



# STUDENT AND PARENT HANDBOOK

2026-2027



**LIFE CHRISTIAN ACADEMY**



*Life Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities of the school. Admission will not be based on gender, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the district the child would otherwise attend.*

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## PREFACE

To Life Christian Academy Students and Parents:

We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook is designed to help us accomplish this goal.

The administration, faculty and staff of Life Christian Academy desire that you understand clearly our school's philosophy, general guidelines, and curriculum offerings so that your child may have a positive learning experience during the school year. The Student/Parent Handbook will assist you in planning and partnering with the school in a joint effort to meet your student's individual needs.

It is imperative students and parents become familiar with this handbook, including our school's uniform requirements, discipline system, and campus operating guidelines.

We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

This Handbook is designed to be in harmony with Board of Director's policy. Please be aware that this Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. In case of conflict between Board of Director's policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact the principal.

On behalf of the entire Life Christian Academy staff and community, best wishes for a great 2026-2027 school year!

## **SECTION 1: GENERAL INFORMATION**

### **1.1. About Life Christian Academy**

Life Christian Academy (LCA) was created in 2025 and set to open in August of 2026.

### **1.2. Statement of Non-Discrimination**

Life Christian Academy does not discriminate on the basis of race, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs.

### **1.3. Life Christian Academy Mission Statement**

Life Christian Academy partners with parents to provide Christ-centered academic excellence, nurturing the whole child and equipping students to lead, serve, and impact the world for Christ.

### **1.4. Absence and Tardiness**

A student absent from school shall provide communication that describes the reason for the absence. Communication should contain the following information:

- The student's first, last name and grade
- The date(s) of the absence
- The reason for the absence (example: Doctor's Appointment, etc.)
- The parent's daytime telephone number
- The parent's signature

\*\*Communication concerning an absence should be received within three school days of the student's return to school.\*\*

Attendance is taken once a day.

#### ***Tardiness and Late Arrival***

Students must be in the building in their designated area by the campus start time (see times at bottom of school calendar). Repeated tardiness will result in disciplinary action as allowed by the Student Code of Conduct.

#### ***Make-Up Assignments***

Students are expected to complete work missed during any absence from class. A grace period equal to the number of days missed, plus one day, is allowed for absences. Major assignments are due on the assigned date regardless of absences.

If the student is absent for more than three days, the office should be contacted at the beginning of the school day to obtain the student's make-up assignments by the end of the next day.

In the event that a student has scheduled a make-up exam date and is absent on that day, the student should be prepared upon returning to the class to take the make-up exam.

### ***Late Work***

Late work will be accepted according to the campus late work policy.

## **1.5. Attendance**

Consistent school attendance is an essential component of each student's education. Absences from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences.

### ***Perfect Attendance***

Students who attend all days class is in session will receive a perfect attendance award. Students who accumulate three or more tardies and/or early dismissals during the entire year will not receive a perfect attendance certificate. Excused and unexcused absences will count against perfect attendance awards.

## **1.6. Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least 90% of the days a class is offered. These days include both excused and unexcused absences.

A student who is in attendance for at least 75%, but fewer than 90%, of the days a class is offered may have credit restored or earn a final grade if the student completes a plan approved by the principal that provides for the student to meet the instructional requirement of the class.

If a student attends fewer than 75% of the days a class is offered or has not completed the plan approved by the principal, the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade, if appropriate. A recommendation may be made by the principal or designee to the school attendance review committee to deny the student credit or a final grade for that class.

## **1.7. Dismissal Procedures**

Students are expected to be picked up promptly at dismissal time. During dismissal, please observe designated procedures for pick up. On all campuses, if any questions arise about pick up eligibility, front office personnel will verify driver's license information with the emergency contacts.. Please be sure that all people designated to pick up your child are listed in your emergency contacts; otherwise, the student will not be released. Parent/guardian must submit written notification and proper identification to the campus administration if they require designation of other pick up arrangements.

## **1.8. Displaying a Student's Artwork, Projects, Photos, and Other Original Work**

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement.

## **1.9. Distribution of Materials or Documents**

### ***Non-School Materials***

Students must obtain express prior approval of the superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

## **1.10. Dress and Grooming**

The school's dress and grooming standards are designed to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from or interfere with the educational atmosphere of the school. Students are required to arrive in proper attire every day.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school.

### ***Uniform Requirements***

Life Christian Academy requires students to wear uniforms.

## **1.11. Food Service**

Parents/Guardians are welcome to eat lunch with their child on campus. Parents may only bring lunch for their own children. Students and parents may not bring in or give away food to other students during lunch times. Students and parents ***are not*** allowed to use food delivery services to have food brought to school during school hours.

## **1.12. Identification Cards**

The Student ID card is the property of Life Christian Academy. Campus administration will set the guidelines for student ID requirements. A replacement fee may be charged for lost, stolen, or destroyed cards. A new badge will not be issued until the fee is paid. Once a new badge has been printed, this fee is non-refundable. The student ID card will be used for verification of current enrollment and will be used for a variety of activities. The student ID card must be surrendered when a student is no longer enrolled.

## **1.13. Release of Students from School**

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures.

Because class time is important, doctor's appointments or meetings with other professionals should be

scheduled at times when the student will not miss instructional time, if possible.

#### **1.14. Service Animals**

For health and safety reasons, students may not bring animals (including therapy, well-being, comfort, companionship, and emotional support animals) to school. However, Life Christian Academy will make reasonable exceptions to this policy for service animals because of a student's disability in accordance with applicable law.

#### **1.15. Student Fees**

Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits.

#### **1.16. Transportation**

##### ***School Trips***

Students who participate in school-sponsored trips are required to use transportation provided by Life Christian Academy to and from the activity. However, in accordance with campus procedures, a parent may provide written consent for his or her child to ride with or be released after the event to the parent or another adult designated by the parent. Parents and/or non-Life Christian Academy employees are not permitted to ride on a bus at any time.

## SECTION 2: STUDENT HEALTH AND SAFETY

### 2.1 Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse under the following circumstances:

#### *Prescription Medications*

Any prescription medication must be accompanied by a completed Medication Administration Request Form signed by the student's physician and the parent. Prescription medication will be administered either:

1. From a container that appears to be the original container and properly labeled by showing the student's name, name of medication, and dosage / administration instruction

Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing's Nurse Practice Act, Life Christian Academy will not administer medications prescribed or fulfilled in Mexico.**

#### *Nonprescription Medications*

Traditional over-the-counter medications will be given by a campus nurse if all of the following requirements are met:

1. A physician's signature is required to administer over-the-counter medication.
2. The medication must be supplied by the parent and accompanied by written permission.
3. Medications must be approved by the U.S. Food and Drug Administration.
4. Medications must be in their original properly labeled container and labeled for dosage appropriate to the student's age and/or weight.
5. Expired medications will not be administered.

All medication, whether prescription or nonprescription, must be kept in the nurse's office. An authorized Life Christian Academy employee may administer nonprescription medication to a student without authorization or written protocol from the student's health care provider

#### *Asthma and Anaphylaxis Medication*

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on LCA property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student's physician or other licensed health care provider and the school nurse, if available. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

### 2.2 Alcohol-Free School Notice

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on LCA property, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **2.3 Asbestos Management Plan**

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

### **2.4 Child Abuse Reporting and Programs**

Life Christian Academy provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Life Christian Academy also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions, and counseling options are also available.

The school’s administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student’s parent, if necessary.

### **2.5 Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the principal or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions>.

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease’s non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please contact the school nurse if you have questions or if you are concerned about whether a child should stay home.

### **2.6 Drills: Fire, Tornado, and Other Emergencies**

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students and campus visitors should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for emergency situation will be posted in each room, and students should familiarize themselves with these instructions.

### ***Emergency Closings***

Information about emergency school closings due to inclement weather and other situations will be sent via phone call and text message through the Parent Square program. Please make sure that your telephone contact information is up to date with your respective school office.

Information about emergency school closings due to inclement weather and other situations may also be broadcast on the following television and radio stations: WFAA-Channel 8, NBC-Channel 5, CBS-Channel 11/UPN Channel 21, FOX-Channel 4, WBAP-820 AM, KLTY-94.9 FM, KBEC 1390 AM, or KRLD-1080 AM.

**The closing must say “Life Christian Academy”, not a surrounding school district.**

### **Hold**

The principal or designee will determine whether a situation requires a hold emergency. A hold emergency will be used for, but not limited to:

- Emergency Medical assistance needed for students or staff inside the building.
- A student is running around the inside of the building that could cause possible harm to self or other students.

### **Secure**

The principal or designee will determine whether a situation requires a secure emergency. During a secure emergency, no one is permitted to enter or leave the campus.

### **Lockdown**

The principal or designee will determine whether a situation requires a lockdown emergency. A lockdown emergency will be used for, but not limited to:

- Threat to campus by person(s)
- Man-made Disasters (e.g. gas leak outside the building, power failure, etc.)

### **Shelter in Place**

A chemical or biological hazard outside the building requires similar procedures as the lockdown, plus:

- All air conditioning units must be turned off.
- For their own safety, parents should stay where they are until authorities provide an “ALL CLEAR.”

### **Evacuate**

The principal or designee will determine whether a situation requires an evacuation emergency. A evacuate emergency will be used for, but not limited to:

- Fire, danger, gas leak or bomb threat inside the campus that would require all students and staff to

evacuate the building.

- All students and staff will not be permitted to re-enter the building until authorities or campus administration provide an “ALL CLEAR.”

### **Reunification, Child Pickup**

For the students’ safety, some crisis situations may require that the students be kept at the school or alternate shelter with no entry/no dismissal allowed until an “ALL CLEAR” is provided by authorities. This means that parents or guardians might not be able to pick up their student if the situation is too hazardous. If, based on reports from emergency personnel, the danger or threat has passed and the area is safe for children and parents, then Life Christian Academy will identify the location, time and checkout process for parents to pick up children.

## **2.7 Student Safety Expectations**

Student safety on campus, at school-related events, and in school vehicles is a top priority for Life Christian Academy. Student participation and cooperation is essential to ensuring school safety. Students are encouraged to follow the principle “if you see something, say something.” All Life Christian Academy students are expected to:

- Avoid conduct that is likely to put the safety of the student or others at risk.
- Follow all behavioral standards in this Handbook and the Student Code of Conduct or set by Life Christian Academy employees.
- Help secure the campus by keeping all exterior doors closed, latched, and locked unless the door is actively monitored by a Life Christian Academy employee.
- Do not allow anyone without a Life Christian Academy identification badge from “tailgating” or following them into a Life Christian Academy facility.
- Do not open exterior doors for anyone trying to enter. Individuals seeking access to Life Christian Academy facilities must enter through the main entrance.
- Follow instructions from teachers and other Life Christian Academy employees regarding classroom doors.
- Remain alert to any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member and promptly report any incidents to a Life Christian Academy employee. · A student may make an anonymous report about safety concerns by using the tipline/anonymous reporting tool.
- Know emergency evacuation routes and signals. Participate in emergency drills. Students are expected to take emergency drills seriously and cooperate without causing disruption.
- Follow immediately the instructions of teachers, bus drivers, and other Life Christian Academy employees who are overseeing the welfare of students.

## **2.8 Drug-Free School Notice**

Life Christian Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, Life Christian Academy prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Life Christian Academy also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## **2.9 Emergency Medical Treatment**

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Life Christian Academy staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. This may include transport of the student by EMS to an emergency room, and the parent will be responsible for all expenses. Therefore, parents are asked each year to complete an emergency contact form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus to update any information. Life Christian Academy shall not be responsible for costs of treating injuries or assume liability for any costs associated with an injury at school or at any school-related function.

## **2.10 Food Allergy Information**

The parent of each student enrolled in Life Christian Academy must complete a form provided by Life Christian Academy that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Life Christian Academy may also require information from a child's physician if the child has food allergies.

## **2.11 Freedom from Bullying**

Life Christian Academy prohibits bullying as well as retaliation against anyone involved in the complaint process.

### ***Reporting Procedures***

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, the principal, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. Reports of potential bullying may be submitted anonymously.

## **2.12 Freedom from Discrimination, Harassment, and Retaliation**

### ***Statement of Nondiscrimination***

Life Christian Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex or gender, national origin, disability, age, or any other basis prohibited by law. Life Christian Academy also prohibits dating violence, as defined by this handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

## **2.13 Head Lice**

Head lice (which are not an illness or disease) are common among children and may spread easily through

contact during play or when students share items such as headphones, brushes, combs, hats, or other items that come in contact with hair. In the event that any student is identified with live lice, the parent or guardian will be promptly contacted and encouraged to pick up the student from school. The school nurse will discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary student has head lice, Life Christian Academy will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

## **2.14 Immunization Requirements**

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your student, please read the "2023- 2024" Texas Minimum State Vaccine Requirements for Students in Grades K–12" document issued by the Texas Department of State Health Services. Specific immunization information is available on the Texas Department of State Health Services website at <https://www.dshs.texas.gov/immunize/school>.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Life Christian Academy will ensure compliance with immunization laws and regulations and will comply with laws and regulations regarding reportable diseases.

### ***Provisional Enrollment***

A student may be provisionally admitted to or enrolled in Life Christian Academy if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine required by law. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The student must also provide acceptable evidence of vaccination to the school.

A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and Life Christian Academy shall exclude the student from school attendance until the required dose is administered.

## **2.15 Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure Life Christian Academy is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

School administrators and, in some instances, law enforcement officials have the right to search a student's desk, locker, purse, gym bag, backpack, personal property (including but not limited to cell phones or other

electronic devices), any other item carried or possessed by a student, in the student's pockets or vehicle, by establishing reasonable cause or securing the student's voluntary consent. If the student refuses a search by school administrators, he/she may be subject to disciplinary consequences as outlined in the Student Code of Conduct (including expulsion).

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

### ***Computers and Electronic Devices***

Use of school-owned equipment and its network systems is not private and will be monitored by Life Christian Academy.

Any searches of personal electronic devices will be conducted in accordance with law, and the device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

### ***Desk and Locker Searches***

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of Life Christian Academy. Life Christian Academy will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

### ***Vehicles on Campus***

Vehicles parked on school property and property under school control are under the jurisdiction of Life Christian Academy and may be searched at any time if reasonable suspicion exists to believe the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, Life Christian Academy may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

### ***Random Drug Searches***

In order to ensure a drug-free learning environment, Life Christian Academy conducts random drug searches of all school facilities. Life Christian Academy may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on Life Christian Academy property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

### ***Possession***

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related

activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

## **2.16 Pest Control Information**

Life Christian Academy periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the superintendent or designee.

## **2.17 Plan for Addressing Sexual Abuse, Trafficking, and Other Maltreatment of Children**

Life Christian Academy has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking.

### ***What is Sexual Abuse of a Child?***

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

### ***What is Trafficking?***

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

### ***What is Other Maltreatment of a Child?***

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

### ***Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children***

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see [Texas Department of Family and Protective Services, Programs Available in Your County](#).

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400

- In non-emergency situations, the [Texas Abuse Hotline Website](#);
- Your local police department; or
- Call 911 for emergency situations.

***Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment***

**For Staff:** Life Christian Academy trains staff in all content areas addressed in this section. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, sex trafficking, and all other maltreatment of children, including sexual abuse, sex trafficking, and other maltreatment of children with significant cognitive disabilities.

**For Parents:** Parents must be aware of warning signs indicating their child may have been or is being sexually abused, trafficked, or otherwise maltreated.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

These websites are also helpful:

- [Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault](#)
- [Child Welfare Information Gateway Factsheet](#)
- [Human Trafficking of School-aged Children](#)
- [KidsHealth, For Parents, Child Abuse](#)
- [National Center on Safe Supportive Learning Environments: Child Labor Trafficking](#)
- [Office of the Texas Governor’s Child Sex Trafficking Team](#)

***Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment***

Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

Any one sign does not necessarily mean that a child has been sexually abused, trafficked, or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

***Actions That a Child Who Is a Victim of Sexual Abuse, Trafficking, or Other Maltreatment Should Take***

During student awareness sessions concerning sexual abuse, trafficking, and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse, trafficking, or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

***Available Counseling Options***

A list of counseling providers can be found through the Texas Department of Family and Protective Services, Programs Available in Your County website

***Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor***

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

Notice of the increased penalties found under Penal Code 20A.02(b-1) and Penal Code 33.021(f-1) can be found in the main office of each campus, or in a place that is reasonably likely to be viewed by all school employees and visitors.

## **2.18 Student Illness**

When your child is ill, please contact Life Christian Academy to let us know he or she will not be attending that day. If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines the child should go home, the nurse will contact the parent.

The following are guidelines that will be followed for the students of Life Christian Academy. Students with any of the following will be sent home:

- Fever - 100.0 degrees or greater (the student should be fever free for 24 hours before returning to school)
- Vomiting - (the student should be vomit free for 24 hours before returning to school)
- Diarrhea
- Reddened eye with watering and/or crusting
- Head lice
- Rash of unknown origin
- Feels too badly to remain at school

## **2.19 Student Injury**

While student safety is a high priority for Life Christian Academy, under State law, the school is not responsible for medical costs associated with student injury.

## **2.20 Student Agreement for Responsible Use of Technology**

The purpose of this section is to set forth the policies governing the use of all Life Christian Academy technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all school technology resources via off-campus remote access. Please read the following Responsible Use Policy carefully. Life Christian Academy reserves the right to modify the terms and conditions of this policy at any time.

### ***Introduction***

Life Christian Academy is pleased to offer students access to school computers, communications systems,<sup>1</sup> the Internet, and a wide array of other technology resources to promote educational excellence and enhance

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<sup>1</sup> “Communication Systems” include educational-related communications between and among Life Christian Academy and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing work force skills and college readiness, and lead to personal growth. The school recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This policy is designed to allow parents/guardians, teachers and administrators to be partners while instructing students on how to be responsible users of technology.

Life Christian Academy will educate all students about appropriate online behavior, including interacting with other individuals when using electronic mail, while on social networking websites and/or chat rooms, and cyberbullying awareness and response.

Life Christian Academy will hold all students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, board policy and procedures, and legal requirements. This applies to the use of all Life Christian Academy technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all school technology resources via off-campus remote access.

This policy shall be used in conjunction with the Student Code of Conduct.

### ***Using the Internet and Communication Systems***

Life Christian Academy provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any Life Christian Academy computer networks, software or websites sanctioned or used by Life Christian Academy, and any personal technology used in an educational setting. Access to Life Christian Academy technology is a privilege, not a right. Students must comply with all standards set forth in this policy at all times in order to retain the privilege of using Life Christian Academy's technology resources.

Students and their parents are advised that any information stored on and/or sent through Life Christian Academy's technology resources is the property of the school. Accordingly, in connection with ensuring student safety, school network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on Life Christian Academy technology resources to maintain system integrity and ensure that students are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include students' use school-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with the school's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on school technology.

Students are prohibited from using personal communication devices while on school property during the school day.

Life Christian Academy remains committed to integrating technology to enrich its curriculum and enhance students' educational experience; thereby allowing for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by Life Christian Academy for use in instruction.

Although Life Christian Academy strives to ensure that Internet access avoids inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. Life Christian Academy does not condone any student accessing, or attempting to access, such material,

and remains deeply committed to safe Internet use. Life Christian Academy takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each Life Christian Academy device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while Life Christian Academy strives to ensure that students' Internet access at school is supervised, it is possible that the software may miss some content, or students may find a way around the filtering software to access inappropriate material. Users must also recognize that it is impossible for Life Christian Academy to restrict access to all controversial materials, and users must therefore be responsible for their own actions in navigating the Internet. For this reason, this policy is strictly enforced, and students who misuse any school technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the student.

### ***Proper and Responsible Use of District Technology Resources***

Life Christian Academy requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. Life Christian Academy will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using Life Christian Academy technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this policy, as Life Christian Academy is unable to supervise students' technology use at home. Life Christian Academy's content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students who unintentionally access inappropriate material in connection with their use of any Life Christian Academy technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. Parents are also encouraged to report to Life Christian Academy any time a student accesses inappropriate material on a school-issued device or through the school's network. Life Christian Academy shall take immediate steps to ensure such material is blocked from further viewing at school by its content-filtering software. It is each student's responsibility to follow Life Christian Academy's guidelines for appropriate and responsible use of technology resources.

All Life Christian Academy technology resources, including but not limited to school computers, communications systems, and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this policy.

Responsible uses of Life Christian Academy's technology resources include, but are not limited to:

- Use of the Internet in the classroom must be directly related to school assignments and projects.
- Original creation and presentation of academic work.
- Students are responsible at all times for their use of Life Christian Academy's technology systems, and must assume personal responsibility to behave responsibly, even when technology provides freedom to do otherwise.
- Students must at all times use Life Christian Academy's technology resources, including email, wireless network access, and digital tools/resources to communicate only in ways that are kind and respectful.

- Students must immediately report threatening messages or discomfoting Internet files/sites to a teacher.
- Students must only open, view, modify, and delete their own computer files.
- Students will be assigned individual network and email accounts and must use only those accounts and passwords they have been granted permission by Life Christian Academy. All account activity should be for educational purposes only.

### ***Inappropriate Use of District Technology Resources***

Activities that are barred and subject to potential disciplinary action and loss of privileges include the following:

- Attempting unauthorized access, or “hacking,” of Life Christian Academy computers or networks, or any attempts to bypass Internet content-filtering software used by Life Christian Academy, as well as erasing, renaming, transferring, or making unusable in any fashion any other individual’s files or programs.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student’s host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct that could be considered bullying and/or damaging to another’s reputation while using any Life Christian Academy technology resource, including the use of any website or software used by Life Christian Academy.
- Engaging in any conduct potentially constituting “cyberbullying,” which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Examples of cyberbullying include, but are not limited to:
  - Creating a social networking site or web page that masquerades as another person’s personal site and using it to embarrass the other person.
  - Making it appear that a person is posting malicious comments about a friend to isolate the person from his or her friends.
  - Posting a person’s personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
  - Posting abusive comments on someone’s social networking site.
  - Recording and distributing media with the intent to manipulate or embarrass others.
  - Sending abusive comments while playing interactive games.
  - Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
  - Sending, posting, or sharing negative, harmful, false, or mean content about o someone else.
  - Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any Life Christian Academy equipment, network, stored computer file, or software, to include any conduct that results in a person’s time to take any corrective action.
- Engaging in sexual harassment or using language of a sexual or otherwise objectionable nature (e.g., racist, terroristic, abusive, threatening, demeaning, slanderous) in public or private messages.

- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs on to Life Christian Academy equipment, networks, stored computer files, or software.
- Interfering with or denying service to any other user other than the student's host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator. This may include, but is not limited to, participating in chat rooms, accessing non-school email accounts, accessing non-school related websites, and accessing social networking sites such as Facebook, Twitter, etc.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the student.
- Refusing to submit to a search of a personal electronic device in accordance with the Student Responsible Use policy and Student Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another student or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of computers, networks, printers, user files, or other associated peripherals. Such actions will be taken as acts of vandalism and/or theft.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Life Christian Academy or the end user does not have an active license.
- Using a website or software program implemented by Life Christian Academy in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
- Using any Life Christian Academy technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher, coach or administrator.
- Using any Life Christian Academy technology resource to engage in any activity that violates any board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.
- Using any Life Christian Academy technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud, and making fraudulent offers of products, items, or services originating from any school account.
- Using obscene or profane language on any Life Christian Academy technology resource, to include posting such language on any website or software used by Life Christian Academy.
- Using Life Christian Academy or personal technology during the administration of state standardized testing, End of Course, and/or final examinations unless expressly allowed to do so by a classroom teacher.
- Using technology for plagiarism or otherwise representing the work of others as the student's own.

- Using USB, bootable CD's, or other devices to alter the function of any Life Christian Academy technology equipment, network or software.
- Vandalizing, tampering, or accessing without permission the equipment, programs, files, software, system performance, or other technology belonging to Life Christian Academy or someone other than the student.
- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Students shall immediately report any violations of this policy to a classroom teacher or administrator. If any student or parent has a question about whether an activity may be a violation of this policy, they should ask a classroom teacher, coach or administrator.

### ***Privacy and Security***

Students are expected to use school technology resources responsibly and in a safe and secure manner. Students shall not share their individual logins, passwords, or access to school technology with others without the prior approval of a teacher, coach or administrator. Students shall sign off or log off all school equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords or access.

### ***Student Resources***

Life Christian Academy will provide information to students concerning:

- Access by minors to inappropriate matter on the Internet.
- Appropriate online behavior, including interacting with others on social networking websites and chatrooms, and cyberbullying awareness and response.
- Measures designed to restrict minors' access to materials harmful to minors.
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
- Unauthorized access, including "hacking," and other unlawful activities by minors online.
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

### ***Branding and Logo Use***

Unless otherwise allowed by Life Christian Academy, the Life Christian Academy name and logos may not be reproduced or transmitted in any form or by any means, electronic or mechanical, including but not limited to photocopying, facsimile transmission, scanning, or other methods not yet invented, or by using any information storage and retrieval system, except with the prior written permission of Life Christian Academy. Any such usage may subject the student to disciplinary actions. All Life Christian Academy logos may be the intellectual property of Life Christian Academy and may be protected by applicable laws, including copyright and trademark laws.

### ***Vandalism***

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of Life Christian Academy's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and

administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Life Christian Academy will, in accordance with Board Policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of Life Christian Academy's network.

### ***Consequences for Violations of the Policy***

Violation of Life Christian Academy's policies and procedures concerning responsible use of technology resources will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Any disciplinary consequence, including suspension or expulsion, allowed under the Student Code of Conduct and deemed appropriate by Life Christian Academy.
- Denial, revocation, or suspension of a user's access to Life Christian Academy's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.
- Referral to law enforcement authorities.
- Termination of a system user account.

Violations of law may also result in referral to law enforcement authorities, as well as disciplinary action by Life Christian Academy. Life Christian Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

### ***Limitation of Liability***

Life Christian Academy makes no warranties of any kind, whether expressed or implied, for the technology resources it provides to students and/or a student's personal electronic devices. Life Christian Academy is not responsible for any damages that a student may sustain, including those arising from non-delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as Life Christian Academy makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use Life Christian Academy technology resources, students and their parents hereby release Life Christian Academy, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of Life Christian Academy's technology resources by the student.

## **2.21 Student Possession and Use of Personal Communication Devices**

### ***Definitions***

A "personal communication device" includes: (i) a telephone; (ii) a cell phone, such as a smartphone or flip phone; (iii) a tablet; (iv) a smartwatch; (v) a radio device; (vi) a paging device; or (vii) any other electronic device capable of telecommunication or digital communication, including smart glasses, AI glasses, headphones, earbuds, and/or air pods. A personal communication device does not include an electronic device provided to a student by Life Christian Academy.

"School property" means anywhere on a Life Christian Academy campus or in a Life Christian Academy facility where instruction is provided, including but not limited to: classrooms, hallways, gyms, cafeterias, band halls, and all other extracurricular spaces; outdoor fields, tracks, and other athletic areas; all

breezeways, courtyards, playgrounds, and other outdoor areas, specifically including all school parking lots. The term “school property” does not include off-site education locations where the facility is subject to rules outside the control of Life Christian Academy. This includes off-site dual credit college course attendance. While at an off-site location, students must follow any communication device requirements in place for that location.

“School day” means the time of day beginning with the first bell of the day and ending with the last bell of the day. Before or after-school activities as part of Life Christian Academy’s extracurricular offerings are not part of the school day.

“Use” means a device in possession of a student that is turned on and capable of receiving or sending a communication signal.

“Possession” means being on the person of the student, directly held, in pockets, in a backpack, in a pouch, or otherwise accessible and under the control of the student directly.

### ***Use of Personal Communication Devices Prohibited***

Life Christian Academy prohibits students from using personal communication devices while on school property during the school day. Elementary students in K-6 grade are not permitted to use cell phones at any time on school property.

The use of any electronic device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

### ***Guidelines for Possession of Personal Communication Devices***

Students may bring a personal communication device to school; however, all personal communication devices must be powered off, remain unused, and stored in the student’s backpack. Students are prohibited from powering on or using their personal communication devices during the school day and should not have a device in their hands at any time during the school day.

### ***Confiscation of Personal Communication Devices***

Each Life Christian Academy campus will designate an appropriate secure location in the school where confiscated student personal communication devices will be kept, and a process to ensure the school can identify which student is the owner of each device that is confiscated.

All Life Christian Academy administrators and campus staff are authorized to confiscate a personal communication device used in violation of this policy. If a staff member confiscates a device, the staff member should bring the device to the designated storage location when convenient during the day, and the staff member remains responsible for the device until then.

If a student uses a personal communication device on school property during the school day, the device will be confiscated. School officials may power on and search the device if there is reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

Personal communication devices also are never to be plugged into Life Christian Academy's wired network (e.g., computers, wall jacks, or other school technology equipment). Life Christian Academy also does not provide technical support for personal communication devices.

Life Christian Academy may dispose of a confiscated personal communication device in any reasonable manner after having provided the student's parent 90 days' prior notice in writing of the school's intent to dispose of the device.

### ***Exceptions for Authorized Use***

Life Christian Academy authorizes the use of a personal communication device:

- 1) Necessary to comply with a health or safety requirement imposed by law or as part of Life Christian Academy's safety protocols. If the Superintendent determines that a legally required health or safety requirement would authorize or require the use of a personal communication device, the Superintendent shall notify all appropriate staff of the circumstances in which this would be authorized or required. The Board must vote to approve any use under this exception.

Campus principals are authorized to use discretion in permitting student use of personal communication devices in emergency circumstances. Any use permitted under this exception must be reported to the Board during the next regularly scheduled Board meeting.

A student who is provided an exception in accordance with the above remains subject to disciplinary measures if the student uses a personal communication device outside the scope of the documented authorized use.

### ***No Responsibility for Devices***

If a personal communication device is in the possession of Life Christian Academy, the school will take appropriate efforts to keep the device stored and free from damage. However, Life Christian Academy is not responsible for any damaged, lost, or stolen personal communication devices. Neither parents nor students will be compensated for devices that have been in Life Christian Academy's possession in the event those devices are lost or damaged while in possession of the school.

## **2.22 Suicide Awareness**

Life Christian Academy is committed to partnering with parents to support healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following websites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <https://www.dshs.texas.gov/hivstd/taxonomy/mentalhealth>

## **2.23 Tobacco/Vaping Devices**

Life Christian Academy prohibits the following: in accordance with Texas Health and Safety Code § 161.081:

1. Any adult and/or student from smoking or using cigarettes, tobacco, tobacco products, electronic cigarettes, vapor, smokeless, or any other substitute form of cigarettes, tobacco, or tobacco-like

products, as well as the use of any devices which are used for the purpose of transmitting any type of tobacco or tobacco-like products at a school-related or school-sanctioned activity on or off school property or while on school vehicles.

2. Students from possessing, using, selling, giving, or delivering any type of cigarette, tobacco, tobacco products, electronic cigarettes (as defined by section 161.081 of the Health and Safety Code), vapor, smokeless, or any other substitute form of cigarettes, tobacco, tobacco-like products, as well as the use of any devices which are used for the purpose of ingesting or transmitting any type of tobacco or tobacco-like products while in school buildings, vehicles, or on or near Life Christian Academy property, or at school-related or school-sanctioned activities, on or off school property.

Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

## **2.24 Videotaping of Students**

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by Life Christian Academy staff when investigating an incident.

Student and parent use of camera phones or other devices on school property for recording (audio and visual) is strictly forbidden.

## **2.25 Visitor and Volunteer Policy**

Life Christian Academy encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the main office whenever they are on campus and show a state issued identification card. They will be provided with a visitor ID that must be worn while on campus.
- Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extracurricular activities.

Visitor and volunteer registering process is subject to change based on individual campus procedures.

Please note that we request parents and other visitors to a classroom to only record, video or audio, or take photographs of classroom activities after receiving permission from the teacher or a campus administrator.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the DPS or any other database accessible by Life Christian Academy.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

### ***Procedures for Parents in the Classroom***

As part of our mission to partner with parents, observing students in a classroom setting can provide parents with helpful insight into their child's "world." In order to maintain an orderly, respectful, and secure educational environment for the students and staff of Life Christian Academy, we ask that all parents be aware of their responsibilities and adhere to the code of conduct as set forth in the Life Christian Academy Handbook and the guidelines below:

- Classroom observations may begin after Labor Day each school year and end on the last school day in April. Observations are limited to only those designated as the parent/guardian of an enrolled Life Christian Academy student.
- It is recommended that the parent schedule the observation with the teacher to ensure that he/she will be present on the date of the observation and to ensure students are not taking district assessments.
- In an effort not to disrupt the learning environment, each classroom is limited to two parents at one time and is limited to 30 minutes.
- When arriving at the classroom, ensure cell phones or other electronic devices are turned to silent, and let the teacher know who your child is and that you are there for a parent observation. No audio/video recordings or pictures may be taken during an observation.
- A seat will be provided for parents at the back or side of the classroom. Please remain in this area throughout the observation period.
- While in the classroom, please refrain from interacting with the teacher, your child, or other students.

If, after observing, you have questions concerning any area of the classroom, please feel free to contact your child's teacher by phone or email.

### ***Parent Expectations***

- Help children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help children understand them.
- Convey to children a supportive attitude toward education and Life Christian Academy.
- Build good relationships with teachers, other parents, and your children's friends.
- Help children deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist children be dressed and groomed in a manner consistent with the student dress code.

- Provide a place for study, and ensure homework assignments are completed.

### ***Conduct While on School Property***

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or his/her designee is responsible for all persons in the building and on the grounds. The following rules apply to all visitors on school property:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the receptionist upon arrival at the school. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the school or on school grounds. The visitor must return the badge to the front desk and sign out before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to
- arrange such visits with the classroom teacher(s).
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.

### ***Conduct Prohibited on School Property***

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Use abusive, profane or vulgar language towards any person on Life Christian Academy property (abusive language includes, but not limited to, shouting, yelling, disrespectful communication, etc.).
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers.
- Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their

duties.

- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

Consequences for engaging in prohibited conduct may include revocation of campus and extra- curricular access privileges and/or appropriate legal action.

## SECTION 3: ACADEMICS AND GRADING

### 1.1 Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another, including work created with the use of artificial intelligence (AI), as his or her own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

### 1.2 Standardized Testing

#### *Norm Referenced Testing*

Life Christian Academy will administer an annual norm-referenced standardized test. This test is also required for students who receive a Texas Freedom Account

## **SECTION 4: STUDENT CODE OF CONDUCT**

### **4.1 Purpose of the Student Code of Conduct**

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, Life Christian Academy has established this Student Code of Conduct (“the Code”). The Code has been adopted by the Board of Directors and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each Life Christian Academy campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from Life Christian Academy. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as Life Christian Academy may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

### **4.2 Authority and Jurisdiction**

Life Christian Academy has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on Life Christian Academy transportation.
2. For any conduct related to cyberbullying (on or off campus).
3. For any expulsion offense committed away from Life Christian Academy property and not at a school sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment.
4. For any expulsion offense committed while on Life Christian Academy property or while attending a school sponsored or school-related activity of Life Christian Academy or another school in Texas.
5. For any school-related misconduct, regardless of time or location.
6. When criminal mischief is committed on or off Life Christian Academy property or at a school-related event.
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
8. When the student commits a felony regardless of time or location.
9. While the student is attending any school-related activity, regardless of time or location.
10. While the student is in transit to or from school or to or from school-related activities or events.
11. While the student is participating in any remote / virtual classroom or other period of online instruction provided by Life Christian Academy.

#### ***Other Offenses Not Specified***

Other misconduct not specified in this Student Code of Conduct may be dealt with by any appropriate discipline management technique(s) at administrator discretion. However, any expulsion consequence must be authorized by the Student Code of Conduct.

### ***Reporting Crimes***

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

## **4.3 Standards for Student Conduct**

Each student is expected to:

1. Demonstrate courtesy, even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet Life Christian Academy's standards of grooming and dress.
6. Obey all campus and classroom rules.
7. Respect the rights and privileges of students, teachers, and other Life Christian Academy staff and volunteers.
8. Respect the property of others, including Life Christian Academy property and facilities.
9. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
10. Adhere to the requirements of the Student Code of Conduct.

## **4.4 Disruptions**

To protect student safety and sustain an educational program free from disruption, state law permits Life Christian Academy to act against any person – student or nonstudent – who:

- For persons other than primary or secondary grade students, any person who disrupts classes or other school activities while on school property or on public property that is within 500 feet of school property. Disrupting the conduct of classes or other school activities includes making loud noises, trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

## **4.5 Discipline Violation**

A discipline violation includes the planning of or conspiring to commit an offense and/or commission of an offense, at a school-related or school-sanctioned activity on or off school property or any location Life Christian Academy maintains authority (see authority and jurisdiction section).

## **4.6 Discipline Management Techniques**

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

### ***Techniques***

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Detention.
- Expulsion from Life Christian Academy, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Life Christian Academy.
- Restorative discipline practices.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

### ***Corporal Punishment***

Life Christian Academy will NOT administer corporal punishment upon a student for misconduct.

## **4.7 Procedures for Use of Restraint**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an

emergency and subject to the following limitations:

- Only reasonable force as is necessary to address the emergency may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

“Restraint” generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student’s body.

“Emergency” means a situation in which a student’s behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.

## **4.8 Student Code of Conduct Offenses**

The categories of conduct below are prohibited at school and all school-related activities.

### ***Level One Offenses***

1. Cheating/Plagiarism (a grade of zero may be given for class work in question at teacher discretion).
2. Disrespect of a staff member.
3. Dress code violations.
4. Hazing.
5. Littering of school grounds.
6. Tardiness or leaving campus.
7. Accumulating unexcused absences on three days or parts of days within a four-week period in the
8. same school year (only for students between the ages of 6 and 19).
9. Throwing objects out of buses or at activities, such as athletic events.
10. Unauthorized use of personal communication devices during the school day while on school property or at a school-sponsored event off campus.

*Disciplinary Consequences may not necessarily be followed in order, and progressive disciplinary measures are not required. Failure to comply with the assigned disciplinary measure can result in additional consequences.*

- Detention (examples: lunch, recess, before school, or after school detentions)
- Application of one or more Discipline Management Techniques, as listed above in Section 4.8
- Behavioral contracts or individually developed behavior management plans.
- Confiscation of cell phones or other electronic devices.
- Grade reductions for academic dishonesty.
- In-school suspension.
- Out-of-school suspension for up to five days.
- Removal from the classroom and/or placement in another classroom.
- Restitution/restoration, if applicable.
- Restorative discipline practices.
- Saturday school.
- School-assessed and school-administered probation.

- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school- sponsored clubs or organizations.

### ***Level Two Offenses***

1. Accumulating unexcused absences on six days or parts of days within a nine-week period in the same school year (only for students between the ages of 6 and 19).
2. Any periodical, electronic material or other outside material deemed inappropriate by administration (subject to confiscation).
3. Being on any campus without permission other than your assigned campus.
4. Defiance of authority of the teacher, principal, bus driver, supervisor or other school staff member.
5. Disrupting, preventing, or interfering with the lawful transportation of students to and from school or activities sponsored by a school on a vehicle owned and/or operated or contracted by Life Christian Academy.
6. Fighting.
7. Forgery.
8. Gambling.
9. Improperly discharging a fire extinguisher.
10. Inappropriately using instructional materials, including computers and computer systems.
11. Online impersonation including but not limited to creating fake accounts/pictures of other students or staff members.
12. Opening or propping open a locked exterior door to allow entrance by another student, employee, or visitor.
13. Persistent Level One Offenses (two Level One Offenses within a school year).
14. Physical aggression – hitting, aggressive play, biting, kicking, pushing, spitting, shoving, pinching, damaging property, etc.
15. Possession of contraband, including but not limited to tobacco.
16. Possession of matches/lighters.
17. Profanity, profane gestures, racial insults, inappropriate language, gestures or contact toward another student.
18. Public displays of affection.
19. Selling items or fundraising on campus without prior approval from campus administration.
20. Skipping class or being in a non-designated area.

*Disciplinary Consequences may not necessarily be followed in order and progressive disciplinary measures are not required. Failure to comply with the assigned disciplinary measure can result in additional consequences.*

- Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Life Christian Academy.
- Out-of-school suspension for up to five days.

### ***Level Three Offenses – Serious Offenses***

1. Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event.
2. Accumulating unexcused absences on ten or more days or parts of days within a six- month period

- in the same school year (only for students between the ages of 6 and 19).
3. Calling for emergency assistance (911) when no emergency exists.
  4. Committing or attempting to commit extortion, coercion, or blackmail.
  5. Committing sexual acts which do not qualify as public lewdness or indecent exposure.
  6. Committing theft, robbery or burglary or attempting to commit such act.
  7. Communicating a false alarm or report, or otherwise making a false alarm of bomb, fire, explosion or other incendiary device, or poison, and/or engaging in conduct relating to a false alarm to induce emergency response.
  8. Communicating a threat toward a staff member (verbal or written).
  9. Communicating a threat toward another student (verbal or written).
  10. Damaging, destroying, and/or altering school computer hardware and/or software by any method including, but not limited to the use of computer software viruses or other electronic means.
  11. Engaging in any conduct punishable as a felony, other than the Level IV Offenses, while on school property, within 300 feet of school property, or while attending a school sponsored or school related activity on or off school property.
  12. Engaging in conduct defined as a felony offense on or off campus and while the student is not in attendance at a school-sponsored or school related activity if:
    - a. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in conduct defined as a felony offense other than those defined in Title 5, Penal Code.
    - b. The continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.
    - c. Engaging in conduct occurring off campus and while the student is not in attendance at a school sponsored or school related activity if:
      - i. The student receives deferred prosecution for conduct defined as any of the following offenses under the Penal Code:
        1. A felony offense under Title 5, Penal Code;
        2. The offense of deadly conduct;
        3. The felony offense of aggravated robbery;
        4. The offense of disorderly conduct involving a firearm; or
        5. The offense of unlawfully carrying weapons, except for an offense punishable as a Class C misdemeanor under Penal Code 46.02;
      - ii. A court or jury finds that the student has engaged in delinquent conduct for conduct defined as an offense in item 4(c)(i) above; or
      - iii. The superintendent or the superintendent's designee has a reasonable belief that the student has engaged in a conduct defined as an offense in item 4(c)(i) above.
  13. Engaging in conduct involving discrimination (including antisemitism), harassment, threats, bullying, or retaliation against a Life Christian Academy student, employee, or volunteer, including conduct motivated by race, color, religion, national origin, gender, disability, age, or any other characteristic protected by law.
  14. Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
  15. Engaging in conduct that contains the elements of an offense related to abusable glue or aerosol paint or relating to volatile chemicals.
  16. Engaging in conduct that contains the elements of the offense of deadly conduct.
  17. Engaging in conduct that contains the elements of the offense of disorderly conduct involving a firearm.
  18. Engaging in conduct that contains the elements of the offense of unlawfully carrying weapons.
  19. Engaging in conduct that contains the elements of the offense of assault.
  20. Engaging in conduct that contains the elements of the offense of public lewdness or conduct

identified as sexual harassment of a student or staff member.

21. Engaging in conduct that contains the elements of the offense of indecent exposure.
22. Engaging in disruption of classes.
23. Engaging in disruptive activity.
24. Failing to take emergency procedures and emergency drills seriously.
25. False accusations against staff.
26. Having knowledge of a threat but failing to alert campus staff about that threat.
27. Leaving school without permission.
28. Persistent Level I Offenses (three or more Level One Offenses) or Level II Offenses (two or more Level Two Offenses) within a school year.
29. Planning, organizing, and/or instigating and/or participating in an activity that causes substantial disruption of the education program, including but not limited to, gang/cult activity, “Hit” lists, “Bullying” or possession or distribution of pornography through any means.
30. Possessing, creating, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any media format including, but not limited to pictures created using Artificial Intelligence (A.I.) Software.
31. Possessing, distributing, or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
32. Possessing, distributing, or selling seeds or pieces of marijuana in less than a usable amount.
33. Possessing, selling, distributing, or being under the influence of inhalants.
34. Possessing, selling, distributing, or being under the influence of a simulated controlled substance or other mind-altering substance.
35. Possessing, selling, or delivering to another person or possessing, using, abusing, or being under the influence of marijuana or a cannabidiol (CBD) substance.
36. Possession, distribution/selling, or being under the influence of alcohol, illegal drugs, controlled substances, dangerous drugs, nonprescription drugs, possession of drug paraphernalia, or any other substance deemed unsafe by administration.
37. Profanity, profane gestures, racial insults, or inappropriate language, gestures or contact toward an adult.
38. Refusing to allow a lawful student search.
39. Tampering with, changing or altering Life Christian Academy records or documents by any method, including, but not limited to, computer access or other electronic means.
40. Trespassing.
41. Using a cell phone or other electronic device to take pictures, or make an audio and/or video recording, of another person in a restroom, locker room, changing room, or other similar area.
42. Using or possessing any prohibited item, including but not limited to:
  - a. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols, paint guns or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon);
  - b. A laser pointer for other than an approved use;
  - c. A pocketknife or any other small knife with a blade less than 5.5” in length;
  - d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - e. A stun gun;
  - f. Ammunition;
  - g. An air gun or BB gun;
  - h. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic or explosive device;
  - i. Mace or pepper spray;
  - j. Matches or a lighter;
  - k. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-

- cigarette device or accessory to a vapor product;<sup>2</sup> or
1. Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.
43. Vandalizing property, including, but not limited to, cutting, defacing, or in any way damaging property belonging to Life Christian Academy, its staff, visitors or other students.
44. Violating Life Christian Academy's computer use policies, rules, or agreements, including but not limited to the Student Responsible Use policy, and including conduct involving but not limited to:
- a. Attempting to access or circumvent passwords or other security-related information of Life Christian Academy or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
  - b. Attempting to alter, destroy, or disable Life Christian Academy computer equipment or data, the data of others, or other networks connected to the Life Christian Academy system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
  - c. Using the Internet or other electronic communications to threaten Life Christian Academy students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
  - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

*Disciplinary Consequences may not necessarily be followed in order and progressive disciplinary measures are not required. Failure to comply with the assigned disciplinary measure can result in additional consequences.*

- Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by Life Christian Academy.
- Out of school suspension for up to ten days.
- Expulsion.

#### ***Level Four Offenses – Most Serious Offenses***

1. Assault of staff.
2. Creation of any device at school or possession of such a device which could be used as an illegal weapon.
3. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
4. Engaging in conduct that contains the elements of a terroristic threat.
5. Engaging in conduct that contains the elements of continuous sexual abuse of a young child or disabled individual.
6. Engaging in conduct that contains the elements of indecency with a child.
7. Engaging in conduct that contains the elements of kidnapping or aggravated kidnapping.
8. Engaging in conduct that contains the elements of murder, capital murder, or criminal attempt to commit murder or capital murder.
9. Engaging in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm.

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<sup>2</sup> Possession of e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to a vapor product will result in an automatic recommendation for expulsion.

10. Engaging in conduct that contains the elements of the offense of aggravated assault, sexual assault, or aggravated sexual assault.
11. Engaging in conduct that contains the elements of the offense of arson.
12. Engaging in conduct that contains the elements of the offense of criminal mischief, if the offense is punishable as a felony.
13. Engaging in conduct that contains the elements of the offense of burglary or aggravated robbery.
14. Engaging in conduct that contains the elements of the offense of manslaughter.
15. Engaging in conduct that contains the elements of the offense of criminally negligent homicide.
16. Engaging in conduct that contains the elements of the offense of retaliation against any school employee.
17. Inciting violence against a student through group bullying.
18. Possessing a firearm.
19. Possession of explosives
20. Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
21. Using, exhibiting, or possessing a firearm, location-restricted knife, club, or a prohibited weapon.

Students found to have engaged in a Level IV Offense shall be expelled. Additionally, commission of any Level IV Offense will result in a notification to law enforcement authorities.

#### **4.9 Student Code of Conduct Consequences**

##### ***Detention***

Detention may be held each day during school Monday – Saturday. Students who serve detention must make arrangements to attend and be picked up.

##### ***Suspension***

Life Christian Academy utilizes two kinds of suspension: in school suspension and out of school suspension.

*In-School Suspension:* Each campus will develop rules and regulations for students assigned to in- school suspension (“ISS”). Failure to complete an ISS assignment will lead to additional consequences as allowed by the Student Code of Conduct.

*Out-of-School Suspension:* In deciding whether to order out-of-school suspension, the principal or designee may take into consideration factors including self-defense, prior discipline history, intent or lack of intent, the student's status as a student in foster care or who is homeless, and other appropriate or mitigating factors.

In addition to the above list of Code of Conduct violations, the principal or designee has authority to suspend a student for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

#### **4.10 Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, Life Christian Academy shall expel, from the student's regular program, any student who is determined to have brought a firearm, as defined by federal law, to

school. The principal may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

## **SECTION 5: ESPECIALLY FOR PARENTS**

### **5.1 Parent Contact Information**

Parents are required to provide, in writing, the parent's address, phone number, and email address upon a student's enrollment within the first two weeks of the start of each school year. If a parent's contact information changes during the school year, the parent is responsible for notifying Life Christian Academy no later than two weeks after the effective date of the change.

By providing your contact information to Life Christian Academy, you are giving consent to be contacted at the phone number and email address provided for school-related communication. This includes our automated notification system ParentSquare. You can control your notification settings in ParentSquare at any point. You will need to contact the school to do so. Parents are responsible for notifying Life Christian Academy of any changes in their physical address, telephone number, and/or email address so that we can update our records accordingly.

### **5.2 General Student Records**

Life Christian Academy maintains cumulative education records required by law. A cumulative record is maintained for each student from the time the student enters Life Christian Academy until the student withdraws or graduates. This record transfers with the student from school to school. A student's school records are confidential and protected from unauthorized inspection or use. A parent/guardian who desires a copy of their student's school records must submit a written request with the student's name and grade, as well as the date of request and signature of the parent/guardian to the school office. This includes requests for a copy of the student's report card. The school will generally process requests in the order in which they are received, and as quickly as administratively possible.

A parent may continue to have access to their student's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education.

1. Opportunities to complete career training and obtain a postsecondary credential while enrolled in high school, whether at the student's campus, another Life Christian Academy campus, or an educational institution that partners with Life Christian Academy, including information regarding program costs, program completion rates, and the average wages of students who complete the program and the availability of information regarding those opportunities on the My Texas Future website; and
2. The outcome of graduates from Life Christian Academy and the campus the student attends, including completion rates and average wages based on postsecondary pathways available to Life Christian Academy graduates.

### **5.3 Student or Parent Complaints and Concerns**

Life Christian Academy values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes.



## SECTION 6: IMPORTANT NOTICES AND REQUIRED FORMS

### Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Life Christian Academy.

This Electronic Communication Device Commitment Form grants authority and permission to Life Christian Academy to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to Life Christian Academy's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs, and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Life Christian Academy.
- If a student possesses such devices on school property or while attending school-related events, Life Christian Academy is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, and/or school policy or regulation is subject to confiscation and that Life Christian Academy is not liable for any loss of or damage to confiscated devices.

#### SIGNATURE LINES AND DATES

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Student Signature

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Date

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Student Name (print)

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Parent/Guardian Signature

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Date



## Food Allergy Notification Form

Dear Parents,

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Life Christian Academy to take necessary precautions for your child's safety.

“Severe food allergy” means a dangerous or life-threatening reaction of the human body to a food- borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. Life Christian Academy will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

Life Christian Academy will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel. **Life Christian Academy will maintain this form as part of your child's student record.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Grade: \_\_\_\_\_ Parent Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date form received by Life Christian Academy: \_\_\_\_\_