



2023-2024

# LIVING TRUTH CHRISTIAN ACADEMY

*"We're products of Divinity"*

## ***STUDENT/PARENT HANDBOOK***

*6 "Train up a child in the way that they should go: and when he is old; he will not depart from it. ."*

***Proverb 22:6***

Living Truth Christian Academy  
1346 Gandy Stree,  
Jacksonville, Florida 32208  
(904) 579-7309  
Pastor: Daniel L. Mbomeh

School Website: [www.livingtruthchristianacademy.org](http://www.livingtruthchristianacademy.org) or [www.ltcafl.org](http://www.ltcafl.org)  
Church Website: [www.livingtruthministrychurch.org](http://www.livingtruthministrychurch.org)

*Dear Parents,*

*Living Truth Christian Academy is a distinctly Christian institution which also stands in opposition to the secular schools that purposely choose to omit God by denying the relevance, or even the existence of our Heavenly Father Jehovah God. Our 'Vision' is to glorify our Lord" to develop confident, responsible, and well-mannered students: who are morally responsible citizens aspiring to achieve their potential in Christ to the fullest.*

*We will do this by providing a Christ-Centered Learning Environment (C.C.L.E);" that is secure, fun, and supportive for growth in God's love, in promoting family and where everyone's gift and talent can be discovered, and all achievements are celebrated.*

*The implementation of our 'Mission' will provide means "to ensure that all know Jesus Christ and to make Christ known to their world. To be well rounded academically having a curriculum that progresses in tandem with each student's development to ensure their skills and intellectual competencies, have prepared them for success as stellar leaders leaving indelible marks in the future. Being spiritually endowed with power to know how to apply the Word of God with high standards of education to overcome any obstacles they may encounter beyond these school walls.*

*For we are "Warriors of Faith" readily equipped with the keys of I AM (I)ntegrity, (A)nointing and the ability to get wealth; to master the (M)oney) that will help each of us fulfil our God-given assignment here on earth for the building of God's Kingdom." To God be the glory for the great things He has done!*

*LTCA, exists as an associated ministry of Living Truth Ministry Churches, Int'l Inc., a 501 3(c) Non-Profit Organization ministry of the Li. As such, we recognize God's admonition to parents: to teach their children to love God with all their heart, soul, mind, and strength. As we adhere to the commandment of Proverbs 22:6,we purpose is to be a help to parents as they carry out this admonition too. Wherefore, we the faculty, staff, and administration, consider it an honor and privilege to serve you, the parents, as well as your children. May God bless you in your efforts to train up your children for His glory.*

*In His Royal Service,  
Pastor Daniel L. Mbomeh*

LTCA, is a Christian Private, co-educational, non-denominational independent school that promotes and fosters a C.C.L.E with Core Values as tools to equip our Students to become well rounded in all areas of their lives starting from K-12 and beyond.

## Our Core Values

In pursuing the character of Christ, we will:

- **Be Christ-Like...** our behavior mirrors, reflects and resembles Christ.
- **Have Faith...** assurance that the things revealed and promised in the Word are true, even Though unseen, and gives the believer a conviction that what he expects in faith, will come to pass.
- **Practice Honesty...** choosing not to lie, steal, cheat or deceive in any way. Seek and proclaim the truth of God's word.

**Show Reliability...**the quality of being trustworthy, being consistently good in your Christian walk. Strive for spiritual and academic excellence. Serve others for the glory of God.

**Give Respect...** reverencing God's Word and being careful to walk in integrity be it alone or In the presence of others.

**Keep Perseverance...**continued effort to do or achieve something despite difficulties, failure, or opposition.

**Be Optimistic...**hopefulness and confidence about the future or the successful outcome of Something.

**Show Commitment...**declaring you will honor Christ, whatever the pain and whatever the cost. I will obey God's word, even when that is the hardest thing to do

## FOUNDATIONAL PRINCIPLES

This Article is not amendable in whole or in part. All Corporation members, BOARD OF GOVERNORS, and Staff of Truth Academy Christian School(s) must subscribe to these foundational principles by written statement. Section (1). Statement of Faith. Which are the following foundational beliefs on which Truth Academy Christian School(s) Inc. is based

## *Our Statement of Faith We*

### *believe:*

Each member of the School Board, and each employee of the Corporation, must have accepted Jesus Christ as personal Lord and Savior; must be spirit filled; and shall subscribe to the following Statement of Faith:

2. The Corporation shall have perpetual existence.
3. The Corporation is formed for the following purposes:

### **STATEMENT OF FAITH AND COVENANT Our Mission: “Products of Divinity Bound for Success”**

#### **WHAT WE BELIEVE:**

##### **1. THE HOLY BIBLE & SCRIPTURES**

We believe the Holy Bible [ KJV version ] is the divinely inspired Word of God in its entirety. We also Believe that the Word is infallible, it does not contradict itself and accept ALL teachings from the Holy Scriptures as our governing rule for our belief, faith, conduct and lifestyle. It is the final authority, manual or guide left for Christian believers to follow. We believe Jesus Christ is the Messiah, the Savior, the Living Son of God who was born of a virgins, lived a sinless life, died on a cross in the place of our sin. Who defeated Death & Hell and was raised from the grave and ascended on high and is seated on the right hand of the Father, who forever reigns as the King of Glory, the King of Kings.... and the Lord Most High.

Luke 10:21-22; Matthew 23:9; Deuteronomy 4:1-2; Psalm 119:11, 89, 105; Isaiah 40:8; Matthew 22:29; John 5:39, 16:13-15, 17:17; Romans 15:4; 2 Timothy 3:15-17; Hebrews 1:1-2, 4:12; 1 Peter 1:25; 2 Peter 1:21

##### **2. THE BIBLE, THE CHURCH & CHRISTIAN BELIEVERS**

We believe “Born Again Christian Believers” are Ambassadors of Christ Jesus, founded on the infallible Word of God. We believe, preach, and promote the sacred Full Gospel of the Holy Scriptures in its totality through the guidance of God’s Holy Spirit. We believe the Bible is God’s Word, it is accurate, and it is the final authority for all. We believe regularly attending Worship Service, Bible Study, Fellowship, Prayer, the “Breaking of Bread;” and any other godly classes are essential to all Christian Believers. Attendance to these types of godly events encourage spiritual growth in God and equips each Believer with what is needed to spread the Gospel of Jesus to a dying world.

Matthew 16:18-19, 18:15-20; Acts 2:41-47, 5:11-14, 13:1-3, 14:23, 16:5, 20:28; 1 Corinthians 7:17; Ephesians 1:22-23, 2:19-22, 3:10-12, 5:22-32; Colossians 1:18, 3:15; 1 Peter 5:1-4; Revelation 21:2-3.

##### **3. THE TRINITY / THE GODHEAD**

We believe in the Trinity/Triune God, Meaning God is three divine persons in one (God the Father, God the Son (Jesus), and God the Holy Spirit). We believe, teach, and proclaim that they are three persons in one and have both distinct personalities and distinct roles. Yet they are absolutely one in “substance, essence, and nature...” God’s nature being, “What One Is” which is seen through His ways; while the Triune person is, “Who One Is” which manifests’ the Godhead of each role and responsibility that He eternally is.

1 John 5:7; John 1:14, 14:28, 16:28; John 15:26; Deuteronomy 6:4

#### **4. THE MONARCH - GOD THE FATHER**

We believe in the One Eternal Sovereign God who is the Monarch of the Universe and the Creator of all things. We believe that God the Father, is “Omniscient,” All Knowing and Infinite in All Wisdom,” “Omnipresent,” Present at All-Times and “Omnipotent” All Powerful.” He is the Heavenly Father who is perfect in all His ways. He is Just, He is Holy, He is full of Grace and Mercy for He is Love.

Luke 10:21-22; Matthew 23:9; John 3:16, 6:27; Romans 1:7; 1 Timothy 1:1-2, 2:5-6; 1 Peter 1:3; Revelation 1:6.

#### **5. GOD THE SON – JESUS**

We believe that Jesus is the “Only Begotten Son of the Heavenly Father.” Jesus was born of a virgin birth, lived a sinless life, died on a cross in the place of our sin. Jesus sacrifice His life, defeated Death & Hell and was raised from death to life as He ascended on high as the King of Glory who is with the Lord Most High.

We believe Jesus is the “ONLY WAY” AND HE IS THE “ONLY MEDIATOR” who can reconcile humanity back to God. It is through the confessing, continual believing, accepting, and repenting of one’s life by being converted through the principles of the Holy Bible. This is the process called “Salvation,” which can only come through a continual active personal relationship with Jesus Christ.

#### **6. GOD – THE HOLY SPIRIT**

We believe the Holy Spirit is the third person of the Trinity / Godhead. The Holy Spirit, leads, and guides all who believes in Jesus into All Truth. He convicts the heart of man of his/her sin and shows him/her the way of how to live righteously through the Word of God. The Holy Spirit is our Helper, our Teacher, and a Comforter for those who love the Lord Jesus.

John 14:16-17, 26; 15:26-27; John 16:9-14; Romans 8:9; 1 Corinthians 3:16, 6:19; Galatians 5:22-26; Luke 10:21-22; Matthew 23:9; 1 John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23; 5:9; John 1:29; 1 John 1:7.

## **7. HEAVEN**

We believe the Bible's account that a Christian believer who keeps their Salvation through the profession of their faith in God; continuously lives a righteous & holy life who loves Jesus more than their own life shall receive Eternal Life in Heaven.

Matthew 5:3, 6:20, 19:21, 25:34; John 17:24; 2 Corinthians 5:1; Hebrews 11:16; 1 Peter 1:4; ;  
Revelation 19:20

## **8. THE BIBLICAL ACCOUNT OF THE CREATION OF THE WORLD**

We believe God Almighty created the Universe and all creatures in it. We believe the Biblical account of Genesis which shows where and how all creation derived through the spoken word of God.

## **9. THE BIBLICAL ACCOUNT OF THE CREATION OF THE MANKIND**

We believe all of mankind was created in the image and likeness of God. We believe that all mankind derived from Adam (a Male/Man) and Eve (a Female/Woman). Genesis 1:26-30, 2:7, 18-22; 3:1-24; Psalm 8:3-6, 51:5; Acts 17:26-31; Romans 1:19-32; Ephesians 2

## **10. SIN AND THE FALL OF MANKIND**

We believe the biblical account of sin entering through one person – Adam who caused the entire human race to perish. That SIN OF DISOBEDIENCE birth many other sins which eternally separated ALL MANKIND FROM GOD AND HIS PURPOSE FOR OUR LIVES.

As a result, man by default forfeited any right to have a relationship with God and would now experience death forever without Salvation.

Genesis 3; Psalm 32:1-5; Isaiah 6:5; Jeremiah 17:5; Romans 3:10, 3:23, 5:12; 1 Corinthians 15:21-22

## **11. HELL**

We believe God's warning of Hell and its "everlasting fire," which is absent of relief and is filled with "torment," and "wrath." God created this place of punishment for Satan, all fallen angels and anyone who rejects JESUS... who is God's chosen way to reconcile man back to Him. Which CAN ONLY BE DONE THROUGH accepting His Son Jesus Christ as Lord and Savior and living a life in Christ. The Bible describes Hell as a terrible place where none of God's attributes exists.... and who are there are hopelessly and Eternally separated from God.

Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8

## **12. FORGIVENESS – THE RECONCILIATION OF MANKIND BACK TO GOD**

We believe the biblical account of John 3:16, that God so loved the world that He gave his only begotten Son, that whosoever believeth (believes continually) on Him shall not die (eternally forever) but have

eternal life with God again. We believe that through one man Adam... the entire human race was condemned. But, also through one-man JESUS BEING RANSOMED FOR OUR LIVES BY DYING ON THE CROSS.... HIS ACTIONS GAVE ALL MANKIND A NEW OPPORTUNITY TO BE RECONCILED BACK TO GOD THE FATHER. In order to receive forgiveness from God and new birth, we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

Acts 16:31; Romans 10:9-10; Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Hebrews 9:22

### **13. PRAISE**

Is celebrating who God is..., Glorifying what Jesus has done... extolling Him in words or song; magnifying; and glorifying God on every account of His perfections. Giving Him total adoration for the excellent works that He has done. This action allows the believer to give all honor and glory due His name. 2 Chron. 20:20-22; Ps. 67:1-7; Ps. 149:1-9

### **14. THE NEW HEAVENS AND THE NEW EARTH**

We, "according to His promise, look for the New Heavens and a New Earth wherein dwells righteousness" (2 Peter 3:13, Revelation 21, Revelation 22).

**15. SALVATION THROUGH JESUS .... IS THE ONLY ONE WAY TO GOD....** We believe JESUS IS THE "ONLY WAY" AND HE IS THE "ONLY MEDIATOR" who can reconcile humanity back to God. This process of reconciliation... IS CALLED SALVATION! SALVATION begins when you confess with your mouth that you have sinned against God and REJECTED HIS SON, HIS WAYS AND HIS WORD. You no longer want to live a life of sin and you believe in your heart that Jesus paid the price for your life... with His life. You believe that Jesus died on the cross and was risen from the dead; you now want Jesus to come into your heart, change your life and become your personal Lord and Savior.

By doing this action you are "turning away" (repenting) from your old lifestyle and accepting God's ways (being converted and transformed) through obeying the principles of the Holy Scriptures. This process called "Salvation," is FREE TO RECEIVE.... it is a precious gift from God the Father, and it cannot be earned through works or deeds, neither can it be genetically transferred or naturally inherited.

Luke 10:21-22; Matthew 23:9; 1 John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23; 5:9; John 1:29; Acts 16:31; Romans 10:9-10, 13; Galatians 2:16, 3:8; Ephesians 2:8-9; Titus 3:5; Hebrews 9:22

### **16. EVIDENCE OF SALVATION**

1. Evidence of Salvation. The inward evidence to the believer of his/her Salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is living a life of righteousness and true holiness demonstrated through your conduct.

### **17. HOW TO MAINTAIN YOUR SALVATION**

Again, Salvation IS FREE... BUT YOU MUST USE YOUR FAITH AND REMAIN IN RIGHT

STANDING IN GOD TO KEEP IT.... We believe maintaining your Salvation begins with you being Saved by grace, as you are now “Born Again” into a new life in Christ Jesus. You are walking away from committing sin to committing to following God’s Way is the beginning of your soul being converted as you continue daily building an active personal relationship with Jesus Christ. Then and only then, can you be transformed by the renewing of your mind through the Word of God.

Luke 10:21-22; Matthew 23:9; 1 John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23; 5:9; John 1:29

### **18. ETERNAL LIFE IN CHRIST**

We believe in the Lord Jesus Christ for Eternal life through accepting His death, burial, and the power of His resurrection. Thus, if we give up our lives for Christ, through walking in Salvation we will receive a life in Him forever.

### **19. HOLY COMMUNION**

We believe in the celebration and observing of “Holy Communion” or the “Lord’s Supper” consisting of the elements, bread and the Fruit of the Vine, is the symbol expressing our sharing the Divine Nature of our Lord Jesus Christ (2 Peter 1:4). This is a memorial of His suffering and death (1 Corinthians 11:26); a prophecy of His second coming (1 Corinthians 11:26) and is enjoined with all believers until He returns again.

We believe it is beneficial and help Christians to always keep in remembrance everything that Jesus Christ has done for them through Jesus’ life, His death and His resurrection.

### **20. HEALING**

We believe that God has provided Divine Healing and Sound Health to every Christian Believer and it was purchased by Jesus’ atoning sacrifice. This healing can only be obtained through grace by faith whether through a supernatural miracle, Laying on of Hands or progressive healing. Health can only be maintained through your obedience to God, continual belief in standing on the healing scriptures, and being good stewards over our bodies.

Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; 1 Corinthians 12:9, 28; Romans 11:29

### **21. SANCTIFICATION**

We believe in Sanctification which is where Salvation makes us righteous before God. Sanctification causes us to be set apart in effort for our spiritual life in Christ can be developed and exhibit Christ’s character in and through us. This is an ongoing process of yielding to God’s Word, His will and through the guidance of the Holy Spirit. Hebrews 12:14, tells us that “without holiness no one will see God.”

1 Thessalonians 4:3, 5:23; 2 Corinthians 3:18, 6:14-18; 2 Thessalonians 2:1-3; Romans 8:29, 12:1-2; Hebrews 2:11

**22. ENTIRE SANCTIFICATION.** The Scriptures teach living a life of holiness without which no man shall see the Lord. By the power of the Holy Ghost we are able to obey the command, “Be ye holy, for I

am holy.” Entire Sanctification is the will of God for all believers and should be earnestly pursued by walking in obedience to God’s Holy Spirit. Sanctification is experienced in basically three ways:

1. Instant or Positional Sanctification. This is what happens to every person who puts their trust in the finished work of the Lord Jesus Christ. When we are saved through faith in Jesus, we are sanctified in the eyes of God through the Blood of the cross. As God the Father looks at us, He sees the holiness of Jesus His Son, which is imputed to us, and does not see our sin (Hebrews 10:10, Hebrews 14).
2. Progressive or Practical Sanctification. This is the process by which we strive to live on a day to day basis, by considering ourselves dead to sin and alive to God in holy living through the power of God’s Divine Nature being implemented within our lives (Romans 6; Philippians 2:12, Philippians 2:13, 2 Peter 1:3, 2 Peter 1:4).

**23. Final Sanctification.** This is when we are totally “set free” from the presence of sin within our life after seeing Jesus our Lord and being made like Him because of seeing Him as He really is in all His glory (1 John 3:2).

#### **24. WATER BAPTISM**

We believe Water Baptism is by the full “immersion” of body in water. The action of baptism demonstrates our faith, obedience and it openly depicts that we are united with Christ in His death, burial, and resurrection. We Believe that Salvation, is a prerequisite (pre-requirement) before Water Baptism should be implemented. The Water Baptism should be administered ONLY AFTER Salvation has been clearly taught and openly declared through the profession of faith in Jesus Christ; and ONLY IF THE CANDIDATE IS AT AN ACCOUNTABLE AGE OF UNDERSTANDING THE PRINCIPLES, DYNAMICS AND REASONS OF WHY THE WATER BAPTISM IS BEING DONE. In specific, does the candidate fully understand and comprehend the act of Water Baptism that is being done? DOES THE CANDIDATE REALLY UNDERSTAND THAT Water Baptism distinctly represents THE DEATH OF THE LORD AND SAVIOR JESUS CHRIST ON THE CROSS; THE BURIAL OF OUR LORD, WHERE HE WENT TO HELL AND DEFEATED SIN AND DEATH; AND THAT THE RESURRECTION FROM THE GRAVE IS WHERE JESUS IS HIGHLY EXALTED ON HIGH IN THE HEAVENS, ON EARTH, BENEATH THE EARTH AND TO THE WORLD TO COME!

Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48, Colossians 2:12

#### **25. THE INDWELLING OR / BAPTISM OF THE HOLY SPIRIT**

We believe the Holy Spirit is a Comforter, the Anointing, and our Guide. We believe that consistency and fervency in the prayers of a Christian believer, especially in your spiritual language is the foundation for staying in a mind of worship, building up your inner man and remaining in direct communion with God the Father.

We believe in the Indwelling or Baptism of the Holy Spirit with the evidence of speaking in tongues. It is a gift from God given to His Children it enables the Christian believer to fully utilize public and private spiritual gifts for the advancement of the Church and for personal spiritual growth, development, and maturity. The biblical account of this gift takes place on the day of Pentecost, and it is found in the Acts of the Apostle. Scripture says that God gave gifts to both men and women through the Holy Spirit.

These benefits are not only, for the building up of one's holy faith. But it also for the growth of God's Kingdom here on earth. The Evidence of the Baptism in the Holy Ghost. This gift occurs when believers are supernaturally baptized in the Spirit of the Holy Ghost. It is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance and it also displays the subsequent manifestation of that spiritual power tangibly as a public testimony,

Acts 1:8; 2:4,42,43; 10:44-46; Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39; 8:14-17, 10:38, 44-47; 11:15-17, 19:1-6; 1 Corinthians 1

## **25. BAPTISM IN WATER**

We Believe the Ordinance of Baptism is a necessity. It is a sacred act that should be observed as commanded in the scriptures by all who are of an age of accountability! Before Water Baptism, the believer must be taught the Word of God. Salvation for the Believer must HAVE ALREADY OCCURRED (meaning in their hearts they accepted Jesus Christ as Personal Lord and Savior); and they also understand the purpose and commission of Jesus' death, burial, and resurrection. Once these prerequisites have been taken, the believer can outwardly declare their identification with the death, burial, and resurrection of Jesus Christ. In so doing, they have their bodies emerged and washed in pure water. This action of Water Baptism is not only an outward symbolism of cleansing, but it also means their hearts have already been sprinkled with the Blood of Christ representing an inner cleansing too. Now, the Believer can decree and declare to the world that they have died, was buried and have been raised with Jesus to walk in newness of life to begin the great commission of taking the Gospel to the world as He did (Matthew 28:19; Acts 10:47, Acts 48; Romans 6:4; Acts 20:21; Hebrews 10:22).

## **26. BIBLICAL INSTITUTION/ UNION OF MARRIAGE AND OR HOLY MATRIMONY OR THE BIBLICAL UNION OF MARRIAGE**

We Believe emphatically (without question) in the Biblical guidelines of Holy Matrimony or the Biblical Institution of Marriage which is established by God as being defined as an EXCLUSIVE COVENANTED UNION BETWEEN ONE MAN (NATURALLY BORN) AND ONE WOMAN (NATURALLY BORN) in which such union is a lifetime commitment (if both are honoring the marriage in accordance to scripture). A civil government's sanction of a union will be recognized as a "legitimate marriage" by the church "only to the extent" that it is consistent with the definition/doctrine of marriage founded in sanctity of the Holy Bible.

## **27. RESURRECTION & RAPTURE**

We believe in the resurrection of the saints and rapturing of the Church. 1 Thessalonians 4:16-17 says, "...the dead in Christ will rise first. From that moment, we who are here on this earth and still alive will be caught up together with them in the clouds to meet the Lord in the air...to live with our Lord forever."

1 Thessalonians 4:16-17

## **28. THE LAKE OF FIRE.**

The devil and his angels, the beast, and the false prophet, and whoever name is not found written in the Book of Life, shall be consigned to everlasting punishment in the lake, which burns with fire and brimstone, which is the Second Death (Revelation 19:20, Revelation 20:10-15).

### **29. THE MILLENNIAL REIGN OF CHRIST**

We believe immediately following the tribulation, our Lord Jesus will physically and visibly return to Earth for all to see as He reign as King of Kings and Lord of Lords. Revelation 20:6, tells us Jesus' followers will reign with Him for a thousand years as kings and priests This Revelation of the Lord Jesus Christ is from Heaven, it includes the Salvation of the Nation of Israel, and the Millennial Reign of Christ on earth again as the scripture promises and it is the world's hope (2 Thessalonians 1:17, Revelation 19:11-14, Romans 11:26, Romans 11:27, Revelation 20:1-7). Matthew 24:30, 26:63-64; Acts 1:9-11; 1 Thessalonians 4:15-17; 2 Thessalonians 1:7-8; Revelation 1:7).

### **30. CHRISTIAN FELLOWSHIP**

We believe Christian Fellowship, mutual edification, and evangelical efforts, in the form of regular attendance in a Bible believing local church, which is and is intended to promoted God's ordained order for His people who follow in His likeness.

### **31. ASSEMBLING FOR WORSHIPING GOD**

We believe each member of church is to assemble regularly continually together for worship, for fellowship, to receive counsel and instructions from the Word of God for the work of the ministry.

### **32. ACCOUNTABILILTY**

We believe each person of the CHURCH-MINISTRY will be accountable for their own personal relationships, their actions, their speech, their lifestyles, and their Christian commitments. As we will be accountable to our Lord and Savior, our church leaders, our Christian peers, and those whom we assigned by the Lord to serve for soul winning!

### **33. MORAL EXCELLENCE:**

We believe in being an example to all through expressing actions and deeds of Biblical moral excellence and staying far away from even the very appearance of evil.

### **34. TESTED:**

We believe we will be continually tested by life's trials, tribulations and challenges and we will be continually strengthened by experiencing the victory of overcoming them through the Blood of Jesus Christ, and by the authority of His name.

### **35. INTEGRITY:**

We believe we will conduct ourselves in the highest ethical manner in all relationships. Our words will be surety and respectable in every way. We will never knowingly leave questions as to whether our Christian commitments have been fulfilled.

### **36. ESTABLISHED HEART:**

We believe each of our hearts are established on the basis of God's love and having and maintaining that love through a personal relationship with and through the Lord Jesus Christ. As it is because of that abiding love that we will obey Jesus' every command to "love one another as He have loved us."

### **37. COVENANT:**

We believe we are a Covenant minded people. We are always looking for Godly Covenant, establishment, and growth. We have a Covenant making, Covenant keeping God. His promises are sure, as our promises are also sure in Him.

### **38. RELATIONSHIP:**

We believe our relationship with God is our most valued possession. We will never gamble it or spend it as if it were a commodity. Nor shall we ever risk it on the "pleasures of sin" which are...but for a moment. Our relationships with one another and all of those about us are held in equally high esteem.

### **39. THE PROMISE OF THE FATHER**

All Christian believers are entitled to the promises of the Father and the Gift of the Baptism in the Holy Spirit according to the command of our Lord Jesus Christ. This was the normal experience in the early Christian Church. Being anointed with this gift enables a deeper spiritual life and service, the bestowment of other spiritual gifts and their uses in the work of the ministry is paramount for the building of God's Kingdom (Luke 24:49; Acts 1:4; 1 Corinthians 12:1-31). This wonderful experience is distinct from and subsequent to the experience of the New Birth (Acts 10:44-46, Acts 11:14-16, Acts 15:7-9).

### **40. CHANGE:**

We believe being change in Christ is our new way of life both inwardly and expressing outwardly. We continue to be redesigned, matured, and directed by the Holy Spirit. We are on constant "lookout" for an opportunity to be changed, perfected, and conformed to the image of our Master, Jesus Christ.

### **41. CALLED:**

We believe we are chosen both in Heaven and on Earth to be Ambassadors and Representatives of Christ. Who through prayer, guidance, and an intimate relationship with the Holy Spirit, we have accepted and are commissioned by our Lord Jesus Christ to be the "Next Speaking Spirit After God." We are responsible for and will proclaim, defend, and teach others about the principles of God's Word.

### **42. COMMISSION:**

Our commission is never vague, filtered, darkened or out of focus. We will always be about our Heavenly Father's business of "preaching the gospel to all creation."

### **43. VIEW:**

Our view is Heavenly bound... As we are in this world but not of it and our focus is to spread the Gospel to the entire planet teaching on the perspective of Heavenly rulership from the throne of God.

#### **44. VISION:**

Our vision is inspired by the God and written out so that “he who sees it may run with it, though it tarries it will surely come to pass.”

#### **45. FAITH:**

Is the (F)ather’s (A)ssurance (I)n (T)he (H)eavens, knowing without any shadows of doubt that God will bring His word to pass in your life. Faith itself is the spiritual base that all matter of substances is made of. It is the creative power of God made accessible only through your unwavering belief that is afforded to us through the blood of Jesus. (I John 5:4; Eph. 6:16)

#### **46. KINGDOM:**

The Kingdom we are from is not of this world but, it dominates this world we presently live in. We are citizens of a city whose builder and maker is the Monarch of the Universe the Almighty God. We are overcomers in every way and our King is in Authority wherever we are. Jesus Christ is King of Kings, and Lord of Lords.

#### **47. THE WORD**

It is the reverencing of all scriptures in the Holy Bible as being the revealed, inspired and it is the infallible Word of God Almighty. Therefore, it is the final authority instructing every Christian on why and how to live a holy and righteous life in Christ Jesus. John 1:1-2; II Tim. 3:16; Heb. 1:3

#### **48. THE SUPERNATURAL**

It is a spiritual realm that gives access into Eternity. It is where all invisible things and material substances are formed and brought into manifestation through the Word of God. These invisible things include your words (be it good or bad), thoughts, faith, miracles, and imaginations that are brought about into the natural or earthly realm by what you say or think; remember your words have power. It also houses the eternal order of God’s messengers and it has the original and fundamental source of all that exists. Ps. 82:5-7; John 3:8

#### **49. PRAYER**

Is communing or communicating with God in His presence. It is where you can talk to God, to praise and worship Him, ask questions, receive answers, guidance, instruction, comfort... and much more. Prayer is an opportunity for you to get to know God intimately; and He also get’s to know your heart personally too! (1 John 5:14)

#### **50. DIVINE HEALING**

It is having any sickness or disease broken off of your body and life. It is a process or instantaneous manifestation of receiving sound health through your faith by the Blood of Jesus. (Isa. 53:3-4; Jer. 8:22; Matt. 8:17).

#### **51. WISDOM**

It is being guided by the Holy Spirit and having a discerning spirit to know how to receive and apply a Word of the Lord at the appropriate time. (Prov. 24:3-4; Isa. 33:6)

## **52. SUCCESS**

It is obediently doing the will of the Father, being steadfast in your faith in Jesus and pleasing God with your work in winning souls for the building of His Kingdom. (Josh. 1:8-10)

## **53. VISION**

It is receiving the instructions of God, writing out His vision and birthing it into this earthly realm as a path to help others see, teach, and follow after Christ Jesus. (Prov. 29:18; Jer. 29:11)

## **54. REGENERATION**

All people who turn from their sins and put their faith in the finished work of Jesus Christ receive a New Birth by which their life is regenerated by the power of God's Holy Spirit (John 3:3-6, Titus 3:5). From that time forth the regenerated person has God's Holy Spirit dwelling within them enabling them to live a holy lifestyle (1 Corinthians 3:16, 2 Peter 1:3-4). Also giving them power to be witnesses for Jesus Christ (Acts 1:8)

## **55. CONSECRATION**

Is the act of separating yourself and dedicating a set time exclusively to praise and worship God. It is also personally presenting your mind, body, and services to hear God's voice as you do His will. As well as, being used as a willing vessel to bring other people into the Kingdom of God. (Heb. 12:14; 2 Tim. 2:19).

## **56. THE LAKE OF FIRE.**

The devil and his angels, the beast and the false prophet, and whoever name is not found written in the Book of Life, shall be consigned to everlasting punishment in the lake, which burns with fire and brimstone, which is the Second Death (Revelation 19:20, Revelation 20:10-15).

## **57. THE NEW HEAVENS AND THE NEW EARTH**

We, "according to His promise, look for the New Heavens and a New Earth wherein dwells righteousness" (2 Peter 3:13, Revelation 21, Revelation 22).

## **58. THE CHURCH.**

The Church is the Body of Christ, the habitation of God through the Spirit with divine appointments for the fulfillment of her great commission. Each Believer, born of the Spirit, is an integral part of the church, which is written in Heaven (Ephesians 1:22, Ephesians 1:23, Ephesians 2:22, Hebrews 12:23).

## **59. THE MINISTRY AND EVANGELISM**

A divinely called and Scripturally Ordained Ministry has been provided by our Lord for the evangelization of the world and the edifying of the Body of Christ (Mark 16:15-20, Ephesians 4:11-13).<sup>12</sup> Divine Healing. Deliverance from sickness is provided for us in the atonement and is the privilege of all believers (Isaiah 53:4, Isaiah 53:5, Matthew 8:16, Matthew 8:17).

## 60. THE BLESSED HOPE

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain faithful unto the coming of the Lord, is the imminent and Blessed Hope of the Church (1Thessalonians 4:16, 1 Thessalonians 4:17, Titus 2:12, 1 Corinthians 15:51, Romans 8:23). WE BELIEVE in the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. Job 19:25-27; Dan. 12:2; I Cor. 6:14; John 5:29; 11:25; Rom. 6:5; I Pet. 1:3; Rev. 20:4-6; John 5:28, 29.

Therefore, we have accepted and adopted the following Statement of Fundamental Truths and Constitution. We shall seek, by the Grace of God, to be governed by the Constitution as set forth. We will also seek to teach and propagate the Doctrine of Jesus Christ as the Risen Savior the Only Begotten Son of God through the teachings of the Holy Bible which is inspired by and contained in the Statement of Fundamental Truths. In which constitutes our belief that (we) as believers represent the Body of Church of our Lord Jesus Christ, by purpose, influence, and existence in which is built and established upon the foundation of the Apostles and Prophets through Jesus Christ Himself being the Chief Cornerstone, the Son of God. —that the foundation of all Bible doctrine and especially the Gospel depends on a literal interpretation of Genesis – that in 6 literal 24-hour days God created the universe, a “young” earth, and man as a direct act (Genesis 1:1 –2:25)

—that death followed only after Adam sinned and all mankind is born with a sinful nature and each individual is in need of a new birth (Genesis 2:16,17; 3:1-24; Romans 3:23, 5:12).

—that Jesus Christ is the Son of God, born of a virgin, begotten by the Holy Spirit, and is true God and true man (Matthew 1:18-23, Philippians 2:5-11)

—that the Lord Jesus Christ died for the sins of all mankind as our substitutionary, atoning sacrifice (Isaiah

53:4,5; John 3:16; 1 Peter 2:24; 2 Corinthians 5:21)

—in the resurrection of the crucified body of our Lord and His ascension into Heaven (Luke 24:39; 1Corinthians 15:3,4; Acts 1:8,9)

—that all those who believe in and receive the Lord Jesus Christ by faith are born again of the Holy Spirit, become children of God, and receive the gift of eternal life (John 1:12, 3:3-7; Romans 6:23b; Ephesians 2:8,9)

—in the security of the believer (John 5:24, 10:27-29; Ephesians 1:13)

—that the Holy Spirit empowers the Christian to live a consecrated life (John 16:13; Acts 1:8; Romans 8:13,14; Galatians 5:16, 17, 25)

—in the personal, premillennial, pretribulation, imminent return of our Lord Jesus Christ (John 14:3; Luke 12:40; Acts 1:10,11; Matthew 24:29-31)

—in the bodily resurrection of the just and the unjust; the everlasting blessedness of the saved and the everlasting punishment of the lost is assured (1 Thessalonians 4:13-17; 2 Corinthians 5:8; Matthew 25:46; Revelation 20:7-15)

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## ADMISSIONS AND FINANCES

### NON DISCRIMINATION CLAUSE

1. General Admission/Registration Information 1.1 Living Truth Christian Academy admits students of any race, color, and national or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, or athletic and other administered programs. 1.2. Each family with students attending LTCA must faithfully attend (at least weekly) a local church of like faith and practice that shares the beliefs and agrees with the articles of faith of the LIVING TRUTH MINISTRY CHURCHES INT’L INC., OF JACKSONVILLE, FL. 1.3. LTCA reserves the right to withdraw or refuse enrollment and/or re-enrollment to any student who is not faithfully attending local church services.

1.4. Each teenage student must have a testimony of salvation and be able to positively articulate their salvation experience prior to being accepted for enrollment.

1.5. Students must be unmarried and must be under age 21 until the last day of school to attend LTCA. 1.6. New students and their parents must meet with the School Administrator. 1.7. All new families must fill out an application in its entirety. For students who are not faithful members of LTMC, a pastoral recommendation form must be filled out and turned in with the application. 1.8. All new families applying to LTCA must pay a non-refundable application fee. 1.9. Upon application acceptance, a nonrefundable registration fee is due for each student. 1.10. Once the application and all other required records and documentation have been turned in to the school office, the School Administrator, in consultation with the School DIRECTOR (LTMC Senior Pastor) and Dean of Academics, will jointly make the final determination as to approval or disapproval for acceptance and school enrollment.

1.11. 1.12. LTCA, early registration enrollment period for students who re-enroll by the 2<sup>nd</sup> week in March, will receive a discounted price. Regular Open Enrollment for current, and re-enrolling new students will begin on February 1; through March 1 for the new academic period of 2022-2023.

### 3. Homeschool Program

The LTCA, homeschool program is currently not available at this time... however, upon opening the services will be only open to faithful, active members of the LTCA OF JACKSONVILLE, FL., member of another like faith church, or children of parents involved in full-time Christian service outside of LTCA OF JACKSONVILLE, FL,

3.1. Upon opening for home schooling - future families desiring to home school as part of LTCA must first have an interview with the LTCA School Administrator. 3.2. There is a one-time \$100 application fee (non-refundable), per child.

3.3. Families must provide, prior to enrollment application acceptance, a comprehensive academic plan to include curriculum, classes, credits, and accreditation status.

3.4. Approved homeschool students will pay the same **Activity Fee** as charged to traditional students if they desire to participate in LTCA varsity or junior varsity athletics with participating school.

3.5. Homeschool students participating in LTCA athletics must provide a record of a current sports physical which will be maintained in the school office along with the student's other pertinent documents.

3.6. Homeschool students must comply with all school standards of personal behavior and appearance. Homeschool students found not in compliance with applicable standards outlined in this handbook may be dismissed, at the sole discretion of the school administration.

3.7. Home school students will NOT receive a LTCA diploma or report card.

3.8. Parents are responsible for maintaining comprehensive, accurate academic records and must provide records to the school on a quarterly basis, as a minimum. 3.9. LTCA will not maintain the academic records of home-school students.

## **ATTENDANCE POLICIES AND HOURS OF OPERATION**

### 4. School Hours

4.1. School hours are 8:30 a.m. – 3:30 p.m. (M-Th); 8:30 a.m. – 2:15 p.m. (Fri). Students should not arrive at school before 8:00 a.m. High school students will not be allowed into the school buildings until 8:20 a.m., or until the teachers meeting is finished. Elementary students will gather with the teacher/monitor in the elementary building, hallway. Elementary students will be picked up by their teachers at 8:20.

4.2. Students who are not in the classroom and ready by 8:30 a.m. are considered tardy and must report to the school office for a tardy pass. Late admittance to class will be determined by the teacher.

- 4.3. Students not engaged in after school academic or extracurricular activities (including after school care) must be picked up or leave school property by **3:45 p.m.** (M-Th); **2:30 p.m.** (Fri).
- 4.4. Students shall leave the campus as soon as they have a ride and **must not loiter in the parking lot.**
- 4.5. Parents may escort their students into the school building until 8:25 a.m. At that time, we ask for parents to drop them off at the door.

## 5. School Attendance Philosophy

- 5.1. The school calendar is published apart from this handbook. Regular, faithful school attendance is necessary for good education. God expects faithfulness from His servants. It is our responsibility as parents and educators to teach the importance of faithfulness (I Timothy 1:12). *“He that is faithful in that which is least is faithful also in much”* (Luke 16:10).
- 5.2. Perfect attendance is recognized at the end of the school year awards ceremony. It means a student attended school every day from 8:30 a.m. until the end of the school day. **Grace is given for one tardy and one early dismissal per semester.**

## 6. School Attendance Policy

- 6.1. The parent/guardian of each student who has been absent from school or from class for any reason must provide a verbal or written statement of the cause to the school for each absence. A pre-arranged absence form will need to be filled out and turned into the office to excuse upcoming absences. The form must be turned in and approved for the absence to be marked excused. Depending on the circumstances a parent may call in the same morning to inform the office of an unplanned absence and the administrator has the right to excuse or not excuse the student for the day/days. The School Administrator reserves the right to verify such statements and to investigate the cause of any absence.
- 6.2. Absences due to medical or dental appointments (verified by a doctor’s note) or family emergencies will be considered an excused absence.
- 6.3. Each quarter, a parent may write up to 3 sick notes that will excuse their child from class for the day. Any additional days past the 3 from the parent must be verified from a medical professional.
- 6.4. Teachers have the responsibility of maintaining accurate attendance records that remain on file and are subject to being updated by the school office. The school will contact parents/guardians each time their child is absent, in so far as possible. When a student has been absent three (3) consecutive days and the school has been unable to ascertain the reason for the absences, the absences shall be investigated by the School Administrator.
- 6.5. Students absent more than nine (9) days within a semester must complete additional make-up work to receive a passing grade/credit for the semester. A meeting with the LTCA Academic Dean is required to determine the work and number of hours to be completed. The hours will be made up after school under a teacher’s supervision for a fee dependent on the time the student was absent. Students not completing assigned make-up work will not receive credit for classes missed and will not receive a passing grade/credit.

6.6. Students must be in attendance a minimum of four (4) hours of instructional time to be considered present each day. High school students must receive a minimum of 135 hours of instruction in each class.

Excessive absences may impact academic credit.

**6.7. Students who accumulate a total of fifteen (15) days of unexcused absences in a period of ninety (90) calendar days will be considered habitually truant, as defined by Florida law. This is an extremely serious situation.** A mandatory meeting between the student, parent(s), School Administrator, and Academic Dean is required for students deemed to be truant. Summer school attendance will also be required.

## 7. Tardy to School (or Class)

7.1. General Guidelines – It is important for students to report to school and classes on time. Students entering the classroom late disrupt class flow and instruction. Habitual tardiness indicates a general lack of support for school policy. **Continually bringing children late to school is not in accordance with our Parent's Pledge of Acceptance and Cooperation.**

7.2. Students tardy to school will report to the school office before going to their next scheduled class. Late students are responsible for making up any missed work. Credit for missed work due to an unexcused tardy will be reduced one letter grade, unless it is a high school class and the student missed the entire period by being tardy (see 8.4).

7.3. Students tardy to class will not be allowed entry to class by the teacher and will report to the school office for further direction. High school students who are not in class and ready for instruction when the bell rings shall be considered unexcused tardy for that class and will be recorded as such by the teacher.

7.4. Parents will be contacted by LTCA Administration once a student is tardy unexcused for the third time in a quarter. At this time, a plan will be put in writing to determine consequences for any additional unexcused tardiness during the quarter. Consequences may include, but are not limited to, a 45-minute detention and a \$10 charge for each additional unexcused tardy during the quarter. 7.5. Four unexcused tardies to school or class will equal an unexcused absence.

## 8. Make-Up Work Policy (Specific to Classwork and Homework)

8.1. It is the student's responsibility to find out what was missed in class during an absence or tardy.

8.2. Previously assigned work due during a student's absence must be turned in the day the student returns to class. Late homework or classwork will not be accepted after the second day past the due date.

**8.3. Students with excused absences from school are to make up all missed assignments, without penalty, within the number of days absent, plus one additional day. For instance, a student is excused absent on a Tuesday and Wednesday of the same week. The student must turn in all missing work no later than the following Monday.**

**8.4. Students with an unexcused absence from school will not be able to make up their missing work for credit. This also includes high school students who miss an entire class period.**

- 8.5. Except for special circumstances, previously assigned long term assignments/projects are due on the announced due date.
- 8.6. Any work not turned in will be counted as a zero in the gradebook until the assignment has been submitted and graded.
- 8.7. If a high school student misses an entire class without a valid reason, they will be considered absent unexcused from the class. Any exceptions to the above rules must be authorized by the LTCA School Administrator. In order to be given an exception to the above rules, a student must demonstrate a legitimate hardship as approved by LTCA Administration.

**9. Designation of Absences**

- 9.1. Student absences are either excused or unexcused.
- 9.2. Excused absences are preplanned absences which have been coordinated and approved by the LTCA Administration at least 3 days prior to the absence by the *Student Pre-Arranged Absence Form* (available in the school office). Excused absences will be determined on a case-by-case basis.
- 9.3. Unexcused absences are absences from school without prior coordination or approval by LTCA Administration.
- 9.4. Students are allowed a maximum of nine (9) absences per semester. Once that threshold has been reached, the parents and students must meet with LTCA Administration to determine the additional work must be completed by the student to earn credit for the semester. Due to Step Up for Students Compliance all participants MUST NOT EXCEED AN ACCUMULATION OF 10 ABSENCES FOR THE CALENAR YEAR OR YOU WILL FORFIT YOU FINANCIAL SCHOLORSHIP SPONSERING.

**10. Emergency Closing of School**

If Duval Public Schools close due to the threat of dangerous weather conditions, or health pandemic precautions LTCA will also close. Please listen for TV, radio or SMS text informational blast announcements. In the event of weather-related school closure or health pandemic precautions, LTCA will determine, separate from Duval County schools, the reopening date.

**ACADEMIC STANDARDS AND POLICIES**

**11. Grading Scale**

<u>Letter</u>	<u>Score</u>	<u>Grade Points</u>
A	90-100	4.0
		B
		80-89
		3.0

	<b>C</b>	<b>70-79</b>	<b>2.0</b>
	<b>D</b>	<b>60-69</b>	<b>1.0</b>
	<b>F</b>	<b>59 and below</b>	<b>0.0</b>

## 11. High School Graduation Requirements

- 12.1. In order to graduate and receive a LTCA diploma, students must earn a minimum overall (cumulative) grade point average (GPA) of 2.0 on their high school transcript.
- 12.2. The graduation fee, which helps cover cap, gown, diploma, and other graduation expenses, must be 3 months (90 days) prior to graduation day.
- 12.3. All academic coursework must be completed, and all tuition investment fees must be paid in full, by graduation day.
- 12.4. Twenty-four (24) credits are required in grades 9-12 to receive a **General Diploma**.
- 12.5. Twenty-six (26) credits are required in grades 9-12 to receive a **College Preparatory Diploma**.
- 12.6. LTCA graduates may qualify for the Florida "Bright Futures" Scholarship Program. Students should visit [www.floridastudentfinancialaid.org/ssfad/bf/](http://www.floridastudentfinancialaid.org/ssfad/bf/) for more information.
- 12.7. A total of twenty-five (25) **community service hours per year** are required in grades 9-12 to receive a LTCA diploma. At LTCA, our students are expected to be servant leaders. Students may accumulate service hours through various church ministries (choir, orchestra, nursery, nursing home, bus program, Sunday School assistant, puppet ministry, missions' trips, etc.), as well as other opportunities in the community.
- 12.8. *Community Service Forms* must be turned into the school administration quarterly.
- 12.9 To graduate from LTCA with a standard HS diploma, students must complete the following requirements:

24 total high school credits, to include:

- 1 year of Bible credit per year attending LTCA. One credit must be Biblical Worldviews.
- 4 credits of High School English
- 4 credits of High School Math including 1 credit of Algebra 1 and Geometry each.
- 3 credits of rigorous High School Science, including 1 credit of Biology.
- 4 credits of Social Studies including 1 credit of US History, 1 credit of World History, 1 credit of Cultural Studies, ½ credit of American Government, and ½ credit of Economics with a personal finance component
- 1 credit of performing arts including ½ credit of Speech
- 1 credit of a foreign language
- 1 credit of PE with a health integration
- ½ credit of Life Management

- 12.10 To graduate from LTCA with a College Preparatory HS diploma, students must complete the following requirements:

26 total High School Credits, to include:

- 1 year of Bible credit per year attending LTCA

- 4 credits of High School English
- 4 credits of High School Math including 1 credit of Algebra 1, 1 credit of Geometry, 1 credit of Algebra II, and 1 credit of a rigorous math class with at least the same difficulty as Algebra II (Classes that do not meet LTCA College Prep requirements include, but are not limited to Consumer Math, College Readiness Math, Liberal Arts Math, or any other “math” class not otherwise qualified under the Florida Bright Futures Scholarship Program guidelines).
- 3 credits of rigorous High School Science, to include 1 credit each of Biology and Chemistry.
- 4 credits of Social Studies to include 1 credit of US History, 1 credit of World History, 1 credit of Biblical Worldviews, ½ credit of American Government, and ½ credit of Economics with a personal finance component
- 1 credit performing arts, including ½ credit of Speech
- 1 credit of PE with a health integration
- 2 consecutive years of a foreign language
- ½ credit of Life Management

## 12. Help Classes / Tutoring

13.1. Parents desiring tutoring help for their children are encouraged to contact the LTCA office to set up a time to come in and discuss goals, expectations, and academic shortfalls. If available, tutoring will be provided on a fee basis, as determined by the parent and tutor. The parent must remain actively engaged in the tutoring to help ensure goals are being met. 13.2. Student Support Services is available upon request for struggling, 504, and IEP students.

## 13. Honor Students

- 14.1. LTCA recognizes those students who have excelled academically. Students who receive all A's with no incompletes on their nine-week report cards are placed on the "Principal's List". Students with all A's and B's with no incompletes are placed on the "A-B Honor Roll".
- 14.2. Honor students are publicly recognized and receive a certificate.
- 14.3. Valedictorian and Salutatorian honors are awarded to the top two students earning a **college preparatory diploma** with a **3.25 GPA** (cumulative) or better, as determined by comparing grades in senior high courses common to those competing.
- 14.4. To be considered for Valedictorian or Salutatorian honors, students must attend a minimum of three (3) years of high school at LTCA. Exemptions would be military families.

## 14. Test/Quiz Policy

- 15.1. Students who are excused absent the day a test or quiz was given must take the test or quiz the day they return (assuming it is the following day).
- 15.2. Students who are excused absent more than 1 day before the test or quiz was given are required to take the test or quiz in the number of days absent +1 after they return to school.

15.3. No tests will be given on Thursdays or on the day returning from an extended school break.

15.4. Students who are absent “unexcused” on a quiz day will NOT be able to make up the quiz and receive a “zero” for the missed quiz grade.

15.5. Students who are absent “unexcused” on a test day will receive a percentage reduction (beginning at 10%) in their grade once they make up the test.

## **CELL PHONES AND ELECTRONICS**

### **16. Cell Phones**

16.1. Students may not carry or use cell phones during school hours and **must turn them in to their teacher (elementary students) or the school office (secondary students) at the beginning of the school day.** Cell phones will be returned to the students at the end of the school day.

16.2. Cell phones confiscated during the school day will be returned to the student's parent or designated guardian.

16.3. Students are not allowed to keep their cell phones in their personal vehicles and use them during the school day. The parking lot is off-limits to students during the school day, without direct permission from the school office.

### **17. Portable Electronic Devices**

17.1. Portable electronic devices can be disruptive and **may not be brought to school.**

17.2. Cameras are authorized only for yearbook activities. 17.3. The use of electronic devices on LTCA sports/field trips is at the discretion of the trip leader.

## **FIELD TRIPS**

### **18. Field Trips**

18.1. Permission slips & fees are due at least one school day prior to field trip day (fees include admission and transportation).

## **HEALTH CARE AND PHYSICAL EDUCATION**

### **19. Sick Child Policy**

19.1. Students who become sick during the school day will be separated from their classmates. Parents of the sick student will be contacted to pick up the student as soon as possible.

19.2. Parents must ensure they have given at least two phone numbers to the school for emergency contact during the day. Any **special instructions** pertaining to a child's care in case of emergency must be provided in writing by the parents.

19.3. No child is to be brought to school who is experiencing symptoms that might indicate the onset of a communicable disease. In the event a child comes down with such an illness while at school, he will be isolated.

19.4. Students with a temperature of 100.4° or higher should not attend school. 19.5. Students who vomit or have diarrhea should stay home for at least 24 hours after the last episode.

## 20. Head Lice

20.1. Parents of students found to have head lice will be contacted discretely. Additionally, information booklets on the treatment of head lice will be made available upon request.

## 21. Medications

21.1. The office cannot provide medications of any kind without specific parental release form. Students should not be sent to the office on a routine basis for Tylenol/Motrin.

21.2. If a student has a headache or stomachache serious enough, the student will be sent home.

21.3. In special circumstances, parents may send **prescription** medicine (in its original container) to the office with the name of doctor, name of student and specific instructions on how much and when to administer. A medication release form must be signed by the parent/guardian.

## 22. Physicals and Immunizations

22.1. Before attending any LTCA class, students enrolled for the first time **must have a current school physical and records of immunizations on file.**

22.2. If participating in FICAA athletics, a sports physical is required annually. Students without a current physical on file will not be allowed to participate.

22.3. All students entering 7th grade must have an immunization booster, as well as a scoliosis screening. For information go to the Florida Department of Health Web site at

[:http://www.doh.state.fl.us/Family/School/health/immunizations.html](http://www.doh.state.fl.us/Family/School/health/immunizations.html).

Also visit the CDC Web site at <http://www.cdc.gov/nip/publications/VIS/#mening> for info on meningococcal disease.

## 23. Participation in Physical Education (PE) Class

23.1. All students are expected to participate in PE classes. To be excused from PE due to an illness or injury, students should have a doctor's or parent's note.

23.2. Students excused from participating in PE are not required to dress out but will remain with the class to observe activities or as directed by the gym teacher.

23.3. High school students will receive PE credit only for the percentage of classes in which they physically participate.

## 24. LOCKERS

24.1. Lockers may be assigned to high school students at the beginning of the school year.

24.2. Students should use their lockers for their books instead of carrying everything between classes.

24.3. Students must provide locker combinations to the LTCA Administration.

24.4. Lockers are used to secure valuables and personal items. Therefore, **lockers shall remain locked at all times.**

24.5. Students are required to use an approved combination lock and **use only their assigned locker** (no locker sharing).

24.6. Lockers are school property. The administration reserves the right to open and search any locker at any time. Periodic inspections will be conducted, and fines may be assessed for lockers that are not neat and clean.

- 24.7. No decorations of any kind are permitted on the outside of the lockers. Only a family picture or Bible verse(s) (hung by magnets) are permitted inside lockers.
- 24.8. Students participating in a LTCA sport will be assigned an additional locker in the gym during the duration of the sport.

## 25. LUNCH

- 25.1. Students will not be allowed to charge lunch. Parents will be notified to bring in a lunch if a child does not have one. If the parent cannot bring a lunch, one will be provided, and the cost added to their next school bill.
- 25.2. Teachers are not allowed to charge lunches for a parent or student.
- 25.3. Students may bring a sack lunch to school. However, **there is no refrigerator space available to keep items cold.** Lunch boxes should not have any images that violate Christian principles and standards.
- 25.4. Sandwich-type items, sodas, snacks, and a limited number of warm-up items will be available for purchase on Mondays thru Thursdays in the lunchroom.
- 25.5. Fridays are “Fundraiser” lunch days and a special lunch will be made available for students to purchase, if desired. There will be no additional warm-up items sold on Fridays.
- 25.6. **The school will not warm up leftovers.** Items for warm-up must be sealed in the original package and unopened.
- 25.7. Student lunch orders must be placed by the **beginning** of each school day.
- 25.9. All food must be eaten in assigned areas only.
- 25.10. All students must be familiar with the lunchroom rules and responsibilities.
- 25.11. Respect others while standing in lunch lines. 25.12. Clean up the table and the floor immediately after eating.

## OFFICE PROCEDURES

### 26. General

- 26.1. The school office and records room are off limits to students. It is imperative that these doors always remain closed and locked. Entry to these areas is based on official need and requires permission from LTCA Administration prior to entry.
- 26.2. If parents need to contact their child during the school day, they should always go through the school office. The administration will contact the student. In non-emergency situations, student contact will be on a non-interference basis and only allowed during class breaks to minimize class interruptions.
- 26.3. Items delivered by parents must be taken to the school office, never taken directly to the classroom. School officials will see that the child receives the item(s).
- 26.4. Since there are numerous activities which are conducted and coordinated through the school office, we request parents not loiter in the school office area. Non-school related business should be addressed away from the office area so as not to prevent efficient school operation.
- 26.5. Students with driving privileges are not allowed to leave the LTCA campus during the school day without a legitimate reason for leaving campus, parental consent, and School Administrator approval. If approved, students must sign in and out when arriving or leaving campus at other than

usual school hours. 26.6 Students requesting printing support will be charged \$1.00 (up to four pages), then .25 per page thereafter.

26.7. Students may use the school office phone only after receiving permission from office personnel. Students may not be excused from class in order to make a phone call, except in an emergency.

## 27. Lost and Found

27.1. "Lost and Found" will be maintained throughout the school year. All items must be claimed by the end of each month.

27.2. Please mark all of your child's belongings so they can be easily identified. Parents can purchase an "ID Marking Kit" from Sir Walter Uniforms, if desired.

27.3. Items may be retrieved from the Lost and Found before 8:30 a.m. and immediately after school until 3:45 p.m.

## 28. Pick-Up Changes

28.1. If a child is to be picked up by someone other than his parent or guardian, a signed permission slip authorizing the release of the child to another adult **must** be on file in the school office for an ongoing request, or sent into the teacher that day for a one-time request.

28.2. If a permission slip is not written and a special need arises, a phone request may be made if the adult making the request and the adult making the pick-up is known to the school office.

## 29. Visiting School

29.1 Parents are encouraged to have scheduled holiday visits with students during lunch time. Any visits outside of lunch time must be scheduled at least one week in advanced with the classroom teacher and must be for a pertinent educational reason. **Parents and other visitors should never go directly to the classroom, lunchroom, or any other school building without first checking in at the school office with notice and approval.** Upon arrival at school, all visitors must go to the school office first, sign in, and receive a visitor's badge.

29.2. Parents desiring to visit a classroom should call the school to set up an appropriate time at least one week in advance.

**29.3. Parents and others visitor visiting the school are asked to dress modestly and appropriately.**

**29.4. Prior to departing, all visitors must return their badges and sign out at the school office.**

## **PERSONAL APPEARANCE**

### 30. General

30.1. A student's appearance relates directly to his personal testimony for Jesus Christ. Therefore, each student is expected to evidence Christian discrimination in this area (1 Timothy 4:12).

30.2. Extremes in clothing style, apparel, or hair styles will not be accepted.

30.3. LTCA students are expected to adhere to school standards of personal appearance during all school sponsored extracurricular activities to include before/after-school events on school property.

***Parents: If visiting the school, please be respectful of our school dress code and dress modestly and appropriately.***

### 31. School Uniforms (General)

31.1. **Parents, PLEASE** ensure your child is appropriately dressed in his/her full school uniform (e.g., belts worn, shirt tails tucked, proper footwear) when he/she leaves your car in the morning.

31.2. School uniforms must be purchased from Regency Square Mall Uniforms T-shirts for physical education must be purchased from LTCA.

### 32. Uniforms (All Students)

32.1. All students must be in proper school uniform to attend LTCA classes.

32.2. High school students will be refused admittance to school or class without the proper uniform.

32.3. Students must keep their uniforms neat, clean, and wrinkle-free; with no rips, tears, or holes in clothing.

32.4. Boys' shirt tails will be tucked in at all times whether on school property or in public.

32.5. Unless otherwise announced, school uniforms must be worn during field trips. 32.6.

Girls are not to wear young men's clothing (e.g. ties, jackets) and vice versa.

32.7. Students will not change clothes in building 300. High school students will use the gymnasium locker rooms to change.

33.

## LTCA BOYS' UNIFORM LIST

### Grade Level

K5-12<sup>th</sup>

### Uniform

Shirts: Polo

Gold & Red

Bottoms:

Navy/Khaki/ Black Shorts, or Pants

Note 1: Polos, pants, and shorts must be purchased directly from **Regency Square Mall Uniforms**.

Note 2: Students may also purchase a navy-blue cardigan (with LTCA logo), navy fleece jacket (with LTCA logo), or a navy hoodie (from **Regency Square Mall Uniforms** to wear with the school uniform.

### Belt

3<sup>rd</sup> -12<sup>th</sup>

**Black or Brown** (solid in color with simple buckle)

### Socks

K5-12<sup>th</sup>

**Black, White or Grey** (solid in color)

### Shoes

K5-12<sup>th</sup>

**Black or Brown;** primarily solid in color, non-scuff, flat, enclosed loafers (i.e., Sperry, Converse, Vans, Toms, or Oxford),

34.

## **LTCA YOUNG LADIES' UNIFORM LIST**

### **Grade Level**

K5-12<sup>th</sup>

### **Uniform**

Shirts:

Gold, Navy Blue, or Royal Blue Polo

Bottoms:

Navy, Khaki, Black Skirt, Capris, Shorts (loose-fitting, hem to the knee),

Pants Please Note: **LADIES MUST WEAR SKIRTS MON., WED.,**

**AND FRI.**

Note 1: Polos, capris, pants, and skirts must be purchased directly from **Regency Square Mall Uniforms** Note

2: Students may also purchase a navy-blue cardigan (with LTCA logo), navy fleece jacket (with LTCA logo) or navy hoodie (with LTCA logo) from Regency Square Mall Uniforms to wear with the school uniform.

### **Socks**

K5-12<sup>th</sup>

**Black, White or Grey** (solid in color) anklets, knee, or footed tights

\*Black, White, or Grey leggings may be worn along with socks

### **Shoes**

K5-12<sup>th</sup>

**Black or Brown**; primarily solid in color, non-scuff, flat, enclosed loafers (i.e., Sperry, Converse, Vans, Toms, or Oxford); no sneakers/gym shoes or high tops

### **PHYSICAL EDUCATION**

**Grey T-shirt** (with LTCA logo) purchased from the LTCA Spirit Store

**Navy or Black Shorts** (solid in color, loose-fitting, knee-length) purchased from Regency Square Mall Uniforms or the LTCA Spirit Store.

**Athletic (Gym) Shoes** purchased from the store of your choice

**White, Black, or Grey athletic socks** (solid in color) purchased from the store of your choice

Note: No jewelry of any kind may be worn during PE or recess.

### **35. Earrings, Jewelry, Nail Polish, and Tattoos**

35.1. Girls may wear earrings only for pierced ears.

- 35.2. Only two rings and one bracelet (or watch) may be worn per arm; *no ankle bracelets*.
- 35.3. Jewelry and makeup standards apply with athletic uniforms as well.
- 35.4. No facial or body piercings, or spacers may be worn.
- 35.5. Boys may wear only one ring per hand. Boys may not wear earrings, piercings, nail polish, or makeup at any time while at school or at any school-sponsored function or activity.
- 35.6. Tattoos must be covered during school hours. **No new tattoos are allowed while enrolled at LTCA.**
- 35.7. Obscene, vulgar, un-Christian like tattoos must be covered at all school functions and this is determined by administration.

### **36. Hair (Young Men)**

- 36.1. Young men must wear their hair neatly trimmed. Hair is to be off the collar and ears, and above the eyebrows. Longer hair must be kept pulled back and tied up with no more than 3 inches high or pulled back tucked in a tight braid at all times. No ponytails, pig tails or long braids allowed.
- 36.2. No mohawks (or similar styles), spiked hair, “messy” hair, shaved heads, or other extreme styles may be worn.
- 36.3. Only neatly trimmed facial hair is allowed. This is determined by Administration. Young men must be clean shaven and well groomed. Students may be asked to shave at school or sent home.
- 36.4. Hair must present a neat and orderly appearance.
- 36.5. No designs may be made or cut into the hair or eyebrows.
- 36.6. No hair accessories.
- 36.7. Dyeing unnatural color or altering of the hair color is not allowed.
- 36.8. Young men who fail to meet the required hair standards will receive written notification to parents and two days to comply. Those who do not comply in that time period will not be admitted to class until they are in compliance. All styles are subject to be approved or disapproved by Administration.

### **37. Hair (Young Ladies)**

- 37.1. Young ladies must keep their hair neat and clean at all times.
- 37.2. Hair must not be dyed in an unnatural color, multiple colors, striped, or cut so short as to resemble a male style. Unnatural hair colors include, but are not limited to, blue, pink, green, fire engine red. etc.
- 37.3. Young ladies who fail to meet the required hair standards will receive written notification to parents and two days to comply. Those who do not comply in that time period will not be admitted to class until they are in compliance.

### **38. Dress Standards for Athletic Team Members on Game Days**

Unless specifically authorized by the School Administrator, student athletes will wear their normal school uniform to school on game days. The School Administrator may authorize varsity athletes to wear their varsity sports jackets or warm up shirt on game days. This decision will be made on a case-by-case basis.

### **39. Dress Standards for LTCA-Sponsored Trips**

The uniform for LTCA-sponsored trips will be normal school dress unless other standards are specifically prescribed by LTCA Administration.

#### **40. Coat/Jacket/Sweater Policy**

40.1. While on campus, students are not permitted to wear oversized garments, trench coats, or other outer apparel with logos or emblems that would convey a message contrary to Biblical standards or damage the Christian testimony of Living Truth Christian Academy.

40.2. Students will remove their coats/outer garments immediately upon entering LTCA facilities and store them in their appropriate locker during the school day.

40.3. Classrooms are aimed to be kept at a comfortable temperature so there will be no need for students to wear jackets or sweaters in class. However, if a student desires to wear a sweater or jacket in school, acceptable cardigans (center button down), navy jackets or hoodies may be purchased at Regency Square Mall Uniforms.

40.4. Only cardigans, hoodies or jackets purchased from the Regency Square Mall Uniforms with LTCA logo are authorized to be worn during the school day.

#### **41. Cold and Winter Weather Clothing Policy**

41.1. Winter weather days are defined as any day where the temperature is below 40 degrees when school starts (8:30 a.m.) or the forecasted high is not expected to exceed 50 degrees during school hours.

41.2. Coats and jackets may be worn in class on these days. The coats and jackets should not have any message or imagery that is anti-Christian.

41.3. Items such as gloves, hats, scarves, etc. are not to be worn in the school building but are acceptable for outside activities.

41.4. Hoods on jackets may not be worn in class.

#### **42. Disciplinary Action for Dress Code Violations (DCV)**

The following consequences are assessed when students are out of dress code:

- 1st DCV: Student will be sent to the school office to call home and make the parent/guardian aware of the violation. The parent/guardian may bring the proper change of clothing to school. The student will be held out of class, unexcused, until the DCV is corrected. If the parent/guardian is unable to assist, the student will be loaned the proper uniform item(s) (if available) and a \$10.00 fee will be assessed to the student's account.
- 2nd DCV: Same as 1st DCV
- 3rd DCV: A fine of \$25.00 will be assessed and accrue for each additional DCV. This fine will be billed to the student's account.

#### **43. SPORTS ELIGIBILITY**

43.1. Participation in interscholastic sports is a privilege and any student who desires to participate in LTCA sports must meet certain minimum academic and behavioral standards. Eligibility rules are as follows:

43.2. A student-athlete who has a failing grade in any subject on a report card will not participate in any games for one week. Eligibility is re-established if the grade is brought up to passing by the end of the week. If eligibility has not been re-established by the end of the first week, the grade will be checked again the following Friday. A student-athlete who has a failing grade in any subject on a report card is ineligible for a period of one week, beginning on the last day of the grading period. Eligibility is reestablished if the grade is brought up to passing by the end of the one-week ineligibility period. During the ineligibility period, the student is to attend help classes and will be

excused from practice in order to get such help. The student is expected to attend all practices not held during help class time.

All are upheld to these guidelines unless otherwise stated by the talent development department.

43.3. A student-athlete with an overall grade point average below 2.0 is not allowed to participate in athletics. Grade point averages (GPA) accumulate by semester, so a student-athlete with a cumulative GPA below 2.0 at the beginning of the school year is ineligible until brought up to a 2.0. Ineligible athletes will not travel to away games but are required to attend home games. They are to dress in regular school uniform.

43.4. Additional guidelines for participation in athletics:

- Students will lose their eligibility to participate if they display a rebellious spirit toward the principles and goals of the Lord Jesus Christ, LTCA and LTCA OF JACKSONVILLE, FL..
- Student must have a physical examination on file, signed by a medical doctor or surgeon, for the year in which he or she participates in sports.

Students must be present in school/class on the day of the athletic event to participate. Suspended students will not be allowed to participate until the suspension is served. Students with excused absences (i.e., medical/dental appointments) will be allowed to participate, depending on their medical condition/report. Students must be present at school, and attending classes, a minimum of four (4) hours to be eligible for that evening's game(s). For example, a student must be present in school from 8:30 am – 12:30 pm or 11:30 am – 3:30 pm to be eligible to participate in that day's game.

- A student's behavior in class will be considered grounds for ineligibility if deemed appropriate by the coach, administrator, and athletic director.
- Students who fail to serve any imposed detention or suspension are ineligible to participate until served. See section 52 "Disciplinary Probation" for further information.

## **STUDENT STANDARDS OF CONDUCT**

### **44. General**

44.1. It is the desire of LTMC and Living Truth Christian Academy that our students experience salvation by faith in Jesus Christ and become true disciples. The Word of God teaches that the goal for each Christian is to become conformed to the image of Christ our Savior, and to find and live God's will for his life (Romans 8:29, Ephesians 2:10). A life consecrated to Christ demands separation from the WORLD, its ideals, philosophies, actions, and goals (I John 2:15-17, II Corinthians 6:16-18).

**44.2. A student may be expelled from school or asked not to return the following year if his/her attitude or conduct is out of harmony with our statement of faith, the spirit, or policies of the school whether on or off property, during or outside normal school hours, as determined by the school administration. Readmission will be determined on a case-by-case basis.**

44.3. Living Truth Christian Academy was called into existence to help provide an environment conducive to true spiritual growth. This student standard of conduct is an aid in providing an environment that will best promote the spiritual welfare of the student. We therefore expect each student to abide by the standards outlined in the *Student Pledge of Cooperation*.

44.4. No physical contact is permitted in the relationships between young ladies and gentlemen. This includes hand holding, embracing or other contact that would contribute to undue familiarity. Additionally, male, and female students are not allowed to be alone together in any room while on the school field trips (this restriction includes automobiles in the school parking lot). Behavior should be above reproach.

44.5. In accordance with our doctrinal Statement of Faith and in recognition of biblical commands, no immoral conduct will be tolerated. This applies to all students, at all times, whether on school or church property or elsewhere. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for immediate dismissal: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, transgender, or pornography or recreational drugs (Gen 2:24; Gen 19:5, 13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29; 1 Cor. 5:1, 6-9; 1 Thess. 4:1-8; Heb 13:4)

*Definition of "immoral act":* Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

#### 45. **Standard of Conduct Regarding School Discipline**

45.1. Students enrolled in the school are expected to maintain Christian standards of conduct at school, at home, and in the community (I Cor. 10:31). Our students represent the school in all they do and say, and they are expected to be good examples to others. Students are expected to refrain from, engaging in, or talking about cheating, swearing, using any tobacco, drinking alcoholic beverages, and using recreational narcotics. Students are expected to act in a respectful and orderly manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty (II Tim. 2:22).

#### 46. **Discipline**

46.1. A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. Discipline is made for correction and punishment. All forms of discipline are administered in love and are in the best interest of the student.

46.2. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others.

46.3. Demerits are given for minor violations of rules, which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include (but are not limited to) lying, cheating, stealing, cursing, and other forms of serious, unacceptable behavior.

46.4. Students are prohibited from carrying knives or weapons of any type. (Federal law mandates that LTCA is legally obligated to contact authorities immediately, if student is found in possession of a weapon).

46.5. The school maintains a "Zero Drug Tolerance" program in place for the protection of our students and preservation of the school atmosphere.

46.6. The school maintains the right to search any student at any time or to search a student's book bag, desk/office, locker, automobile, or any item brought on the school premises.

## 47. **Disciplinary Methods**

47.1. A variety of disciplinary methods, which provide both positive and negative incentives, shall be utilized.

## 48. **Elementary School Discipline (Philosophy)**

Children need boundaries and consistent leadership to achieve their highest potentials. God's word gives several references pertaining to discipline (Proverbs 22:6, Deuteronomy 6:7, Romans 8:29). Since good discipline sets the stage for proper learning to take place, it is essential that a class be under control. We ask students to practice and demonstrate the behavior that provides everyone the opportunity to learn. Students must display self-control, show respect to adult supervision and complete assigned tasks on time. We want to maintain a school environment that is safe, friendly, and productive.

If a teacher must be constantly correcting students, the obedient students are the one to suffer since academic progress is impaired. There are a variety of methods available to the teacher and administration to improve student behavior.

48.1. Examples of corrective classroom measures (in no particular order):

1. Writing sentences
2. Silent lunch
3. Loss of playtime
4. Loss of ability to participate fully on special days/events

## 49. **Elementary School Discipline (Policy and Procedures):**

49.1. Elementary teachers have appropriate systems of rewards and discipline commensurate with their grade level but may at any time use a detention slip.

50. **DEMERITS:** Demerits are given weekly, as earned, to correct unacceptable acts or behavior as follows: (Demerits do not carry over to the next week) All demerits will be approved by the administrator.

### 50.1. **ONE demerit for:**

Unexcused Tardiness

Out of seat without permission (after several warnings in class)

Writing or passing notes

Talking without permission (after several warnings in class)

Improper dress for P.E. or school uniform

Unauthorized usage of E-Devices during school

Getting permission from a staff member after refusal by another staff member

Disrespect/talking back 50.2 **TWO**

### **demerits for:**

Talking during a test/quiz

Hitting/bullying

Lying

### 50.3. **THREE demerits for:**

Throwing dangerous objects Spitting  
on another person.

### 50.4. **FOUR demerits for:**

Cheating (also gets a zero on his/her assignments)

Filthy language such as cursing, dirty and/or off-colored jokes and racism

Intentional damage to property (Parent will be billed for damage repair/replacement)

Racist comments or jokes 51. **Detention**

51.1 Demerits are earned when the student breaks a rule or disturbs the atmosphere of the school. Three or more demerits in one week will result in detention time (after school) every Wednesday as follows:

- 4 demerits = 15 minutes detention • 5 demerits = 20 minutes detention • 6 demerits = 25 minutes detention • 7 demerits = 35 minutes detention
- 8 demerits = 45 minutes detention
- 9 or more demerits = Parents will be immediately called.

51.2. There is a detention fee of \$10 per hour or any part of an hour.

## **52. High School Discipline (Philosophy)**

52.1. One of the main purposes of a Christian school is to assist parents in training young people in godly character; however, this training begins at home and is the primary responsibility of the parents. LTCA is not a reform school. For discipline to be effective, it must be based on principles from God's word. Training a child involves both instruction and correction. The school will cooperate with the church and the home in forming good habits in the student.

The purpose of discipline, be it referrals, detention, or suspension, is severalfold:

-- It is a time of chastening where the student is to connect wrongdoing with punishment (Hebrews 12:7, Galatians 6:7, Jeremiah 21:14a, Hosea 4:9)-- It is a time to warn others (Proverbs 19:25) 22-- It is a time of restitution (Exodus 22:1,4; Lev. 6:5, Luke 19:8) and/or restoration (Gal 6:1). 49.3. The student should reflect on his/her misbehavior and desire to modify his/her conduct to avoid being disciplined again. **53.**

**High school behavioral issues will normally result in a written demerit to the school administration, depending on the severity of the behavior, as follows:**

53.1. A. Administrative issues (e.g., uniform discrepancies, tardiness, etc.) will be recorded in Gradelink and brought to both the parents and school administration for action. B. Minor behavioral issues will initially be handled by the classroom teacher.

C. Significant behavioral issues that teachers are unable to resolve will be handled by the School Administrator. Behavior that rises to the attention of school administration will be handled in accordance with the level of offense committed.

D. Egregious behavioral issues will be immediately referred to the School Administrator. Parents will be contacted, and a meeting will be scheduled.

E. Continued behavioral issues, not corrected by students and/or parents, may result in student detention, suspension, or expulsion.

## **54. High School Discipline (Policy and Procedures)**

54.1 Teachers have the primary responsibility of maintaining good order and discipline in their classrooms.

54.2. If a student fails to positively respond to discipline administered by their classroom teacher, they will be referred to the School Administrator.

54.3. The School Administrator makes the final determination up to and including suspension.

54.4. The LTCA Disciplinary Board (LTCA OF JACKSONVILLE, FL. Deacon Board) will be the final determination authority for behavior that leads to expulsion.

54.5. Permanent discipline records will be maintained for each student.

### **55. Basic Classroom Deportment**

55.1. There will be no talking unless called upon by the teacher (students will raise their hand and wait to speak until called on by the teacher).

55.2. Students may not leave their seat without permission.

55.3. No passing, reading, or writing or notes allowed.

55.4. No homework from other classes may be done during class without permission from the teacher.

55.5. Students will not be dismissed from class without a pass.

55.6. No items will be thrown in the classroom.

55.7. No food or drink (besides water) is allowed in classrooms unless it is pertinent to the lesson being taught and is under the direct supervision of the classroom teacher.

55.8. No gum is allowed on school property.

55.9. Students are not to leave the classroom until they are dismissed by their teacher. Students will not be dismissed until their area is clean and orderly.

55.10. Students are to keep their hands and feet to themselves at all times.

### **56. DEMERITS**

56.1 Demerits are given weekly, as earned, to correct unacceptable acts or behavior as follows: (Demerits do not carry over to the next week). All demerits will be approved by the administrator.

56.2. ONE demerit for:

Unexcused Tardiness

Out of seat without permission (after several warnings in class)

Writing or passing notes

Talking without permission (after several warnings in class)

Improper dress for P.E. or school uniform

Unauthorized usage of E-Devices during school

Getting permission from a staff member after refusal by another staff member Disrespect/talking back

Entering another student's locker, desk, backpack, or other personal property without permission

Being in the school building unsupervised and/or at an unauthorized time

Horseplay/misbehavior, excessive noise in hallways

Disruptive classroom behavior

56.3. TWO demerits for: Goals not set

Talking during a test/quiz

Hitting/bullying

Lying

Skipping Class

Threatening (verbally or physically) a staff member

Any action that displays an extremely rebellious spirit which is detrimental to the spirit and atmosphere of LTCA Theft

Recklessly endangering the safety and well-being of either staff members or other students Refusing to serve an assigned detention

**56.4. THREE demerits for:**

Throwing dangerous objects Spitting on another person.

Intentional damage to property (Parent will be billed for damage repair/replacement) IF repairs have not been made, or scheduled to be made within a ten-day period, the school will hire someone to make the required repairs and the family will be billed. The cost of repairs will be added to the student's school bill for each damaged/defaced item.

**56.5. FOUR demerits for:**

Cheating (also gets a zero on his/her assignments)

Filthy language such as cursing, dirty and/or off-colored jokes and racism Racist comments or jokes

**57. Detention**

57.1. Demerits are earned when the student breaks a rule or disturbs the atmosphere of the school. Three or more demerits in one week will result in detention time (after school) every Wednesday as follows:

- 4 demerits = 15 minutes detention
- 5 demerits = 20 minutes detention
- 6 demerits = 25 minutes detention • 7 demerits = 35 minutes detention
- 8 demerits = 45 minutes detention
- 9 or more demerits = Parents will be immediately called.

57.1. There is a detention fee of \$10 per hour.

**58. Automatic Suspensions**

58.1. Students who commit the following offenses risk permanent expulsion from LTCA. Engaging in these activities will result in an automatic suspension with the above-mentioned conditions and all pertinent records forwarded to the LTCA Disciplinary Board. The following list is not all-inclusive, and each situation will be handled on a case-by-case basis:

58.2. Distributing drugs or other illegal substances, including alcohol.

Fornication, immorality, homosexual act, fathering or bearing a child, whether brought to full term or not.

58.3. Use of alcohol, marijuana, or any type of illegal drugs; possession of drug paraphernalia.

58.4. Possessing or viewing any pornographic material on any media such as magazines, TV, movies, internet; Inappropriate posting via social media, etc.

58.5. Bringing a knife, or any type of weapon, to school.

58.6. Striking, or attempting to strike a staff member.

58.7. Committing a felony.

## 59. **Destruction or Defacing of School Property**

59.1. In addition to the discipline standards outlined above, students are responsible for repairing or paying for the repair or damage they cause to school property.

59.2. If repairs have not been made, or scheduled to be made within a ten-day period, the school will hire someone to make the required repairs and the family will be billed. The cost of repairs will be added to the student's school bill for each damaged/defaced item.

## 60. **Driving on Campus**

60.1 Students who drive to school must realize that driving on campus is a privilege, not a right.

60.2. Only students with driver's licenses or permits are allowed to drive on campus.

60.3. The speed limit on campus is 10 mph. Care should be taken when driving through the parking lot. Speeding will not be tolerated and will result in the loss of the driving privilege for a period of two weeks (first offense). Further offenses will result in permanent suspension of driving privileges on campus.

60.4. Students who park their cars on campus may not visit their cars during the school day. 60.5. Students must have a *Student Car Registration Form* on file in the school office.

## 61. **Off Limits Areas**

Unless specifically authorized by school authority, the following areas are designated "Off Limits" to students:

- The school office, administrator's office, and teacher's lounge
- Teachers' desks, cabinets, briefcases, folders, files, or other personal items
- Restrooms designated for members of the opposite sex
- Student lockers (other than a student's personal locker)
- Parking lot or automobiles
- The gymnasium kitchen
- Upstairs area of gymnasium
- Opening or exiting through the Emergency Exit door
- Any classroom on campus not specifically designated as a "school classroom"
- High school students are not allowed in the elementary building unless specifically allowed by administration to perform duties such as teacher's aide or to attend a secondary class that meets in the elementary building.

## 62. **Textbooks**

62.1. Most textbooks are paperback. Paperback textbooks and workbooks will not become the property of the student at the end of the school year.

62.2. LTCA library books and readers are the property of LTCA. Readers are on loan to the student during the school year and must be returned. If a Reader is not returned at the *end* of the school year, or if a workbook is damaged or lost *during* the school year, the replacement cost will be charged to the student's account.

62.3. Any hard-back textbooks are the property of the school. Rental of these books is included in the book fee. The replacement cost for lost textbooks will be charged to the student's account.

62.4. Students are required to keep all hard-back textbooks covered. If a student's book is not covered, the student will be required to pay a fee, if damaged.

### **63. Social Media Policy**

Students placing information on social media that is out of harmony with the policies and rules of LTCA will be dealt with in the same manner as if the violation occurred during school hours. This is due to the public access and public nature of social media. Therefore, it is important that a student be found consistent in all walks of life, not only during school. All public postings should reflect the nature of Christ and the moral values of the Word of God. Postings of faculty pictures or creating a website in their name will be dealt with seriously. Students who post inappropriate material on personal websites will face administrative discipline. Students will be held accountable for all content including messages, comments, pictures, and any other material that appears on any form of a social networking website or messaging feature before, after, or during school (both on and off campus). Unacceptable postings on social media include, but are not limited to the following:

- Profane and inappropriate language
- Posting of inappropriate song lyrics
- Posting of inappropriate images, pictures, graphics, etc.
- Inciting school disharmony
- Liking, re-posting, or sending any inappropriate activity
- Videoring or taking pictures of a student/staff/faculty without their expressed consent.

Pictures and video should not be taken or posted during school hours. Content posted should be in keeping with a Christian testimony. Students who are guilty of posting inappropriate or sexual pictures will be suspended or expelled from school. Any student who operates a personal online website or contributes to a blog must register the website/blog with the School Administrator. Any student, including home school students, found with an unregistered website or blog will be subject to disciplinary action. Postings found with material that is deemed inappropriate to the purpose and mission of LTCA may incur disciplinary action, including ineligibility to attend LTCA.

### **64. Virtual School / On-Line Classes**

Florida Virtual School (FLVS) is part of the Florida public school system. Students enrolled in LTCA are not authorized to take FLVS classes unless specifically approved by the Academic Dean. Online classes are to be taken as an additional supplement to LTCA classes and not in place of LTCA classes. Except for failure makeup classes, the following guidelines will be followed concerning FLVS:

64.1. Classes dealing with history, sociology, psychology, government, religion, certain sciences, or other classes deemed inappropriate or contrary to our Christian values or beliefs will not be approved.

64.2. FLVS classes may be used for class credit but will not be used to raise a grade previously earned at LTCA (other than failing) or considered in overall LTCA grade point average. The reasons are the differences in curriculum, lower academic standards, lack of biblical integration, and a worldly educational philosophy. 64.3. Certain other restrictions may apply if the student is receiving a scholarship.

## **65. Dual Enrollment/College Courses**

65.1. Dual enrollment gives high school students an opportunity to take certain college courses and earn college, in addition to, high school credits for those courses. Florida State Junior College (FSJC) offers dual enrollment classes at their campus just south of our school.

65.2. The Academic Dean will meet with the student and parents for approval. Dual enrollment opportunities are limited based on available funds.

65.3. All dual enrollment classes are taken as an addition to the LTCA core class load and may NOT replace a core LTCA class.

65.4. Students must maintain a 3.0 GPA to participate in dual enrollment.

65.5. LTCA students must take all core curriculum classes offered at LTCA (Bible, English I and II, Biology, Physical Science, Algebra I, and Geometry, World History, US History Government, Economics, Worldviews) regardless of the level of dual-enrollment participation.

65.6. The scheduling of dual enrollment classes must not prohibit students from taking required LTCA core classes.

65.7. Under normal circumstances, LTCA students will not be approved to take classes in the following areas: history, sociology/social science, psychology, government, religion, certain sciences, or any other class deemed inappropriate or contrary to our Christian values or beliefs.

## **66. LTCA Drug Testing Policy**

LTCA reserves the right to randomly drug test students at the discretion of the Pastor, School Administrator, and the Disciplinary Board. The school will provide drug tests unless there is substantial proof that a student has been involved with drugs. In this case, the student, parents, or legal guardian must purchase drug tests.

## **67. LTCA Search Policy**

### **67.1. Prohibited Items**

67.1.1. In the interest of maintaining law, order, discipline, and decorum in the school and during authorized school functions which take place off school property, Living Truth Christian Academy prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety.

67.1.2. Such materials or objects may include, but are not restricted to, the following items: alcoholic beverages; illicit drugs; stolen property; weapons of any kind (any object which may be used as a weapon or which may cause injury); hate literature, ranking, racist material, pornography; worldly entertainment, music, videos, or DVDs; food and drink other than permitted lunch or snack food.

### **67.2. Searches**

67.2.1. The School Administrator, or any staff members authorized by the School Administrator, may conduct searches and, where necessary, seize prohibited substances or objects.

67.2.2. Searches may be conducted on ministry property without further notice or advanced permission of the student or parents.

67.2.3. Students shall have no reasonable expectation of privacy in any areas designated to them for storage of personal belongings on school property (i.e., lockers, desks, bag rooms, locker rooms, etc.), nor

shall students have a reasonable expectation of privacy in any belongings they may transport onto school property in a bag or on their person (i.e., backpacks, lunch bags, purses, clothing, pockets, cell phones, computers, vehicles, etc.).

**67.2.4. If illegal materials or weapons are found during the search, both the parents and law enforcement will be contacted. The student will then be remanded into the custody of law enforcement for prosecution at the discretion of the responding officers.** The School Administrator may question a student or visitor in furtherance of an investigation conducted for the purposes of maintaining order and discipline within the school or at an authorized off-property school function.

**68. The LTCA administration has the right to override any policy if deemed necessary for the student and family.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Electronic Signature

\_\_\_\_\_  
Date