



**HOUSE OF THE LORD  
CHRISTIAN ACADEMY**

# Handbook

2018 - 2019

*House of the Lord Christian Academy*

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**A Ministry**

**of**

**HOUSE OF THE LORD, INC.**

## TABLE OF CONTENT

<b>TITLE</b>	<b>PAGE</b>
<b>Introduction</b>	<b>2,3</b>
<b>About House of the Lord</b>	<b>4,5</b>
<b>Basic Standards of Conduct &amp; Appearance</b>	<b>6,7,8</b>
<b>Admission Procedure</b>	<b>8,9</b>
<b>Tuition and Curriculum Fees</b>	<b>9</b>
<b>Staff, Parent Involvement</b>	<b>9,10</b>
<b>Key Factors Provided Attendance</b>	<b>10,11</b>
<b>Homework, Progress Reports</b>	<b>12</b>
<b>Discipline</b>	<b>12,13</b>
<b>Curriculum</b>	<b>13,14</b>
<b>Homeschool Program</b>	<b>14</b>
<b>HLCA Graduation Requirements</b>	<b>14,15</b>
<b>Accreditation</b>	<b>15</b>
<b>High School Jobs, Extra Curricular</b>	<b>15,16</b>
<b>HLCA Athletic Eligibility Policy</b>	<b>16</b>
<b>Motivational Programs</b>	<b>17</b>
<b>Miscellaneous</b>	<b>17,18</b>

Students violating this policy will have their phone confiscated for the day. First two infractions-automatic Friday School, 3rd infraction is a Red Card violation.

Teachers will use cell phones in regards to school matters, emergency contact, or a matter of convenience for the school secretary. Ipods, and like electronics are not allowed during the hours of 8:00 a.m. and 3:00 p.m.. Violations will be dealt with in the same manner as cell phones.

Open Campus: High School students have the privilege and responsibility of 'Open Campus'. They may leave the school grounds during their *lunch period*. Parents may restrict their high school student to closed campus by contacting the office. Certain infractions may result in an indeterminate time of closed campus.

**\*Visitors must receive permission to be on campus between 7:30 a.m. and 4:00 p.m. at least one day prior to their requested visit. Visitors must check in and out at the office. Visitors may not drop in for lunch without adhering to the above stated policy.**

**(If parents of our students wish to visit a class, please notify the office at least one day prior. Teachers' schedules may conflict with a visit due to field trips, tests, program practice, etc.)**

## MOTIVATIONAL PROGRAMS

ANNUAL AWARDS CEREMONY: Annual trophies, certificates and awards will be awarded to students who qualify. Some of the awards are:

1. Perfect Attendance for Year
2. Scripture Memorization for Year (Bible award)
3. **Honors** 3.20-3.49, **High Honor** 3.5-3.99 (no D's) **Highest Honor 4.0**
4. Most Inspirational
5. High GPA  
High School Academic letters or pins will be awarded for 4.0 annually
7. Principal's Award Elementary and Secondary

**Mission Trips:** Our 11th and 12th grade High School students have taken a trip every other year through our Intercultural Studies Class to a foreign country since 1999. These trips are educational, with an emphasis on missions.

## MISCELLANEOUS

**MINISTRY PROPERTY:** All students are expected to respect the school and church property. Defaced, marked, or broken property will be repaired or replaced at the offender's expense.

**TRANSPORTATION:** Student transportation is the responsibility of the parents. Car pools are encouraged for transportation to and from school. Students serving detentions will require special arrangements. Parents will alternate transportation duty for away games and field trips. Students will need to reimburse drivers for gas on long trips. Only mature students who are properly licensed and insured are permitted to drive to school. Any driving violation on church property will result in the revocation of on-campus driving privileges.

**TELEPHONE USE:** Students' cell phones are to be turned into the office by 7:55am. Students may request use of them during nutrition break and lunchbreak, but must remain in the office. Students with open campus at lunchtime may take their phones with them if they are leaving the school grounds, but must return them to the office after lunch.

## INTRODUCTION

It is our desire to serve parents by offering a Christian School Ministry with a safe and loving environment; a school in which children can be nurtured and trained up in the admonition of the Lord. With God's precepts at the heart of the curriculum, we believe that our students are educated with a better perspective of knowledge than a curriculum without this central philosophy can provide.

House of the Lord Christian Academy is a ministry of House of the Lord Church. Founded in 1980 as a ministry to educate the children of member families of the church, HLCA has always opened its doors to those of the community who desire this type of ministry. The Scriptures, in Proverbs 22:6 and Deuteronomy 6:1-7, speak plainly of a parent's responsibility towards the spiritual training of their children. For over thirty years we have been providing a school ministry that not only prepares the students academically for the challenges of life but also one that teaches knowledge from a Christian foundation of truth. Our mission is to train the next generation of Christian leaders and equip them for life.

We are here to assist the parents in fulfilling their responsibilities toward education and spiritual training. Our philosophy has always been to come along side of the parents while recognizing that the primary responsibility for education rests with the parents. It is not the purpose of our school ministry to reform the character of children. It is our purpose to provide an environment where the character of Christian children from Christian homes can be preserved and promoted.

All members of the board, administration and staff of House of the Lord Christian Academy believe that the Bible is the Word of God and without error in all its teaching. Because of our understanding of the Old and New Testaments, our school teaches these Core Family Values:

1/That it is unacceptable for Christians to teach hatred towards any group or individual.

2/That human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such.

3/That extramarital sexual intimacy, heterosexual or homosexual is morally wrong.

4/That marriage is an exclusively heterosexual institution involving one man and one woman.

Our staff loves and serves Jesus and desires the best for each child. It is our hope that parents will be well pleased with what their children gain from their experience here at HLCA.

House of the Lord Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

#### Mission Statement of House of the Lord Christian Academy

1. To impact the lives of individuals and the life of this nation for righteousness, right-standing, right-living, and right-thinking before God: **and**
2. To raise up and train leaders who will stand for the same and seek to actively make a difference in favor of godliness.

\*This Christian ministry does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, scholarship programs, and athletic or other school-administered programs.

#### **EXTRA CURRICULAR ELIGIBILITY & PRIVILEGES**

House of the Lord Christian Academy is a member of the Mountain Christian League and may participate in Girls Varsity Volleyball and Boys Varsity Soccer in the Fall, and Boys and Girls Varsity Basketball in the winter. Also available is a Boys and girls Junior High Basketball program in the early Spring. Sports depend on interest. 49° North offers our students a discounted ski program in January. We also offer archery in the Spring.

#### **HLCA ATHLETIC ELIGIBILITY POLICY:**

To participate in the HLCA athletic program a student must have GPA of 2.0 or above, and cannot have a failing grade ('F'-less than 60%) in any subject. Qualifying grades for eligibility are determined from the previous quarter for the current sport season. (Exception: If a student's grades from the fourth quarter of the last academic year disqualify him/her for the fall sport the student may start on probation.)

If a student starts the season and his/her GPA drops below 2.0 or they receive an 'F' (below 60%) on Monday grade check, they are put on probation, but may practice and play that week. If they do not bring up the grade by the following Monday grade check they are on suspension for the week, no practice-no play. They remain on suspension until a satisfactory Monday grade check. A student that is placed on probation remains on probation for the entire season. Athletes may be placed on Athletic Behavioral Probation at any time when the athlete's behavior is inconsistent with the acceptable conduct described in the Code of Conduct (see HLCA Sports Handbook). Students must also demonstrate acceptability in all areas of their lives. Christian character, attitudes, and actions must be displayed in each athlete's daily life as well as at games. Any action which would bring discredit to the team will render that student ineligible to participate.

Students must be faithful to attend regular practices as required. Unexcused absences may render a student ineligible to participate in that particular activity.

Athletic letters or pins may be earned in High School and will be awarded in accordance with the established policy.

15.

Speech	1
Health	1
Electives (includes 8 required Bible credits)	17
TOTAL	46

HLCA credit requirements for graduation meet Idaho state requirements.

#### **ELIGIBILITY FOR VALEDICTORIAN/SALUTATORIAN:**

Student must attend HLCA their Junior and Senior year to qualify, and earn a GPA of 3.5 or higher.

#### **ACCREDITATION**

We are not accredited and we are not planning at this time to seek accreditation. Our teachers are highly qualified and have been selected because of their Christian character, life style, and ability. Certification is not a requirement of our staff. It is always our goal to attain academic excellence and to comply with all State and local requirements that would achieve that end.

The State of Idaho does not require private schools to be accredited, but public high schools are not obligated to accept high school credit from unaccredited high schools. This may cause problems for our students who transfer to a public high school. Currently, we have not had a problem. Our diplomas have been accepted all over the country by State and Private Colleges. Students planning to enroll directly in a four-year State college may be required to submit special forms. College admission has never been denied to any of our graduates because we lack accreditation.

College and university registrars evaluate applicants by their college entrance exams, standardized test scores, and the individual's academic record.

#### **HIGH SCHOOL JOBS**

In most cases, it is not recommended that students hold regular jobs during the school year. School work must take priority over the student's job and the job must not interfere with school performance or jeopardize the student's projected graduation date. High School students may not be excused from school to work but may work at the end of their school day.

#### **ABOUT HOUSE OF THE LORD**

House of the Lord belongs to a large network of churches called Ministers Fellowship International. House of the Lord is a non-denominational full gospel church.

#### **Doctrinal Attitude:**

##### **In essential beliefs—we have unity.**

Eph. 4:4-6 There is one body and one Spirit—just as you were called to one hope when you were called—one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.

##### **In non-essential beliefs—we have liberty.**

Rom. 14:1,4,12,22 Accept him whose faith is weak. Without passing judgment on disputable matters. Who are you to judge someone else's servant? To his own master he stands or falls. And he will stand, for the Lord is able to make him stand. So then, each of us will give an account of himself to God. So whatever you believe about these things keep between yourself and God. Blessed is the man who does not condemn himself by what he approves.

##### **In all our beliefs—we have love.**

1 Cor. 13:2 If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have not love, I am nothing.

#### **Doctrinal Statement**

1. We believe in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given (2 Timothy 3:16, 1 Corinthians 2:13).
2. We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son and Holy Spirit; distinguishable but indivisible (Matthew 28:19; 2 Corinthians 13-14).
3. We believe in the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness (Romans 5:12,18).
4. We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, very God and very man. (Luke 1:26-35, John 1:18; Isaiah 7:14; 9:16).

5. We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples (1 Corinthians 15:1-4; Romans 4:25).
6. We believe in the bodily ascension of Jesus to heaven, His exaltation and personal, literal and bodily coming again the second time for the Church (John 4:2-3; 1 Thessalonians 4:13-18).
7. We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins (Ephesians 2:8-9; Hebrews 9:12; Romans 5:11).
8. We believe in the necessity of water baptism by immersion in the Name of the Eternal Godhead in order to fulfill the command of Christ (Matthew 28:19; Acts 2:34-36; 19:1-6).
9. We believe in the baptism of the Holy Spirit as an experience subsequent to salvation, with the Scriptural evidence; namely, speaking in other tongues as the Spirit gives utterance (Acts 2:1-4; 17;10:44-46; Galatians 3:14-15).
10. We believe in the operation of the gifts of the Spirit as enumerated in 1 Corinthians 12-14, as manifested in the early church.
11. We believe in the Spirit-filled life, a life of separation from the world and perfecting of holiness in the fear of God as an expression of Christian faith (Ephesians 5:18; 2 Corinthians 6:14; 7:1).
12. We believe in the healing of the body by Divine Power, or Divine healing in its varied aspects as practiced in the early church (Acts 4:30; Romans 8:11; 1 Corinthians 12:9; James 5:14).
13. We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers (1 Corinthians 11:28-32).
14. We believe in eternal life for believers (John 5:24; 3:16) and eternal punishment for unbelievers (Mark 9:43-58; 2 Thessalonian 1:9; Revelation 20:10-15).
15. We believe in the reality and personality of Satan and eternal Judgment of Satan and his angels (Matthew 25:41; Revelation 20:10-15).

We have found that for the Junior High and High School grades, traditional lecture classes are important in developing the listening and note-taking skills needed for college. For most of these classes we use A Beka and Bob Jones curriculum.

Computer stations with internet research capabilities are available. Notebooks, Kindles, Ipads, etc. are allowed for class-related assignments **during class time only.**

### **HOMESCHOOL PROGRAM**

Students, grades 1st –8th, may take advantage of our homeschool program provided they use our curriculum. Families must provide a quarterly grade report with test scores. The cost for each student is \$150.00 for registration and a \$25.00 administration fee per quarter. Fees do not include curriculum. Administration will order the necessary curriculum when payment is received. Homeschool students may join their respective classes for field trips and sports.

Homeschool students at the high school level may take specific classes and receive credit if the student adheres to the standards set by HLCA. The cost is \$150.00 for registration plus \$250.00 per class per semester (18wks).

### **HLCA**

#### **GRADUATION REQUIREMENTS**

House of the Lord Christian Academy requires a minimum of 46 semester credits to graduate in accordance with Idaho State Graduation Requirements. A prescribed course of study will be determined through a conference with the principal, parents, and student. Transfer students must successfully complete at least one semester in this school before receiving a diploma from House of the Lord Christian Academy.

A minimum of 6 semesters of high school will be required for graduation. Any exception to this must be approved by the school principal.

<u>SUBJECTS</u>	<u>REQUIRED UNITS</u>
English	8
Math (1 logic math)	6
Science (incl. Lab)	6
Social Studies (must incl., 2 U.S. Hist, 2 Am. Gov. 1 Econ.)	5
Humanities (includes intercultural studies/Foreign Language)	2

Examples which might result in disciplinary action could include infractions of the Standards of Conduct found on pages 6,7 & 8.

When discipline is required at school it will usually be handled as follows:

1. Verbal—At the first offense the student is usually spoken to and given opportunity to correct the problem.
2. Yellow/Red Card—If the student does not correct the problem, a Yellow/Red Card is issued. Detention letters are used for the Elementary students.
3. Conference with parents. Such a conference may result in temporary suspension.
4. Removal—This is a rare and serious occasion, and only occurs if the student refuses to repent of the wrong action, or that the wrong action would result in harm to the character or well being of the other students and violate the student enrollment contract of a High School student.

A copy of the complete Disciplinary Policy and Procedures is available in the office or on the school website (hlcaschool.com) under the Resources.

### **CURRICULUM & CLASSES**

Our core curriculum for PK through 6 is A Beka, and Bob Jones. These are Biblically-based curriculum, which we have found to be ideal for the younger grades in the small Christian school setting. Our Spelling curriculum is ACSI which we have found to be excellent in its presentation. Other curriculum, such as ACE, may be used to bring a student to an acceptable performance level.

New students are diagnostically tested to identify any gaps in their learning, and curriculum is prescribed according to their actual level of performance. The scope and sequence of our curriculum moves with continuous progress from the first skill to be mastered on through the next skill in sequence.

### **BASIC STANDARDS OF CONDUCT AND APPEARANCE**

Conduct and appearance will be distinctly Christian. This requires a high level of commitment by all involved: staff, parents, and students. One of the main reasons parents enroll their children in a Christian school is to have some degree of control of the peer group their children are exposed to during their formative years. By having a basic standard of conduct and appearance, all families know what they can expect from others, and what others are expecting of them. Out of love and consideration for one another, we ask both parents and students who do not honestly hold to these basic standards not to select our school.

1. **Attitudes**—We desire for our children to grow in having the mind of Christ as represented by attitudes of humility, enthusiasm, cooperation, and respect.
2. **Character**—We desire for our children to pursue and grow in genuine holiness. Our children will not be involved in, nor will they speak favorably or causally regarding any of the following: cheating, smoking, gambling, drinking alcoholic beverages, using illicit drugs, sexting, listening to or viewing unwholesome or worldly entertainment. As parents, we recognize that today's entertainment has a strong influence on our children, and we agree to carefully screen what we allow our children to see and hear.
3. **Boy-Girl Relationships**—We desire for our children to grow up with deep convictions regarding the sanctity and responsibility of marriage; to understand that God himself has provided for lifelong companionship between one man and one woman only through the protective covenant of marriage; and to develop godly habit patterns for relating as brothers and sisters in the Lord outside of the marriage covenant.  
In order to provide an environment where these convictions can grow, public displays of affection (hugging, handholding, kissing) are considered inappropriate on campus, at school sponsored events and outings, and while being transported in the van. Whether standing or sitting, the 6" rule is to be adhered to (a respectful distance of separation.)
4. **Speech**—We desire for our children to grow up understanding just how important our words are to Christ. Our children will not lie, swear, use unseemly or crude speech, gossip, or tear down others with their words.

5. **Appearance** - We desire for our children to understand how God feels about modesty, how it relates to their attitude toward Him, toward one another, and toward their future spouse. To achieve an environment of modesty and proper appearance, HLCA provides Dress Requirements to which students adhere. Our goal is to provide an environment with:

- >A consistent level of modesty.
- >Relationships which tend to be based more upon the inward person instead of the outward person.
- >A higher level of performance and esprit de corps, which are influenced by how we dress. Clothing must be clean, in good repair, and be replaced as required by wear-and-tear or outgrowth.

Dress Requirements are in force during any school related activities, before and after school, except when approved for special occasions by the principal.

**DAILY WEAR:** Jeans, etc. should ride on the hips, no underwear or midriff showing. Shorts are to be minimum of finger tip length to bottom of shorts. Tank tops and muscle shirts are unacceptable.

Sleeveless shirts must come to the edge of the shoulder and /or have straps 1 1/2" wide straps, no bra straps showing, neckline no lower than 4 fingers from the collarbone and no cleavage showing, armholes of modest cut. Dresses, skirts & slits are to be of modest length and no more than five inches from the floor to the bottom of the hemline when the girl is kneeling on the floor. Leggings & jeggings will be considered as tights or nylons. See-through, low cut shirts, blouses, and bare midriffs are unacceptable. Hats or any head coverings are not to be worn inside the building at any time without special permission. No jeans with holes or shreds. No writing on back end of pants. No pajama pants or athletic pants (spandex-type). (Clothing w/offensive slogans or inappropriate advertising are unacceptable (alcohol, bars, Pink-Victoria Secret, etc.)

**ACCESSORIES:** Any jewelry or apparel that portrays a negative or offensive message is unacceptable.

**HAIR:** Whether boy or girl, style and cut should be such as to not interfere with the educational process. If the student's hairstyle is an obvious reflection of rebellion, the student will be required to cut it or change the style.

The office will notify the necessary teacher/s. It is the student's responsibility to gather the required assignments that will be missed prior to leaving. Student/s need to be signed out in the office before dismissal by parent/guardian. (unscheduled/emergency early dismissals will be handled by the office.)

### **HOMEWORK**

In grades 1 through 6, students are taught goal setting and work responsibility. When they do not meet their work goals during any given day, they are expected to complete their work at home in the evening. Goal sheets are issued on Mondays giving students a preview of the week ahead. Goal sheets for grades 1-3 also have daily behavior scores. Goal sheets are sent home Thursdays so unfinished and assigned homework can be done over the weekend. Grades 4-6 are given a look-ahead sheet informing parents of upcoming test and project deadlines.

Students can anticipate homework daily: 10-60 minutes for elementary depending on grade level, (15) minutes of homework per class in Junior High, and (20) minutes for High School per class.

### **PROGRESS REPORTS**

Progress will be reviewed with parents at 1st Quarter Parents Conferences. Parents may contact the school at any time to set up a conference with your student's teachers or teacher. The school secretary will facilitate the scheduling of these conferences. Mid-term grades are also sent out to parents.

Most of our school communications are by e-mail, phone, or a communication envelope which is sent home each Wednesday.

### **DISCIPLINE**

All discipline is designed to restore a child to right behavior and to preserve the environment we endeavor to provide for our children. Discipline is primarily the responsibility of the parents. Actions requiring discipline may result in a yellow/red card and/or a disciplinary letter, and are referred to the home for further attention.

9.

We do not have appropriate staff in place to administer student medications. Nor do we have adequate staffing to provide excessive individual attention and the extra instruction needed for students with special learning needs.

**TUITION AND CURRICULUM POLICIES**

Tuition is billed on a monthly basis, with the school financial year beginning September 1 and ending August 31. Families are billed on a 10 month or 12 month basis through the FACTS Tuition Management Service.

Families with students in grades PK thru 12 pay a nonrefundable Registration Fee of \$150 per student at the time of acceptance. A Building Fee of \$150per family is also due at this time.

An Annual Registration Fee is due each Spring to hold positions for returning students in the Fall. Regular Registration begins at the end of April. Any open positions after returning registration will be filled with new families from the waiting list.

Curriculum expenses are included in tuition costs. However, any extra special curriculum will be billed at cost.

Tuition is paid either monthly by FACTS, by semester by FACTS, or once yearly. A form of exception may be submitted to the school board for their review and approval of other financial arrangements are needed.

Your bill is due if payment is not received by the 5th or 20th of the month and will be charged a late fee by FACTS. HLCA will charge any bank fees plus original amount for returned checks.

**STAFF**

All our staff are dedicated Christians. Our classroom teachers are trained, experienced, and highly qualified individuals, although not all are State Certified teachers. Our teachers regularly attend Educators Conventions, seminars, and other training opportunities.

**PARENT INVOLVEMENT**

Parent awareness and involvement in their children’s education is a key to their success. Parent participation in the educational process enables them to know the classroom procedure and how their child is performing in the environment, and thus to better assist them there. It enables parents to know the peer group and how their child

10.

relates in that context, and thus influence those relationships.

Parents are required to contribute a minimum of 3 hours of school service for each family at the beginning of the school year to put the building in order.

Our annual **Raising the House Luncheon** is our largest and most important general school fundraiser. Every family is expected to participate in providing services or items, in the planning, publicity, set-up, or organization. The Legacy Team supports the school activities year round. If you are interested in getting involved, contact the Principal.

**KEY FACTORS PROVIDED BY HLCA**

1. Parents can be directly involved in the instruction and training of their children . (Ephesians 6:4)
2. Curriculum and philosophy are Bible-based, Biblically consistent, and godly. (Isaiah 54:13, Colossians 2:6-8, James 4:4)
3. The peer group is godly, and problems can be dealt with and solved Biblically. (1 Corinthians 5:11, Galatians 6:1)
4. Staff, parents and other workers are all godly and have the same basic values and commitments. (Psalm 1:1)
5. Community is involved collectively. (Philippians 2:4)
6. Excellence and character, environment and academics are our overall commitment. (Colossians 3:17)

**ATTENDANCE**

Students are expected to be on time and present at school every scheduled day of operation. The regular school day begins at 8:00am, with staff arriving at 7:30 for staff meeting and prayer. School is out at 3:00, with student pick up needed by 3:15. Kindergarten and Preschool dismiss at 11:30. Absences are only expected for the following reasons:

1. Sickness or emergencies.
2. Medical appointments when it is absolutely impossible to schedule them during non-school hours.

11.

If a family trip is planned during regularly scheduled school days, Parents are to contact teachers in regards to completion of work that will be missed.

- **All absences should be excused in writing by the parent of the student.**

### **ABSENCES**

Excessive absences, whether unexcused or excused, adversely affect the student's ability to be successful in the classroom.

Please note the following guidelines:

1. Students may have no more than 10 days absent in a semester. Promotion to the next grade or loss of credit may be the result for any student who is not in school the required number of days even though they may have passing grades.
2. Parents/Guardians will receive a letter when a student reaches 5 days absent.
3. At 7 days absent a conference with parent/guardian, student, and the administrator is required.
4. After 10 days credit or promotion is in jeopardy and will be reviewed by the school board. Their recommendation will be communicated to the student and parents. (Those students who have valid reason to believe that all, or part, of their absences are the result of extraordinary circumstances may request a reconsideration of their case.)

**\*Absences due to school related activities will not be counted.**

### **TARDIES**

Punctuality is important. When a student is late for a class, he/she misses important information and disrupts the class. Any student arriving late for class will be marked tardy by their teacher. Every 3 tardies will result in a yellow card.

**(TARDIES ARE NOT GIVEN ON SEVERE WEATHER DAYS.)**

**Early Dismissal:** If a student is leaving earlier than scheduled dismissal times (sports, driver's education, etc.) the office needs to be notified by 8:30 a.m. the morning of, by a phone call or note.

**PIERCINGS:** Facial piercings are allowed but must be with **small studs** only. Boys earrings must be studs or plugs. Tongue piercings are unacceptable.

**TATOOS:** Tattoos that portray a negative or offensive message, or are distracting are to be covered.

**Wednesday will be Chapel Day.** Student's attire should be dressy-casual (slacks, dresses/skirts, jeans, collared shirts for boys....no t-shirts, basketball shorts, hoodies or sweats.) This is one simple way of promoting unity throughout the school body and staff. This dress code is a guideline. Final determination will always rest with the Principal or their representative.

### **ADMISSIONS PROCEDURE**

Relationship, involvement, and commitment are key ingredients in any successful school—ingredients which require conscious decision and time. We recommend therefore, that new families take time to get to know us and how our school operates before deciding to enroll their children. Please plan a time to bring your child(ren) in while school is in session, if possible, to look around and ask questions. Applicants for enrollment from outside our church will be screened by interview and by recommendation of their Pastor. New students typically enroll at the beginning of a new semester.

#### **Steps toward Enrollment:**

1. Parents contact the school office and indicate their interest in the school. You will receive a copy of the School Handbook, & other informative materials. We ask that you take this home and carefully read the Handbook so you are fully aware of the environment we are trying to provide and the fact that if you choose to enroll your children here you are agreeing to hold the same standards.
2. If, after reviewing the Handbook, you decide to apply for enrollment, fill out and return the registration form, a signed copy of the parental support letter, and schedule an appointment with the school Principal.
3. Both parents (or just you if a single-parent home) and children need to attend the interview. If there is an opening, the school Principal will review your enrollment form and make personal reference calls.. Once accepted, you will be given the required forms for enrollment. Fill out the required forms and return them to the school Principal. If there are no openings, your name will be placed on a waiting list for consideration for future openings. New students must provide immunization records as required by Idaho law.