



LAKE CITY ACADEMY CODE OF CONDUCT

Lake City Academy is committed to providing an excellent preparatory education in a Christ-centered, Biblically-based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, this Code of Conduct has been established to help us foster integrity and responsibility in our students.

CORE VALUES

Students at Lake City Academy are expected to join in our commitment to the core values outlined in the School Handbook:

- Compassionate faith
- Inherent excellence
- Boundless grace
- Relentless curiosity
- Unified purpose

EXPECTATIONS

Lake City Academy students should be ready to learn and let others learn. With the help of caring adults such as parents and teachers, they are expected to

- attend school regularly, and arrive on time
- dress appropriately so as not to distract themselves or others
- take good care of themselves, so they can be safe, healthy, and alert
- be helpful whenever they have the opportunity, even before they are asked
- complete their assignments and come to class prepared
- use kind, polite, and constructive language
- show respect for school property so that others can use it, too
- cooperate with school staff and fellow students
- do all they can to bring honor to Jesus

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ATTENDANCE POLICY

There is a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. Attending school is imperative to the educational development of the students. In addition, failure to attend school may result in one or more violations of Idaho State Law regarding compulsory school attendance. For these reasons we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the minimum standards of our attendance policy may prohibit a student from advancing to the next grade.

EXCUSED ABSENCES

Excused absences will be granted for the following reasons:

- illness
- medical appointment
- severe illness of a family member
- death of a family member
- extreme weather conditions
- administrator permission

PREARRANGED ABSENCES

For other occasions when absence is unavoidable, we request that students and parents complete a Prearranged Absence Form and submit it for approval at least three days before the student will miss school.

MAKE-UP WORK

Students who miss school--whether for excused or unexcused reasons--must communicate with the teacher about making up the assignments that were missed. Individual teachers may choose to assign extra work, excuse work, or impose a late penalty, according to the classroom policies established and communicated at the beginning of the year.

TARDY POLICY

Students are required to report to class by 8:15 a.m. Tardies are sometimes unavoidable, but tardiness should not become a pattern. Excessive tardiness may result in disciplinary action.

DRESS CODE

LCA students are expected to be tastefully and appropriately dressed at all times. Outward appearance affects conduct and is linked with success in life. A person's dress and grooming habits are indicators of character, and modesty contributes to natural attractiveness and good taste. This characteristic excludes gaudiness or display that will attract undue attention. Since neatness and acceptability are highly subjective qualities, school staff will give guidance in this area.

- All clothing should be neat, clean, and in good repair.
- When wearing leggings or other form-fitting pants, the shortest part of your shirt should reach your fingertips when your arms are by your sides. Pants should adequately cover and conceal a student's backside at all times.
- Short shorts are never acceptable; instead, shorts should come at least halfway between the knee and the hip when seated.
- Sweats and pants with big words across the seat, etc. are not acceptable.
- Pajamas are not acceptable school attire.
- Shirts and tops must be modest at all times. Exposure of midriff, chest, or torso when a student is active or bending over is to be avoided. Shoulder straps should roughly equal the student's hand size in width.
- Skirts and dresses are to be of modest length.
- Pictures and writing on clothing must reflect Christian values and be in harmony with school principles.
- Swimming suits should be modest one-piece. For girls, two-piece suits that do not show the midriff may be acceptable.
- Closed-toed shoes are required at all times for safety in grades PK-6. Grades 7-10 may wear open-toed shoes or slip-ons, except during P.E., when tennis shoes are required.
- Jewelry is not permitted. This includes rings, bracelets, necklaces, earrings, chokers, etc.
- Hats/hoods are to be worn outside only.
- Make-up should be natural looking. Tattoos and drawing on skin are not acceptable.
- Hair should be neat, clean, and modest in appearance. Extremes in color and style are not permitted.

VIOLATIONS DEFINED

At Lake City Academy, part of our educational mission is the development of strong Christian ethics, moral values, integrity, and responsibility in our students. We understand that these qualities must be learned rather than inherited, and that sometimes mistakes are part of the learning process. Student behaviors that violate our Code of Conduct are divided into three categories, based on the severity of the action. While administrative responses to these violations are based on the category in which the behavior falls, additional factors (including past behavior) will be taken into consideration. This is not intended as an exhaustive list of misconduct, but rather as a list of example behaviors that may result in disciplinary action.

CATEGORY I: MINOR VIOLATIONS

Minor violations are those behavioral issues which can be handled by the individual teacher utilizing the classroom discipline plan. These include, but are not limited to:

- being tardy to class.
- classroom disruption or excessive talking in class.
- failing to follow directions.
- behaving impolitely.
- leaving class without permission.

CATEGORY II: MODERATE VIOLATIONS

Moderate violations are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These behaviors include, but are not limited to:

- Category I behaviors that are determined to be habitual and/or continuous.
- defiance of authority.
- verbal or physical aggression.
- excessive tardiness.
- dress code violation.
- deceptive behavior.
- cheating, including plagiarism and intentionally assisting another student to cheat.

CATEGORY III: SERIOUS VIOLATIONS

Serious violations are those which require the immediate attention of a school administrator because of severity. These behaviors include, but are not limited to:

- Category I and II behaviors that are determined to be habitual and/or continuous.
- misuse of school property including inappropriate use of technology or unauthorized use of school equipment.
- skipping class, including extended tardiness and truancy, and/or leaving campus without permission
- obscene or lewd behavior, including possession of sexually explicit material.
- physical, sexual, or verbal abuse.
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray, and any additional items considered dangerous by the school administration.
- committing any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior, and destruction of property.
- insubordination to a school authority, including guest speakers, field trip chaperones, drivers, or hosts.
- behavior which potentially endangers another's safety.
- failure to follow through with the disciplinary process outlined for previous violations.

CONSEQUENCES DEFINED

The faculty, staff, and administration of Lake City Academy understand that no one is perfect, and everyone makes mistakes. We all need grace, and sometimes the best learning happens after mistakes have been made! But our actions do have consequences, and when violations of the School Code occur, steps must be taken to help students learn to make better choices. Most violations can be prevented through clear communication of our expectations, to help students avoid situations where they unknowingly exhibit inappropriate behavior. For this reason, teachers begin the year by explaining the rules and regulations for their individual classes and the school as a whole. When student behavior violates the expectations, disciplinary action will be determined based on the facts of the incident, at the reasonable discretion of the Administrator/Principal. Factors such as age, grade level, social and emotional development, intellectual level, and overall student rights and responsibilities will also be considered. Disciplinary issues will be resolved by every means possible prior to expulsion. One or more of the following consequences may be implemented:

RECOMMENDED POTENTIAL CONSEQUENCES OF CATEGORY I VIOLATIONS

- Reinforcements Outlined in the Individual Teacher's Discipline Plan
- Student Conference/Warning
- Parent Contact
- Confiscation of Contraband

RECOMMENDED POTENTIAL CONSEQUENCES OF CATEGORY II VIOLATIONS

- Cooling-off
- Parent Contact and/or Conference
- Confiscation of Contraband
- Administrative Student Conference/Warning
- Suspension

RECOMMENDED POTENTIAL CONSEQUENCES OF CATEGORY III VIOLATIONS

- Immediate Referral to an Administrator
- Confiscation of Contraband
- Required Parent Conference
- Suspension and/or Probation
- Expulsion

RECOMMENDED CONSEQUENCES OF DRESS CODE VIOLATIONS

- First Offense: The student is given a warning, and may be asked to call home for appropriate dress.
- Second Offense: The student is referred to the office, and may be required to call home for a change of clothing.
- Third Offense: The student is referred to the office, and a parent conference is required to discuss how to eliminate the developing dress code issues.
- Additional offenses: The student is referred to the office for a Category II Violation (Defiance of Authority) and disciplined accordingly.

PARENT CONTACT/CONFERENCE

Our desire for maintaining appropriate student behavior is to form a partnership between the school and parents. When student behavior becomes problematic, the teacher and/or administrator will notify the parents via letters, e-mails, and/or phone calls. If the behavior violations continue, parents may be invited to campus for a conference with the teacher and/or administrator. However, when these forms of communication are no longer effective, graduated consequences are required.

CONFISCATION OF CONTRABAND

Students who bring contraband on campus or use items inappropriately (i.e. cell phones) may have the item confiscated by faculty/staff or an administrator. Depending on the nature of the confiscated item, school administration and/or the parent may be notified. If the student repeats the behavior, he or she may be denied the right to bring the item on campus.

COOLING-OFF

When a faculty or staff member feels that additional assistance is needed for handling inappropriate behaviors, they may refer students to the office for "cooling-off". This time is designed to be positive and proactive in order to de-escalate incidents before they become problematic. The principal or other administrator may spend a few minutes talking with the student to find out what happened, but frequently the change of scene is all that is needed to prevent a more serious disciplinary problem.

SUSPENSION/PROBATION

A suspension is a temporary denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Students may be given an essay assigned by the school administration to be completed prior to their readmission to school. Any work missed during the period of suspension will be handled as it would for an excused absence. Students are not allowed on campus or to participate in any school activities during the period of their suspension. Once a student has been suspended for five days within a school year, he/she may be considered for expulsion. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

EXPULSION

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Lake City Academy from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive Christian learning environment.

DISCIPLINE FOR OFF-CAMPUS BEHAVIOR

During times when students are not under the direct supervision of the school, they are not subject to the consequences of this Code of Conduct. However, students do represent the school at all times, so their behavior outside of school activities may reflect on the overall effectiveness of the school. As a result, the school may need to enforce consequences for student actions that are deemed unacceptable.



STUDENT/PARENT CONTRACT

We require students in grades three through eight and all parents sign below to confirm that you have received and reviewed the Code of Conduct and agree to the following principles of this contract. **Please return the contract to the LCA office.*** Thank you for your continued support for the policies of Lake City Academy.

PARENTS:

1. I have received a copy of Lake City Academy's Code of Conduct.
2. I have read Lake City Academy's Code of Conduct and feel I have an overall understanding of its rules and procedures.
3. I agree with the educational and behavioral standards for my child as a student at Lake City Academy.
4. My signature indicates my permission for Lake City Academy to teach my child appropriate behavior from a Christ-centered Biblical perspective.
5. My signature indicates my permission for the administration and faculty of Lake City Academy to enforce the rules and standards of conduct as outlined in the Code of Conduct.

Parent Signature and Date

STUDENTS:

1. I have received and read Lake City Academy's Code of Conduct and I agree to comply to the best of my ability.
2. I understand the goals and behavioral standards expected of me as a student, as outlined in Lake City Academy's Code of Conduct.
3. I understand that violations of the Code of Conduct will result in discipline and that violations which reflect complete defiance of authority may result in my dismissal from Lake City Academy.

Student Signature and Date

***Contract signatures are not required for the 2020-2021 school year, due to the delay in posting the Code of Conduct and Student Handbook. However, adherence to these policies is still expected.**