraic concepts systematically, beginning with basic operations on integers and ending with applications of quadratic functions.

**ALGEBRA 2** - Introduces the student to advanced algebraic topics such as radicals, logarithms, complex numbers, the use of matrices, and the principles of basic trigonometry. This course gives the student an opportunity to learn how to use technological tools such as the TI-84 graphing calculator.

**GEOMETRY** - This class introduces students to the concepts of analytic geometry. It includes concepts of lines, planes, triangles, congruence, inequalities, parallel lines, similarity, areas and volumes. This course also introduces the student to logic and the use of deductive reasoning including two column proofs, flow proofs, and paragraph proofs.

### ENGLISH

**ENGLISH 7** - This course is an in-depth study of grammar including parts of speech, mechanics for writers, sentence and paragraph composition, and the writing process. Literature basics including types of genres - short story, poetry, historical fiction, etc., as well as literary devices and terms are also discussed in detail in this course. Vocabulary is studied throughout the selected works.

**ENGLISH 8** - Building upon the basic foundations of English 7, this class is also an in-depth study and review of grammar including parts of speech, mechanics for writers, sentence and paragraph composition, and the writing process. It includes additional development of the use of phrases and clauses. Literature basics including types of genres - short story, poetry, historical fiction, etc., as well as literary devices and terms are also discussed in detail in this course. Vocabulary is studied throughout the selected works.

**ENGLISH 9** - Because the study of grammar is foundational to mastering the English language, this course is an intensive study of grammar, including parts of speech, sentences, spelling, vocabulary, and writing skills, enabling the student to write a well-constructed and grammatically correct composition.

The course also includes a study of the elements of literature such as theme, character, conflict, structure, drama, and poetry.

ENGLISH 10 - In this course, the principles of English grammar and structure will be applied to improve writing skills and oral communication. Students will learn various modes of writing, including description, compare and contrast, analytical, and research. Vocabulary and spelling skills are also included in this course. A general scope of the fundamentals of literature is taught including units on the short story, poetry, drama, essay, and the novel.

ENGLISH 11 - This course reviews the principles of English grammar, seeking to improve the students' writing skills and oral communication. Students will engage in extensive essay writing and a variety of writing genres. This course also examines American literature from a historical perspective as well as from a literary one. The study includes a variety of American authors and their works, including poetry, drama, essays, and the novel. The material covered represents the history of the United States from the discovery of the new land to the present day.

ENGLISH 12 - The emphasis of this course is on an advanced study of grammar, usage, and composition through the writing of several essays and a research paper. This course also includes a concentrated study of British writers and their works from the Middle Ages to the Modern Period. British literature is examined from a historical perspective as well as from a literary one and includes the study of a variety of genres, including essays, poetry, drama, and the novel.

## SCIENCE

LIFE SCIENCE - This class is a comprehensive survey of Life Science, intended to expose each student to the major areas of life science. Students will be expected to analyze, compare, contrast, and discuss in order to have a thorough understanding of the material. Some of the topics that will be introduced this year include: cell structure, genetics, and microbiology.

PHYSICAL SCIENCE - This class provides a scaffold of basic information regarding matter and measurement, leading to the essential information in classical physics, work and energy, thermodynamics, magnetism, sound, and light. This course also provides the necessary foundation of knowledge and theory for subsequent science courses, including Chemistry and Physics.

BIOLOGY - This class is a comprehensive survey of Biology, intended to expose each student to the scope of biology. Students will be expected to analyze, compare, contrast, discuss, and apply in order to have a thorough understanding of the material. Some of the topics that will be introduced this year include: cellular biology, genetics, microbiology, botany, and zoology.

CHEMISTRY - This class is designed to present students with the foundational ideas of chemistry, including atomic structure, bonding, nomenclature, solutions, equilibrium, acid-base chemistry, organic and biochemistry, and nuclear chemistry. In addition, students will perform supervised laboratory investigations and experiments in class.



HEALTH - Today's young people are confronted with health, educational, and social challenges not experienced to the same degree by previous generations; violence, alcohol and other drug use, obesity, unintended pregnancy, sexually transmitted diseases (STDs), and disrupted family environments can compromise academic success and health. The focus in the health education standards is on teaching the skills that enable students to make healthy choices and avoid high-risk behaviors.

#### SOCIAL STUDIES

WORLD STUDIES - Our emphasis will be on cultures and how they developed in the context of historical events. Our text also includes a study in geography; we will be learning the location and importance of several key countries throughout the world. The purpose of this class is to provide each student with a general understanding of world history from 1100-the present. Our goal for this class is to recognize that history is the study of people just like us. These people had interests, goals, and desires for their lives that molded their society, just as we mold ours.

AMERICAN HISTORY - This class is a comprehensive survey of United States history, intended to give each student a solid foundation of knowledge about the heritage of this country. The purpose of this class is to provide each student with a general understanding of US History from exploration to World War I. We will also evaluate historical narratives and original documents for accuracy and historical perspectives. We will strive to identify the consequences of past decisions, good and bad as well as to explore the causes and effects of major events and dates in each era of history.

GEOGRAPHY - This course is designed to survey countries around the world through a study of physical geography, climate, economics, and society. In addition to being able to recognize basic geographic information, each student will develop the following skills: interpret basic types of maps, use basic geographic terms and tools, compare and contrast different regions, show the relationship between physical geography and human activity, list special challenges to mission work in different regions, and explain the motivations behind modern conflicts.

WORLD HISTORY - This class is a comprehensive survey of world history, intended to give each student a solid foundation of knowledge about the events of the past and how countries have grown and developed. The purpose of this class is to provide each student with a general understanding of world history from the beginning of civilizations to the present. We will also evaluate historical narratives and original documents for accuracy and historical perspectives.

UNITED STATES HISTORY - This class is a comprehensive survey of the history of the United States, intended to give each student a solid foundation of knowledge about the events of the past and how our country has grown and developed. The purpose of this class is to provide each student with a general understanding of United States history from exploration to the present, with a strong focus on the 20th - 21st centuries. We will also evaluate historical narratives and original documents for accuracy and historical perspectives.

GOVERNMENT - Our emphasis will be on pursuing a deeper understanding of the institution of American government. We will compare systems of government in the world today and analyze the history and changing interpretations of the Constitution, the Bill of Rights, and the current state of the three branches of government.

ECONOMICS - The goal is for the student to demonstrate an understanding of basic economic concepts. Students become familiar with the economic system of the United States and how it operates. They also explore the roles of various components of the American economic system. Students examine their roles as consumer, worker, investor and voting citizen. Topics of discussion include the Stock Market, comparative economic systems, and the impact of political and social decisions on the economy.

#### PHYSICAL EDUCATION

PHYSICAL EDUCATION - Physical education is an integral part of the education program for all students. It teaches students how their bodies move and how to perform a variety of physical activities. Students learn the health-related benefits of regular physical activity and the skills to adopt a physically active, healthy lifestyle. The discipline also provides learning experiences that meet the developmental needs of students. With high-quality physical education instruction, students become confident, independent, self-controlled, and resilient; develop positive social skills; set and strive for personal, achievable goals; learn to assume leadership; cooperate with others; accept responsibility for their own behavior; and, ultimately, improve their academic performance.

#### BIBLE

BIBLE - The Bible class applies Biblical knowledge and truths as it applies to our daily living. Pupil participation is encouraged to ascertain the relevance, understanding, and application of each lesson. Student participation includes quizzes, question and answer, as well as Jeopardy style competition.

#### FOREIGN LANGUAGE

SPANISH 1 - The four basic steps in learning any language are study, memorization, practice, and application. This course utilizes all four of these steps. The text *Por todo el mundo* is designed to enable the student to speak, understand, read, and write the basic Spanish he would need to know in most everyday situations. Memorization of Bible verses in Spanish is also a major part of the course.

SPANISH 2 - The Spanish 2 program is designed to improve the students' ability to speak, understand, read, and write basic Spanish in most everyday situations, with a strong emphasis on witnessing for Christ. A Bible memory verse for each week, practice lessons from the life of Christ, and a strong missionary emphasis make this course unique. The other applications of these skills include writing Bible stories, performing create-a-scenes and situation act-outs, storytelling, taking part in discussion and debate, anecdote and questions, and giving their testimony. The text *Mas que vencedores* briefly reviews basic Spanish 1 grammar and then introduces new grammar. The goal of Spanish 2 is to enable the student to speak the language with a real working knowledge of it. Cultural readings of Spain and Latin America are featured.

## ELECTIVES

**SPEECH** - Speech for Today presents the art of everyday speech in a friendly, conversational style that students and teachers love. Experience is the key to developing good speaking skills; students need practice speaking to one another in small groups and before larger audiences. An abundance of speaking exercises, group projects, and selections for interpretation throughout the text provides opportunities for practice and performance. Skills mastered include telephone courtesy, introductions, and personal testimonies, group discussion, parliamentary procedure, pantomime, monologues, poetry, and storytelling.

**ART** - Art class introduces the tools of the trade, gives innovative substitutes for art materials, and shows the basic techniques used in creating various artworks. Students are introduced to the fundamental elements of art. Art history is incorporated in later lessons as students analyze and copy the style of each era. Students learn to sketch and paint still life, landscapes, oral compositions, architecture, and other subjects.

**MUSIC** - Students will demonstrate mastery of musical skills and concepts at levels of increasing difficulty. They will learn to participate in music as a musician through singing, playing instruments, and performing rhythms. Students will participate in all aspects of music production and demonstrate appropriate use of related materials, methods, and technologies. Students will understand music by using knowledge of music theory, history, and the connections to the culture in which it was produced. They will study and practice music theory through music reading, notation, and sight-reading.

**KEYBOARDING AND DOCUMENT PROCESSING** - Though typing/keyboarding class is generally listed as an elective, in today's age of technology keyboarding is an essential life skill! Computers—and thus the skill of keyboarding—are indispensable. Regardless of your high schooler's previous exposure to keyboarding, this class begins with the basics to provide the foundation for excellent technique from which speed and accuracy flow. The Keyboarding class will consist two semesters of keyboarding (chap. 1-8) and one semester of document processing (chap. 9-12). Applies keyboarding skills to an office setting or academic assignments.

**FAMILY SCIENCE** - Who wouldn't benefit from a practical introduction to cooking? There is more to know than most novices realize. Along with learning to cook all types of food comes budgeting, organizing, and entertaining. This one-semester course covers it all—even nutrition and etiquette. The final project is a dinner party that pulls together everything learned during the course. Three special features in the text are valuable helps. The "Something to Try!" sections encourage additional practice in the kitchen. The "Tips and Techniques" sections are quick references for proper procedures. The periodic reviews reinforce the learning. This course is a great mixture of learning and doing everything you need to know about entertaining with confidence and extending hospitality to others. The lab manual, also a necessary part of this course, includes 14 lab report sheets, evaluations, and recipes. Designed to be used for one semester in grades 11-12.

# HONORS AND AWARDS

## HONORS AND AWARDS ELIGIBILITY REQUIREMENTS

For the following honors, only course work taken during the regular school year at Los Angeles Christian Academy will qualify. Students must take a minimum of 5 credits (five classes of one credits each) per semester in order to qualify for any honor roll.

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## HONOR ROLL

To be eligible for the Honor Roll, students must be enrolled for the complete year, and must receive a culmination of 3.5 GPA or higher at the end of BOTH semester periods. A ribbon and a certificate will be presented only to students who achieve a 4.0 GPA or higher both semesters.

## MERIT AWARD

Students who receive five or fewer demerits for a semester will be given a merit award for either or both semesters at the end of the year. This honor will appear on a student's high school transcript.

## PERFECT ATTENDANCE AWARD

To be eligible for the Perfect Attendance Award, students must not have been absent or tardy for the entire year. Students who start School after the first day of school do not qualify for the Attendance Award.

## PRINCIPAL'S AWARD

In order to be eligible a student must illustrate an excellent behavior, obedient attitude, and superb academics. This award comes with recommendations from all the teachers. This award combines the student's character and academics.

## SERVANT LEADERSHIP AWARD

In order to be eligible, a student must perform excellent service through ministry in the church or within the school. This student must be involved in a ministry, or continually have the spirit of servitude during the school while upholding a joyful and humble spirit

## SOUL-WINNERS AWARD

In order to be eligible, a student must faithfully attend the soul-winning meetings and lovingly share the gospel of Jesus Christ to the community. For junior high and high school students, the student must have a sufficient knowledge on the plan of salvation.

## READERS LEAGUE AWARD

In order to be eligible, a student must prove his or her heart towards literature by completing the most books read during the school year. These books must be read outside the requirements of any classes.

### **EXCELLENCE IN ACADEMICS**

To be eligible for this award, the student must excel above what is required in particular subjects. Teachers of various subjects will recommend and award one student per subject (Bible, English, Math, Science, History) in accordance to the student's overall performance and academic success.

## **HONORS AND AWARDS FOR GRADUATING SENIORS**

Graduating seniors who meet the following cumulative grade-point average from grades nine through twelve, will qualify for silver and gold cords: Silver–3.0 through 3.49, Gold–3.5 through 4.0

### **VALEDICTORIAN AND SALUTATORIAN**

Valedictorian is an honor given to the student who has achieved the highest weighted GPA average in all four years of high school combined. Salutatorian is awarded to the second highest weighted GPA. In order to qualify for Valedictorian or Salutatorian, a student must be enrolled in Los Angeles Christian Academy from grades nine through twelve, having completed eight semesters. Valedictorian and Salutatorian status is determined by grades received in grades nine through twelve.

### **HERITAGE AWARD**

To be eligible for this award, the student must be a graduating senior who attend Los Angeles Christian Academy all the years from elementary (Grade 1) to high school (Grade 12). This is a special commendation for families and students who faithfully support and stand on Christian education.