



Lakeland Christian Academy

Parent/Student Handbook

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Church Affiliation

Lakeland Christian Academy is affiliated with Harvest Life Victory Church in Cold Lake, and is governed by the Lakeland Christian School Society.

A Message from the Pastor

I want to welcome you to Lakeland Christian Academy. It is our desire to work together with you, as a parent, to train and to educate your child to become the best that they can be.

Our staff members encourage each of the students to reach for the highest level in academic, physical, and spiritual development. It is important that a child grows up to become successful and fulfilled in each of these areas.

The Bible says that children are a heritage from the Lord. Thank you for the privilege of working together with you to see God's best for your child.

Pastor Lawrence Poirier

A Message from the Principal

It is a blessing and a privilege to be a part of what God is doing in Lakeland Christian Academy. Over the past years, there has been much growth in everyone who has been involved in L.C.A., spiritually as well as academically.

It is our goal to train and to develop the whole student -- spirit, soul, and body. The staff at Lakeland Christian Academy will help you train your children to be leaders in whatever they endeavour to do.

We encourage you to provide this opportunity for your children to grow in the nurture and admonition of the Lord, as we train them to live responsible and successful lives based on God's Word.

Lynda Amesmann

Why Lakeland Christian Academy

The purpose of Lakeland Christian Academy is to assist students to achieve their highest potential in academics and godly character. We obey God in assisting parents in the life preparation of their children. Our scriptural imperatives are:

"And thou shalt teach them ordinances and laws, and shalt shew the way wherein they must walk, and the work that they must do. Moreover thou shalt provide out of all the people able men, such as fear God, men of truth, hating covetousness; and place such over them, to be rulers of thousands, and rulers of hundreds, rulers of fifties, and rulers of tens:"

Exodus 18: 20, 21

"Train up a child in the way he should go and when he is old he will not depart from it."

Proverbs 22:6

"And, ye fathers, provoke not your children to wrath: But bring them up in the nurture and admonition of the Lord."

Ephesians 6:4

"And these words, which I command thee this day, shall be in thine heart. And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up."

Deuteronomy 6: 6-7

The academy is an extension of the Christian home, training young people in a Christian environment. Attendance at this school is a privilege and not a right. The school staff members work closely with parents to train the whole child -- spirit, soul, and body. The goal of this school is not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.



Our Mission

The mission of Lakeland Christian Academy is to provide a safe and caring environment with a Christian Biblical worldview for students to obtain an academic education that is Christ centered and academically sound.

Christ Centered

- Jesus is the Son of God. (Romans 1:3-4)
- Through His incarnation, He came to earth to pay the price for our sinful nature. (Rom. 4:23-25, Mark 10:45)
- By His example, He showed us how to live a prosperous life in dominion of the earth; and
- Identifiable character traits demonstrated by Christ are entwined in our curriculum serve to clearly guide our students into Christ likeness.

Academically Sound

- The curriculum:
 - Is Individualized
 - Each child learns in different ways at different speeds. Therefore, after diagnostic testing, (a process of ascertaining the student's actual academic performance level) an Individualized Program Plan is developed that best meets the needs of the child.
 - Is based on the theory of creation, supported by scientific fact and the inspired Word of God. (Gen. 1:1-27)
 - Encompasses the outcomes required by the Alberta Program of Studies to provide our students with a diploma from Alberta Education upon graduation.



Our Statement of Faith

We Believe:

The educational philosophy of Lakeland Christian Academy depends upon the Bible to provide the viewpoint for interpreting any subject or any school activity. The mandate for Christian education comes from God's command that children are to be taught to love God and give Him pre-eminence in their lives, and that parents are responsible for the total education of their children (Deuteronomy 6). The teacher represents the parents during the school day, but does not relieve parents of their educational responsibilities to their children.

The following beliefs are foundational in our Biblical philosophy of education.

- God, eternally existing Father, Son and Holy Spirit, is the creator and sustainer of all things and is the source of all truth. (John 1:1-14)
- God is sovereign, maintaining control over His entire universe and man. (Psalm 103:19)
- The Bible is the highest authority and inerrant. (Psalm 33:4)
- God created man in His own image and consequently man is responsible to God for his action. (Genesis 1:27-28)
- God created mankind as male and female, equal in dignity and worth, yet with distinct and complementary roles. Consequently men and women are responsible to God for their action and behaviour in accordance with their biological sex. (Gen. 1:27; Gen. 2:20-24; Matt. 19:4; Mark 10:6; Eph. 5:20-33)
- God's institution of marriage, a covenant relationship between one man and one woman, is the sole environment within which sexual activity is permitted, and is the context in which children are to be raised. This is God's blueprint for the family. (Gen. 2:24; Matt. 5:27; Rom. 1:24-27; 1 Cor. 6:9-10; 1 Thess. 4:3; Heb. 13:4; Jude 7).
- In order for God's Plan to continue generationally, God commands parents to train their children in righteousness. (Deut. 6:1-8, Prov. 22:6)
- Man is a tripartite being composed of spirit, soul, and body created by God to serve Him. (1 Thess. 5:23)
- As the result of the sin of disobedience, man suffered spiritual separation from God (Gen. 3:6-7). In order to bridge this gap and restore the relationship between man and God, a payment for this disobedience had to be offered and accepted. This payment had to be free from all contamination. Therefore God offered His own Son to pay the price of sin by shedding His life's blood on the cross. (2 Cor. 5:21)
- As individuals, on the basis of grace alone, by confessing Jesus as Lord and believing in our hearts that God has raised Him from the dead, we can now avail ourselves of the benefits of this restored relationship because our sin debt is paid in full. (Rom. 10:9-10)
- Knowledge of Jesus Christ and the Bible is essential to proper spiritual, mental, social, and physical growth. (Col. 1:10; 2 Pet. 1:5-8)

Ethical standards and a value system consistent with the Bible best prepare a student for fulfilling their responsibilities as a member of our democratic society.

Educational Objectives

- To provide a Christ-centred environment that promotes high academic standards that are established and evaluated in relation to the potential of the uniquely created individual. (Genesis 1:27; Psalm 139:14; Jeremiah 1:5)
- To guide students to become responsible, Christian citizens of our nation. (Proverbs 14:34, 29:2; 1 Timothy 2:1-2)
- To communicate closely with the parents in every phase of the student's development, especially as it relates to the school program. (Matthew 20:27-28)
- To assist families in developing Christ-centred homes and inform them of the changes in culture that affect their children. (Deuteronomy 6:7; Psalm 144:11-12; 2 Corinthians 6:14, 17; Colossians 2:8)
- To present a Biblical worldview of integrating life and subject matter with the Bible. (Job 38:36, Isaiah 48:17; John 16:13; Romans 9:1; 1 Corinthians 1:30; Ephesians 1:18; Colossians 2:8)
- To teach the Bible as the inspired, uncompromising Word of God and the single authority by which man lives. (2 Timothy 3:16-17; Titus 2:13-15; 2 Peter 1:21)
- To teach the application of Biblical principles to every part of daily life. (James 1:22; 2:20)
- To promote physical fitness, good health habits, and wise use of the body as the temple of God. (1 Corinthians 3:17, 6:19; 2 Corinthians 6:16)

Educational Outcomes

Students of Lakeland Christian Academy will be:

- Well educated, Self-directed, Life-long Learners (2 Timothy 2:15)
- Positive Community Leaders and Role Models (Ephesians 4:11-12)
- Responsible Citizens and International Ambassadors (1 Peter 2:13-14)
- Effective Communicators (Ephesians 4:29)
- Born Again Christians Exhibiting the Fruit of the Spirit (Galatians 5:22-23)
- Empowered by the Holy Spirit (Acts 1:8)
- Motivated and Able to Lead Others to Jesus (Matthew 28:18-20)

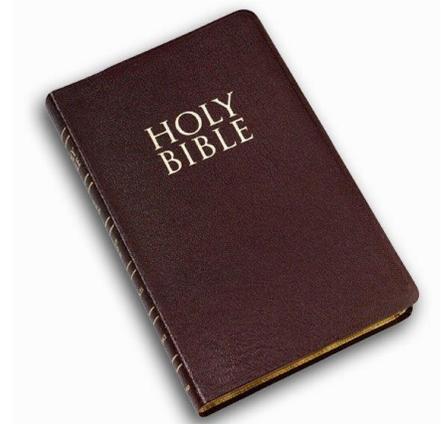
Through the power of God working in each individual, Lakeland Christian Academy expects its students to develop their full potential spiritually, academically, and physically. Each student will be taught to strive for excellence, without compromise and walk in the gifts and calling that God has planned for their lives. Students will be taught to:

- Realize the fullest possible development of his capabilities including his academic potential.
- Develop the mind of Christ, learning to be led by the Spirit in all aspects of the Christian walk. (Proverbs 20:27; Isaiah 48:17; Romans 8:14; 1 Corinthians 1:30, 2:16; Philippians 2:2-5)
- Develop attitudes of love and respect towards the Word of God. (Matthew 5:6)
- Develop a desire to know and obey the will of God as revealed in the Scriptures. (Acts 5:29; Ephesians 6:5-7)
- Comprehend Christ's view of sin and develop the ability to overcome sin, living victoriously in a non-Christian world. (Romans 3:23, 5:12, 6:23, 8:28-29; 2 Corinthians 2:14)

Our School Programs

Devotions

Students meet in devotional periods of fifteen minutes every day. Christian principles of life are outlined, illustrated, and discussed in these meaningful sessions.



Chapel

Weekly chapel sessions are held during which staff members and guest speakers teach the Word of God as it applies to everyday life situations. Students must bring Bibles to all chapel classes.

Physical Education

Lakeland Christian Academy's Physical Education program instills, in students, a will to strive for excellence with Christian discipline and character. This contributes to the development of life skills for the personal management of health and for the use of physical activity as a strategy for managing life challenges. We provide a setting where students practice the ability to work with others and practice how to accept victory or defeat with grace and humility. Our program provides opportunity for all students to realize the many benefits of participation in physical activity.

Music Program

The music program at Lakeland Christian Academy follows the Alberta Program of Studies with an emphasis on music as a gift from God and a means of expressing our praise back to Him. This program starts at kindergarten and continues through grade 6. Students are taught through singing, movement, listening, and rhythm. They learn theory and singing in melody and harmony. Students are introduced to a variety of instruments to learn how to play the notes with proper technique and how to read music.



Drama Program

Our Jr. High/High School drama program is structured to provide students with an artistic outlet that builds confidence and facilitates collaboration and cooperation while building valuable communication skills necessary for employment and life. Students are taught to be quick on their feet and nimble in mind while recognizing the importance of polish and rehearsal for any effective presentation. But overall it is the fun and energy of drama which keeps the students engaged and learning. Each quarter the class delivers a variety of platform performances. These performances bring together the entire Lakeland Christian Academy community in a unique and entertaining way, and offer students a chance to develop new skills and hone acting talent.

Christian Canadianism

Christian Canadianism places emphasis upon the greatness of Canada's heritage and the sacrifices of her heroes. Canada's constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Christian Biblical doctrines of self-discipline, respect for those in authority, and love for our flag and our country.



Kindergarten (E.C.S.)

As this is a child's first real experience with school we aim to make the experience a positive one. Children entering the kindergarten program will complete the "Pre-school with Ace and Christi" program. This program introduces the thirty-six letter sounds of our alphabet to the students. The students also explore other topics such as colours, shapes, numbers, the days of the week, and the months of the year. Listening and retention skills are developed as well. Physical development activities are also included in the program.



A strong emphasis on biblical principles and godly character is the foundation on which this program was developed. Our goal is to provide a challenging and stimulating atmosphere where the whole student is developed -- spirit, soul, and body. Children completing this program will have a solid foundation on which to continue their career as a lifelong learner.

Admission Policy

Those parents who are looking for a school that teaches from a Christian Biblical worldview with the purpose of training ethical leaders with godly character will find that Lakeland Christian Academy (LCA) offers this alternative. LCA admits students of any race, colour, national or ethnic origin, sexual orientation, and/or gender identity, provided that each student, as well as their parents/guardians, is in agreement with the vision and mission of LCA. Also, both the parents/guardians and the student must be willing to abide by the rules and regulations set forth by the administration of LCA, agree with the LCA Parent and Student Codes and sign pledges to that effect.

Attendance at LCA is a privilege, not a right. Parents, who are interested in their child attending LCA, will be contacted for an interview as space is available. After the admissions application and application fees are received, the administration will determine the eligibility of the applicant. Students enrolling will be tested to determine academic placement. Each student will begin his studies at the current learning level for each individual subject.

Admissions Procedure

- Both parents and students will visit the school.
- The parents and student will be contacted for an interview with the principal or designate.
- Both parents will read this handbook thoroughly.
- Submit Application, Parent Agreement, and Student Agreement (students age 12 and older) accompanied by application.
- Parents will be notified of acceptance.
- Upon acceptance, parents will:
 - Make arrangements for 'student diagnosis' as discussed at the interview.
 - Submit the first months tuition and fidelity deposit.

Returning Students

To secure a student's re-application the following is required on or before May 15:

- "Parental Agreement" and "Student Agreement" (students age 12 and older)
- "Student Re-application" form filled out (one per child)
- \$25.00 non-refundable registration fee paid.



Attendance Policy

Excessive absences will inhibit the student's progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in his/her work.

Note: Please notify the school before 8:15 am if the child is going to be absent. Please do not schedule appointments for your child's Enrichment Class day. Doctor, dental, and other appointments are to be scheduled after school hours or on Fridays, if at all possible.

A student is considered tardy if he is not in the Learning Centre at 8:30 a.m. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges and/or suspension.



Medicinal Policy

No staff member will be allowed to administer any medicines to any student without parent authorization in writing. All medicines must be prescribed by a doctor, in original packaging and kept and administered at the school office.

School Supplies

General Supplies for **ALL** students:

- 2 Blue Ballpoint Pens
- Pencils (two required at all times)
- Ruler (inches and centimetres)
- 2 Erasers
- Coloured Pencils (assortment)
- Headphones
- Small Box for supplies (no logos or pictures)
- Tissues
- Book/Gym Bag (no logos or pictures)

Grades K through 9

- Glue Stick
- Scissors
- Markers

Grades 1 through 12

- Personal Bible (King James Version)
- Three Ring Binder with Subject Dividers (no logos or pictures)
- Loose Leaf Paper for reports and compositions
- Dictionary

Grades 4 through 12

- Geometry Set (Math Kit)
- USB Flash Drive
- Graph Paper

Grades 7 through 9

- Scientific Calculator

Grades 10 through 12

- Graphing Calculator (TI 84 plus)



School Operations

Dress Code Policy

Principles

We must never lose sight of our primary goal as a Christian school. That is every student will experience a changed heart and a renewed life, with a continued growth in the life of the Spirit. There is nevertheless a lifestyle that is consistent with this Christian conduct and behaviour. Along with this lifestyle is a standard of dressing which, as a general rule, portrays an attitude toward those in authority. It is therefore our firm belief that a standard for student dress and appearance must be established to reflect the desired tone of our school.

The students will be expected to dress in accordance with this goal. We are not interested in dictating what a student should look like, but we are keenly interested in what his or her inner desire should focus on, which will in turn shape the outward appearance. Although students will be given flexibility and personal choice, these must be exercised within standards that reflect **modesty, neatness, and cleanliness**. A student who is dressed unacceptably will not be allowed to remain in the learning centre. If the student is not able to correct the problem, they will phone their parents to bring acceptable clothing or pick them up.

When a parent or student is in doubt as to whether or not certain items of apparel are acceptable, they would be advised to proceed as follows:

- Take the higher standard.
- Call the Supervisor to discuss the issue.
- **Note: Chapel dress code is applicable for ALL award functions.**

Regulations

- Clothes with writing or picture scenes shall not be worn
- "Easy fitting" clothes; **not** tight fitting
- Only the top button may be undone on shirts
- Boy's hair shall be conservative style not longer than the top of the collar and above the ears. Girl's hair should be kept in a feminine style. Both boys' and girls' hair shall be clean and neatly combed and kept out of eyes.
- Girls should wear only minimal and becoming amounts of make-up and jewellery (level 7 & up only)
- Girls are allowed to wear earrings. No other piercings will be permitted.
- Hats and caps are to be worn outside the building only.

Attire for Regular Classes

a) Girls

- Jeans, and wrinkle-free cotton pants
- Capri's or shorts (mid-thigh length)
- Low-rise slacks must provide adequate coverage to pass the "Bend-Over Test", i.e., when bent over at the waist, there must be no skin or undergarments exposed.
- Dresses or skirts below the knee length. Skirts with slits should follow the same standard.
- T-shirts, sweatshirts, "hoodies", blouses, or sweaters will be allowed provided they do not display any words and/or pictures.
- Necklines on dresses and shirts should be high enough to avoid any question regarding modesty. All tops, when bent over at the waist, must provide modest coverage at the neckline.
- Avoid form-fitting clothing.
- Absolutely no "crop-tops" or short blouses, just touching the waistline.
- Blouses, tops, and dresses should have at least short sleeves.
- No see-through fabrics should be worn without proper undergarments or lining. (Lace is considered "see-through".)

b) Boys

- Jeans and wrinkle-free cotton pants will be allowed.
- Shorts (mid-thigh length)
- Low-rise slacks must provide adequate coverage to pass the "Bend-Over Test", i.e., when bent over at the waist, there must be no skin or undergarments exposed.
- T-shirts, sweatshirts, or "hoodies" or sweaters will be allowed provided they do not display any words and/or pictures.
- No sleeveless shirts

Attire for Chapel Day and Awards Ceremonies

a) Girls

- Dress slacks with a tailored, career look. Dress slacks should have a minimum number of pockets.
- Low-rise slacks must provide adequate coverage to pass the "Bend-Over Test", i.e., when bent over at the waist, there must be no skin or undergarments exposed.
- Dresses or skirts below the knee length. Skirts with slits should follow the same standard.
- Necklines on dresses and blouses should be high enough to avoid any question regarding modesty.
- Avoid formfitting clothing.
- Absolutely no "crop-tops" or short blouses, just touching the waistline.
- Blouses, tops, and dresses should have at least short sleeves.
- No see-through fabrics should be worn without proper undergarments or lining. (Lace is considered "see-through".)
- Dress shoes

b) Boys

- Shirts must have collars. In addition to collars, shirts must be at least of the “tennis” or “golf” variety (a rugby type of shirt may also fit this requirement). All other shirts must be of the normal full button variety. All buttons must be done up with the exception of the top button...if the wearer chooses.
- T-shirts may not be worn.
- If the shirt is made to be tucked in, then it must be tucked in. Sweaters, V-necks, crew necks and cardigans are also acceptable provided that a “dress code” shirt is worn underneath.
- Ties may be worn with a full button dress shirt.
- Dress slacks with a tailored, career look. Dress slacks should have a minimum number of pockets.
- Low-rise slacks must provide adequate coverage to pass the “Bend-Over Test”, i.e., when bent over at the waist, there must be no skin or undergarments exposed.
- A belt must be worn with any pants or shorts that have belt loops.
- Dress shoes

Attire for Physical Education Classes

- Gym uniform purchased from Lakeland Christian Academy is to be worn in all physical education activities
 - Navy jogging pants
 - Navy shorts
 - Grey T-shirt
 - Navy “hoody” (optional)
- Parents to provide non-marking gym shoes

Weather

Please ensure children’s outerwear is appropriate for the weather. Example: snow pants, sweater, jacket, boots, gloves, hats



Cold Weather Policy

All students will remain indoors during break when temperatures drop below -25C. The school will be closed when temperatures reach -40C or colder or when there is inclement weather making travel dangerous. Parents will be notified of school closure as soon as possible.

Scripture Memory

All students are required to memorize a monthly Scripture portion. Parents are encouraged to help their children by memorizing the Scriptures along with them. Assigned Scripture memorization must be completed to qualify for most of the awards and incentives.

Incentive Program

Through consistent productivity and adherence to procedures, students may earn additional privileges through our incentive program. Our incentive program is a three-tiered program with increasing responsibilities resulting in increased privileges. A student may earn more and more privileges as he assumes more and more responsibilities. See Appendix A for a list of privileges that may be earned.

Remember: Privileges are incentives designed to promote learning achievement and character development.



Congratulations Slips

Every time a student successfully completes a PACE or High School Course Unit, they are given a "Congratulations Slip" that they take to their parents to inform them of this achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

Progress Reports

Progress Reports are given to students to present to their parents at the end of each quarter. The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof.

Quarter Awards

Certificates, drama, singing and displays of students work are enjoyed by all who attend our Quarter Awards.

Annual Awards Ceremony

Students compete during the year to attain the following awards:

- 100% Club Awards
- Citizenship Awards
- Clean Office Awards
- Creative Art Award
- Merit Awards
- Highest Academic Average Awards
- Honour Rolls
- Most Improved Student Awards
- Most Work Completed Awards
- Music Awards
- Outstanding Student Award
- Pastor's Award
- Penmanship Awards
- Performing Arts Award
- Perfect Attendance Awards
- Scripture Memorization Awards (ten monthly Scriptures)
- Sportsmanship Award Awards
- Supervisor's Award



Students show case their talents of music, choreography and drama that they have perfected during the year. Hard earned gifts and certificates are presented to the students for their year's achievement. Afterwards, refreshments are enjoyed by all as they view the students' artwork, literature, and science projects that were presented and awards won at Student Regional Convention.

Parental Involvement

Parent orientation, conferences, and meetings promote a good understanding between parents/guardians and the faculty/administration of this school. It is imperative that every parent participates in these informative and helpful times. The first such meeting will be held at the opening of the school year.

Parents and students are required to attend quarterly Awards Ceremonies as well as the Annual Awards Banquet. Parent conferences with the supervisor are scheduled following the first, second, and third quarters.

Parent monitors are **essential** for the smooth operation of the school and are a blessing to the students. The administration of LCA recognizes that God has given the responsibility to train children to the parents; therefore all parents are required to be an active part of LCA by volunteering four hours a month. So that talents may be used most effectively, parents are encouraged to choose from a list of volunteer jobs that require attention. This list is revised and sent to parents several times throughout the year. For parents who have time during school hours, please call the principal if you wish to volunteer as a monitor. This will enable the staff to be more effective in assisting the students.

As each family is required to volunteer in the school, parents who do not fulfil their requirement of four hours of volunteer time per month will be charged \$35.00 for each infraction. Parents must sign in for these hours or charges will still be applied. This is not designed to be a penalty; it merely reflects the need for additional help in the school. Volunteer hours are not cumulative, in that you cannot carry hours from month to month without express permission from the administration. The Volunteer hour month runs from the 21st to the 20th (eg. Aug 21st – Sep 20th). This is to allow the administration enough time to produce billing by the 25th.



Transportation

Bussing is not available to our students. Cars and bikes should be locked. All students must stay out of and off vehicles from arrival time until departure.

Financial Information

Lakeland Christian Academy is an independent institution with an annual budget dependent upon the tuition of the students, gifts of friends and limited government grant money. It is, therefore, of the utmost importance that all-financial responsibilities are honoured promptly.

Fees

Application Fee (per child)	\$ 50.00 (Non-refundable)
Re-application Fee (per child)	\$ 25.00 (Non-refundable)
Fidelity Deposit	\$300.00 (see below)
Electives (1 -12)	\$ 35.00 (Monthly)
Electives (Kindergarten)	\$ 20.00 (Monthly)
PACEs	\$ 5.00 (per PACE)
Senior High courses vary in cost; please discuss this with the principal.	

Monthly Tuition Fees			
*Resident Students		**Non-resident Students	
One child	\$180.00	One child	\$245.00
Second child	\$105.00	Second child	\$170.00
Third or more	Free	Third child	\$ 95.00
		Fourth	\$ 45.00
		Fifth or more	Free
***Non-funded Students - an additional fee will apply to make up the funding shortfall.			

*Resident Student: - A student whose parents attend Harvest Life Victory Church and who support the church with their tithes.

**Non-resident Student: - A student whose parents attends and supports another local church assembly.

***Non-funded Student - A student who resides outside the province of Alberta or who does not meet Alberta Education's age requirements. The additional fee will be discussed during the application process.

This fee structure is not intended to discriminate against people from other churches. Rather, it is intended to recognize that the facilities have been provided and paid for by supporters of Harvest Life Victory Church.

PACEs and High School Courses will be billed back to parents on a monthly basis.

Fidelity Deposit

Parents enrolling children for the first year and parents that have not been diligent in keeping up their payments in previous years will be required to pay a fidelity deposit of \$300.00. This deposit will be refunded upon the student's completion of the school year. If the student does not complete the school year the deposit will be forfeited. The deposit may also be used against the student's account if it is delinquent.

Payment Schedule of Fees

- Before admission or enrolment is granted
 - Application fee and fidelity deposit is to be paid with enrolment application
 - TEN post-dated cheques for tuition fees -- dated for the first or the fifteenth of each month shall be made out to the school. Notwithstanding this procedure, a parent may choose to pay the entire school year's fee with ONE cheque upon enrolment. A 5% discount will be given.
- Monthly statements will be sent to parents billing for PACEs and High School Courses used and other costs generated during the month. It is requested that this statement is paid upon receipt.
- Any balance owing exceeding \$500.00 may result in students losing their privilege to attend Lakeland Christian Academy until financial arrangements have been made with the board.

Refund / Withdrawals

- The registration fee of \$50.00 per student is non-refundable.
- No deductions will be made from tuition for absence during the school year. If the student misses school for any reason and has attended one day or more of any month, the student will owe the full month's tuition.
- When withdrawing a child from Lakeland Christian Academy, the tuition for that month is non-refundable. The post-dated cheques for the remaining months of school will be returned. If the student does not complete the school year the fidelity deposit will be forfeited.

Fund-raisers

Fund-raising is a vital part of our program as all field trips and incentives are paid for by this activity. Fund-raising also allows us to get out into the community. Parental involvement in fund-raising is necessary for the success of these activities. Therefore, the administration of Lakeland Christian Academy expects that all parents assist in fund-raising throughout the year. Each family is required to fund-raise a minimum amount as per chart below for each school year. If the minimum is not met by March 31st of each school year, the family will be billed for the balance.

Children in Family	1	2	3	4	5+
Minimum Fundraising Required ¹	\$250.00	\$450.00	\$600.00	\$700.00	\$750.00

N.S.F. Cheques

- If a cheque has been presented to the bank for payment and is returned N.S.F., the parent will be charged a \$20.00 administration fee and must make payment by cash, money order, or certified cheque immediately upon receiving notification from the bank or the school.
- If the cheque has not been made good or arrangements have not been made with the school administration by the beginning of the following month, it will result in students losing their privilege to attend Lakeland Christian Academy until financial arrangements have been made with the board.

General Learning Centre Rules and Procedures

PACEs

PACEs are private property and are not to be shared among students. PACEs continue to remain the property of LCA after completion.



Attitudes

Our goal is to have godly attitudes displayed at all times. Disrespect for others and complaining will not be tolerated. Detentions will be given to those with unacceptable attitudes.

Property

Proper respect must be given to the school facility, the property, and belongings of others. Marked on, defaced, or broken property is to be replaced at offending student's expense.

Language

Use only words which glorify the Lord.

"Six Inch" Rule

ALL students should keep "hands off other students" - "six inch rule". This refers to the distance that students should keep between each other during regular school activities. This is especially important to students of the opposite sex.

Lunch Procedures:

- Eat only at assigned area.
- Put trash in wastebaskets.
- Clean the room after use.
- Go to recreational area after receiving permission to be dismissed.

Please Note:

- LCA has a closed campus policy; students may not leave the school grounds during school hours without permission.
- Students will not have access to a refrigerator at any time and students, kindergarten to grade 9, will only have access to a microwave when they have earned "privilege".

"Off Limits" areas

The following areas are off limits to students.

- Other student's offices.
- Physical education equipment room, except under supervision or if authorised.
- School office and files.
- Back stairs, except under supervision or if authorised.

Books / Magazines

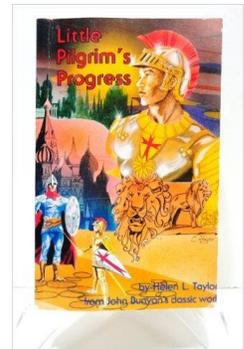
All reading material must be approved by supervisor upon student's arrival at school.

Electronics

No electronics of any kind are allowed in school. This includes cell phones. If you require your child to have a phone, it is to remain in their school bag. The school provides mp3s for the students to listen to while they do their school work.

Student Bulletin Boards and Offices:

Only "positive", approved items are allowed.



Visitors

Visitors must maintain clothing standards and obtain permission from the office before entering learning centre.

Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel, whom in turn will place the call.

Discipline Policy

Standards of Conduct

Students of this school are expected to refrain from talking about or engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, using illegal drugs, and music that encourages this behaviour. Students who participate in such activities are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Students ages 12 years and older must sign the 'Student Pledge' form.

Discipline

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All students are admitted on probation for the first six weeks of the school year. The student must at all times conduct himself in a manner that becomes a Christian. Complaining is not tolerated! If your child does come home complaining please follow this procedure.

- Give the staff the benefit of the doubt.
- Realize that your child's reporting may be emotionally biased and may not include all the information.
- Realize that the school has reasons for all rules and that they are enforced without partiality.
- Support the administration and call the school for all the facts.

When a student's attitude is not in accord with school policies or principles, they will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within an appropriate time frame, parents will be asked to withdraw the student.

Senior students in particular, because of their testimony before younger children, are trained to adhere to the school's philosophy and Christ-centred program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of illegal drugs, swearing, listening to music that encourages immoral behaviour and other questionable or rebellious practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Christ-centred. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honourably before all men." Discipline is maintained which is firm, consistent, fair, and administered with love. Our staff members maintain standards of behaviour in the learning centre through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgement and understanding.

Detention

The paramount rule is "do right and do not disturb." Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention after school as follows:

- 3 marks = 20 minutes detention
- 4 marks = 30 minutes detention
- 5 marks = 45 minutes detention
- 6 marks = 1 hour detention

When a student receives a detention, a "Corrective Action Notice" is sent home with the student and is to be signed by parents and returned the following morning. Delinquent or unsigned "correction slips" will tabulate an extra 10 minutes of detention time per day of tardiness. When a student has accumulated two hours of detention in a week, he is automatically placed on probation.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, pastor, and parents are sometimes necessary to ensure this growth.

Correction

The following procedures are used to mild and maintain student's character:

- Demerits will be issued for infractions of the learning centre rules and procedures. Please see Appendix B for a list of offences with possible consequences.
- Three or more demerits in one day will earn the student a detention that will be served after school the following day. Parents will be sent a "Corrective Action Notice" that the student must return signed by the parent.
- When a student has earned three or more detentions in one week, a telephone call will be made advising the parents advising the parents that student privileges will be terminated for the following week.
- If three detentions per week persist, the student may be suspended. The length and type of suspension will be determined by the nature of the detentions.

Homework

The responsibility for scholastic achievement is placed on students. Most students will have homework daily. Should the student not meet his goals for that day, he will be required to complete the work at home. Should the student have homework, the PACE(s) will be stamped on the last page to be completed. The stamp(s) are to be signed by the parent. This shows the staff that the parents are aware of the student's homework, and is a vital part of parent-teacher communication.

There will be projects assigned during Enrichment Classes that will require a certain amount of time spent out of school to complete. Due dates for these projects will vary depending on the assignment



Level "A" Responsibilities:

- Complete weekly goals during current quarter.
- *Maintain academic balance.
- Accumulate no more than twenty minutes detention preceding week.
- Memorize previous month's Bible selection.

Level "A" Privileges:

- May read approved literature and engage in approved extracurricular activities in their office: art, inspirational tapes, etc. (after goals are completed and scored).
- May utilize the computer lab for edutainment.

Level "C" Responsibilities:

- Complete weekly goals during current quarter.
- *Maintain academic balance.
- Accumulate no detentions proceeding week.
- Memorize previous month's Bible selection.
- Present a special five-minute monthly oral report on an interest area or project. This report qualifies the student for a four-week period.

Level "C" Privileges:

- May read approved literature in office, listen to approved inspirational media, etc. at any time during the day except at required classes (i.e., art, music, P.E., etc.)
- May be out of seat without permission for learning-centre functions.
- May serve on approved projects: errands, office aid, student monitor, etc.
- May utilize the computer lab for edutainment.

Level "E" Responsibilities:

- Complete weekly goals during current quarter.
- *Maintain academic balance.
- Accumulate no detentions during the preceding week.
- Memorize previous month's Bible selection.
- Read a PACE literature book or a book selected from a prepared list and presents both a written and an oral report. The report qualifies the student for a four-week period.
- Be available for participation in school activities: chapel, guest tours, etc.
- Must be engaged on a regular basis in some form of Christian service in local church: music, nursery, Sunday School, usher, music team, outreach, etc.

Level "E" Privileges:

- Twenty-five minute morning breaks.
- The Level "C" privileges
- May leave office and learning centre at will for approved projects except during required classes.
- May attend approved off-campus functions of a spiritual or educational nature with supervision.

*Academic balance means completing at least one PACE in each major subject every three weeks.

Appendix B**List of Offences and Consequences**

Offence	Consequence
Any disturbance	1 demerit
Eating in off-limits area	1 demerit
Goals not set or unauthorized goal change	1 demerit
Gum Chewing	1 demerit
Homework stamp not signed	1 demerit
Incomplete homework	1 demerit each subject
Leaning back in chair	1 demerit
Minor scoring violations	1 demerit
Off limits	1 demerit
Out of seat without permission	1 demerit
PACEs left at home	1 demerit
Running in Learning Center	1 demerit
Teasing other students or calling names	1 demerit
Throwing things in the Learning Center	1 demerit
Turning around in office	1 demerit
Writing or passing notes	1 demerit
Asking another staff member permission after refusal already given	2 demerits
Talking at testing table	2 demerit
Defiance	Detention
Disrespect	Detention
Fighting	Detention
Filthy language	Detention
Incomplete gym uniform	Detention
Lying	Detention
Computer use other than academic reasons	Detention
Major scoring violations	Detention
2nd time	Detention and Repeat PACE

*This list is not inclusive