

LIFEBRIDGE

A C A D E M Y



Elementary

Policy Handbook

2026-2027

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About LifeBridge Elementary

HISTORY

In the summer of 2020, the parents of our Transitional Kindergarten students were facing the reality of their kids starting their Elementary School journey on a computer via “distanced learning”. They approached our director and asked about the possibility of a Kindergarten class at LifeBridge. After praying over this big decision, we felt God was leading us to a great new chapter for the expansion of our school. After an amazing first year, those same parents came back and asked “how about 1st grade?” and the rest is history! Our elementary students enjoy all the same high academic standards of our local public schools along with smaller class sizes, faith-centered focus, and the warm, loving atmosphere that LifeBridge is known for.

REGALIA

- School Colors: Navy blue, light blue, burgundy, gold
- School Motto: Built on Truth
- School Slogan: Built on the truth of Christ, strengthened by community & committed to communication.
- School Verse: The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding. Proverbs 9:10
- School Mascot: Lion

OPERATING HOURS

School hours: 8:00am - 3:00pm

Before school care: 7:30am - 8:00am

After school care: 3:00pm - 6:00pm

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

POLICY ON BIBLICAL AUTHORITY, INDIVIDUAL LIFESTYLES, FAMILY RELATIONSHIPS AND CONDUCT WHILE ON CAMPUS

As an extension ministry of LifeBridge Church, LifeBridge Academy is subject to biblical authority on individual lifestyles and family relationships. LifeBridge Church follows the living, holy and inspired Bible as authoritative directives for all followers of Jesus Christ, including those in leadership roles, such as board members, officers, employees, staff, volunteers, and individuals that work at LifeBridge Church and Academy. The Bible is the authority under which LifeBridge Academy makes

and assesses all ministry policy and operating decisions. All conduct and policies at LifeBridge must be consistent with the Bible. LifeBridge Academy exists to serve and be used for purposes consistent with biblical principles. LifeBridge Academy nor its properties will be used for, modified to accommodate, accept or assent to lifestyle choices contrary to biblical principles (including, but not limited to, same sex marriage or same sex relationships, transgender or bi-sexual behavior or conduct, cohabitation outside of marriage, pornography, infidelity, drunkenness, or harassment). LifeBridge Academy will not accept, recognize or submit to societal or government attempts to require, coerce, threaten or otherwise penalize LifeBridge Church or Academy for standing on biblical truths and principles regarding the issues of marriage and human sexuality expressed herein.

LifeBridge Church and Academy follow the principle that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). LifeBridge Church and Academy do not accept hateful and harassing behavior or attitudes directed toward any individual or group. Hateful and harassing behavior or attitudes are to be repudiated and are not in accord with scripture nor the doctrines of LifeBridge Church and Academy. LifeBridge Academy is built on the foundation that God offers redemption and restoration to all who confess and forsake their sin, seek His mercy and ask for forgiveness through Jesus Christ.

LifeBridge Academy welcomes individuals, guests, and staff, with the understanding that their conduct while on the campus of LifeBridge Church and/or Academy will conform to the policies herein.

Admissions Standards

AGE STANDARDS FOR ADMISSION

Students applying to Kindergarten must turn 5 years old before September 1st of the Kindergarten year.

ACADEMIC STANDARDS FOR ADMISSION

The academic standards of admission to LifeBridge Academy require prospective students to meet grade level standards, as indicated by their most recent standardized tests and entrance assessment administered by LifeBridge Academy. Applicants scoring below grade level may not be admitted. LifeBridge Academy reserves the right to recommend a different grade level than the grade requested based on the student's age, maturity, and academic history.

BEHAVIORAL STANDARDS FOR ADMISSION

Prospective students who have exhibited a history of disruptive conduct or emotional instability may not be admitted to LifeBridge Academy. If the school determines that it has a unique environment that can minister to a student who has a troubled history, the student may be enrolled on a

probationary status for at least one trimester, at which time the status will be reevaluated. Any student that is on a probationary status will be provided an action plan that will be updated and shared periodically. If the school determines that an enrolled student's behavior is a detriment to the scholastic environment, that student may be asked to leave at any time, before or after the end of the probationary period.

LEARNING DISABILITIES AND SPECIAL NEEDS

In some cases, LifeBridge Academy is not equipped to serve students with special needs and/or learning disabilities. If a student applying to LifeBridge Academy has special needs or a learning disability, it must be noted on their application, and all pertinent records must be included (IEP records, specific reports or test results pertaining to the student's disability, etc.). Failure to disclose information regarding any learning disabilities or special needs during the admissions process may result in a student's dismissal. The Admissions Committee may decide to admit a student with special needs on a probationary status, for at least one trimester, at which time the status will be reevaluated. If a student already enrolled at LifeBridge Academy demonstrates a learning disability or special need, the Administration will meet with the student's parents and teachers to determine if LifeBridge Academy is equipped to meet the student's specific educational needs. Any student who may need academic accommodations or modifications will be provided an action plan that will be updated and shared periodically. If it is determined that LifeBridge Academy is not equipped to meet the specific educational needs of the student, LifeBridge Academy reserves the right to determine in its sole discretion to deny admission or ask the student to withdraw.

NONDISCRIMINATION POLICY

LifeBridge admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loans programs, and athletic and other school-administered programs.

Parent Cooperation

LifeBridge Academy believes that a positive and constructive working relationship between LifeBridge Academy and a student's parents or guardians is essential to the fulfillment of the school's mission. Thus, LifeBridge Academy reserves the right to not continue enrollment or not to re-enroll a student if LifeBridge Academy, in its sole discretion, concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible, or otherwise seriously interfere with LifeBridge Academy's accomplishment of its educational purposes.

Communication

LifeBridge Academy communicates with parents in different mediums throughout the year.

EMAILS

Emails are used by office staff to send important reminders and event updates. Please read these emails thoroughly.

PHONE CALLS

Phone calls are reserved for urgent matters that require immediate parent attention, such as student illness, injury, or significant behavioral concerns. If you receive a phone call during the school day, please make every effort to respond promptly.

CLASS DOJO

LifeBridge Academy uses ClassDojo as our primary communication platform between teachers and families. Teachers will use ClassDojo to share classroom updates, reminders, announcements, and student-specific communication as needed. We ask that parents check ClassDojo regularly to stay informed and connected. This platform helps ensure consistent, timely communication while minimizing disruptions to instructional time.

QUESTIONS & CONCERNS

Parents with questions or concerns are encouraged to first address them with their child's classroom teacher. Classroom teachers are best positioned to respond to day-to-day academic and classroom-related matters.

If a concern is not resolved at the classroom level, or if further clarification or discussion is needed, parents may then contact the School Director. Appointments with the Director can be scheduled by contacting the LifeBridge Academy office.

Attendance

ATTENDANCE EXPECTATIONS

Students at LifeBridge Academy are expected to attend school promptly and consistently. The instructional experience that LifeBridge offers is essential and goes beyond what can be provided with textbooks and worksheets. Having your child participate in this experience with other students and their teacher(s) is fundamental to the educational outcomes. To the best of your ability, all personal appointments and vacations are to be scheduled when school is not in session. That being

said, we request that ill children, or those with symptoms, be given time at home to adequately recover.

PLANNED ABSENCES

In special cases when a planned absence is absolutely necessary, parents must notify the Administration and the teacher at least two weeks in advance in order to prepare an independent study contract. Please note that an independent study contract will not be available without sufficient notice. Participation points cannot be made up.

UNPLANNED ABSENCES

When a student is absent for an unforeseen reason such as an illness, the parent or legal guardian should message their child's teacher directly via ClassDojo, stating their name, the name of the student, and the reason for the absence.

UNPLANNED ABSENCES AND MAKE-UP WORK

Parents are to speak with their child's teacher regarding their policy on make-up work after unplanned absences.

EXCESSIVE ABSENCES

Four or more absences in one school trimester is considered excessive. Parents will be notified and a meeting may be scheduled with the parents of any student with excessive absences. The school's ability to assign passing grades may be in question due to excessive absences. Eight or more absences in one school trimester may result in a drop in letter grade in all subjects at the discretion of the Administration.

TARDINESS

Please note, two important disciplines taught at LifeBridge Academy are promptness and preparation. Persistent and excessive tardies do affect the child's learning and the learning environment of the classroom. A pattern of tardiness or lack of preparedness for class will jeopardize a student's success at LifeBridge Academy. Tardiness is very disruptive, not only for the student arriving late to class, but for the teacher and the other students as well. Therefore, it is imperative that students arrive to class on time. School begins promptly at 8:00am. Students arriving to class after 8:05am are considered tardy, and must check in at the school office to receive a late pass before proceeding to class. Seven or more tardies in one school trimester is considered excessive. Excessive tardies may result in a Parent-Administrative conference to explore corrective action.

LEAVING CAMPUS DURING THE SCHOOL DAY

LifeBridge Academy is a closed campus school, meaning students are restricted from leaving the campus during school hours without parental or teacher supervision. Parents must sign students out

at the school office when checking out during school hours. Students will be called out of class only when the parent has come to the office and signed them out. Only parents and authorized individuals may sign students out during school hours. An authorized individual means someone specifically designated as such by a parent in writing.

Drop-off & Pick-up

EARLY DROP-OFF

Students may be dropped off on the playground (weather permitting) or in the chapel (rainy or cold days) beginning at 7:30am.

CAR LINE PICK-UP

To ensure the safety of all students and to maintain an efficient dismissal process, LifeBridge Academy will use a designated car line system for student pick-up. Families participating in car line pick-up must enter through the Duenda Road entrance and follow the signs to the pick-up area in front of LifeBridge Church sanctuary. Drivers are asked to remain in their vehicles during the pick-up process. Staff members will assist students in safely entering vehicles.

Each family will be provided with a student name card. This card must be clearly displayed on the dashboard or front windshield of the vehicle during pick-up. The name card allows staff members to quickly and safely identify students who are being picked up. Students will not be released to vehicles without proper identification. If the parent or guardian picking up a student has forgotten or misplaced their student name card, they should not use the car line and should instead pick up their child outside their classroom.

CLASSROOM PICK-UP

Families who are not using the car pick-up line and whose child is not enrolled in the after-school program must pick up their child outside their child's classroom promptly at 3:00pm. Parents and guardians should arrive promptly at dismissal time and wait until their child is released by their teacher.

LATE PICK-UP

Students who are not enrolled in the after-school program must be picked up promptly at dismissal time. Families are expected to make arrangements to ensure that their child is picked up on time each school day. Students who have not been picked up by 3:15pm will be brought to a designated supervised waiting area until their parent or guardian arrives. If a delay occurs, families are encouraged to contact the school office to inform staff of the expected arrival time. Repeated late pick-ups will require a meeting with school administration and may result in additional arrangements being made for student supervision. Students must be enrolled in the after-school program if regular care is needed beyond the school dismissal time.

PARKING LOT PROTOCOL

It is of the utmost importance that all vehicle drivers and pedestrians give their undivided attention during drop off and pick up.

- Please refrain from cell phone use when driving in the parking lot.
- All vehicles must adhere to the speed limit of 5mph.
- Children may not be left unattended in the car without an adult or sibling 12 years or older.
- Please be courteous to other drivers, remembering that our children and students are watching and learning from our behavior.
- Only persons authorized by the child's parents will be allowed to pick up the child. If an unauthorized person comes to pick up a child, we will not let the child be released to that person until we can obtain authorization by the parent.

Campus Visitations

All parents and other visitors on campus are considered guests and must stop at the school office, sign in, and obtain a guest badge before entering a classroom or any other part of the campus during school hours. Any person on campus not wearing a guest badge will be asked to return to the office to sign in and obtain proper identification, or to leave the campus. Students from other schools who are not currently enrolled LifeBridge Academy students must have prior written approval from the Administration to visit staff or students on campus during school hours.

Permission to enter campus during a school day must be granted by LifeBridge Academy Administration, and prior approval of visitations is highly recommended. LifeBridge Academy reserves the right to refuse visitors without prior approval or scheduling, at its discretion.

Classroom Volunteers

We appreciate parents' willingness to serve in our classrooms. To best meet the needs of each class, opportunities for parent volunteers are determined by the classroom teacher. Teachers will communicate with families if and when volunteer assistance is needed. All volunteers are required to check in at the front office and wear a visitor's badge while on campus. If a person is on campus without identification, they will be asked to immediately go to the front office. Siblings are not allowed to accompany parents in the classroom while volunteering.

Field Trips

Field trips are included during the year as an extension of the core curriculum to enrich each grade level's academic experience. All students must be registered for their respective class field trips in order to participate. There may be additional charges to students for admission and transportation for certain activities. Field trips are official school functions. Only parents who have completed the

necessary paperwork are eligible to accompany students on school field trips. Parents are expected to understand that there are a limited number of chaperone spots available for each field trip, and parents who have not yet had the opportunity to chaperone are prioritized.

Academics & Grading

FRIDAY FOLDERS

Friday Folders are utilized by all classes at LifeBridge Academy for the purpose of informing parents of their child's behavioral conduct and graded assignments for the week. Graded work and conduct reports must be reviewed by the parent and child together, signed, and returned to their teacher on Monday.

STANDARDIZED TESTING

LifeBridge Academy uses NWEA's MAP Growth Assessment given 3 times per school year. MAP growth is an adaptive test that measures student growth over time to provide detailed, actionable data about student progress to both the school and parents throughout the school year and over multiple years. Scores are compared to the performance of students across the United States who are in the same grade level and who have taken the same assessment. MAP provides information about a student's current achievement level and growth over time, allowing teachers to identify strengths, areas for improvement, and instructional needs. Parents will be notified in advance of test dates, and score reports will be provided to parents upon request. LifeBridge Academy strongly recommends that students be in attendance during scheduled standardized testing days.

AT RISK STUDENTS

Students who are below academic or behavioral standards will be placed on an "At Risk Students" list where an educational team of teachers, administrators, as well as the parents of the child will closely monitor the progress of that student. When a student is "At Risk", communication and monitoring of that child may consist of parent/teacher/administrator conferences, action plans, and/or interventions throughout the day. Parents will be financially responsible for academic support that extends beyond the school's intervention program. LifeBridge Academy seeks to provide an environment where all students can learn and be successful. If at any time throughout the school year LifeBridge Academy is not able to provide the support the student needs, the student may not be eligible for continued enrollment. When this occurs, the Administration, to the best of its ability, will work with the parents to recommend an alternative educational setting.

RETENTION

Students who are below academic and/or behavioral grade level standards may be at risk for retention. Students must meet all grade level standards set by LifeBridge Academy in order to be promoted to the next grade level. If a student, at any time, is in jeopardy of not meeting these standards, parents may be contacted to discuss details of retention. LifeBridge Academy reserves the right to terminate enrollment for students who are not meeting academic and/or behavioral standards.

REPORTING PERIODS

LifeBridge Academy is committed to keeping both parents and students informed of academic progress throughout the year. In order to best communicate a student's academic progress to parents, LifeBridge Academy will issue 3 report cards throughout the year, at the end of each trimester. LifeBridge Academy will also schedule 2 official parent/teacher conferences throughout the year. Parents and/or teachers may request additional parent/teacher conferences.

PARENT-TEACHER CONFERENCES

These 15 to 30 minute conferences are an opportunity for parents and teachers to discuss each student's progress and concerns. At least one parent is to attend, though it is strongly recommended that both parents attend. Additional conferences may be held throughout the school year and may be scheduled as needed to address any areas of concern. Please request an appointment with your child's teacher if you have any questions or concerns that require deeper discussion.

Materials Policy

LOST OR DAMAGED BOOKS

Each time a book is lost or damaged, the student's parent or guardian will be billed the cost of a replacement. A book is considered damaged when the book has been physically altered and is no longer readable or usable. Examples of damaged books include water damage, missing pages, missing cover, wet or dried food inside the book, and several ripped pages. LifeBridge Academy Administration will make the final determination of whether or not a book is damaged. If a student loses or damages more than two books in a year, the student may lose the privilege of checking out any books for the remainder of the school year.

DAMAGED EQUIPMENT

Students are expected to treat all school property, playground equipment, classroom materials, and facilities with care and respect. Intentional misuse, negligence, or reckless behavior that results in damage to school property is unacceptable and will result in disciplinary action. If equipment is damaged due to intentional misuse or inappropriate behavior, the student's parent or guardian will

be responsible for the cost of repairing or replacing the damaged item.

STUDENT PREPAREDNESS

Students are expected to come to school each day with all required supplies listed on their grade-level supply list. Having the necessary materials helps students participate fully in classroom instruction and promotes responsibility, organization, and preparedness. Supplies should be clearly labeled with the student's name and maintained throughout the school year. Families are responsible for replacing consumable or damaged items as needed.

Character Builder Awards

In keeping with the biblical concept of the blessings that come to those who pursue righteousness, LifeBridge Academy recognizes and honors students each month at our Character Builder Award Ceremony. Award recipients are chosen by their teachers. These students are awarded for faithfully demonstrating each of LifeBridge Academy's GROWTH attributes: Grace, Respect, Obedience, Wisdom, Truthfulness, and Humility.

Classroom Rules

Classroom rules serve to provide principles for Godly behavior in an academic setting that establishes healthy limits for children and provides a framework in which biblical teaching and learning may take place. Classroom rules are posted and/or discussed in each classroom. They are taught and reviewed with students in an ongoing and inspiring manner. Disobeying rules, whether in or out of the classroom, will result in immediate disciplinary consequences.

School Rules

LifeBridge Academy seeks to provide an environment that is safe for all students. In these formative years of students' lives, they are learning daily how to get along with others and the appropriate way in which to express themselves when wronged or harmed. Our daily instruction is designed to teach our students how to respond with appropriate behaviors in a biblical way that will honor those around them, and the Lord. When these appropriate behaviors are violated, disciplinary action will result. We thank our families in advance for their support and partnership with us as we seek to provide the safest learning environment possible.

RESPECT FOR AUTHORITY

Students and parents should always be ready to follow the instructions of adult authority on campus. Students and parents are to properly address teachers and other adults in authority. Disrespect of adults may result in immediate disciplinary action.

TOYS & DEVICES

Please limit students to bringing only materials and supplies that are required for the completion of their school-related work. No toys, electronics, cell phones, smart watches, etc. are to be brought on campus. If any staff member spots them, such items may be confiscated and kept by the Administration until claimed by a parent or guardian.

STUDENT PROPERTY

LifeBridge Academy is not responsible for lost, stolen, or damaged personal property items or belongings, including electronics, brought on campus.

CHEATING/PLAGIARISM

Academic integrity is required of all LifeBridge Academy students. Cheating includes the following: copying another's tests, signing another person's name to school-related documents, submitting any work that's not your own, or plagiarism. Anyone cheating or assisting another student to cheat will receive a zero for their grade and be subject to disciplinary action up to and including suspension, or in the event of recurring cheating, expulsion.

LYING

If a student is found to have engaged in lying or misrepresentation, he or she will be subject to disciplinary action up to and including suspension.

STEALING

Trust is a vital aspect of the LifeBridge Academy community. Any student stealing others' possessions will be subject to disciplinary action up to and including suspension or expulsion.

VANDALISM/ABUSE/MISUSE OR INAPPROPRIATE USE OF SCHOOL PROPERTY

All LifeBridge Academy students are expected to practice good stewardship of the facilities with which God has blessed us. If a student is found to have vandalized, abused, misused, or inappropriately used any part of the grounds or facilities or school equipment, he or she will be subject to disciplinary action including restitution or suspension, or both.

PROFANITY

Profane or offensive language, written or verbal, is not permitted. Any student using profane or offensive language at any time will be subject to disciplinary action up to and including suspension.

FIGHTING

Any student who threatens or engages in fighting or intimidating behavior will be subject to disciplinary action up to and including suspension or expulsion.

WEAPONS/INCENDIARY DEVICES

Weapons or incendiary devices of any kind are not permitted on any portion of the school campus, including classrooms, parking lots, and playgrounds. Weapons of any kind are not permitted on field trips. A weapon will be understood to mean a potentially harmful object not necessary for schoolwork. Infractions of this rule will result in suspension or expulsion.

BULLYING

Bullying is defined as an act of repeated aggressive behavior in order to intentionally hurt another person, physically, emotionally, or mentally. Bullying is characterized as an individual behaving in a certain way to gain power over another person by using strength and/or power to harm or intimidate those who are weaker. It comprises repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. Bullying is not tolerated at LifeBridge Academy. All staff and faculty desire to provide a safe place for each student and therefore report any suspicion of bullying to the Director. Bullying is subject to disciplinary action up to and including suspension or expulsion. If a parent feels that their child is a victim of bullying, the parent must inform their child's teacher immediately so that he/she can be guided to the appropriate steps to be taken to ensure the safety of the student.

Conduct Guidelines (GROWTH)

At LifeBridge Academy, we teach our students to model their words, actions, and attitudes after those of Christ. Our GROWTH attributes represent the Christlike character traits we seek to cultivate in every student. Focus on these attributes with our students is meant to lead to closeness with Jesus and transformation of their hearts and minds.

Our GROWTH attributes are:

Grace: Allowing God's divine influence on our hearts to be reflected in our lives through unconditional love and kindness

Respect: Treating others with honor and showing they are valuable

Obedience: Following God's ways, and instructions of those in authority

Wisdom: Making choices that benefit ourselves and others, while bringing glory to God

Truthfulness: Putting away lying and speaking the truth

Humility: Thinking less of ourselves and more of others

Course of Disciplinary Action

When a student fails to uphold the conduct guidelines, or breaks a school or classroom rule, the school will follow the procedural steps of discipline stated below. It must be noted that, at the discretion of the Administration, a student's course of disciplinary action may bypass the sequential

procedural steps and can jump directly to a suspension or expulsion based upon the severity of the infraction. All disciplinary actions taken with regard to students can become part of a student's permanent records.

Step One: Conduct Marks

At LifeBridge Academy, we encourage every student to model their actions after Christ by demonstrating our GROWTH attributes each day. Each classroom displays a Conduct Board where conduct marks are recorded. When a student makes a choice that does not reflect one of the GROWTH attributes, the teacher may instruct the student to visit the Conduct Board. The student will record the date and identify the attribute that was not upheld. Conduct marks are communicated to parents via Friday Folders so they are aware of their child's behavior at school and can partner with the school in reinforcing positive character development. Excessive conduct marks will result in progression to Step Two.

Step Two: Office Referral

If the student does not show improvement in the behaviors that resulted in previous conduct marks, the student will be referred to the office to speak with an Administrator. Parents will be notified that their child has been referred to the office due to their behavior. If behavioral patterns continue, the student moves to Step Three.

Step Three: Conference and Contract

A student is placed on Step Three when a severe infraction of school policy takes place, or a student has continued to make choices that result in conduct marks after their office referral. In this case, a conference is scheduled between the parents, the teacher, and one or more school administrators. During this conference, a plan to address the student's misbehavior will be established. A contract outlining the proposed plan will be written and signed by the student, parents, and the Administration.

Step Four: Loss of Privileges and/or Suspension

A student is placed on Step Four when he or she violates the plan established in Step Three or incurs additional conduct marks. The student is subject to further disciplinary action, which may include suspension and/or banning from field trips and special events. If the student is suspended, a mandatory conference is scheduled with parents and the administration before the student may return to school. A suspension is for a period of time determined by an administrator.

Step Five: Expulsion

If the student again violates the plan established in Step Three or creates further conduct issues, the student is expelled from LifeBridge Academy.

LifeBridge Academy reserves the right to suspend or expel a student when a significant infraction of school policy takes place, or a student has incurred an unacceptable number of behavioral infractions. Off-campus suspension means that the student is to remain off campus for a defined period of time. Students must make up all of the work missed due to the suspension; however, the disciplinary action may include reducing credit for missed work.

Examples of infractions that may result in immediate suspension or expulsion include, but are not limited to:

- Bullying
- Discriminatory behavior or language
- Disrespect
- Lying, cheating, or plagiarism
- Vandalism
- Stealing
- Fighting/Hitting/Pushing
- Leaving campus without permission
- Possession or use of drugs, alcohol, or tobacco
- Profanity
- Sexual immorality/pornography
- Sexual harassment
- Threats of physical harm to another person
- Weapons brought to school
- Infraction while on Step Four

Dress Code

GENERAL GUIDELINE

The dress code promotes school unity, and minimizes distraction. In addition, the dress code, through its restrictions, is intended to promote self-expression through the development of individual personality rather than expression through outward appearances. The dress code is in effect during official school hours. Parents are expected to ensure that students comply with the dress code policies. While on campus, parents are expected to uphold the same standards of modesty that we put forth for our students.

DAILY UNIFORMS

LifeBridge Academy students are expected to wear clean, neat, and modest clothing that reflects a positive attitude toward learning and respect for the school community. Families are welcome to purchase uniform clothing from the retailer of their choice, provided the items meet the school's uniform guidelines.

Approved uniform colors include:

- White
- Khaki
- Light blue
- Navy blue
- Burgundy

Dark blue jeans are permitted as part of the school uniform, provided they are in good condition with no holes, tears, fraying, or distressing. All uniform clothing should be clean, well-fitting, and in good repair. Students are expected to arrive at school with clothing that is neat, wrinkle-free when reasonably possible, and appropriate for a school environment.

PHYSICAL EDUCATION UNIFORMS

Students are required to wear the designated Physical Education (P.E.) uniform on their assigned P.E. day each week. This helps ensure students can safely and comfortably participate in physical activities. P.E. uniforms must be purchased from the school and be worn with closed-toe tennis shoes. Sandals, boots, dress shoes, Crocs, or other non-athletic footwear are not permitted during P.E. classes. Students who do not come dressed in the required P.E. attire may be unable to participate in class activities and may receive a conduct mark for being unprepared. Repeated failure to wear the required P.E. uniform may result in additional disciplinary action.

Parents will be informed of their child's assigned P.E. day at the beginning of the school year and are required to ensure their student arrives prepared each week.

VIOLATIONS AND NOTIFICATIONS

Students are required to adhere to the uniform dress code and are expected to always dress modestly. When a dress code violation occurs, a student may be subject to disciplinary action. A parent conference may be called to remedy the situation for excessive violations. The School Administration reserves the final authority when there is any question of a student's adherence to the dress code. Enforcement of the dress code will occur through a variety of tools including daily teacher inspections.

Health & Safety

When necessary, detailed information will be sent directly from Administration regarding specific national health concerns. Parents are requested to ensure that students are feeling healthy and free from illness (i.e., fever free for 24-hrs without medication) each day they attend school. It is recommended that students are well rested and well nourished when they come to school, having had a full night's sleep.

MEDICAL STATUS

It is the parents' responsibility to inform and update the school office of any medical condition(s) a student may have, such as allergies, physical limitations, or chronic illnesses. It may be necessary for the parents to meet with the school director and their student's teacher to discuss their student's medical condition and any special needs.

MEDICAL EMERGENCIES

Parents are notified immediately of any sudden illness or serious injury that occurs at school. Therefore, it is required that the emergency contact information on record with the school office is current at all times. If this information changes at any time during the school year, please inform the school office in writing at once and have the student's record updated. If the emergency contact cannot be reached, LifeBridge Academy will obtain appropriate medical care for the student.

COMMUNICABLE DISEASES

If your child has a communicable disease, please do not send him/her to school. Please notify the office if your child has been diagnosed with a communicable disease by a licensed medical practitioner. Illnesses that need to be reported include, but are not limited to, chicken pox, measles, mumps, streptococcal infections, scarlet fever, influenza, Covid-19, whooping cough, conjunctivitis (pink eye), impetigo, ringworm, hepatitis, pin-worms, head lice, fifth's disease, and mononucleosis. Additionally, your child is not to be sent to school if he/she has one or more of the following:

- Nasal discharge
- Persistent cough
- Symptoms of possible communicable disease
- Body temperature of 100 degrees Fahrenheit or greater within 24 hours prior to the beginning of school hours
- Nausea/vomiting within 24 hours prior to the beginning of school hours
- Diarrhea within 24 hours prior to the beginning of school hours
- A prescribed antibiotic has been issued and 24 hours of treatment has not yet elapse

IMMUNIZATIONS

LifeBridge Academy follows California State Immunization Laws. All students must stay compliant with these laws to remain enrolled.

MEDICATION ADMINISTRATION AT SCHOOL

In the event that your child needs medication while at school, LifeBridge Academy requires the completion of an Authorization for Medication Administration Form. This includes prescribed and over-the-counter medicines, as well as herbal remedies. Forms are available in the office.

Emergency Preparedness

LifeBridge Academy faculty and staff are trained in CPR and First Aid. LifeBridge Academy holds regularly scheduled fire and emergency drills. Teachers and students will meet at a designated spot on campus where staff members will take roll. These drills help students prepare for action in the event of an actual emergency. In the event of an emergency, students will be released only to a parent/guardian, any person listed on file as the student's "Emergency Contact", or an authorized adult listed on the student's Pick-Up List.

School Lunch

At LifeBridge Academy, it is the parents' responsibility to provide lunch for their children or choose to pay monthly for school-provided lunch. Parents or students may not change their decision daily based on the school lunch being served. If parents wish to add school-provided meals to their child's monthly tuition, or begin providing lunch and snacks from home, the office must be notified.

Lost and Found

Please clearly mark your child's personal belongings with their name and keep all non-school related articles at home. All items found on campus will be taken to the lost and found bins. It is the responsibility of parents and students to check the lost and found for missing property. Unclaimed articles will be donated to charity or disposed of as appropriate at the end of each trimester.

Financial Information

CONTRIBUTIONS

LifeBridge Academy is an extension of the ministry of LifeBridge Church, a 501(c)(3) non-profit charitable corporation that has been granted tax-exempt status by the Internal Revenue Service. Contributions to LifeBridge Academy are therefore fully tax deductible as allowed by law and are subject to the same limits as contributions to other public charities. Tuition and fees paid to LifeBridge Academy are not tax deductible. Charitable contributions may be given in one or more of the following ways:

- Cash or Checks (made payable to LifeBridge Academy)
- Online credit card donations at lifebridgesd.org/give

FINANCIAL AID

LifeBridge Academy does not maintain a formal tuition assistance program. However, we recognize that families may experience financial hardships or unexpected circumstances. Families with concerns about tuition payments are encouraged to contact the School Director. Whenever

possible, we will work with families on an individual basis to explore reasonable solutions and payment arrangements. All requests will be handled with discretion and confidentiality.

If there is an unforeseen financial hardship that temporarily prevents a family from being able to meet their financial obligations to LifeBridge Academy, it is important that the family promptly contact the school office to discuss payment options. LifeBridge Academy will make reasonable efforts to cooperate with families. All tuition and fee payments are non-refundable once made.

TUITION & FEES

The monthly tuition for LifeBridge Academy is made available on the school's website. Enrollment is contingent upon an absence of outstanding debt to previous school(s) attended. Payment of tuition and fees are to be made in accordance with the tuition schedule. Tuition and fees are non-refundable.

If payment of tuition or fees has not been received within 5 calendar days after the due date, an email will be sent and a late fee of \$25 will be assessed. If tuition or fees have not been paid within 20 calendar days after the due date, a warning email will be sent explaining that the student(s) will not be able to attend school after the 1st of the next month unless the tuition and fees are paid for in full prior to such date. An additional \$25 late fee will be assessed.