



LARAMIE
CHRISTIAN
ACADEMY

PARENT-STUDENT HANDBOOK

Dear Parents and Students,

Thank you for choosing Laramie Christian Academy! We are honored to serve you as you seek an excellent education based on a biblical worldview.

Christian education is at its best when Christians work together, and we want you to be as much a part of this team as you are able. Parents, we encourage you to play an active role in your student's activities. We rely on your cooperation to help ensure a safe and healthy educational environment for our students. Students, we hope that you will take advantage of every opportunity that you have at this Academy to learn and grow. We trust that this handbook will be a tool that helps all of us work together as we follow our Lord.

To God be the glory!

Sincerely,

The Laramie Christian Academy Board



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Statement of Faith and Commitment

This Statement of Faith and Commitment is signed by all board members, faculty, and staff, as well as any volunteers who in the judgment of the board are in a position to have significant influence on students other than their own. All signers pledge their subscription to each article of faith and their dedication to each corresponding commitment. The final interpretation of this Statement and the determination of whether a person who has signed remains in compliance belong solely to the Academy Board.

The Scripture references are given as suggestions for further study rather than as exhaustive proof texts for each statement.

I believe that God alone is the Lord of the conscience, and my conscience should not be governed by the commandments of men. (Romans 14:4)

I commit to maintain a clean conscience before God. I sign this Statement of Faith and Commitment freely, not binding my conscience but giving voice to it, so that all may know my commitment to my Lord as I seek to serve at this Academy. If at any time I find that my faith or pattern of life are no longer in accord with this Statement, I will voluntarily resign from my work at the Academy. (Acts 24:16, 2 Corinthians 4:13, Ecclesiastes 5:4-5)

I believe that God has revealed Himself through the creation, preservation, and government of the universe; but He has especially made Himself known through the Scriptures. The Scriptures, which are the 66 books of the Bible from Genesis to Revelation, are the inerrant and infallible word of God. The Scriptures are God's only final and authoritative rule for human faith and practice. (Psalm 19; Romans 1:20; 2 Timothy 3:16-17; Revelation 22:18-19)

I commit to receive these Scriptures as the word of God. I will diligently meditate on them, so that I might believe what they teach and obey what they command. (Deuteronomy 6:4-9, Psalm 1, Psalm 119, 1 Thessalonians 2:13)

I believe that there is only one living and true God. He is infinite, eternal, and unchangeable in His being, in His wisdom, in His power, in His holiness, in His justice, in His goodness, and in His truth. (Deuteronomy 6:4, Psalm 145:3, Romans 11:33-36, James 1:17)

I commit to have no other gods before Him. (Exodus 20:3)

I believe that the Scriptures reveal the doctrine of the Trinity – that the one true God eternally exists in three Persons, the Father, the Son, and the Holy Spirit. These three Persons are one God, the same in substance, equal in power and glory. (Matthew 28:19, 2 Corinthians 13:14)

I commit to worshiping and glorifying the one true God as Father, Son, and Holy Spirit, and to integrating the doctrine of the Trinity into all my faith and practice. (John 4:23-26, Romans 8:9-12)

I believe that God created all things out of nothing, by the word of his power, and all very good. (Genesis 1)

I commit to live as a faithful steward of that portion of God's creation which is entrusted to me, and to receiving all of God's good gifts with thanksgiving. (Genesis 1:26, Timothy 4:3)

I believe that the first man, Adam, was formed by God from the dust of the ground and did not evolve from other life forms. From Adam God created the first woman, Eve, making her Adam's equal according to personhood and his complement according to gender. God united them together in marriage, preparing them to be the parents of all people. (Genesis 1:27-28; Genesis 2; Genesis 4:1-2; Genesis 5)

I commit, as a descendant of Adam and Eve, to submit to God's created design for humanity. I will respect all people as equal before God. I will acknowledge our differences as male and female according to God's design, recognizing that He has established these differences in our bodies from conception. I will honor the institution of marriage as a life-long covenant between one man and one woman, abstaining from all forms of sexual activity outside of marriage. (Leviticus 19:18, Psalm 139:13-16, Hebrews 13:4)

I believe that Adam and Eve sinned against God by eating the forbidden fruit. By this sin they brought humanity under God's curse. Thus, all people are born with a sinful nature, commit sins against God, and deserve His wrath. (Genesis 3, Psalm 51:5, James 1:13-15, Romans 3:23, Ephesians 2:1-3)

I commit to guard against all hypocrisy and judgmentalism, for I know that I deserve the judgment of God for my sin. (Matthew 7:1-5)

I believe that there is only one Redeemer who can save us from our sins, the Lord Jesus Christ. He is the eternal Son of God who became man. From the time that He became man He has been fully God and fully man in two distinct natures, and one person, as He will remain forever. Jesus was born of a virgin, lived a sinless life, proclaimed the kingdom of God, performed miracles of power and healing, willingly died on the cross as an atonement for sin, rose bodily from the dead, ascended into heaven, and sat down at the right hand of the Father. He will return again in power and glory to judge all people, justly assigning them either eternal life or eternal punishment. (John 1:1, John 1:14, Luke 1:34-35, Matthew 4:23, John 10:11-18, Luke 24:36-40, Acts 1:9, Hebrews 1:3, Matthew 25:31-46)

I commit to proclaim the truth about Jesus Christ boldly to all people, rejoicing in the hope of salvation and remembering that the time of His return has been appointed by God. (2 Corinthians 5:14-21, Acts 17:30-31)

I believe that salvation is a gift of God's grace, and that there is no hope of salvation unless by God's Spirit a person is born again. As the Holy Spirit works, God justifies, adopts, and sanctifies all people who genuinely repent of their sins and trust in Him. God justifies people by pardoning their sins and accepting them as righteous in his sight, crediting the righteousness of Christ to their account. God adopts people by numbering them among His students and giving them a right to all the privileges of the family of God. This adoption establishes God's people permanently in His family, as evidenced by the sealing of the Holy Spirit. God sanctifies His people by working in them according to His good pleasure so that they might work out their faith with godly fear and obedience. (Ephesians 2:8-9, John 3:3-8, Galatians 2:16, Philippians 3:9, Romans 8:15, Philippians 1:6, 2 Corinthians 1:21-22, Philippians 2:12-13)

I commit to keeping all my faith and hope in Jesus Christ alone, repenting of my sins and resting in Him for salvation. I will seek to live out my identity as a justified and adopted student of God by putting off the old self of living in sin and putting on the new self of renewal in God's image. Because the grace of God is my only hope to do good works, and I know that sin still clings closely, I will seek to repent and forgive often, and never to boast except in the name of the Lord my God. (Psalm 62:5-8, Mark 1:15, Romans 1:16-17, 2 Corinthians 5:17, Ephesians 4:22-24, Ephesians 2:10, Hebrews 12:1, Luke 17:3-4, 1 Corinthians 1:31)

I believe in the spiritual unity of all believers in the Lord Jesus Christ. At the same time, I recognize that God calls believers to unite together in various local churches where His word is preached, His ordinances are practiced, and His people are shepherded. (Galatians 3:28, Ephesians 4:1-16, Acts 15:41, Matthew 28:19, 1 Corinthians 11:23-26, Acts 20:28)

I commit to maintain membership (or a similar relationship) with a particular church, to submit to my church's leadership, and to seek the peace, purity, and success of my church. At the same time, in my function at an Academy that serves students from multiple churches, I will respect the oversight of the various local churches over all those with whom God has entrusted them and preserve a spirit of charity toward other churches. (Hebrews 13:17, Luke 9:49-50)

I believe that the Scriptures assign first importance to the essential matters of the gospel and teach these gospel truths with the most clarity. At the same time, I recognize that all of Scripture is the word of God and must be taught in the process of discipleship. (1 Corinthians 15:3-4, Matthew 5:17-20, Matthew 28:19-20)

I commit to maintain both a love for truth and a spirit of charity toward others, recognizing that I will work at this Academy with other sincere Christians who hold different beliefs from me on matters which are beyond the scope of this Statement of Faith and Commitment. Insofar as I have opportunity to teach the Scriptures to students, I will exercise respectful discretion in what topics I address. If I do teach on an area which I know to be a matter of disagreement among believers, I will make that known to the students and encourage them to consult with their own parents and pastors, and especially to seek truth for themselves in the Scriptures. (Romans 14:1-3, Proverbs 1:8, Hebrews 13:7, Psalm 119:99)

I believe that I belong body and soul, in life and in death, to my faithful Savior Jesus Christ. When He returns, He will adorn my soul with the imperishable and immortal body of the resurrection. Death will be no more, neither will there be mourning, nor crying, nor pain anymore, for the former things will pass away. I will live with Him forever in the eternal blessings of His glory. (1 Corinthians 15:53-54, Revelation 21:4, Psalm 16:11)

I commit to nurturing a resilient hope in the Lord Jesus Christ. Come, Lord Jesus! (Revelation 22:20)

Academy Organization

We are opening August 24, 2020! Laramie Christian Academy is a board-run private Christian Academy in Laramie, Wyoming providing for students in kindergarten through 8th grade. We hope to open grades K-12 beginning in August 2021.

Find information or contact us through our website: www.laramiechristianacademy.com

Mission Statement

Laramie Christian Academy exists to partner with families to equip students with academic excellence, biblical knowledge and values, and a resilient hope in Jesus Christ to impact the world around them to the glory of God.

Approach to Education

God has ordained three primary institutions: the family, the state, and the church. The state has a legitimate interest in educating its citizens to preserve and promote of the general welfare of its people. The church has a legitimate interest in educating its members to preserve and promote the gospel of Jesus Christ. However, God has given the first responsibility for education to the family, charging parents to raise their children in the fear of the Lord, which is the beginning of knowledge (Proverbs 1:7-9).

Laramie Christian Academy acknowledges and serves the complementary interests of these three institutions by partnering primarily with parents for the education of their children without neglecting the appropriate concern of the state to have virtuous citizens nor the concern of the church to have godly members. Laramie Christian Academy therefore promotes a well-rounded education that is infused with a Christian worldview, all to the glory of God.

To this end, Laramie Christian Academy has adopted the following objectives:

1. To encourage each student to develop a love for learning and to live up to his or her academic potential for the glory of God.
 2. To provide a clear model of the biblical Christian life and Christlikeness through our staff, Board of Directors, and volunteers.
 3. To help every child come to a mature, resilient faith in the work of Jesus Christ and to be committed to the life-long pursuit of following the teachings of Christ.
 4. To teach all subjects from a biblical worldview with Scripture integrated as the central and final authority. (2 Tim. 3:16-17)
 5. To provide an orderly atmosphere conducive to attaining these aims.
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Admissions

1. Notice of Nondiscriminatory Policy as To Students

Laramie Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. We do not discriminate based on race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other Academy-administered programs.

2. Notice of Right to Refuse Admissions

Laramie Christian Academy reserves the right to deny admission to a student if his or her ability, behavior, or emotional development indicates that he or she could not be best served by our Academy program. We seek to make each admission decision based on what is best for the student and for Laramie Christian Academy.

To safeguard the scholastic, spiritual, and moral atmosphere, the Academy reserves the right to refuse admittance of any student whose presence is deemed detrimental to fellow students, staff, and/or volunteers. Parents are asked to read the *Parent-Student Handbook* and agree to follow and accept all policies outlined within by signing the handbook agreement.

3. Age Requirements for Kindergarten and First Grade

A student must be at least five years old by September 15 of that year to enter Kindergarten and six years old by September 15 of that year to enter the first grade.

4. Admissions Process

- a. **Fill Out Student Application:** The easiest way to complete the application is by the online form on our website, www.laramiechristianacademy.com. You may also request a paper copy from the Academy.
- b. **Pay Registration Fee:** Applications will not be processed until a fee of \$30 per family is paid. This may be done securely on our Academy website. The fee is non-refundable but will be applied to tuition at the beginning of the academic year for those who enroll.
- c. **Participate in a Parent Interview:** One of the Board members, typically the Academy principal, will schedule an interview with you to discuss your application and answer any questions you may have.
- d. **Sign Academy Consent Forms:** This is typically done at the end of the parent interview. Each item will be explained, and parents will have the opportunity to ask questions. The forms may be viewed on the Academy website. They include:
 - i. Financial Agreement
 - ii. Emergency Information & Consent to Treatment
 - iii. Student Pick-up Information
 - iv. Activities and Transportation Consent
 - v. Image Release Form
 - vi. Handbook Agreement
- e. **Provide necessary documentation:** Previous academic records, legal guardianship papers, or other documentation may be required at the discretion of the principal and/or the Academy's Board of Directors.
- f. **Acceptance or Refusal Letter:** After the interview you will receive either an acceptance letter or a letter explaining why admission has been refused. If you elect to participate in a financial aid or tuition reduction program, acceptance will be conditional upon the completion of the terms of that agreement.

5. Special Needs

Laramie Christian Academy is not equipped in staff, resources, and logistics to handle students with severe learning disabilities or those who have trouble behaviorally to the point that they cannot participate in fully inclusive education. The application and interview process will be used to determine on a case by case basis whether a child with special needs can be accepted.

Tuition

The annual cost of tuition at the Academy is \$2,950 per student for 2020-2021. Each family will sign a tuition agreement before their child is enrolled. The Academy cannot guarantee admission for a student whose family is unable to pay full tuition.

The family account must be current on payments before 1) grade reports are released, 2) the student registers for another Academy year, 3) student records will be released to another school, or 4) diplomas are released.

Financial Aid

Laramie Christian Academy stewards God's money, which he entrusts to us by means of generous donors as well as those who pay tuition. We take this stewardship seriously, and we believe that Christian education is a valuable service and must be treated as such.

We request that all parents who can afford to pay full tuition do so without seeking further financial aid from the Academy. We have done our best to set affordable tuition rates for families. Scripture teaches that the laborer is worthy of his wages (1 Timothy 5:18), and we certainly hope that you feel this way about the teachers at this Academy!

For parents who cannot afford to pay tuition, we ask that you do not despair of attending the Academy! God has distributed gifts variously to his people so that we might serve one another, and we hope to build a strong cooperation between needy families and those who wish to give. As we look at financial aid from the perspective of stewardship, our primary question for you will not be, "What do you have?" but rather, "How are you stewarding what you have?" We are not going to ask you to share your annual income, unless you apply for an income-based scholarship from a source outside the Academy. Instead, we are going to use the application process to ask you to demonstrate your commitment to faithful stewardship of your resources and to Christian education by answering the following questions:

How much tuition can you afford to pay?

Are you willing to apply for and participate in a need-based partial scholarship program? (limited availability)

Are you willing to participate in fundraising activities organized by the Academy?

Are you willing to ask friends and relatives to help pay for your child's tuition?

Are you willing to pay \$99 to participate in a 9-week Financial Peace class to enhance your financial stewardship abilities?

Are you willing to volunteer at the Academy in exchange for a tuition reduction?

We hope that finances never prevent a child from attending Laramie Christian Academy. Please join us in the sacred stewardship of God's money and of education according to God's word as we seek to make this a reality!

Calendar and Schedule

1. Academic Year

Laramie Christian Academy generally follows the Albany County School District 1 academic calendar. However, rather than beginning the academic year in the middle of the week, Laramie Christian Academy will open on a Monday. The first day of the Academy in 2020 will be August 24. Any other deviations from the ACSD1 calendar will be announced to families well in advance of the relevant date.

2. Daily Schedule

The Academy will begin each morning at 8:00 AM and release students each afternoon at 3:15 PM.

3. Snow Days

Laramie Christian Academy follows the Albany County School District 1 weather closure schedule. When they cancel, we cancel, and if they start late due to weather, we start late due to weather (at the same time). If we feel the need to deviate from the decisions of ACSD1, we will notify parents by emailing and texting.

Attendance

1. Beginning the Academic Year

Before students will be allowed to attend, Laramie Christian Academy must have sufficient proof of their health. All families of new students must have their child checked for general wellness by a medical professional and submit a record of that examination to the Academy. They must also submit a copy of their child's eye examination. Immunizations must be kept up to date in accordance with Wyoming Statutes W.S. 21-4-309 and proof of immunization must be submitted to the Academy. Please check with your physician if you have any questions about how to fulfill these requirements. Students entering the 1st or 7th grade, even if they are not new students, must submit a new record of medical and eye examination.

Students should be prepared to bring their class supplies, lunch, and snacks each day. Your child's teacher will give further direction as to what each student should have.

2. Regular Attendance

Regular and punctual attendance at all Academy sessions and other functions is expected. Excessive tardiness and absence imperil student achievement and disrupt the continuity of the lessons and programs.

This being said, we do see the educational and family value in family trips. We seek to work with families to grant students family time away from class, but it is expected that parents will work with their children on homework during this time away from class. Homework must be completed and turned in the first day back to class. Families are still responsible for paying regular Academy tuition during any student time away.

3. Excused Absences

Typically, absences will only be excused for family trips, illness, medical appointments, or a death in the immediate family. Parents may request exceptions to this policy from the Principal. A written excuse signed by a parent/guardian or doctor will be required before attendance records will show that an absence was excused.

Parents should notify the Academy at least two days prior to absence for scheduled absences. In the case of illness, parents should call the Academy no later than 8:00 AM.

4. Illness

Do not send sick students to the Academy. Students with the following illnesses should not attend class; those with the following symptoms will be sent home.

- Fever of 100 degrees or more within the past 24 hours
- COVID-19 Symptoms within the previous 14 days
- Vomiting/diarrhea within the past 24 hours
- Unexplained rash
- Severe, excessive cough or wheezing
- Others in the same household have confirmed cases of flu or other communicable diseases.

The parent shall be notified immediately when a student has symptoms requiring exclusion from the Academy. The student will be kept isolated from other students until the student is removed from the facility.

If a student is sent home because of illness, they may not return to Laramie Christian Academy for 24 hours and must be free of symptoms before returning. If a student requires medical treatment by a physician, they may return when approved by the supervising physician and may be required to submit a doctor's note.

5. Pickup and Pickup Authorization

Parents/guardians must provide the Academy with a list of all adults who have permission to pick up their child(ren). Only authorized adults will be allowed to pick up children. In an emergency, the child may also be released to an adult for whom the child's parent or guardian has given verbal authorization. Proper identification of an authorized adult for pick-up will be required

before the release of the children. In the event of a pickup attempt by a previously unauthorized adult, parents/guardians will be called. If staff are unable to reach the parents, the child will remain in the care of the Academy.

A grace period of 10 minutes is provided for parents to pick up their children. Children that are not picked up at the end of the grace period will stay in the classroom until their parents come. If the parent/guardian misses this deadline, we will contact them. If we are not able to reach them, we will contact the person(s) on the emergency contact list or child pick-up list to ask them to come pick up the child. Parents/guardians will be charged \$5 per minute for after-class care unless a special arrangement is made beforehand. If the child still has not been picked up after one hour, we will contact social services.

Academics

1. Homework

In ordinary circumstances, classwork should not dominate the entirety of a student's day; rather, it should be more or less confined to the Academy hours of 8:00 AM - 3:15 PM. While teachers do give their students opportunities to work on and sometimes complete assignments during Academy hours, the remainder will at times need to be completed at home. Some subjects may also require the performance of regular repetitive oral drills with the assistance of the parents, such as Scripture memorization.

2. Incomplete/Late Work

As a rule, incomplete and/or late work is not accepted, and no credit is awarded for it. In the case of excused absences, late homework will be accepted for credit according to the make-up work guidelines below. Regardless, incomplete work must still be completed. If it is determined that a student's inability to complete his work and/or submit it on time is not a result of negligence but of inability, appropriate adjustments will be made, such as reassessing and adjusting student's grade placement. Students who habitually turn in incomplete or late work will be placed on academic probation. If no improvement is achieved with academic probation, the Principal may consider expulsion.

3. Make-up Work

Parents may pick up homework when a student is ill. Students who miss class will be given a number of days to complete assignments equal to the number of days missed — e.g. if a student misses two days, he will have two days to complete make-up work.

4. Grading Scale

The following grade scale will be used by Laramie Christian Academy:

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 0-59

Student Conduct and Discipline

1. Code of Conduct

- a. **Personal Integrity:** Lying, deceiving, fraud, and any other act of dishonesty, or continued violation of any Academy regulation is prohibited.
- b. **Academic Integrity:** Students are expected to submit their own work. Students involved in cheating, fabrication, deception, plagiarism, abuse of academic materials, or electronic dishonesty, are subject to a failing grade for that assignment and further disciplinary action as deemed appropriate for the incident.
- c. **Respect:** Students must respect all people, treating fellow students with kindness and adults with honor. The Principal, Academy Manager, teachers, and others placed in positions of authority at the Academy must be obeyed.
- d. **Dignity:** Every student should conduct himself or herself as someone created in God's image, even in times of frustration and conflict. Fighting or striking another student is an unacceptable means for settling a dispute. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to an administrator.
- e. **Positivity:** Attitudes should be willing and cheerful. Language should be good for building up, as fits the occasion, that it may give grace to those who hear. The use of profane, obscene, or suggestive language, whether spoken, written, or gestured is unacceptable. The possession of materials containing such language is also prohibited.

2. Educational Environment

- a. **Supervision:** Students shall attend all assigned classes and be punctual. Students are not to be in any unsupervised areas before, during, or after class. Should a child not be where they are expected to be, they will be assumed to be lost and immediate action will be taken to locate the child. Administration will be notified and if the child is not located within a few minutes, parents and police will be contacted.
- b. **Major Disruptions:** Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Students who fail to respect a teacher and cause a disruption in the classroom will be referred to the principal for discipline.
- c. **Toys, cell phones, and electronics:** Toys may not be brought from home unless the classroom teacher has given permission to do so. No electronics are allowed (e.g. phones, video game systems, iPads, tablets, smart watches, etc). If a student must bring a cell phone to the Academy, it must be turned off and left in the student's backpack. Students may text or call a parent during the day only with the permission of a staff member. If toys or electronics are brought to the Academy, they will be confiscated. Parents must meet with the Principal to reclaim them. On the third time a cell phone is confiscated, the Principal will require the cell phone to be left at home.
- d. **Harassment and Bullying:** All students have the right to respectful and fair treatment from other students. Harassment, intimidation, or any other offensive behavior will not be tolerated. Harassment, intimidation, and offensive conduct shall include, but shall not be limited to jokes, gestures, writing, or any physical conduct or interference. Included within this prohibition is harassment, intimidation, or offensive conduct which is or can be interpreted to be of a sexual nature. Harassment, intimidation, and any other offensive behavior will be subject to discipline including suspension or expulsion.
- e. **Possession of Alcohol and Drugs:** Possession and/or use of tobacco, alcoholic beverages, narcotics, unauthorized drugs/medications, inhalants, or objects/devices that induce a "high" will result in expulsion from the Academy.
- f. **Possession of Pornographic Materials:** Possession of pornographic materials, which can include but are not limited to magazines, pictures, photos, posters, videos, etc. will result in immediate expulsion from the Academy.
- g. **Weapons and Gang Activity:** The use, possession, sale, or furnishing of any weapon, knife (including pocket-knife), razor blades, firearms, explosives, fireworks or other dangerous devices and weapons that can inflict serious wounds will result in immediate expulsion from the Academy. Participation in gang activity including, but not limited to, possessing or displaying gang-related clothing, symbols, literature, paraphernalia, graffiti, or materials is prohibited.
- h. **Theft and Intentional Destruction:** Students are expected to respect the property of the Academy, other students, faculty and staff. Any student who defaces, destroys, or takes without permission the property of others will be held financially responsible for reparation in addition to any disciplinary consequences deemed necessary. Intentional destruction of Academy or personal property is serious and can result in immediate suspension or expulsion.

3. Uniforms and Dress Code

Laramie Christian Academy desires to project a positive, professional image on campus and in the community. The principles that guide our dress code are consistent with our standards of educational excellence and are meant to encourage modesty. The uniforms described below are not meant to establish perfect “uniformity” but to create clear guidelines for students.

- a. **Shirts:** Long or short sleeved, collared, plain polo shirts must be a solid color: any color. Any vendor and any fabric are acceptable, but no designs, emblems, insignias, or logos are permitted. A long sleeve T-shirt worn under the polo may be any solid color. All sweaters or fleece must be a solid color.
- b. **Bottoms:** Pants, shorts, skirts, or jumpers, etc. must be khaki, gray, navy blue or black (any fabric). Skirts, jumpers, and shorts should be no shorter than two inches above the top of the knee. Girls must wear shorts or tights or leggings under skirts or jumpers.
- c. **Footwear:** All footwear must have closed toes. No flip-flops or beach sandals. Socks are required unless wearing strapped sandals.
- d. **Hats and Sunglasses:** No hats/caps/hoods/sunglasses may be worn inside the Academy building.
- e. **Cosmetics / Hair color:** If worn, make-up and nail polish should be natural in appearance. Hair color should not be an unnatural color.

Exceptions to the uniform:

- a. **Physical Exercise:** On certain days, teachers may authorize students to bring shorts, T-shirts, athletic shoes, etc. to change into for P.E. These clothes must still adhere to the general modesty guidelines outlined below.
- b. **Free Fridays:** Students will be allowed to wear T-shirts, jeans, sweaters, sweatshirts, dresses, or other appropriate outfits if they choose to do so on Friday. If you have questions about an outfit you want to wear, please speak to your teacher or one of the Academy administrators. These outfits must still conform to the general guidelines below.

Attire not acceptable at any time:

- a. Any clothing not covering the midriff.
- b. Exposed undergarments.
- c. Sagging and baggy pants. Pants shall be worn securely at the waist.
- d. Skintight form fitting clothing except for leggings under skirts for girls.
- e. Tops with low necklines (no cleavage should show).
- f. Tattoos and similar body painting(s) must be covered by clothing.
- g. Ripped, torn, or frayed clothing.

4. Bicycles, Skateboards, Roller Skates, and Rollerblades

A student may ride a bicycle to and from the Academy with the express written consent of the parent to the administration. Bicycles should remain secured during the Academy day. Skateboards, roller skates, and rollerblades are prohibited on Academy property.

5. Birthdays and Parties

Birthdays will be recognized in the classroom at the discretion of the teacher. If your student wishes to share a healthy treat with his/her class, we will set aside a time to enjoy it. Invitations to private birthday parties may be distributed at the Academy as long as all students in a class are invited. Otherwise, please distribute invitations privately.

6. Discipline Guidelines

Each teacher stands in the place of a parent with respect to his or her own students. As such, each teacher ordinarily handles the discipline of his or her own students. When needed, disciplinary action (as distinct from correction “in the moment”) is carried out during the Academy day, not after it. Disciplinary action is carried out by a student’s teacher, except in extraordinary cases. Extraordinary cases are dealt with by the Academy Principal. If a behavioral issue merits the involvement of the Principal, it necessarily merits a phone-call home and possibly suspension for the rest of the day.

When needed, discipline is designed not merely as punishment, but as a means of helping the student toward a more meaningful acceptance of the standards of Christian conduct outlined in scripture. When a student disregards the Academy's standards, the following general disciplinary procedures will normally be followed.

- a. **Attention:** Addressing the incident, labeling it as inappropriate and offering appropriate alternatives.
- b. **Apology & forgiveness:** the student who has done wrong admits wrongdoing and apologizes to the one who was wronged; the aggrieved party speaks forgiveness.
- c. **Restitution:** the student who has done wrong should make the matter right, if need be and if possible. This may entail the performance of some disciplinary exercise that pertains to the wrongdoing, discourages them from repeating their offense, and encourages them to act more virtuously in the future.
- d. **Admonition:** gentle counsel on what to do instead in the future: it is the role of the teacher, just as it is the role of a parent, to guide children in the way of righteousness. Admonition is proper; however, it should always be given after forgiveness has been spoken.

Repeated offenses may require suspension and/or expulsion, depending on the severity of the situation. The principal will keep parents and the Board informed of significant discipline issues that have the potential to require more drastic measures.

Parental Involvement

1. Responsibilities of Parents/Guardians

Parents who choose to send their children to Laramie Christian Academy must understand the beliefs, commitments, policies, and practices of the Academy. While they may not agree with the Academy on every matter, they must teach their children to respect the Academy and to abide by its policies. Parents must also ensure that their child(ren) are regular and punctual in attendance, kept home when sick, and picked up on time. They must meet their financial obligations.

Of course, while these minimal obligations are necessary for the functioning of the Academy, we hope that parents will see their role in their child's life as far more expansive. Parents have the privilege of disciplining their children, encouraging them, praying with them, and so much more. There are many opportunities for parents to be involved in the life of the Academy as well, from volunteering to fundraising. We hope that you will do as much as you are able!

2. Communication with the Academy

Communication between parents and teachers/administration is vital to a student's education. Official conferences with teachers will be scheduled twice a year, after the first and third quarters. Teachers will provide parents with detailed, meaningful insight on their student's development. Parents will also receive a monthly newsletter as well as reminders of upcoming events and activities. Those who use social media can follow the Academy on its Facebook page. Teachers and administrators seek to be available as much as possible to address questions or concerns, so never hesitate to contact the Academy if you want to set up a meeting!

3. Conflict Policy

The Board of Directors encourages each parent to cooperate fully with the Board and Staff to help fulfill its objectives for a Christian education. If problems or conflicts arise concerning students, parents, and teachers, the procedures below should be followed.

- a. The parent should talk with the teacher about the problem and try to resolve it.
- b. If the problem is not resolved, then the parent should request a meeting with the teacher, parent, and Principal.
- c. If the problem is still not resolved, then the Board Chairman should be included in the next meeting.
- d. If there is still no resolution, the problem should be presented to the entire Board for mediation.
- e. If resolution is still not to the parent's satisfaction, the parent may unenroll and seek education elsewhere. Previous financial commitments remain in effect unless an exception is granted by the Board.

4. Parental Custody

It is the policy of Laramie Christian Academy not to become involved in custody disputes. The Academy will only recognize court orders which specifically say that a father or mother is not allowed to pick up the child from the Academy. The Academy will honor that order and not release the child to the parent who has been prohibited from picking up the child at the Academy. At no time will either parent be denied access to a conference with the child's teacher regarding the progress of the student. Either parent may have access to the cumulative records of the student regardless of custody. If one of the parents of a student wishes to deny the other parent access to the student's teacher or records, then they must provide the Academy with a copy of the court decree denying the non-custodial parent such access.

Administration

1. Responsibilities of Academy Board

The Board is composed of members who are fully committed to the Academy values of academic excellence, biblical knowledge and values, and resilient hope in Christ. They are committed to placing the interests of the Academy above personal interests. Significant Academy policies and documents are established (and may be amended) by the Board in accordance with the Academy bylaws. The Board supports the Academy staff and holds final responsibility for all hiring decisions and assessing staff job performance. As necessary, the board will mediate conflicts between parents and staff in accordance with the conflict policy.

2. Responsibilities of Principal

The Principal oversees the operation of the Academy in accordance with the policies of the Board of Directors. The Principal is accountable directly to the Board. The Principal is the direct supervisor for all other staff. Some of the Principal's key responsibilities and duties are as follows:

- a. Shepherd the faculty and staff and provide servant-leadership both spiritually and academically.
- b. Develop a sound program for the spiritual and academic growth of the faculty and staff through in-service, conferences, and orientation workshops (as Academy finances allow).
- c. Handle grievances of all faculty and staff.
- d. Head final dismissal of faculty and staff who do not perform satisfactorily.
- e. Promote good communication between faculty, staff and the Board.
- f. Identify needs for the hiring of personnel, oversee the search and conducts the interviews for needed personnel, and make appropriate recommendations to the Board.
- g. Oversee educational planning, including the selection, evaluation and development of all curriculum and books.
- h. Ensure that the Academy is well equipped and well supplied with teaching materials, supplies, as resources and finances allow.
- i. Oversee the development of the annual Academy calendar.
- j. Oversee a reenrollment and enrollment drive annually and make the final admission decision.
- k. Regulate and enforce discipline, both behavioral and mental.
- l. Develop and maintain good public relations with the Academy family, parents, local church ministries, and the general public.
- m. Look for opportunities to promote the Academy in churches and mission committees and community organizations.
- n. Give direction and recommendations to the Board for updating the Academy policy and operational manuals.
- o. Lead the Academy in the on-going process of strategic planning.
- p. Maintain regular communication with the constituencies of the Academy through newsletters and emails.
- q. Determine when the Academy is to be closed or delayed opening due to adverse weather conditions or emergencies, and alert parents/guardians.
- r. Plan and develop new programs to enhance the educational opportunities offered by the Academy.
- s. Teach classes on a temporary basis in an emergency situation.

3. Visitors

Parents and other interested adults are welcome to visit the Academy. A courtesy call to the teacher involved at least one day prior to the visit is required.

No students should bring relatives or friends to the Academy without prior permission from the teacher and from the visitor's parent or guardian. Student guests must observe the Academy's regulations and dress policy.

All the visitors must check in and check out with an Academy administrator. At least one form of legal identification must be inspected for individuals who are strangers to personnel at the Academy. Visitors will be supervised by the Academy staff.

A record of all visitors will be kept at the Academy.

4. Media Policy

Laramie Christian Academy utilizes many media and advertising platforms to promote our Academy. One of the items on the consent form is a media release. This item indicates that the Academy may use the child's image on promotional materials, such as flyers, as well as in social media posts (including, but not limited to Facebook, Instagram, and the Academy website.) Additionally, the item indicates that any Academy activity or performance may be videotaped and live streamed on social media or posted on social media after it is over. Parents may decline to give permission for their child's image to be used. However, this may mean that the child's participation in the event may need to be altered. Staff will do their best to ensure every child's full participation in activities even if parents do not approve the media release.

5. Medication Administration

All prescription and non-prescription medication given in the Academy setting requires written authorization from a health care provider as well as parental written consent. The instructions from your health care provider must include information regarding the medication, reason for the medication, the specific time of administration, route of medication, and the time the medication must be given. All medication must be brought in the original labeled container with prescription number, name of medication, date filled, name of physician, child's name, and directions for dosage. It is essential that a medication measuring spoon or other device be sent with the child's medication to ensure proper dosage.

Laramie Christian Academy does not employ a full-time nurse. A consulting registered nurse will supervise the administration of medication and provide appropriate training to any staff who may be involved in administering medication. Our staff are not authorized to determine when an "as needed" medication is to be administered. Administration of "as needed" medication will be determined in collaboration with the consulting registered nurse, who will write and maintain a care plan for that child.

An individualized health care plan must be updated every 12 months from the date of the initial plan and as changes occur. The plan must include all information needed to care for the child, must be signed by the health care provider, and must include but is not limited to the following:

- a. Medication schedule
- b. Nutrition and feeding instructions
- c. Medical equipment or adaptive devices, including instructions
- d. Medical emergency instructions
- e. Toileting and personal hygiene instructions
- f. Behavioral interventions
- g. Medical procedure and intervention orders

All medications are stored in a locked cabinet that is inaccessible to students and kept under the conditions directed by the health care provider or pharmacist.

6. Emergency Policy

Laramie Christian Academy has an Emergency Policy which covers, among other scenarios, fire, tornado, and intruders. Campus wide drills are held regularly. The Principal and/or the School Manager will set up periodic drills and will maintain a record of each drill.

The Principal and the Academy Manager will ensure that all applicable safety standards are met and maintained. We will have periodical facility reviews with the Laramie Fire Department. All deficiencies noted in the review will be immediately brought to the attention of the administration.

Should the building require emergency evacuation, the staff-child ratio will be maintained, and children will be evacuated to a nearby location. Each staff member responsible for a group of children will carry emergency contact information with them to the evacuation site.

Parents/guardians will be contacted by telephone, text, and/or email as to the location of their child. Depending on the circumstances, parents/guardians may be requested to pick up their children, or to arrange for the emergency contact person to pick up their child(ren).

Changes to Student Handbook

The Board of Directors of Laramie Christian Academy reserves the right to add, change, or modify the information and policies in this handbook at any time. If such a change occurs, parents will be notified and provided with a copy of the revised handbook.



To God Be the Glory!
