



Life Preparatory School

Student Code of Conduct

At Life Preparatory School, we believe it is our responsibility to not only prepare our students academically but also as young leaders and world changers. Consequently, our School Code of Conduct has been established to foster personal integrity and responsibility among our students. The task of promoting proper development has been charged to the administration, faculty, and staff by the School Board of Life Preparatory School. We believe that this responsibility should be taken seriously, while being infused with Christian love, grace, and understanding, with the goal to promote the well-being of our student body. As such, we have committed to serve as good role models for our students by living Christ-centered lives that demonstrate and encourage appropriate conduct.

Expectations

All Life Preparatory School students are expected to:

- Be Christ-like
- Be Respectful
- Be Responsible
- Walk In Integrity
- Show Kindness
- Work Hard

Life Preparatory School reserves the right to discipline students for any conduct deemed inappropriate regardless of whether it is explicitly mentioned in this Code. All sanctions and consequences are designed to be fair, redemptive, and instructive, and in line with our commitment to emphasizing growth and development. We believe in advocating for each of our students and genuinely want the best for them.

The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, and the emotional maturity of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness will be the guiding



forces, while maintaining a firm and uncompromising position on inappropriate behaviors.

Life Preparatory School has no direct control over students and accepts no responsibility for students outside of school operations and activities; however, we reserve the right to discipline students for inappropriate behavior outside of school, because it could reflect poorly on the school and may directly affect our students and classroom environment. A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself/herself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22).

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

Violations Defined

Violations are divided into three categories based on the severity of the action. While administrative responses to these violations are based on the category in which the behavior falls, additional factors including past behavior will be factored into the decision-making process.

Minor Violations (Level 1)

Minor violations include behavioral issues which do not warrant an office referral and which can be handled by the individual teacher utilizing the classroom assertive discipline plan. These include, but are not limited to

- Talking in class
- Eating in class without permission
- Being tardy to class
- Chewing gum
- Getting out of seat without permission
- Leaning back in chair
- Failing to follow directions
- Failing to complete assigned tasks
- Behaving impolitely



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- Repetitive getting up out of seat without permission
- Failure to bring needed classroom materials (including signed daily planner)
- Littering
- Messy or disorganized personal space or backpack
- Failure to follow any rule established by individual teachers for their classroom
- Classroom disruption including but not limited to: excessive talking, throwing materials, calling out, disturbing other students, intentionally trying to misdirect a class to other subjects
- Disorderly Conduct (horseplay, roughhousing, excessive noise, running in the buildings, throwing small objects, paper balls, etc.)
- Dress Code Violation

Moderate Violations (Level 2)

Moderate violations include behavioral issues which negatively affect the teacher or the school's ability to meet educational commitments to the students. These include repetitive minor behavioral violations, which the assertive discipline plan has been ineffective in rectifying. These behaviors include, but are not limited to

- Reoccurring (3 times in one quarter) failure to bring necessary classroom materials including signed daily planner.
- Failure to comply with noise regulations
- Defiance of authority
- Propagating dissention
- Verbal Abuse such as name calling, obscene language, aggressive side remarks, gossip (including but not limited to: speaking ill of others, speaking of circumstances that do not concern the student, challenging authority/influencing other students to challenge authority, spreading rumors/false information, speaking of another child's personal information such as grades). We foster an uplifting, inclusive, loving environment at Life Preparatory School and do not tolerate negative comments.
- Being in an unauthorized area
- Excessive tardiness
- Physical altercations with other students - kicking, hitting, pushing, shoving, etc.
- Deceptive behavior such as lying or scheming including but not limited to: Making a false statement in an attempt to gain an unfair advantage, giving false excuses and



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explanations for being absent or tardy, bending the truth or pretending not to understand infraction that one is expected to know, lying by omission-leaving out potential infraction in order to gain unfair advantage, receiving permission from a teacher to go one place and going someplace else, forgery, and using Cliff Notes or watching the movie in lieu of reading an assigned book. Stealing, including but not limited to: taking/borrowing something without permission of the owner (even if the intention is to return whatever was taken), finding a lost item and making little or no effort to locate the rightful owner, and unauthorized removal of academic materials from a classroom or teacher.

- Purposefully distracting or antagonizing other students
- Level 1 behaviors that are determined to be habitual and/or continuous.
- Bringing Tarot Cards, Pokemon cards, games, toys, crystals, materials alluding to video games etc.
- Bringing and/or utilizing electronic devices at school without permission
- Cheating, including but not limited to: intentionally assisting another student to cheat, turning in work that was not done entirely by the student while giving the impression that the work was done solely by the student, copying homework without the consent or approval of the teacher, using workbooks from a previous year with answers already written in, working with others on assignments which are intended to be completed independently, having textbooks visible during tests or quizzes, giving or receiving information about a test, quiz, or other assignment prior to starting the assignment, glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz, using a calculator when instructed not to use it, or not telling your teacher that the score on your test is added incorrectly.
- Plagiarism, which is defined as not clearly acknowledging any source of information, when either directly copying, paraphrasing, or summarizing content. Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small, Plagiarism is prevented when the proper form of documentation is followed.

Serious Violations (Level 3)

Serious violations are those which require the immediate attention of a school administrator because of severity or continuous action of Category I and II violations. These behaviors include, but are not limited to:

- Contributing to an unsafe environment by reckless/careless action



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- Minor vandalism, defacing, damage or alteration to school property
- Hazing, bullying, or carrying out practical jokes and pranks on other students
- Obscene or lewd behavior, including but not limited to: exposure of private body parts, insinuating sexual gestures, touching or insinuating of touching themselves or another student or staff member inappropriately
- Repetitive dishonesty and other forms of deception
- Misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours.
- Skipping class including extended tardiness and truancy.
- Viewing or possession of pornographic or sexually explicit material.
- Physical, sexual, or verbal abuse with the intent to demean, harm, or violate another student or staff member.
- Slander or libel.
- Unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray, fireworks, lighters and any additional items considered dangerous by the school administration.
- Commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property.
- Insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules.
- Sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school.
- Physical contact between students (kissing, handholding, arms around another, caressing, sharing blankets etc.)
- Failure to abide by disciplinary deposition (i.e. failure to attend detention or refusal to sit in cubby).
- Inappropriate fanatical behavior at an athletic event.
- Cursing, including taking God's name in vain, making sacreligious comments, using foul language and/or offensive gestures.
- Terroristic threats
- Level 1 & 2 behaviors that are determined to be habitual and/or continuous.
- Any infraction determined to be severe by the administration.



Consequences Defined

A vast majority of disciplinary actions will be addressed in the classroom by the teachers. In all instances, school discipline should be reasonable, timely, fair, age appropriate, and aligned with the severity of the students misbehavior. The use of out-of-school suspension, which excludes the student from school activities, should be minimal, as such measures result in the loss of valuable instructional time and should be reserved for when other interventions fail to appropriately address the severity of the infraction.

Disciplinary Actions

Student Communication

We are blessed to have incredible students and families in our student body at Life Preparatory School. Our primary disciplinary measures are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations, so that they can avoid situations in which they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and for the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to offer guidance to the students rather than to cause them undue embarrassment. It is never appropriate for a teacher or volunteer to raise their voice or to respond in anger towards a student.

When teachers feel additional assistance is needed, they are encouraged to refer students to the office for counseling. Counseling, which may be provided by the school administrator, is designed to prevent problematic behavioral patterns by being positive and proactive. We have found that the "cooling off" period provided by counseling is often all that is needed to prevent the escalation of disciplinary concerns.

Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source guiding student behavior should be the parents. Therefore, we strive to encourage appropriate student behavior by forming collaborative partnerships with parents, allowing them to handle as many problems as possible. However, when parents need assistance, it is ultimately the school's responsibility to ensure an optimal



academic environment for all of our students. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

Confiscation of Contraband

Students who bring contraband on campus or use unauthorized items inappropriately (i.e. cell phones) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and should be confiscated, the student is to be referred to the office and the parent is to be notified. If the student continues the behavior, they may be denied the right to bring the item on campus for a specified period of time. Use of tech items such as cell phones, tablets, digital watches, etc. are not allowed on campus. If a student is caught with an electronic device, a teacher has the right to remove the device from the child's possession. In the case of repeated offenses, the device will be held in a locked drawer in the front office until the end of the day.

Detention

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. Students who commit a Level 3 Violation may be asked to complete their daily lessons in a private cubby or a separate classroom as a form of discipline. The teacher will have their work prepared for them to work in a place with no distractions and they will not be permitted to have recess along with their classmates. They will continue regular lunch and snack breaks as usual, under the supervision of administration, teaching assistant or other staff member.

Denial of Class

Students may be denied class pending a specified action, such as a required parent conference or returning to school property. Students denied classes will not be allowed to make up work missed unless specified by an administrator.

In and Out of School Suspension

An in school suspension is a denial of the right to participate in activities with their class. An out of school suspension is a denial of the right of a student to attend school and participate in any



school activities on and off campus. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Students will be given an essay assigned by the school administration to be completed prior to their readmission to school. The topic of the essay will be determined by the school administrator. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended student will receive a zero for any missed assignments or tests during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

Expulsion

Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Life Preparatory School from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive Christian learning environment.

Recommended Consequences

Recommended Consequences of Category I Violation

- Assertive Discipline Plan
- Student Conference/Warning
- Parent Contact
- Confiscation of Contraband
- Lunch Detention
- Cafeteria Duty
- Parent Conference
- Counseling
- Detention
- Any consequence not listed deemed necessary by a teacher or administrator.



Category II Violations

- Parent Contact
- Confiscation of Contraband/Pending Action
- Parent Conference
- Counseling
- Administrative Student Conference/Warning
- Detention
- Lunch Detention
- Campus Wide Clean Up
- Denial of Class/Pending Action
- Suspension
- Any consequence not listed deemed necessary by a teacher or administrator.

Consequences Category III Violations

- Immediate Referral to an Administrator
- Confiscation of Contraband/Pending Action
- Required Parent Conference
- Counseling
- Detention
- Campus Wide Clean Up
- Denial of Class/Pending Action
- Suspension
- Suspension/Probation
- Expulsion

Discipline for Off Campus Behavior

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Life Preparatory School Code of Conduct. However, as a part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. As students represent the school at all times, their behavior outside of school operations and activities may reflect on the overall effectiveness of the school.



As a result, the school has the responsibility to hold students accountable under certain circumstances.

Procedure for Non-felonious Behavior

If a student is reported to have committed a Category III offense of a non-felonious nature outside of school operations and activities, it is the responsibility of the school to report this to a parent as hearsay.

If it is determined there are a minimum of two credible witnesses to a student violation of a Category III offense outside of school operations and activities, the school will schedule a parent conference in which the incident will be discussed and the student will be warned that any further problems may result in the student being disciplined by the consequences for a Category III offense.

Any additional off-campus behavior with a minimum of two credible witnesses will be treated as a Category III violation resulting in the appropriate consequences as determined by the school.

Procedure for Felonious Behavior

If a student is reported to have committed a felonious act outside of school operations and activities, it is the responsibility of the school to notify the parents and begin a school investigation.

If it is determined that there are two credible witnesses to the offense, the student is to be provided due process, a parent conference will be held, and a determination of guilt will be rendered by the headmaster. The punishment for guilt will be either suspension from school with probation or a recommendation to the Life Preparatory School Board for expulsion.

If a student is suspended with probation, any additional Category III problems (on or off campus) may result in a recommendation to the School Board of Life Preparatory School for expulsion. For students who have been suspended with probation, a pre-enrollment hearing will be held at the end of the school year to determine whether the student should be re-enrolled for the upcoming school year.

Attendance Policy



There exists a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. It is imperative to the educational development of the students that they attend school as often as possible. In addition, failure to attend school may result in one or more violations of Florida State Law regarding compulsory school attendance. For these reasons we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the minimum standards of our attendance policy may prohibit a student from advancing to the next grade. If you know you will be absent for multiple days, teacher or administrative contact must be given a week in advance to have the work ready for those missed days. If there is habitual tardiness, Disciplinary Fees will be applied to your account.

Number of Permissible Absences

A parent may excuse a maximum of four days (without a doctor's excuse) for their child each semester for one of the reasons listed below (under excused absences). In addition, a student may be excused by the supervisor for a maximum of five days per semester for students who are passing all classes for the semester in which the absence is scheduled. In order to secure supervisor permission, a parent must make a written request (e-mail or note) in advance of the planned absence. The request must include the full name of the student, the homeroom teacher, the reason for the trip, and all dates the student will be absent. The school will excuse absences in which the parent secures an authorized excuse of a physician. While there is no limit on the number of days which are excused by a doctor, the student is fully responsible for making up all assignments and passing the class within the time frame specified by school policy. Doctor's excuses should be submitted within three days of the student returning to school. If a student is absent more than 4 days in a quarter, your student will be fined \$25.00 for each day the student is absent. This Fee will be applied to your students account quarterly. Please be made aware if your child has 15 unexcused absences within 90 days it is in violation of the compulsory school attendance law.

Excused Absences

Student absences will be considered excused for the following reasons

- Illness
- Medical appointment



- Severe illness of a family member
- Death of a family member
- Extreme weather conditions
- Supervisor permission

Students have three days following an absence to make up assignments and tests. Students have one additional day beyond the initial three days for every day they are absent up to one calendar week. If a student misses an extended leave due to a medical absence, the parent may request an accommodation planning meeting to develop a schedule for making up assignments.

Consequences for Excessive Absence

- A disciplinary notification will be e-mailed by the teacher for the first unexcused absence.
- A letter will be sent home by the administration notifying the parent of a second unexcused absence.
- A parent conference will be required following a third unexcused absence.
- All additional unexcused absences will require student attendance to Saturday school at the cost of \$30.00. The fee will be forfeited if the student fails to report as scheduled.
- If a student obtains more than fifteen unexcused absences in a semester he/she may be required to take a credit recovery class for each of the core courses whether the course is passed or not. The cost of each course will be \$250.00.

Sexual Promiscuity and Biblical Gender Identity

LPS is a school for students who are unmarried and who live at home with their Parent(s). LPS upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in inappropriate sexual behavior (including but not limited to premarital sexual relations, homosexuality, bisexuality or transgender related actions) on or off campus. Violation of this policy will result in either exclusion, a request that the student be withdrawn from the School, or a recommendation of expulsion to an Expulsion Committee of administration.

Students or Parents who disrupt the school environment by advocating the acceptance of inappropriate sexual practices or beliefs (including but not limited to premarital sexual



relations, homosexuality, bisexuality or transgender related actions or advocacy of such) are subject to disciplinary action up to and including expulsion of the student or students.

Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes sexually inappropriate behavior or advocacy and what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of students and Parents regarding these issues. (Leviticus 20:13, Romans 1:27, Leviticus 18:22, Matthew 19:4-6, Genesis 1:27, Deuteronomy 22:5, I Corinthians 6:9-10)

School Dress Code

Expectations

Dresses - Dresses bought through the school are the only ones permitted. Dresses may not be shorter than two inches above the knee. Be sure to order the correct size as your student could be subject to disciplinary action if this expectation is not met. If leggings are needed please make sure they are within our school colors.

Pants and shorts - Pants may be black, navy, khaki, or gray. Athletic, yoga, sweat, or camouflage pants are not permitted. Leggings may be worn under a dress but may not be worn as pants. Pants must be worn at the waist line. Shorts may not be shorter than two inches above the top of the kneecap.

Boys and Girls Polos & T-Shirts - Life Preparatory School polo shirts are required to be worn everyday, with the exception of Fridays being a dress down day where the Life Preparatory School T-Shirt may be worn with a pair of non ripped jeans.

Sweatshirts and Jackets - The LPS Uniform includes a number of jackets and zip-up sweatshirt options with our logo crest. Hoodies of any other kind that cover the uniform will not be permitted as a part of the dress code. It is encouraged that each student have an appropriate sweatshirt or jacket with the official LPS logo crest as no other sweatshirts or jackets are permitted. Students are not allowed to wear hoods during any classroom time.

Shoes - Closed-toe, and neutral in color. Bright color shoes and neon shoes are not permitted. Sandals or flip-flops are not permitted as a part of the dress code. Rain boots or other cold



weather wear are permitted but it is recommended to bring shoes that are appropriate for activities.

Hair - All students should keep their hair clean, shaped, well groomed, and worn in a style that is not in any way extreme. Hair accessories for girls must be secure and non-distracting. Hair must be a natural color, vibrantly dyed hair is not permitted.

Accessories - Boys must wear belts in belt loops with a tucked in polo shirt. Girls must wear bloomers/shorts underneath *all* dresses/skirts. Jewelry is not recommended as it may be lost during student activities. Students can have their necklaces tucked into polos if it becomes distracting throughout the school days. Any earrings worn must be studs (non-dangling) as they may be lost or tugged on during student activities.

General Condition - Clothing may not have holes by design or obvious tears. Ripped, frayed or cut off clothing may not be worn. Hats, caps, hoods, or sunglasses may not be worn inside the school. Translucent clothing is not allowed.

Non-Uniform Clothing-

In the event of a special dress up day the following rules apply.

Caps, hats, headbands, bandanas, non-prescription glasses are not appropriate items unless specified for a special day.

Girls:

1. May wear jeans (not torn or ripped), or modest shorts or capris. Dresses or skirts must be no more than two inches above the mid-knee.
2. May wear polo type shirts, sweatshirts, or T-shirts. (No inappropriate wording or pictures may be on the shirts).
3. May not wear tank-tops, tops that show their midriff, tops that have spaghetti straps or are off the shoulders.
4. May not wear sandals – regular shoes and socks are required.

Boys:



1. May wear jeans (not torn or ripped) or modest length shorts
2. May wear polo type shirts, sweatshirts or T-shirts; no muscle shirts. (No inappropriate wording or pictures may be on the shirts)
3. May not wear sandals - regular shoes and socks are required.

Spirit-T-Shirt Friday

1. Students may wear Spirit-T-Shirt and long blue jean pants.
2. Students who do not own long blue jean pants must wear their school uniform bottoms.

Consequences

- First Offense - Students are warned by their classroom teacher and may be asked to call home for appropriate change of clothing at the teacher's discretion. This serves as the student's first and only warning.
- Second Offense - Students are referred to the office. Students are required to call home for a change of clothing.
- Third Offense - Students are referred to the office. A parent conference is required to discuss how to eliminate the developing problem.
- Additional Offenses - Students are to be referred to the office as a Category II violation-Defiance of Authority and disciplined accordingly.
- Penalty fees may also occur at the third offense.



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Life Preparatory School Code of Student Conduct Student/Parent Contract

We request that students (if able) and a parent/guardian sign below to confirm that you have received and reviewed the Code of Conduct and agree to the following principles of this contract. Please return the contract to your child's homeroom teacher. Thank you for your continued support for the policies of Life Preparatory School.

Parents:

1. I have received a copy of the Life Preparatory School Code of Student Conduct.
2. I have read the Life Preparatory School Code of Student Conduct and feel I have an overall understanding of its rules and procedures.
3. I agree with the educational and behavioral standards for my child as a student at Life Preparatory School.
4. My signature indicates my permission for Life Preparatory School to teach my child appropriate behavior from a Christ-centered Biblical perspective.
5. My signature indicates my permission for the administration and faculty of Life Preparatory School to enforce the rules and standards of conduct as outlined in the Code of Student Conduct.

Parent Signature

Students:

1. I have received and read the Life Preparatory School Code of Student Conduct and agree to comply to the best of my ability.
2. I understand the goals and behavioral standards expected of me as a student, as outlined in the Life Preparatory School Code of Student Conduct.
3. I understand that violations of the Code of Student Conduct will result in discipline and that repeated violations which reflect complete defiance of authority may result in my dismissal from Life Preparatory School.

Student Signature