



# **PARENT STUDENT**

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# **HANDBOOK**

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## INTRODUCTION

LICA is an independent school which is registered with the Rwanda Education Board (REB) and Accelerated Education Enterprise (AEE) South Africa. The school has been in operation since 2014 and caters for children from 36 months of age to grade 12.

LICA utilizes the Accelerated Christian Education (A.C.E). programme which is currently being used in 160 countries around the world. Accelerated Christian Education is an individualized, self-paced, biblically based system of education which provides the student with a complete education in body, mind and spirit. At LICA we believe that education is the communication of life from generation to generation. Students are taught how to live and not simply how to make a living. Training in character, values and morals from a Biblical foundation equips the learner for life.

## MISSION

***"To provide a high-quality, individualized education rooted in biblical values that prepares students to succeed in today's world while empowering them to achieve their God-given potential."***

## VISION

"To foster a community where students develop a strong sense of identity grounded in their faith, and are equipped to make a positive impact on the world."

## MOTTO

***"Trust God and do good"***

## SCHOOL - VERSE

***"John 10:10b"***

## Purpose and Objectives of the School

1.1 The School provides Christian based education from Grade 0 to Grade 12 to children in Kigali and across the region.

1.2 The School uses the ACE (Accelerated Christian Education) program, as adapted and supplied by Accelerated Education Enterprise (AEE).

1.3 The School will serve as a Christian Institution to assist parents to 'train up a child in the way he/she should go' (Proverbs 22:6), in obedience to the commandments of God according to the Scriptures in the Word of God.

1.4 The School will endeavor to equip each child with sound Biblically based education and life skills, as well as Godly wisdom, insight and character, in order to become mature, stable and productive members of society.

1.5 The School shall assist parents of the School to define each child's mission in Jesus Christ. This process is based on the belief that each and every child is a unique calling in God (Ephesians 1:4-5).

## STATEMENT OF FAITH

Life International Christian Academy and all of the programs which it operates are founded upon the Word of God (the Bible).

### **We believe...**

1. That the Bible is the only inspired, infallible, authoritative Word of God and is the standard for Christian living (Matthew 19:4–5; Mark 12:26; Romans 15:4; I Corinthians 14:37; II Timothy 3:16; II Peter 1:21; II Peter 3:2; II Peter 3:16).
2. That there is one God, eternally existent in three (3) persons: The Father, the Son, the Holy Spirit, each of Whom possesses equally all the attributes of Deity (Matthew 28:18–19; John 1:1–2; John 1:14; John 10:30; Acts 5:3–4; II Corinthians 13:14; Hebrews 1:1–3; Revelation 1:4–6).
3. In the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His Lordship over all of life, and in His personal return in power and glory (Luke 1:30–35; John 1:1; John 1:18; John 3:16; II Corinthians 5:21; Philippians 2:5–8; Hebrews 4:15; Leviticus 17:11; Matthew 26:28; John 1:29; Matthew 28:5–6; John 20:17; Acts 2:32–36; Philippians 3:20; I Thessalonians 4:13–18; Titus 2:13).
4. That man, though created in the image of God, is separated from God because of sin and that every person is born in a state of sin and in need of salvation in order to be reconciled to God (Genesis 1:26; Genesis 6:5; Psalm 14:1–3; Psalm 51:5; John 6:53).
5. That salvation is by grace alone through faith, by the merit of the shed blood of Jesus Christ, apart from any work (Ephesians 2:8; Isaiah 64:6; John 5:24; John 10:27–30; Romans 8:35–39).
6. In the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells all believers, that the Holy Spirit gives spiritual gifts to all believers to be exercised for God's glory and the edification of believers, that all gifts are to be used in accordance with God's Word, and that holy living, not ecstatic spiritual experience, is to be the goal of every believer (I Corinthians 13:1–4; I Corinthians 14:19; John 16:13–14; John 3:6; John 16:7–11; Romans 8:9; I Corinthians 12:13; Ephesians 4:30; I John 2:20–27; Ephesians 4:11–12).
7. That the Christian is called to live a holy life, separated from patterns of fornication, idolatry, adultery, homosexuality, thievery, covetousness, drunkenness, reviling, and swindling (I Corinthians 6:9–11; Romans 12:1–2; James 4:4; II Corinthians 6:14; I John 2:16).
8. That the Scripture teaches that God's people are to assemble together regularly for worship, for edification through the Scriptures, and for mutual encouragement (Hebrews 10:23–25; Acts 2:42; Acts 20:7; I Corinthians 12:20–28; I Corinthians 16:1–2; Ephesians 4:11–16; I Timothy 4:13; II Timothy 3:16; II Timothy 4:2).
9. In the individual access of every believer to God through Christ, and the spiritual unity of believers in Christ (Hebrews 7:25; I John 2:1; I Timothy 2:5; I Corinthians 12:12–14; Ephesians 1:20–23; Ephesians 4:3–6; Colossians 3:14–15).
10. In the resurrection of the saved unto eternal life, and the lost unto eternal damnation (Luke 16:19–26; II Corinthians 5:8; II Thessalonians 1:7–9; Jude 6:7; Revelation 20:11–14).
11. That God wonderfully and immutably creates each person as either biological male or biological female, and that these two distinct, complementary sexes together reflect the image and nature of God. (Gen.1 : 26- 27)

## Admission

All admissions to the school are at the sole discretion of the management in the interests of the school. All new students are admitted on probation for the first three months. No student will be admitted to LICA if an outstanding account exists at the school they are leaving. The school cannot accept students whose parents are not absolutely convinced about ACE curriculum. Additional information on ACE curriculum can be found on the school website ([www.licacademy.org](http://www.licacademy.org)) or ACE website ([www.aceministries.com](http://www.aceministries.com)).

## Enrollment

### **Enrollment conditions**

LICA is open to children who satisfy the conditions of enrollment without discrimination whatsoever. Before enrollment, children and their parents must accept and abide by the fundamental principles that guide the school, which are:

- LICA teaches that the Bible is the guiding book for our lives and that a personal relationship with God is the way of escape from the difficult issues in life. Students attending LICA must subscribe to the principles of the Christian Faith and they must accept the Bible as God's Word. Regular church attendance is recommended.
- LICA offers smaller class sizes with personalized instructions. Maximum classroom size is 15 students regardless of the grade.
- School discipline applies to all students of the school from the time of leaving home in the morning until they have returned home in the afternoon. This includes school-authorized events.

### **Diagnostic test**

Each student entering LICA is given diagnostic tests as required by A.C.E. program. This is in order to determine skill and concept mastery. The diagnostic tests assist the evaluator in determining the student's academic needs in each subject. After the student completes the diagnostic testing, he/she is given curriculum that meets and challenges him at his/her performance level.

Four academic areas are tested: math Levels 1-9, English Levels 1-8, reading Levels 1-8 (science, social studies, Bible Reading, and Literature and Creative Writing), and spelling Levels 2-9. These tests cover basic skills normally mastered before high school.

When weak areas are evident from the testing, the appropriate gap PACEs are prescribed to strengthen specific weaknesses. After completing the gap PACEs, the student progresses at his/her performance level. If he/she demonstrates mastery at all levels of testing, he has the ability to function at his/her chronological grade level.

## RE ENROLLMENT

Every new academic year, all students must re-enroll at a cost prescribed that academic year. Failure to re-enroll the student, the school considers that the student has been withdrawn from school.

### HEALTH AND ACCIDENT INSURANCE

All parents are expected /encouraged to have health insurance for their children while they are students at Life International Christian Academy.

## CALENDAR

For each school year, 180 full school days are scheduled. Due to accreditation standards, Life International Christian Academy is required to schedule/make up any holidays to ensure 180 student days of instruction.

Parents may refer to the school's website at [www.licacademy.org](http://www.licacademy.org) for a complete calendar of events.

## CHILD ABUSE REPORTING REQUIREMENTS

In accordance with national law and school policy, the school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## SCHOOL HOURS

**School hours are from 8:30 a.m. – 4:30 p.m.**

## GENERAL GUIDELINES:

1. Students are not permitted unsupervised access to computers before or after school.
2. Photocopies are available to students for 50 RWF per page (e.g. Students' activity, projects and field work reports).
3. All general circulation books may be checked out for a period of two weeks for students.
4. Library materials should be returned promptly when due. A fine of 1000 RWF -per school day will be charged on overdue books (with a one-day grace period), in case of damage, miss handling and loss the parent is required to replace a new book.

## PARKING AREA

All vehicles must be guided by the security personal either to enter in the parking area or outside, for safety and smooth movement of traffic before and after school. Please abide by any posted signs to ensure student safety. The parking lot speed limit is 15 miles per hour.

## VISITORS

Persons (including parents) coming to the school between the hours of 8:15 a.m. and 3:15 p.m. are to report directly to the school office to sign in and receive a visitor's pass. This procedure offers a measure of protection from unauthorized people entering the school building.

All doors are locked at 8:15 a.m.

## STUDENT VISITORS

Student visitors are welcome if they are considering attending LICA. However, appointments must be made with the Admissions Office for them to visit. They must receive specific permission and obtain a pass from the office. They must meet the dress regulations of the school.

## **PARENT VISITS**

Parents are welcome at the school. Parents are permitted and welcome into the school before the late bell and after dismissal. Parents who wish to visit a classroom during school hours should make prior arrangements with the Administration. During school hours, parents are asked to report to the office and not go directly to the classroom. Parents are encouraged to arrange for a private conference by calling the office and leaving a message for the Administration. The Administration is happy to arrange for conferences with parents at scheduled times. Homework, books, and other items should be left in the school office to be delivered to your student. Any messages to the students must be delivered to the office not with the security personnel.

## **WITHDRAWAL OF STUDENTS FROM SCHOOL**

If at any time during the school year, the parent/guardian finds it necessary to withdraw a student from school, regardless of the reason, he/she should contact the School Administration immediately. Upon notification, the Office will prepare official withdrawal paperwork, which must be signed by the parent/guardian so records can be accumulated, financial accounts adjusted and arrangements made in the classroom for the student's departure. The form will include the official date and reason for withdrawal and the school where the student will be transferring.

Students withdrawing from the school before the end of the school year may also be assessed a \$400 withdrawal fee per student. Families will also be billed for any outstanding debts for lunch money; and lost or damaged textbooks, damaged items i.e. glass, doors windows, toilet fittings, furniture. If the student is withdrawn from the school no refunds will be made whatsoever. Parents will be billed also for that term's fee if the student is withdrawn when the term has already started. This will be an outstanding debt and legal procedures will be involved.

## **FINANCIAL INFORMATION**

### ***Discount for families***

The second child will have a discount of 5%, for more than two children a discount of 10% per child on full payment.

Payment of tuition fees is divided per quarter during the scholar year i.e. the exact amount of tuition fees is communicated at the end of the year for the following school year. At the same time the payment schedule is also communicated and a deadline for payment is indicated. The tuition fee is supposed to be fully paid within the first 2 weeks of the new term. Beyond the deadline date the students will not be allowed in the school until their tuition has been cleared in full amount. Special case parents may physically approach the school leadership for a written agreement on the payment plan.

### ***Paces***

Paces (students work books) are mandatory as they are a unique way of learning at LICA. In order to ensure a smooth running of the school, paces to be used for the following term are ordered during the running term. Parents are therefore requested to pay during the last week of that term. - Individualized invoice will be presented to them by the school management in the time limit provided. No student in any grade will be allowed in class without his/her working books (paces)

In case of late enrollment (or enrollment that occurs in the middle of the school year), the school commits to provide the books in a period of two weeks, with additional cost if applicable (for express shipping).

N/B: PACEs are purchased to be used and should not be taken after use.

## **Lunch and break snacks' Fees.**

At the end of each term, the school administration communicates to parents the cost of lunch for the following terms. This depends on the numbers of school days in the term, removing public holidays and break period. Lunch fees must be fully paid before the first day of each new term.

## **Other expenditures.**

Parents are required to pay for extra curriculum activities and school outings before the event takes place. The exact amount to be paid will be communicated in time for each instance.

# **ATTENDANCE POLICIES**

## **ABSENCES**

Absences - Excused Absences will be excused for the following reasons:

- Personal illness or injury
- Approved family vacations or mission trips

Please make every effort to schedule non-emergency absences during non-school hours.

We understand that it can't always be accomplished, but trust that parents will work toward that end.

Excused and unexcused absences are recorded on report card

Absence Procedure Appointments

- Parent communicates with main office via note, phone call the day of an appointment, if not before.
- Students who miss any part of a school day for a medical appointment must bring an official statement from the medical office stating the date and time of the appointment.
- The Parent will communicate to front office or vice versa about a student's appointment
- All students should sign out prior to departure and sign in upon return.

NB: Absenteeism affects students progress and performance and termly goals will not be achieved.

## **Illness/family emergency**

- Parent communicates with main office via note, email or phone call the date and specific reason for the absence the day of illness/emergency, if possible. Communication upon student's return is also acceptable.

Absences – Unexcused any absences not approved in this section will be considered unexcused. An absence may also be unexcused if proper procedures are not followed. See section on make-up work for academic consequences.

Credit Losses and Grade Retention Students in grades Kindergarten through 8th grade who miss 30 days through a school year may be retained. Extensions may be applied for by the parent and granted to the student by the principal.

Make-Up Work (Projects) In the event of any absence, a student is held responsible for all schoolwork missed.

- Absence due to an illness - A student is allowed an equal number of make-up days as days absent to return work assigned while absent, unless special permission has been granted by the principal to do otherwise.
- Pre-approved vacation, college visit, or mission's trips - The work missed must be completed and turned in upon the student's return to school, unless other arrangements have been made with the principal. This also applies to students missing school for school sponsored activities in which they are active participants (i.e., athletic trips, choir tours, college tours, field trips).

Unexcused absences – All schoolwork is to be made up and is due on the day of return. All tests and/or quizzes missed during the absence are to be made up on the day of return. All work/tests/quizzes are subject to the teachers' penalty for late work.

### **TARDINESS (Late, behind time, not on time, moving or acting slowly or sluggish)**

Arriving tardy to school - A quality education is reinforced by punctuality, all students are expected to be at school and in their learning centers on time. A student is tardy if he/she is not in their assigned seat or not in the learning center when the bell stops ringing (up to the discretion of the individual teacher). A student coming to class 15 minutes after it has begun is considered absent or truant. Students must have a signed pass from the previous teacher for the tardy to be excused. Excused tardiness; late arrivals for the following four reasons will be excused. Parents must telephone, send a note, or email with the reason for the student arriving tardy.

1. Illness.
2. Doctor or dental appointments before school that cannot be scheduled at other times.
3. Hazardous conditions due to inclement weather and/or road emergencies.
4. Family emergencies.

### **BIRTHDAY CELEBRATIONS**

No family birthday celebrations are allowed. However, the school will continue to celebrate student and staff birthdays within the school environment, ensuring a positive and inclusive atmosphere. The school kindly request families to refrain from participating in these celebrations, allowing us to provide consistent and equal treatment to all.

### **DETENTION**

The purpose of a detention is to be one form of disciplinary action for misbehavior in the School. Therefore, a detention needs to be viewed as that both by the students and by the School. The following guidelines will be observed and enforced in a uniform manner by all School members as they have a responsibility to supervise detention.

### **MORNING DETENTION**

1. The Supervisor in charge will assign seats to each student so that they are not in close proximity to each other.
2. Detention will be served on Thursdays and Friday beginning at 7:30 a.m. and ending at 8:00 a.m. for all students. Students who are late will be required to stay the extra time to fulfill the 45-minute requirement. Students who are more than 5 minutes late will be assigned another date to serve and given a second detention.
3. During detention, the student is not permitted to read or do any form of written work. They are to sit in silence.
4. Any student who misses his/her assigned detention date without prior notification in the office will be assigned a new date as well as an extra detention. Change of detention date must be done through the school office prior to the day of scheduled detention.
5. Practices do not constitute a reason for missing detention.

## **LUNCH DETENTION**

1. All students may be assigned a lunch detention.
2. Students must report to the detention room within eight minutes of lunch starting. Students must pick their lunch and have it in the detention room.
3. Students are to remain seated and silent for the entire lunch period.
4. Lateness or unacceptable behavior will result in a One-hour detention.

## **DISCIPLINE STUDENT CODE OF CONDUCT**

Christian young people should show an increasing measure of obedience to the Lord Jesus Christ, with their character and conduct reflecting His lordship.

The Holy Spirit produces Christian character; and the fruit of His work is found, in part, in the book of Galatians, chapter 5. One of the purposes of LICA is to build upon and enhance these qualities in the lives of its young people, realizing that everything we do, and allow, impacts our testimony for Christ.

Certain behaviors and activities are counter-productive to the school's ministry and dangerous and counter-productive to Godly living.

These activities include, but are not limited to illegal use of firearms, illegal use of drugs, use of tobacco, use of alcoholic beverages, or immoral sexual behavior.

In addition, the mature Christian should find himself going against the tide of public acceptance and opinion in many arenas, most notably in the area of entertainment, always striving to uphold the high standard of the Scriptures (1 John 2:15-16; Philippians 4:8).

The school will endeavor to assist parents in training their children to invest their lives in those things that will cause them to grow in their relationship with God and in the likeness of His Son.

They should personally commit to being above reproach in their family life, work, church, spiritual life, entertainment and recreational activities. In all of these areas they should exercise great discernment, realizing that everything they do and allow, impacts their testimony for Christ.

The Superintendent shall be responsible for establishing administrative guidelines to carry out School Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in and out of school and school-related activities.

## **DISCIPLINE**

The School-wide Discipline Plan is divided into three sections:

### **RULES, CONSEQUENCES, and POSITIVE RECOGNITION.**

#### **Rules**

##### **A. General**

- I. Follow directions the first time given.
- II. Keep hands, feet and objects to yourself.
- III. No gum/candy/drinks/food outside designated areas.
- IV. Walk in school buildings and keep voice at normal level.
- V. Place all trash/waste in proper containers.

##### **B. Playground**

1. Follow directions the first time given.
2. Use playground equipment properly as assigned.
3. Stay within stated playground boundaries.

## Negative Consequences

### A. Daily consequences for infractions

1. 1st mark: Warning
2. 2nd mark: Determined by teacher
3. 3rd mark: Determined by teacher
4. 4th mark: Send to the principal
5. 5th mark: Parent called

\* *Severe Clause (fighting, cursing, disrespect to adult, etc.): Sent to Office + all prior consequences.*

### B. Consequences of being sent to School Office (per semester)

1. First time: Teacher calls parent + age-appropriate consequence.
2. Second time: Principal calls parent + age-appropriate consequence.
3. Third time: Suspension + conference with teacher, parent, principal (and student optional). Create student contract.
4. If the measures used in the first three steps do not work, then more severe consequences will be applied which may include withdrawal and/or expulsion from school.

## School-wide Positive Recognition

### A. Individual

1. Verbal praise.
2. Special privileges.
3. Principal's Recess.

### B. Group

1. Verbal praise.
2. Class privileges.
3. Public recognition of group.

## DISCIPLINE (Grade 6-12)

Life International Christian Academy seeks for a tone of the highest personal and group conduct that expresses basic principles of life as found in the Scriptures. Among these are honesty, respect for one another, property, and authority, a sense of community, - self-control, creativity, and stewardship of time, money, and talents. As all staff members are expected to display values consistent with a Christian life-style, students are expected to show traits of Christian character such as integrity, sincerity, and concern for others. Each student is considered responsible for his own behavior. In acting responsibly, the student will observe all of the school rules and respect the rights of others.

Insuring orderly school life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practice forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger Christian community. During the year, whether school is in session, on recess, or during vacation, the standards apply while on school property, attending school functions, and traveling in school vehicles. It is also understood that the actions of students reflect on the institution, as well as on themselves, family, church, peers, and most importantly the Lord Jesus Christ, even when they are not on campus or engaged in a school activity. Therefore, disciplinary measures may be taken with those students who do not abide by the spirit, purpose, and standards of Life International Christian Academy.

Secondary students, by virtue of their enrollment, sign an agreement to accept the responsibility of adherence to the school's Standards of Conduct or to withdraw if they can no longer, with integrity, conform to them. There may be times of temporary noncompliance with school standards. This is not unlike what the Christian experiences in his/her own walk with the Lord. As God disciplines us in love for our own good, so the school will discipline students who do not adhere to school standards.

### **I. Areas of concentration for all students**

- A. Respect – towards all adults, school property, God's name, and each other.
- B. Self-control – in words, conduct, and attitudes.
- C. Obedience – for school rules and teacher's instructions.
- D. Honesty – in all of our dealings with others.
- E. Orderliness – in conduct, with personal belongings, and with regards to assignments.
- F. Kindness – in speech, actions, and attitudes.

### **II. Areas to limit and discourage**

- A. Disrespect – in words, actions, or attitudes.
- B. Disruptiveness – in words, actions, or attitudes.
- C. Disobedience – towards school rules or teachers' instructions.
- D. Dishonesty – in any form.
- E. Disorderliness – in conduct, with personal belongings, or with regard to assignments.
- F. Unkindness – in words, actions, or attitudes.

### **III. Disciplinary Process**

- A. Instruction Students are instructed by their teachers concerning the rules and regulations that they are expected to obey. These rules are reviewed regularly so that each child fully understands what is required of them. Classroom rules are posted by teachers for the students to read.
- B. Warning Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.
- C. Corrections Teachers and staff may use the following punitive measures to correct a student's behavior:

**1. Verbal correction/Counsel – instructing a student as to what is expected, offering suggestions.** The teacher may confront a student concerning misconduct, a poor attitude, lack of responsibility, etc. At this point the teacher is free to explain the concerns and potential difficulty. If the student is responsive and has a teachable heart, discipline may end at this point.

#### **2. Detentions**

- a. Morning Detention
- b. Lunch Detention
- c. Administrative Action
  - Student must report directly to the Principal's office.
  - After consultation with the teacher, the Principal will take appropriate action. Options: conference with parents, in-school suspension, suspension, community service, or expulsion/withdrawal.
  - Expulsion is a School Administration decision.

### **3. Isolation—the Superintendents make the decision as to the appropriateness of this consequence.**

In Isolation, students still attend school, but are removed from their classes.

### **4. Suspension**

The Administration makes this decision. Other school members may be or may not be asked to participate in the decision-making process.

## **IV. Infractions**

### **1. Minor Infractions:**

- a. Not following directions
- b. Talking in class
- c. Unprepared for class
- d. Not following class rules
- e. Candy or gum
- f. Food or drinks outside of allowed areas
- g. Tardiness (late to school)
- h. Leaving class early without permission
- i. Boisterous conduct
- j. Inappropriate physical affection (2 inch rule applies)

### **2. Major Infractions**

- a. Disruptive classroom behavior
- b. Mocking another student
- c. Lack of courtesy
- d. Unexcused absence
- e. Unacceptable language
- f. Abuse of property
- g. Continued inattention in class
- h. Failure to accept responsibility for academic work
- i. Frequent critical or derogatory remarks
- j. Lying
- k. Horseplay
- l. Repeated minor infractions

### **3. Administrative Action (Principal notified):**

- a. Cutting class
- b. Defacing school property (plus payment for repairs)
- c. Stealing, cheating, lying
- d. Plagiarism
- e. Truancy
- f. Bullying
- g. Fighting
- h. Unacceptable language
- i. Disrespect to a teacher

- j. Impertinence to teacher or another adult
- k. Immoral behavior
- l. Arson or false alarm
- m. Vandalism
- n. Habitual repetition of minor infractions.

Severe disciplinary measures may include detention, suspension, and/or expulsion from LICA.

## **CHEATING**

Cheating consequences are not limited to cheating of tests and/or quizzes.

Any time a student misrepresents another's work as their own, it is subject to discipline.

- First offense:

A "0" on the assignment/test/quiz and a morning detention. Parents are notified by the teacher.

- Second offense: Suspension given by Principal, parents notified.

- Third offense: Meeting held with Principal, parents, and student to discuss continued enrollment.

## **MISCELLANEOUS DISCIPLINE (COUNTER-PRODUCTIVE ACTIVITIES)**

Some behavior is counter-productive to the school's mission. It is not our purpose here to give a comprehensive listing of every wrong, but rather to give some general guidelines of behavior. These guidelines and the school's response to them are listed below:

- Use, possession, of Drugs, Tobacco, Alcohol, practice of Immoral Sexual Behavior and pornography, involvement in such behavior result in suspension, and/or permanent dismissal. We strongly discourage entertainment that includes videos, movies, and music containing blasphemy, profanity, nudity, adult situations, and graphic violence or material endorsing or portraying an anti-Christian lifestyle.

When the administration becomes aware of LICA students participating in such forms of entertainment, a conference will be held with the student and/or parent(s). Continual participation in such activities may jeopardize the student's enrollment status.

## **ATTITUDINAL BEHAVIOR**

There are situations in which a student exerts a negative influence upon the class's behavior. Though this student may obey the outward rules, he exhibits an attitude of mocking and contention. It is for this reason that the school has developed a policy for dealing with such a student (see Matthew 18; Titus 3). Some of the characteristics of a child with an attitude that disrupts are insulting, hating, not listening to instruction, resentful, scornful (see Proverbs 1:22; 9:7,8; 12:1; 15:12; 22:10; 29:8). The Scriptures also indicate the effect of a scorner and mocker; that is, influencing his/her immediate environment with a negative behavior.

The school has developed a process to be used in dealing with such a student.

1. As the Supervisor notices strife and contention in a student and if no rule has been broken, yet there is clearly an attitudinal problem, the teacher will speak with the student with a desire to correct the attitudinal behavior. In addition, the Supervisor will begin documenting a student's attitudinal behavior in the learning center using the Observation, Interpretation, Clarification form (OIC).

2. After documenting several instances, the teacher and principal will speak with the student with a desire to correct the attitudinal behavior. The teacher will continue to document incidences. The teacher notifies the parent of the conversation with the student.
3. If the scolding and mocking continues, a parent/teacher conference is required and the teacher will document further incidences. The teacher will keep the principal informed of the situation.
4. If the behavior continues, the teacher, principal, parent and student will meet and a letter will be sent home summarizing this conference with parents. Disciplinary measures will be determined at this conference.
5. Non-re-enrollment policy will go into effect after reasonable measures have not proven to be effective. See Non-Re-enrollment policy.

## **DRESS CODE**

The dress code at Life International Christian Academy is intended to provide a general framework within which parents and students can make wise decisions regarding appropriate clothing for school. Though the Scriptures do not give specific details of what is appropriate or inappropriate in dress, clear principles are given which should govern our choices as we seek to be good disciples of Jesus Christ.

Students, when selecting clothes, should honor the Lord Jesus Christ, honor their parents, and this school. The Scriptures stress the importance of obeying and honoring your parents and those in authority over you (Ephesians 6:1, 2; 1 Timothy 2:2; Hebrew 13:17).

Our dress code is based on the biblical principles of modesty, neatness, and appropriateness.

Modesty is mentioned often as an important character quality (1 Timothy 2:9; 1Thess. 4:5, 6). Modest people don't go out of their way to bring undue attention to themselves.

Likewise, neatness and appropriateness are important as we seek to be ambassadors for Jesus Christ. We need to be examples for the believers in speech, in life, in love, in faith, in purity (1 Timothy 4:2).

We also desire to give a good report and not be offensive in anything we do. This suggests living differently than the world (1 John 2:15).

As we determine to glorify the Lord in all we do (1 Cor. 10:31), these qualities help us to do that in the area of dress.

We discourage students from wearing clothing that promotes an unbiblical lifestyle, such as Abercrombie and Fitch, Hollister, and others whose advertising practices clearly do not honor God.

We expect that all LICA students will abide by the principles of neatness, appropriateness and modesty which apply to student attire after school, during practices, involvement in extracurricular activities and other school sponsored functions.

It is also important to realize that parents, as the primary educators of their children (Deut. 6; Eph. 6), play a key role in this area of dress code.

It is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing. Accordingly, this dress code is intended to make known in as clear a way as possible the position, guidelines, and restrictions of Life International Christian Academy in the area of dress. If you have a question about any article of clothing, we encourage you to bring it to the appropriate school personnel and have it checked before a student wears it to school.

## SCHOOL OUT FIT /UNIFORM

### **Uniform must be purchased from LICA**

All students must wear a uniform for all school activities. Not wearing the uniform will be sanctioned. Failure to comply with the school uniform regulation may result in the students being sent back home. A warning will be given to the student upon the second breach of this regulation.

### **Senior phase,**

Boys wear

- White long sleeved shirt,
- A black tie,
- A grey pair of trousers,
- Grey stockings and
- Black shoes.(Not canvas)

Girls wear

- White long sleeved shirt,
- A grey tie,
- Grey pair of trousers/skirts,
- White stockings and black shoes.(Not canvas)
- Skirts must not be above knees for senior girls.

### **Pre-school, Foundational, and Intermediate Phase,**

Boys wear

- Cream shirt,
- Grey pair of short,
- A grey tie,
- Grey stockings and black shoes.

Girls wear

- Cream blouse,
- Grey dress,
- White stockings and black shoes.(Not canvas)

No accessories are allowed on uniforms. These are bangles, necklace and the kind. Small ear pins are allowed only for girls.

## Hygiene and cleanliness

Students are expected to respect, the cleanliness and good conditions of the school facilities and equipment. They are not allowed to throw garbage anywhere except in the dustbins/ garbage bins.

Students are to be clean at all times while representing the school.

Hair must be of natural color and not dyed. Excesses of current fashion in relation to style, colour and length are not acceptable. For both boys and girls, hair must be kept above the collar, above the eyebrows and off the face. For girls, colored puff holders, hair pins or beads for babies are not accepted. For boys, leveled trimmed haircut is recommended.

Make-up must not be worn and students are not permitted to have tattoos and bangles.

## INFRACTION PROCEDURE

The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness and appropriateness. It is the responsibility of parents to help educate a student in appropriate dress. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers to enforce the dress code at LICA.

- *First Infraction: Written Warning*
- *Second Infraction: One Detention*
- *Third Infraction: Two Detentions and conference with parent and student*
- *Fourth Infraction: Out of School Suspension and all Extra-Curricular, Privileges suspended for 3 days.*
- *Fifth Infraction: Conference with parent and student to discuss student's future as LICA student*

In cases of severe dress code violations (immodesty, etc.), the student will be sent to the secondary office immediately and parents will be notified. The student shall remain in the secondary office until the infraction has been remedied.

Note: If class periods missed because of non-compliance exceed three periods, the periods missed will be considered an in-school suspension.

## ELECTRONIC DEVICES AND PHONES

Students are not allowed to have any electronic devices in the school (i.e. iPods, MP3 players, video games, toys, phones, tablets etc.) Such items will be confiscated for good. This prohibition implies to the entire school premise not limited to school events and gatherings.

## MEDICATION GUIDELINES

1. Taking medication during school hours should be discouraged. Medications should be administered at home. Adjustments usually can be made regarding the time the medicine is to be taken. Ask your physician about this.
2. If medication must be given at school, the school's medication permission form must be completed first. Forms may be obtained in the office and on our school [website](#). Medication will not be administered unless accompanied by a permission form.

## LEAVING SCHOOL

All requests to leave the building while school is in session must be cleared through the school office or administration. Leaving school without permission is classified as truancy. Any time a student leaves the building during school hours he or she must sign out at the school office.

Parents coming during class time to pick up children for dental or doctor appointments or other excused absences MUST report to the office and NOT to the student's classroom. The office staff will make the contact and have the student report to the office to meet the parent. Teachers are instructed not to dismiss a student early unless contacted beforehand by the office.

## PROHIBITED ITEMS

The following items should not be brought to school and school-sponsored activities:

1. Magazines, music and books or any other items that portray anti-Christian lifestyles.
2. Illegal items such as, but not limited to weapons, guns, knives (including pocketknives), etc.
3. Other illegal items such as, but not limited to drugs, alcohol and tobacco.

4. Prescription drugs on a student's by other person.

Being in possession of such articles may result in immediate suspension and/or expulsion. Any threat, real or implied, will be grounds for severe discipline including suspension and/or expulsion from LICA.

## **RE-ADMISSION**

Any student who has been dismissed from school and desires re-admission may, with parents, request a meeting with the administration for that purpose. Since dismissal comes after a serious infraction of the rules of the school, steps taken to return will not be easy. Students dismissed from LICA may apply for re-admission one full term after dismissal. However, and administration is always interested in the student and will do all it can to see that repentance and restoration become a reality, which is the spirit of the Scriptures (I Corinthians 5:1-13; II Corinthians 2:1-11; and Galatians 6:1-10).

Re-admission rests squarely on the dismissed student and his/her demonstrated repentance, submission to the counsel of his/her pastor, willingness to follow the recommendations of the administration, and his/her overall attitude about spiritual matters. Re-admission, if accepted by the school, will be granted only on a probationary basis.

## **STUDENT GOVERNMENT**

A. The students will elect President, Vice-President, and Ministers.

B. Student nomination forms may be secured through the Administration office.

C. Nominations should be submitted to the Administration office for approval by the administration and class Teachers.

D. The school officers are expected to take a positive leadership role in the school and maintain a good academic and discipline standing in the school.

## **STUDENT PERMANENT RECORDS**

Current student records are located in the main office and are to never leave the building. In case a parent might need the records a request can made and they can access it with a fee

## **CONFERENCES**

The school encourages Parent-Teacher conferences. This is an excellent way to exchange information that will aid the school in being more effective. Parents, teachers, or administration may initiate conferences. During the course of the year (Term 1 & 3) term, days are set aside for conferences. This is usually done via written communication from the school, and every effort is made to arrange the conference to meet the teacher and parents' convenience. Conferences between the home and school are not allowed. Parents and teachers should feel free to communicate any time there is a question about student progress or responsibility. A parent may observe the student in the classroom setting provided he has made previous arrangement with the school office/teacher.

## **HOMEWORK**

All assignments must be completed according to instruction. If the work is not done according to the guidelines set down by the teacher, a penalty may be given. Please see the individual teachers' homework policy. The parent must sign the home work slip. If the parent does not cooperate on this point for three occasions the school will not give the home work to the student again.

## REPORT CARDS

Report cards for Kindergarten through 12th grade will be issued three times throughout the school year.

If any report card picked and signed by Parent/Guardian get lost or is spoiled, and you would like the school to issue you with a new report card, a fee of RWF 30,000 will be uncured to get another copy.

Any student who is transferred or withdrawn from our school without providing a 3-month notice will be required to obtain an official report for each completed term. A fee of RWF 50,000 will be charged for each report requested.

### Parents' involvement

Motivational meetings, quarterly parents meeting, the annual school student's presentation, termly parent/teacher/student conferences and monthly fellowship promote a good understanding between parents or guardians and the administration of this school. Every parent is required and expected to participate in these informative and helpful programs. Parent(s) who fail to attend the quarterly meeting will have to abide to the measures below:

- ***First meeting a fine of 50,000RWF***
- ***Second meeting a fine of 50,000RWF***
- ***Third meeting a fine of 50,000RWF***
- ***The fourth time the parent(s) will be asked to find another school for the child/children.***

## FINAL NOTE AND ENDORSEMENT

Students are expected to read and comply with all school rules at all times when on the school grounds or when clearly associated with the school i.e. when wearing school uniform. Parents are expected to support the school and their children in this.

### **Students have the responsibility:**

- To attend school regularly and diligently conduct themselves with respect towards the school administration, supervisors, fellow students and parents
- To respect the property and equipment of the school and others;
- To read all school notices and bring them to their parents'/guardians' attention.

### **Parents have the responsibility**

- To provide the spiritual, emotional and physical support their children need to study well;
- To pay for their children school fees on time;
- To attend quarterly parent's meetings and parents-teachers conference;

Students and parents agree to abide to these rules and regulations by signing the following form and returning a signed copy to LICA administration:

### **Parents/Guardians (Father and/or Mother)**

Father's names: .....

Telephone contact: .....

Signature: .....

Mother's names: .....

Telephone contact: .....

Signature: .....

### **Student(s) Names & signature**

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