

LOVE & TRUTH CHRISTIAN ACADEMY
169 N. Washington Avenue, Bergenfield, NJ 07647 / 201-384-1119

LTCA STUDENT HANDBOOK



LTCA ACADEMY

INTRODUCTION

Love and Truth Christian Academy (LTCA) is a church school focused on families, with the utmost reverence to the Word of God. We are committed to raising a Daniel's generation, first and foremost, and also to strong academic discipline that will equip our students for the future.

LTCA is different from other schools because the atmosphere is an extension of home and church. The Bible tells us that God instituted the family even before the church. LTCA is a place where students can develop under the same loving but orderly environment they find within the family and at church services. Our students, therefore, will experience consistency in all of their experiences.

The tendency in secular education is to teach students to become self-sufficient. Successful Biblical training teaches the child to view life from God's perspective and to build a Christian worldview (Proverbs 22:6; Deuteronomy 6:5-7). The goal of LTCA is to serve as an extension of the Bible-believing Christian's home with the objective of preparing them for a lifetime of service to and love for our Lord.

Although this handbook is a detailed guide to the philosophy, policies, and procedures of LTCA, it is not exhaustive. It is understood that any procedure may be revised or deleted, and new procedures may be implemented, when the administration considers it in the best interest of the school. Appropriate means of communication will be utilized to inform students and/or parents of necessary changes.

OUR MAIN MISSION

The main mission of LTCA is to raise up a Daniel's generation to usher in the Kingdom of God on earth. The Daniel's generation can be characterized as:

- Students of the Word of God
- Students of the Holy Spirit
- Students of Character
- Students of Prayer

To that end, we will provide a Biblically-based, individualized, self-instructional curriculum, which involves diagnostic testing, goal setting, and mastery of the subject content. We will accomplish this with informed and involved family members, assisted by caring supervisors who provide guidance and encouragement to each and every student and, at the same time, challenge students to develop a relationship with Jesus Christ, incorporating the character traits of the Lord.

EDUCATIONAL PHILOSOPHY

The educational philosophy of Accelerated Christian Education (A.C.E.), our current curriculum, was built on five basic laws of learning:

- The student must be placed at the level at which he/she can best perform.
- The student must set reasonable and appropriate goals that can be achieved in the prescribed period of time.
- The student must receive motivation through encouragement, guidance, and discipline in order to learn the educational material.
- The student's learning must be measured appropriately in order to evaluate the results.
- The student's learning must receive due recognition for its value, effort, and significance.

A.C.E is a pioneering curriculum that assures parents of:

- A strong, back-to-basics education for our students
- A course of study individualized to meet the student's specific needs and capabilities
- A program incorporating Godly character-building and wisdom principles

From the beginning, A.C.E. has held to these goals. One result is students who score significantly higher on national standardized achievement tests than their counterparts in conventional schools.

Basic objectives

1. **Spiritual:** (Daniel 6:10) "Now when Daniel learned that the decree had been published, he went home to his upstairs room where the windows opened toward Jerusalem. Three times a day he got down on his knees and prayed giving thanks to his God." This objective will be accomplished through daily and weekly devotion, including scripture memorization, inspirational chapels, service to others, and family devotions.
2. **Mental:** The Academy will encourage and stimulate students to think for themselves within the framework of God's principles, and to study God's world, i. e., reading, writing, arithmetic, social sciences, and natural sciences, in addition to developing abilities for daily life situations.
3. **Physical:** The Academy will provide a program of physical fitness which endeavors to develop students' coordination, health, and competitive spirit by using the Athletics and Physical Education Manual for Christian Schools.
4. **Social:** The Academy's aim is to establish habits of Christ-like living in the students, endeavoring to develop wholesome attitudes toward each student's individual place in the social group and the various areas of interpersonal relationships. The Academy refers to Christianity for both learning and socializing. Humanism, Progressivism, Situation Ethics, and the New Morality are refuted and replaced by the absolute standards of right and

wrong as defined by the Bible.

Curriculum

Christian educators and classroom teachers with advanced degrees in education and many years of classroom experience are working with the Christian publishers in producing Christian curriculum in all subjects for grades K-12.

The core curriculum consists of Math, English, Word Building, Literature and Creative Writing, Science, Social Studies, and Bible Reading in packets of Accelerated Christian Education (PACE) and/or CD ROM format. Additional course electives are available for high school students. For advanced students, many college-level electives that may be added for high school credit are available.

THE CHAIN OF COMMUNICATION

The efficiency of any organization depends on an understanding of and adherence to the established lines of authority. The chain of communication refers to the established lines of authority, *"each responsible for"* and *"obligated to"* is equally accountable including the students. Every person, whether child or adult, has lines of authority and must be willing to submit to those in authority over him. Hebrew 13:7 says, "Remember them which have the rule over you, who have spoken unto you the word of God: whose faith follows, considering the end of their conversation." This shows the importance that God places on both those in a position of authority and those who are in subjection to it.

With this Scriptural principle, and that of Matthew 18, in mind, LTCA has established lines of authority, which results in a communication system that fosters cooperation in the school setting. Communication outside these lines of authority is usually unproductive and destructive as it is not in line with the Christian principle of education.

The supervisor will be responsible for following up with each student related to that student's academic needs. The supervisor and the monitor will be responsible for giving demerits, slips, and detention.

The school principal, then the administrator, will follow up with any complaints, misunderstandings or concerns parents may have regarding other students, teachers, school procedures, or their own child. Should a situation arise, the parent should immediately and

directly touch base with the student's teacher or with the administrator. Other parents, teachers, church members, deacons, or the pastor are not the first step in the chain of communication.

If the supervisor is unable to resolve the situation, then contact the administrator by calling 201-384-1119. If, for some reason, the administrator is not able to resolve the situation, he/she will then communicate the issue to the Senior Pastor/Principal. Please be sure to follow this chain of command every time there is an issue that must be resolved; this will ensure the greatest efficacy in resolving any problematic situations.

LTCA reserves the right to dismiss or refuse re-enrollment of any student with a problem that could not be resolved by going through the normal disciplinary process involving the student, parent, teacher, administrator, and principal, once all methods of reconciliation have been exhausted.

It is one of LTCA's responsibilities to accept students that respect authority, are able to adjust to the individualized learning curriculum, and have the desire to love God.

DISCIPLINARY POLICY

When a student breaks a rule, the supervisor will take the following actions:

- Curtail the offending behavior with calm authority
- Take the student to another room where privacy is available
- Determine the student's intention and motive: is he being rebellious or challenging the staff's authority to set limits? Is he exercising creativity or simply wanting to know "why?"

Discipline

Discipline is an integral part of the education of children. It is necessary for the child as well as for the school, in maintaining an effective learning environment. No learning can take place without discipline.

In order for the school to be effective in caring for this part of a student's training, the parents must be willing to delegate the disciplinary authority to the staff of the school. It becomes the school's responsibility to discipline the child while at school since corrective actions should be taken as close to the time of offense as possible. Parents, teachers, and the administration need to show they are working together if school discipline is to be effective. LTCA is guided by the Scriptural principles outlined in II Timothy 3:16: "All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness." This means that the discipline system will involve appropriate instruction, warning and corrections with the goal of righteousness in mind. The student will instruct so that he understands personal responsibility, respect for people and property, and the boundaries of the freedom given.

Discipline is not what you do to a child, but what you do for a child.

The discipline we aim to maintain is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. When disciplinary action becomes necessary, it is carried out, tempered by good judgment and understanding.

Attitudes and actions are equally important in terms of assessing human behavior. We want our students to do right and do it rightly. We want our young people not only to exhibit the correct behavior, but also to understand and agree with the Biblical principles involved. It is not by accident that the word discipline comes from the same root word as disciple. LTCA is before God, a disciplinarian in the lives of His students.

Although we love young people and sympathize with the pressures they may be under, LTCA will not risk the safety of other children by allowing an undisciplined student to continue his/her negative behavior. Students may be placed on probation if they do not act according to the agreement made during the parent, teacher, and principal/administrator conference. A student who does not respond to disciplinary efforts may be dismissed. Attending our church school is a privilege; the cooperation of both the student and his parents is expected in support of school standards, policies, and staff. Questions and disagreements properly handled by communicating through proper channels will encourage a cooperative spirit and avoid any negative effects.

Proverbs 6:16-19: "These six things doth the Lord hate: yea, seven are an abomination

unto him. A proud look, a lying tongue, and hands that shed innocent blood, an heart that deviseth wicked imaginations, feet that be swift in running to mischief, a false witness that speaketh lies, and he that soweth discord among brethren."

To administer APPROPRIATE discipline immediately:

We will carefully fit the correction to the offense. Demerits, detentions, and parent-supervisor conferences are usually appropriate for procedural violations. More serious offenses, such as moral violations, require the intervention of the principal/pastor or administrator who, together with the parents, determines whether more serious disciplinary measures are necessary, as the Book of Proverbs suggests:

Train up a child in the way he should go: and when he is old, he will not depart from it.
Proverbs 22:6

Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.
Proverbs 29:17

Chasten thy son while there is hope, and let not thy soul spare for his crying.
Proverbs 19:18

The rod and reproof give wisdom: but a child left to himself bringeth his mother to shame.
Proverbs 29:15

We want our students to believe that others, especially their parents and supervisors, believe in them. Their worth, their capability, their efforts, and their ability to achieve will be motivated in their work and play. The supervisors will use motivation to inspire achievement. Consistency, love, encouragement, support, and interest build the student's self-image and confidence, inspiring him to greater success through:

1. Weekly devotions with the spiritual leader and/or senior pastor/principal
2. An atmosphere and people who love and build students
3. The method of answering academic questions (he is given help rather than the answer)
4. Different ways to make students feel special

5. An emphasis on praising Godly character instead of talent or physical features
6. The approach when dealing with student failure (help him realize he will achieve as a result of his own effort, energy, and determination)
7. The opportunity to challenge academically gifted students to master their skills, learn new ones by participating in International Student Conference (ISC), allow students to work as learning center aides, prescribe additional high school courses for credit, and prescribe college courses for additional credit.

Demerits

The supervisor will discreetly give students demerits when necessary, as for the following offenses. The consequences and number of demerits will be given according to the recommendations made by A.C.E.

Offenses

Any kind of disturbance
 Eating in off-limit areas
 Being off limits (refer to pg.12)
 Chewing gum
 Damaging property
 Disrespect
 Defiance
 Fighting
 Coarse language
 Turning around in the office
 Lack of participation in an assembly
 Leaning back in chair
 Lying
 Missing school supplies
 Asking permission from another staff member after a refusal
 Leaving PACE(s) at home
 Running in the Learning Center
 Incomplete uniform
 Incomplete homework
 Leaving chair out
 Getting out of the seat without permission
 Not returning homework assignment slip
 Not posting goal card
 Talking at testing table
 Teasing or name calling
 Having a messy office

Violating the 6 inch rule

Writing or passing notes

Not returning parent envelopes

Having unsuitable possessions (knives, matches, toy guns/appearance of a gun, etc.)

Committing minor scoring violations

Not setting goals or unauthorized goal change

Not returning or having parent sign corrective action plan

Throwing dangerous objects (3 demerits to suspension/expulsion)

Major scoring violation:

- 1ST violations – demerits and note to parents
- 2nd violations – more demerits and parent conference
- 3rd time – more demerits, parent conference and repeat PACE

Detention activities

Students do homework during detention, not including Bible PACEs. Should detention become a habit, students will do one of these activities.

1. Levels 1-4: Write an assigned sentence such as, "I will be quiet in the Learning Center so others may study and complete their responsibilities," a specified number of times.
2. Levels 5-8: Write a paper of at least 22 hand-written lines per page with about 7 words per line. When used for disciplinary reasons, assign one page for every 30 minutes of detention to be served.
3. Levels 9-12: Students write a paper as listed above doing one page for every 20 minutes of detention to be served.

Penalties for repeated offenses of a minor nature:

- 1-2 demerits in one day – demerits
- 3 demerits per day – 1day of recess time taken away
- 4 demerits per day – 2 days of recess time taken away
- 5 demerits per day – 1 week of recess time taken away
- 6 demerits per day – No field trip

Expelling students

Expulsion is the most serious disciplinary measure available to the school and is recorded on the student's permanent record. The following guidelines merit serious consideration during the process:

1. Student, parents, and staff meet with the senior pastor/principal for spiritual guidance and prayer.
2. Confirm parents have read and signed the school's policy statement regarding student behavior, detention, suspension, and withdrawal from school
3. Be certain all staff members understand the school policy regarding suspension and expulsion and have consistently adhered to school policy without prejudice or discrimination.
4. Retain backup notes and incident reports to substantiate claims each time parents are contacted, including demerit records, parent signed detention notices, office conferences, correspondence, meetings; ALWAYS have another staff/witness for meetings
5. Privately interview and keep a record of the witnesses who can substantiate the student's disruptions in spite of staff efforts to help him/her.

Sequence leading up to dismissal

- a. Give demerits for violation of school policy
- b. Assign detention for violations
- c. Talk with the student, provide specific steps to take to remain in school
- d. Pray with the student to seek a repentant heart
- e. Confer with the parents about specific behavior
- f. Meeting/counsel with the senior pastor/principal
- g. Suspend the student (usually 1-3 days)
- h. Ask parent to withdraw the student and transfer elsewhere

Dress Code:

To truly become unified, project a positive image, to maintain a positive Christian testimony, and to provide comfort and modesty, LTCA expects all students to be well-groomed and properly presentable in wearing our uniform.

Colossians 3:17 – "And whatsoever ye do in word or deed, do all in the name of the Lord Jesus"

I Corinthians 10:31 – "Whatsoever ye do, do all to the glory of God"

These verses give guidance to our school in the area of a code of conduct and dress. LTCA desires to have students interested in pleasing God in their dress and grooming. The following guidelines have been established for proper dress at school and for special school activities.

- All clothing must be neat and without excessive tatters or stains
- Questionable writing, pictures, decals, imprints, etc. are not permitted on school attire or supplies.

BOYS: Hair must be maintained above the shirt collar and off the ears. It should be neatly combed, not shaggy or bushy. NO designs should be shaved into the hair. Hair should be kept out of the eyes. No haircut should bring unnecessary attention to the student and no hair coloring is allowed.

Must wear black shoes and socks, and their blazers or navy sweater with ties, at all times during our devotions and school hours.

GIRLS: Hair should be clean, combed, kept out of the eyes and no hair coloring is allowed. Only modest hair accessories should be worn, such as navy blue barrettes or modest hair clips. No head kerchiefs or scarves may be worn. Makeup should be very light and not excessively used. No bracelets, necklaces, or dangling earrings are to be worn with the uniform.

Must wear flat, black, closed-toe shoes, and feet and legs must be covered. Skirts must be worn to cover your knees. Pantyhose/stockings must be gray, navy, maroon, black, or white only.

GYM CLOTHING:

All students must keep the dress code requirements:

Tee shirt with school logo, sweatpants and or shorts.

All girls must wear "compression short" under the shorts if decide to wear shorts.

There is little sense in having a dress code if it is not enforced. Therefore, the dress code will be adhered to closely. Demerits and other disciplinary actions will be practiced.

RESPECT FOR PROPERTY:

Ultimately all property belongs to God and proper care of property is a responsibility of every Christian. Every student should demonstrate a caring attitude for all property whether it is personal, school property, or the property of others. Lost or damaged property will be paid by the parents with clear evidence of responsibility.

Some of the ways a student can demonstrate respect for property are by:

- Refraining from writing on walls, desks, books, and other furniture
- Not chewing gum in the building and not eating and drinking in unauthorized areas
- Avoiding sitting, standing, or leaning against furniture not made for that purpose
- Taking immediate action and cleaning/wiping down spills whether food or liquid
- Taking care of and returning all equipment, even small piece(s) of games to their proper place.

OFF LIMITS:

The following areas and things are off limits to all students unless permitted or accompanied by a supervisor or other staff:

- The kitchen
- Supervisor's station and files
- Church equipment and facilities, except where authorized
- Other student's offices
- Any vehicles
- Equipment/supply room/boiler-mechanical room
- Computer room/area
- Outside the building – no exceptions

OPENING DEVOTION:

Opening devotion is held every morning at 8:45AM. Every student must be present and bring his/her Bible, notebook, and pen/pencil. Weekly scripture will be read daily during opening and closing. The Lord's Prayer and other prayer may be recited each and every day along with praises, along with the pledges:

Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag:

I pledge allegiance to the Christian flag and to the Savior, for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty for all who repent and believe the gospel.

Pledge to the Bible:

I pledge allegiance to the Bible, God's holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

HOMEWORK:

Every day a student will set goals in each of his PACESs. Any goal(s) not completed during school hours will be sent home as homework, with the exception of tests, self-tests, and check-ups, which may only be done at school. Should any of these be done at home without prior approval by the supervisor, it will be considered cheating and will be handled as such.

The students will begin the day by completing unfinished homework and, when completed, devote their time on the goals set for that day.

PARENTAL ASSISTANCE:

Parents are asked to help develop good study habits by:

- Providing a quiet, well-lit, comfortable place to do homework
- Periodically checking homework for neatness and completeness
- Ensuring your child has a supply of necessary materials to complete the work
- Keeping distractions to a minimum
- Encouraging students to use their time effectively

CHILD PICKUP:

Pick up time will be at 3:45PM. Parent or guardian must sign the Sign In-Out Sheet by the school's double doors. Parent or guardian will be given 5 min grace period. Starting 3:50PM penalty will be given every min. Penalty of \$1 per min will be added to the monthly bill every time your child is picked up after 3:50PM.

If someone else other than the parent or guardian is picking up your child, please contact your child's primary supervisor before 3:00PM via text or phone call. Penalty of \$5 will be added if the primary supervisor is not notified before 3:00PM.

LTCA area (down stairs) will be locked after 4:00PM and no one will be allowed to enter without permission. Primary supervisor must be contacted to have your child picked up after 4:00PM. If a student is picked up after 4:00PM, maximum penalty of \$30 will be added to your monthly bill. If anyone wishes to stay at church after school hours, they must remain upstairs in the Café area. Anyone under the age of 13 must be supervised by an adult.

MANDATORY MEETINGS FOR PARENTS:

Parent Education Classes will be held once every quarter. Both parents are required to attend the Parent Education Classes. Dates and times will be announced in a timely manner before the classes are finalized. Mandatory prayer meetings will be also held every week for parents. Prayer meetings will be separated by mothers and fathers. In addition, Friday and Sunday services are mandatory for parents. Attendance will be taken in all of the mandatory meetings for parents.

Mandatory meetings parents must participate/attend:

- 1.) Parent Education Classes (TBA)
- 2.) Friday and Sunday Services
- 3.) Prayer Meetings every week

Beneficial penalty when a parent who misses Friday/Sunday Service:

Parent must spend at least 2 hours with the child. Within that time the parent must incorporate Bible-Time and fun activity with child. For example, after Bible-time, the parent could take the child out for an ice cream. Parent must show proof that the parent and child did the activity together. Proofs they need to show are: written reports; receipts; pictures; etc.

Parents will be given 1 week from the missed Service date to submit a report. All reports must be submitted in the drop box before Sunday night of the deadline. If reports are not submitted by the deadline, \$10 fee will be charged to the monthly bill.

Beneficial penalty for when a parent misses Weekly Prayer Meeting:

- 1.) When parent misses first prayer meeting: go hiking with child or pay \$10 Fee
- 2.) When parent misses second prayer meeting: go hiking with child or pay \$20 Fee
- 3.) When parent misses third prayer meeting: go hiking with child or pay \$30 Fee
- 4.) When parent misses third prayer meeting: go hiking with child or pay \$40 Fee

For parents who have participated ALL/MOST of the meetings, at the end of the year we will be reward and recognize them with prizes (EX: gift cards to go out with family) we will be most likely using the money that was saved from the fees as their rewards!