



LIFE PREPARATORY
— SCHOOL —

Student Handbook

2023-2024

INTRODUCTION

Welcome to Life Preparatory School! We are excited to begin this journey of growing and learning with you and your family. Our *Student Handbook* highlights the vision of Life Preparatory School, a ministry of *Great Life Church*. Please use this handbook as a guideline for policies, procedures, and everything about student life.

MISSION & VISION

Our mission is to make learning a lifestyle, preparing students for their future by building a strong foundation of academic excellence, spiritual values and standards, moral discipline, social development, and emotional strength.

STATEMENT OF FAITH

Life Preparatory School's primary purpose is the integration of Christian principles in a contemporary educational experience, using an innovative curriculum to create a relevant learning environment. This will be accomplished as we fulfill our commitment to seamlessly incorporate Christian education and Biblical wisdom in the daily scholastic experience of our students. Because we firmly believe that all of our students are valued creations of God, we will equip them with programs designed to guide and develop them spiritually, intellectually, socially, emotionally, and physically, with a focus on moral integrity, physical purity, and academic excellence. Students will be taught to demonstrate love while defending truth, in the face of the growing number of controversial issues that plague our modern world. They will be taught to engage in effective dialogue, grounded in Biblical truth, with an approach that wins souls, rather than arguments. The focus, at Life Preparatory School, will always be to follow the Biblical mandates in God's Word. Although our admission policy does not require our applicants to be religiously affiliated, families partnering with us to educate their children must accept that our educational model is rooted in Biblical principles and a Christian worldview.

FOUNDERS & LEGACY

Steve & Ellen Bilsborough | Founder, CEO

Pastors Steve and Ellen Bilsborough envisioned and consequently founded Life Preparatory School. They are passionate about implementing measurable changes to improve the current educational system, by building and developing a school of excellence. In addition to having hearts for Christian Education, they are the founders and Pastors of Great Life Church, a local church with a television ministry reaching thousands of people both nationally and internationally. Pastor Steve Bilsborough's extensive travel to 37 nations has impacted millions of lives for Jesus Christ over his thirty-five years of ministry. Pastors Steve and Ellen both believe that real change comes first and foremost from a personal relationship with Jesus Christ, and that to be truly valuable, education must include the Bible as the primary and foundational textbook. The

Bilsboroughs and their dedicated team thrive on watching the youth of today mature in all areas of their lives to become tomorrow’s world changers. Although the vision for Life Preparatory School was birthed in the hearts of the Bilsboroughs, it was preceded by the foresight of Pastors Dan and Geri Cole, who began a small church ministry in 1979, on the grounds where the school is now located. They desired to train children and families up in the ways of God. Through many years of labor, service, and investment in the community, they were able to add a Christian school to their ministry. When the Lord called this faithful couple home to their Heavenly reward, their son Pastor Dan Cole II took over the ministry for several years, before closing its doors in July 2018. In March 2019, Pastor Cole II gifted the entire property to the Bilsborough’s ministry, so that they could pursue the vision that the Lord had laid on their hearts while building on the foundation and carrying on the legacy of the Cole family.

SCHOOL CONTACT

Phone.....(352) 488-8850
Website.....www.lifepreparatory.school
Email.....info@lifepreparatory.school

CORE VALUES

Work hard - We expect our students & faculty to do all things for the glory of God with utmost excellence. School hours are set apart to focus, learn, and grow so that we can create a space where students feel proud and accomplished of their work.

Be Kind - Everyone we encounter during our day should be treated with respect and kindness. LPS is devoted to creating a culture where students are strong in character, building each other up, showing themselves friendly, and being a light both on and off school grounds.

Dream Big - Students are encouraged to grow academically, to pursue their dreams, and to develop their unique talents. It is our goal for students to feel confident that they have the resources and support needed to accomplish anything they set their minds to.

EDUCATION STATEMENT & CURRICULUM

Life Preparatory School is excited to use the Abeka curriculum for students K3-12th Grade. The Abeka curriculum provides a strong foundation for students to develop excellent reading and writing skills with engaging, faith-based lessons. Abeka offers modern approaches to learning which includes video content, clear lesson plans, and captivating textbooks. Along with Abeka, our lesson plans, reading materials, and extracurricular activities will be adapted from our written curriculum. More information about our courses for each grade level is available below.

CODE OF ETHICS AND BEHAVIOR

Any person, official, or institution participating in good faith in any activity authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency shall be immune from any civil or criminal liability which might otherwise result because of such action. (F.S. 39.203) An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

NON-DISCRIMINATION POLICY

It is and shall be the policy of Life Preparatory School, in the admission of students and in the hiring of employees, not to discriminate based on the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs, and activities made available to students and employees at this school.

AMERICANS WITH DISABILITIES ACT

Life Preparatory School does not discriminate against qualified applicants, employees, prospective students, or enrolled students who are or become disabled. A qualified person is someone who, with or without reasonable accommodation, can perform the essential functions of the job or educational program in question. Under the Americans with Disabilities Act, Life Preparatory School has adopted a policy that prohibits discrimination against faculty, staff, or students with disabilities. The school, however, admits only those students for which the school can provide an appropriate educational program.

AFFILIATION

Life Preparatory School is a non-denominational, co-educational, parent-governed school. The mission of Life Preparatory School is to provide a quality education that is rooted in God's word and prepares the hearts and minds of God's children, in partnership with the Christian community, for service in God's world.

STAFF/FACULTY QUALIFICATIONS

Life Preparatory School places a high priority on our hiring process for all staff including educators, administrators, and any other capacity of employment. We consider several areas, including academic accomplishments, spiritual life, character, and background history. Because we are required to background check and fingerprint all those employed by Life Preparatory School, our hiring process would be considered thorough. Our teachers range from holding

Master's Degrees, Bachelors of Arts & Sciences, Early Childhood Education degrees, and special education training. In addition, all teaching staff are First Aid and CPR Certified and thoroughly vetted in our hiring process. We are committed to maintaining a Christlike staff that exemplifies excellence, thoroughness, high ethics, and superior standards.. We consider our private Christian school to be an extension of the home, which collaborates with parents or guardians to educate children socially, academically, and spiritually.

PARENTAL COMMITMENT OF COOPERATION

Parents who send their child(ren) to Life Preparatory School acknowledge their commitment to the following:

1. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child(ren) as necessary.
2. The administration has full discretion in the placement of students in the proper grades and courses. Determination will be made throughout the duration of the first nine weeks for new student enrollments.
3. Life Preparatory School reserves the right to dismiss any student who persistently and willfully neglects his/her academic work, exercises poor citizenship, has irregular attendance, reflects adversely on the Christian principles of the school, or is engaged in a lifestyle or behavior that is inconsistent with Biblical guidelines. This policy applies throughout the calendar year, both on and off-campus..
4. The school has the authority to investigate the background of prospective students to determine their eligibility for admission to LPS. Additionally, this information will help determine the proper placement of students.
5. We will adhere to the principles and policies of the school as stated in its Constitution and current Parent/Student Handbook.
6. As parents, we agree, under the principle of Matthew 18: 15-17, to bring all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the next person in the chain of command.
7. If we voluntarily withdraw our child(ren) from school, we are responsible for paying the withdrawal fee and/or any unpaid tuition fees.
8. Final grades, report cards, transcripts, and diplomas will be retained by the school if our account becomes delinquent. Parents are required to make tuition payments promptly to ensure the efficient operations of the school.

9. Our child(ren) may participate in all school-sponsored activities, including field trips away from the school premises.

10. Parents are required to use our online system **Classe365** for parent-teacher communication. Parents are also required to review/sign *Student Planners* as these are the ways we will communicate and keep parents informed of what is taking place in their school day.

ABSENCES & ATTENDANCE

For students to progress satisfactorily, they must attend school regularly. If a student misses more than one hour due to tardiness or signs out at 12pm or later, they will be considered absent for a 1/2 day. If students are not present for at least 4 hours in one school day, they will be considered absent for the full day. Any student who has a total of 18 or more days of absences (either excused by a parent's note or unexcused) in a given school year may not receive academic credit. Consequently, the student will not be promoted to the next grade or will be required to pay a penalty fee for excessive absences. An exception may be considered by an administrator if extenuating circumstances exist. All penalty fees will be charged Monthly to your students' Classe365 account. See our Student Code of Conduct for further explanation on disciplinary actions and penalty fee outlines.

Absences are excused for the following reasons: student illness, death in the family, and medical/dental appointments. In order for any planned absence to be considered for an approved excusal, an email or note to the school must be received at least three days prior to the absence.

Please note, If your student missed 15 or more days of school in a 90 day period, you are in violation of the Compulsory School Attendance Law.

EARLY DEPARTURES

Students should remain in school for the full 8 hour school day. If you need to pick up your child before the end of the school day due to an emergency, an appointment, or a previously approved exception, your child's teacher needs to be notified through your child's agenda book. When students are picked up before the end of the school day, they must be signed out by their parents or guardians through the school office. Students who leave early, without prior approval by administration, more than three times within a quarter will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to administration, penalty fee, or a required parent conference. Fees will be charged to your parent portal on Classe365.

LATE ARRIVALS

Students are required to report to class by 8:15am Students who are tardy must be signed in by their parent/guardian through the school office. Each time students are late, they will receive a

mark on their assertive discipline plan. If they are late more than three times each nine weeks, they will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to administration, or a required parent conference. Fees will be charged to your students Classe365 monthly.

- 0 - 3 Tardies Per Quarter = No Charge
- 4+ Tardies Per Quarter = \$5.00 Per Tardy/Per Child

ADMISSIONS

Enrollment to Life Preparatory School is open year-round for K3-12th Grade. Early enrollment incentives will be communicated to parents in the Spring semester. Re-Enrollment begins in February of each year and New Student Enrollment will begin in the first week of March.

Upon new student admission, all parents are required to provide our school administration with an up-to-date School Entry Physical, Immunization Records or Religious Exemption Form, and a reference letter from a prior teacher or family friend. Additionally, new students must complete a placement test to confirm grade level entry.

If your child is transferring from homeschooling to on-campus learning at LPS, parents must provide our office with a full student portfolio. The portfolio must include information on the curriculum materials used, final evaluation/report card and Standardized Testing Scores (Grades 3-12).

RE-ENROLLMENT

Our goal at Life Preparatory School is to see all of our students complete our program and receive a high school diploma. Before the end of each school year, each student/family will have the opportunity to re-enroll before our New Student Enrollment opens. Your student's spot is reserved until New Student Enrollment begins in the first week of March. The process for re-enrollment is to fill out the Re-Enrollment Form for the upcoming school year and pay the \$75.00 re-enrollment Fee.

PLEASE BE ADVISED: If your student has an outstanding balance by the last day of school, there will be a grace period of seven business days. If your student's account is still delinquent after the allotted grace period and you have already paid the Re-Enrollment Fee, Life Preparatory School reserves the right to allocate those funds to the owed amount from the previous school year, resulting in your student being placed on the waiting list. Any students who are placed on the waiting list are not guaranteed a place for the upcoming school year.

If your student receives the FES - UA (Formerly Gardiner Scholarship), Family Empowerment Scholarship, or Florida Tax Scholarship, our office must receive the Scholarship Award Letter for the next calendar year by the first of July. This helps administration to process your student's enrollment effectively and promptly. If our office does not receive this form to confirm your

student's scholarship, your student may be placed on a waiting list, with no guarantee a spot being available prior to reaching capacity.

STUDENT WITHDRAWS

Parents who wish to withdraw their student(s) during the school year should complete a withdrawal form available on the parent portal on Classe365. Records will not be released until all accounts are paid in full as well as the \$100.00 withdrawal fee. Your child is not officially un-enrolled until all fees and documentation have been provided to our office. Once withdrawal is complete, you will be mailed a letter of confirmation by our school Principal.

BEFORE & AFTER SCHOOL CARE

Before & After School Care is provided every school day. Fees will be applied and added to your online system. Students whose parents may be late to pick-up (*past 3:30pm*) will automatically be in our after-care program. Depending on the weather, activities will be planned both indoor and outdoor.

- **Before School Care** | 7:00am - 8:00am
- **After School Care** | 3:30pm to 6:00pm (Includes Drink & Snack)
- **Deltona Campus School Day Hours** | 8:15am - 3:15pm
- **GLC Campus School Day Hours** | 8:30am - 3:00pm

Check-In/Drop Off Times | No Charge 8:00am-8:15am & 3:15pm-3:30pm, students are automatically added to Before & After School Care, if they arrive or leave outside of this time frame.

Fees:

Daily Fee: \$1.00 per 15 minutes

After 5:00 pm Late Fee: \$1.00 Per Minute

Prepaid Flat Rate Fee: \$40.00 A Week

Monthly Flat Rate Fee: \$145.00 A Week

Full Year Flat Rate Fee: \$1,100.00/school year

** Must register and pay before the week begins, does not cover late fees.*

ALLERGIES

Parents are expected to communicate their child's allergies with their primary teacher and with administrators so they can be noted in their student records. Previously undocumented allergies will be noted so that appropriate communication can be made with parents.

ATHLETICS

Students will participate in weekly Physical Education programs based on their grade levels. Extracurricular sport opportunities will be communicated to parents. If a student needs to be excused from physical activities due to medical necessity, a doctor's note must be provided to our front desk administrator. Students are expected to dress appropriately for these activities, as outlined in our Uniform Dress Code below. The athletic uniform is in addition to their everyday uniform. Students are required to change out of the physical education attire after activities are completed.

BULLYING PREVENTION

Life Preparatory School will not tolerate any type of harassment or bullying. This includes verbal aggression, hitting, kicking, teasing, cyber-bullying, and threatening to harm others. Any reports of bullying will be thoroughly reviewed by our staff and Principal, to ensure students feel welcome and safe when they are on campus.

CELL PHONE & ELECTRONICS POLICY

Because we place the highest value on education, cell phones/electronic devices are not permitted to be used between the hours of 8:00am - 3:15pm, during the before/aftercare program, during field trips, or while participating in any other activity on school grounds. Cell phones, iPads, smart watches, tablets, ect. must be off and kept in either your child's book bag or in their assigned locker. If a student requires communication with a parent, the teacher will afford that opportunity. We ask that you also place a high priority on the education of your child, and let your child know that you support this policy. If your student is caught using any electronic device, LPS has the right to confiscate and hold the item(s) at our front office in a locked drawer until a parent or guardian picks up the device. If repeated offenses occur, further disciplinary action will ensue.

CHEATING

First offense, the teacher will communicate with parents, and the student will receive a warning. Second offense, the student will be sent to the principal's office. Circumstances involving cheating will result in a zero on that assignment along with further disciplinary action. The excessive practice of this dishonorable offense will result in further disciplinary action such as suspension or expulsion. See our disciplinary guide.

COMMUNICATION

All parent-teacher communication regarding invoices, calendar updates, notifications, grades, etc. will be done through our online parent portal *Classe365*. Email between teachers and parents may also be used. Teachers' email addresses will be provided on the syllabus for each grade level. No other outside messaging that has not been pre-approved by the school administration

or Principal is permitted (to include social media, texting, etc). Parents are responsible for regularly checking the *Classe365* Portal, agenda book, or any other memos that are sent home with your student daily, to stay up to date on any new updates, upcoming events, meeting requests, etc.

CONCEALED CARRY LAW

Only well trained, qualified and legal permit holders, will be able to conceal carry on our campus. More information will be listed in the Safety and Security section of this document.

DISABILITIES

Here at Life Preparatory School, we strive to help our students exceed and encourage them to strive for excellence no matter what challenges they may face behaviorally, academically, or emotionally. Everyone deserves to receive the same education in an environment that is calm and consistent. If your student has a diagnosis that affects their behavioral patterns and that could make a school setting more challenging, please inform the administration before your student interview. The teachers must have a clear understanding of what your child's challenges are, so they can prevent any potential serious situations. We are passionate about creating a safe environment in which every child can flourish. If the behavior of your child becomes disruptive or violent and is not able to be corrected in the classroom, a meeting with your child's teacher and Principal will occur.

DISCIPLINE

The teacher will warn the student of the misbehavior and redirect the student's behavior. If the behavior continues, the student will be sent to the principal's office for counseling. All behavior issues will be documented on students' agenda books and our *Classe365* portal. Students may be expelled for serious first offenses and for repetitive infractions resulting in harm, damage, or disruption to the educational environment. Please reference our Code of Conduct to define each Offense Level available on our school website.

DROP OFF PROCEDURES

Parents are to drop off their child at the side entrance to an authorized staff or volunteer who will welcome them upon arrival. If your child is dropped off during Before/After Care hours, please use our main entrance. Parents are not permitted to walk their student in through the side entrance and are required to check in with our front reception for approval to enter the building.

DISMISSAL PROCEDURES

Parents will receive (one) free Car Pick-Up tag per family at the beginning of the school year to make our pick-up procedure fast and secure. Additional Car Tags can be ordered through our

front office for \$5, which will be applied to your parent portal account on Classe365. Students will not be dismissed from the school entrance/exit without a teacher/staff properly dismissing them.

Our staff at LPS follows the Florida Highway Safety and Motor Vehicles protocol. To ride safely, students should be in a booster seat until the age of 10. No staff will be allowed to dismiss your child into the passenger seat of a vehicle if they are under the age of 12. If you do not have a car tag hanging on your rearview mirror upon dismissal, you will be required to sign in with our front office and provide appropriate identification—NO EXCEPTIONS. Car tags are assigned by name and number. Sharing your assigned car tag with friends is highly discouraged.

We will not dismiss your child to anyone who is not registered on your Authorized Student Pick Up form completed upon enrollment. We will not be accepting email or phone verification of other authorized family/friends. If changes to your pick-up form need to be made, please go to administration to make the appropriate changes.

EARLY DISMISSAL

Parents will be notified on early dismissal days so they can make appropriate arrangements. Parents will be informed through the parent portal account on *Classe365* if Before & After School care is provided on early release days.

EMAIL & NEWSLETTER

Exciting updates about Student Life will be posted 1-2 times per month in our online Newsletter found on lifepreparatoryschool.com/newsletter. Other communications and announcements will be posted on the Notice Board when you log in to Classe365. For more updates about school events and highlights, we encourage parents to follow us on Instagram and Facebook.

EMERGENCY DRILLS

Emergency drills will be done regularly. Parents will be notified of special drills such as lockdowns, fire drills, etc. All evacuation procedures will be available for viewing on campus.

FIRST AID

First aid kits will be available to all staff & teachers. All staff are fully CPR trained and First Aid certified and will use their discernment when handling on-campus incidents. Parents will be immediately notified regarding any injuries or accidents pertaining to their child.

GRADUATION

Students will be promoted to the next grade level unless they have a yearly average of 59% or below in either Language Arts/Phonics, Mathematics, or Reading. If a teacher has a concern about student promotion, a meeting will be scheduled between, Parent, Child, Teacher, and

Principal to discuss further action. If a teacher has a concern of a student promoting due to academic ability and you do not agree with the action or referral plan, LPS has the right to deny Re-Enrollment for the following school year.

GREAT LIFE CHURCH

Our founders and visionaries of Life Preparatory School, value our community and the people in it. Regular attendance and participation in Bible-believing local churches is highly encouraged. Great Life Church hosts weekly services and community outreaches that LPS families are always invited to be a part of. There is no expectation for enrolled families of LPS to attend Great Life Church; however, you will always be welcomed with open arms.

HOMEWORK POLICY

Life Preparatory School operates by zero to minimal homework for K3 through Grade 3. This does not include studying, test prep, and their required 20 minutes of reading a night. Our older grade levels are expected to adequately prepare for tests and exams. Therefore, those students will have a minimum amount of homework per week but will never be burdened with an excessive amount of work each night. We believe that with a longer school day and engaging courses, students do not need to go home with an overwhelming amount of after-school work. However, upper-level students are required to make time for studying and for test preparations. Upper grade level students will also be assigned research papers, projects, etc. that may require additional time at home to complete. All students are expected to read for at least 20 to 30 minutes a night and include the title of the book they read, initialed by a parent, in their agenda book. 4th-12th Grade students may have occasional work outside of classroom hours, which will be communicated to parents. Students are required to make up all work from missed school days, which may be done at home. At the teacher's discretion, students who begin to fall behind in their studies will be provided with extra practice assignments to progress at home.

LATE ASSIGNMENT PROTOCOL

Students are aware of when their assignments are due and are given a syllabus at the beginning of each quarter reflecting all major deadlines for assignments. Our teachers schedule enough time for students to complete their assignments in class and will communicate what assignments are required to be completed outside of class. Any classwork that is not completed at school gets sent home to be completed to earn credit for that assignment. It is not homework, but it is to ensure your student is completing his/her work as well as understanding the lesson that correlates with the assignment. They will have 5 days to complete the assignment but will lose 10 points each day that it is past due. If the assignment is not completed and/or turned in within five days, the assignment will be graded as a 0. Each completed assignment goes toward your child's participation grade. If the assignment is not turned on the same day it is done, the student will receive a 0 for participation in that specific subject.

ILLNESS

Students with any signs of a fever of 99.5 or higher, infection, or anything contagious are advised to not attend school until they are well. Before your child returns to school, they should be showing no fever or symptoms for 24 hours. Students who become ill during school hours will be given proper care until their parents/guardians can pick them up. Each parent is responsible for providing sufficient contact information in the case of an illness, emergency, etc. Students with pre-existing conditions should have proper arrangements communicated with staff and homeroom teachers. All students' medical information is accessible on their online profile on Classe365, along with their student records, and can be updated or changed as needed.

INCLEMENT WEATHER

School closing or delays due to inclement weather will follow the decisions made by the public school system of Hernando County.

LIBRARY & MEDIA CENTER

Students of all grade levels will have the opportunity to use our school's library and media equipment. All media/computer programs will be secure and advantageous to the child's educational development.

LUNCH & SNACKS

Students can enjoy their snacks on their morning or afternoon breaks and enjoy their packed lunches during their allotted lunchtime. *Only water is permissible inside the classroom.* Students are expected to have a packed lunch every day, unless otherwise informed, and are encouraged to bring reusable water bottles or our water fountains to stay hydrated throughout the day. Students are expected to bring a healthy packed lunch every day unless we have communicated a theme day where food is provided. We value choosing healthy choices to help keep your child engaged throughout the school day.

MEDICATION

Students are not permitted to carry medication (either over-the-counter or prescription) on their persons or store them in their desks, lockers, or backpacks. Parents must deliver all medication to the school office. Designated school staff or parents must administer all medications. Prescription drugs must be in the original pharmacy-labeled container. Written instructions on the container must correspond with an "Authorization for Administration of Medicine" form supplied and signed by the student's doctor and parent. EHCS requires the parents to send a supply of medicine. Empty containers will be sent home with the student so that parents can refill and return the filled container to the office.

PARENTAL INVOLVEMENT

Parents are expected to express support for the school, as well as its staff, faculty, and administration, through prayer, encouraging emails, sharing social media posts/reviews, or being present at special events. We are looking forward to building connections with not just students but parents and families as well.

PLEDGES

All pledges will begin at 8:15am every school day. We will pledge allegiance to The United States Flag, The Christian Flag, and The Bible and proceed with reciting the Lord's prayer. Our teachers begin each day with encouraging our students through prayer and setting academic goals.

POTTY TRAINING POLICY

To properly educate in the classroom, we expect all students to be fully potty trained. By accepting enrollment, you are agreeing that your child can successfully use the bathroom facilities without any assistance. If your student has a medical condition that places limitations, your child's eligibility will not be affected. However, we require that arrangements be made by the primary caregiver to have a parent, family member, or authorized person to regularly assist in the bathroom daily. Life Preparatory School is not responsible for changing, wiping, or any other bathroom tasks. A doctor's note is required for this limitation explaining the condition thoroughly. If an accident occurs, it is the parent's responsibility to come to the school campus to provide the appropriate care to the child or to facilitate an alternate caregiver pre-approved on their emergency contact form.

SAFETY & SECURITY

All employees and parents who volunteer for School activities with unsupervised access to our students are screened through the School's criminal background process. Visitors will be securely checked in and given a visitor's badge or sticker. If parents or guardians would like to be involved in activities on campus grounds, each parent or guardian is required to complete a HCSB Level II Fingerprint Check and application. For each child's safety, we have security cameras installed throughout campus. Our building remains locked at all times and is monitored by designated employees of Life Preparatory School.

SOCIAL MEDIA

Life Preparatory School is passionate about documenting student life with encouraging posts on Instagram, Facebook, and our online newsletter. We encourage parents and grandparents to share and engage with posts to highlight the great things taking place on campus. Due to HIPPA Rules and the safety of every student, Parents and Guardians are not permitted to 'Go Live' on any social media website or take/post pictures with students during school events without parental approval. It is not our goal to control any students' or families' use of social media;

however, we encourage you to support the vision of LPS using this channel with the safety of every student on campus in mind.

SCHOOL HOURS

School Office Hours | Monday - Friday 8:00am - 4:00pm

Deltona Campus School Hours | K3- 4th Grade Regular Full Day | 8:15am - 3:15pm

GLC Campus School Hours | 5th- 12th Grade Regular Full Day | 8:30am - 3:00pm

K3 & K4 Half Day Program | 8:15am - 11:45am

Before School Care | 7:00am - 8:00am

After School Care | 3:30pm - 6:00pm

SCHOOL VISITS & TOURS

All campus visitors will be securely signed in and given a Visitor badge at our front desk before being admitted to meetings, appointments, etc. Campus tours will be scheduled online at designated times throughout the week so as not to distract lesson times in classrooms.

TEXTBOOKS

Students' textbooks/workbooks are distributed at the beginning of the year. Unless notified by a teacher to take them home, students are not required to carry textbooks to and from school every day. Students are expected to keep all their books and notebooks in pristine condition as it is a positive reflection of our Core Values. Continuous destruction can lead to further disciplinary action that is notated in our Student Code of Conduct.

Our school is Christ-Centered and our foundation is found in the Word of God. Each student is required to have a Bible to use in their Bible Class, Chapels, etc. Failure to abide by having all curriculum materials or destruction of materials can result in disciplinary action.

TRANSPORTATION & FIELD TRIPS

Field trip transportation details will always be fully explained to parents in our field trip permission forms. Life Preparatory School will be renting transportation needed for events/outings. Students who are riding on buses provided by the school are required to follow basic safety rules. The driver is responsible for student safety and may assign seating or direct students in any reasonable manner to maintain that safety. Students participate in field trips several times throughout the year. Permission forms/fees must be signed and returned to the teacher by the deadline for the student to attend.

SOCIAL EVENTS

Parents and students will be notified through our School Newsletter of events in which they can be involved and meet other families. We desire to build a strong community of parents and families who can support one another.

COMMUNITY/SERVE DAYS

Because we are building students of strong character we plan to be involved in our community in many different ways and will work hard to connect students with the needs of our city.

RECESS/OUTDOOR BREAKS

Students will have multiple breaks inside and outside the building throughout the day so they can socialize with classmates, use the bathroom, and have a snack. We expect students to use this time wisely, so they do not have to take breaks during lesson times.

If a student does not complete their work or begins to act in a manner that may require disciplinary action, this time may be taken away at the discretion of the teacher or Principal.

LESSONS

Lessons are outlined in our students' Daily Schedule which can be accessed online. Core classes are taught every school day, while electives may only be Tuesdays or Thursdays. Lessons are thorough, engaging, creative, and repetitive. It is our focus that students are engaging with all the lessons instead of moving through lesson plans quickly.

DRESS CODE GUIDELINES

Life Preparatory School requires all students and staff members to maintain the standards of dress and appearance appropriate to serious academic pursuits. The Uniform Policy encourages pride in self, concern for others, and pride in School. All students are required to wear the uniform, as designated by LPS before the beginning of the school year.

Students must wear a uniform ordered through the school every school day unless otherwise informed (field days, field trips, etc.) All embroidered items (polos, dresses, jackets.) must be ordered through the school. Items embroidered outside of school orders will be considered a violation of the dress code. See the Life Preparatory School Code of Conduct for our full Dress Code Policy.

- Boys and girls polo colors | White, navy, and gray.
- Boys and girls' pants permitted colors | Navy, khaki, and black.
- Girls may wear the following: Bow jumper, polo dress, and long sleeve polo.

- Boys and girls Physical Education uniform: Light Gray LPS T-SHIRT. Gym shorts and athletic shoes.

Accessories & Grooming

- *Hair*: All students' hair should be 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.
- *Shoes/Footwear*: Closed-toe, and neutral in color. Please avoid bright colored shoes and neon shoes. Sandals or flip-flops will not be 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.
- *Backpacks*: Students are required to have their backpacks with them each day at school. Backpacks must be a solid color or pattern, with no characters, movie, television, or video game references. No licensed backpacks or lunch boxes are permitted. Students are expected to have their items labeled, and keep them neat and organized throughout the school year.
- *Accessories & Undergarments*: Boys (2nd grade and up) must wear belts in belt loops with a tucked-in polo shirt. Girls must wear bloomers/shorts underneath all dresses/skirts. Dangling jewelry of any kind is not permitted, including but not limited to necklaces, bracelets, earrings, and assorted accessories. Any earrings worn must be studs (non-dangling) as they may be lost or tugged on during student activities.
- *Jackets & Outerwear*: The LPS Uniform includes a number of jackets and zip-up sweatshirt options with our logo crest. Hoodies that cover the uniform will not be permitted as a part of the dress code. Students are not allowed to wear hoods during any classroom time. All jackets and outerwear need to be labeled with your student's name.

ORDERING UNIFORMS

School uniforms can be ordered throughout the school year by visiting <https://www.lifepreparatory.school/unifors> and clicking the button that says "Order Uniforms". You will be directed to Tommy Hilfiger's main domain. Type in the code LIFE01 or Life Preparatory School in the section that reads "Shop by School Name or Code". Students are required to order all embroidered items through the school. Polos that are printed outside of the school order will not be permitted as a part of the dress code.

UNIFORM REIMBURSEMENT REQUESTS

Students who receive a State Scholarship such as FES, FTC, FES- UA (Formerly Gardiner) or the Hope Scholarship can qualify for \$250.00 in uniform reimbursements. Once you have received your receipt of purchase, your PDF receipt must be sent to info@lifepreparatory.school with the subject "Uniform Reimbursement Request". Once you have sent your request, your reimbursement will be processed. Once your account shows a pattern of positive payment flow, you will be issued a check sent through mail. Disclaimer, you will only receive reimbursement for the amount you paid for the uniforms. If you do not use the full allotted \$250.00 in your first

purchase, you will be notified of your remaining credit. You have until the end of the school year to claim reimbursements, as the funds are specifically provided for the current school year.

For any further questions about the Life Preparatory School Student Handbook please contact us at info@lifepreparatory.school or call (352) 488-8850



LIFE PREPARATORY SCHOOL

Life Preparatory School

www.lifepreparatory.school | (352) 488-8850

2023-2024 Student Handbook Agreement Form

Student Information:

Child's Name: _____

Grade _____

Parent Information:

Mother's Name: _____

Date: _____

Father's Name: _____

Date: _____

By Signing Below, I have read and understood the policies, procedures, vision, and Mission of Life Preparatory School. I am Acknowledging and agreeing to abide by the expectations outlined in the Student Handbook. I understand that if I do not follow the expectations listed in the Student Handbook, Disciplinary action will be taken.

Child's Signature (If age appropriate):

Mother's Signature:

Father's Signature:

Teacher Witness Signature:
