



Laura E. Mason
Christian Academy
723 STOREY BLVD

School Policy Manual

Revised 2023

Table of Contents

I.	MISSION AND FRAMEWORK	Page 1
II.	SCHOOL PHILOSOPHY	Page 1
III.	TEAM-MEMBER RESPONSIBILITIES	Page 2
	Non-Discrimination Policy	
	Support and Accreditation	
	School Operating Committee	
	Faculty	
	Parent-Teacher Conferences	
	Responsibility of Teachers	
	Responsibility of Parents	
	Responsibility of Students	
	Levels of Students Responsibility	
	Disciplinary Procedure	
	Levels of Disciplinary Action	
IV.	ACADEMICS AND CURRICULUM	Page 5
V.	ADMISSION INFORMATION	Page 6
	Registration	
	Application and Academic Placement Procedure	
	Attendance	
	Photography/Video/Media Waiver	
VI.	FINANCES	Page 8
	Fees and Tuition Schedule	
VII.	STUDENTS INSTRUCTIONS	Page 9
	Conduct and Discipline	
	Suspension and Expulsion	
	Anti-Bullying Policy	
	Dress Code	
	Personal Belongings	
	Telephone	
VIII.	FACILITY USE	Page 12
	Computer Use Policy	
	Computer Use/Internet-Terms and Condition	
	Recesses and Gym Use	
	Parking Lot	
	Playground	
IX.	SAFETY PROCEDURES	Page 14
	Protocol for Reporting Physical, Emotional, Sexual Abuse, or Neglect	
	Volunteer/Visitor Requirements	
	School visitors	

Security Procedure
Inclement Weather
Tornado and Emergency Conditions

X. COMMUNICATION GUIDELINES **Page 16**

Parent-Teacher Relationship
Parent Concerns/School Related Misunderstandings

XI. WORTHY STUDENT AND SCHOLARSHIP PROGRAM **Page 17**

Member Worthy Student Qualifications
Non-Member Worthy Student Qualifications
Scholarship Program
Unwritten Policy

I. MISSION AND FRAMEWORK

The mission of the Laura E. Mason Christian Academy (LEMCA) is to provide students a quality education in a Seventh-day Adventist Christian environment which teaches that life has purpose and meaning, and is to be used in service to God.

- A. Acquire the knowledge and skills to succeed to the secondary level of their education.
- B. Think creatively and not simply reflect the thoughts of others.
- C. Function effectively as Christians by being devoted to service in a secular world.
- D. Develop attitudes of love and respect toward the Bible.

In support of this purpose, we are committed to:

- Creating a positive, caring environment where Christian love and virtue are taught by instruction and example.
- Providing a climate for young people characterized by quality instruction, high expectations, and a respect for academic excellence.
- Integrating Bible principles and values throughout the curriculum and providing regular opportunities for Christian service.
- Respecting young people as unique individuals and challenging each child spiritually, mentally, physically, and socially.
- Assisting young people in accepting responsibility for their own learning and actions.
- Promoting a stimulating environment for the development of curious, joyful, lifelong learners.
- Maintaining close contact with parents, and the community.



image 1

II. SCHOOL PHILOSOPHY

We believe in the education of the whole child, mind, body, and spirit, for the purpose of helping them achieve their highest potential.

III. TEAM-MEMBER RESPONSIBILITIES

NON-DISCRIMINATION POLICY

The Laura E. Mason Christian Academy admits students to all the rights, privileges, programs, and activities made available to students at the school. There is no discrimination on the basis of race, ethnic background, country of origin, or sex in administration of education policies, application for admission, and extracurricular programs.

SUPPORT AND ACCREDITATION

The Laura E. Mason Christian Academy is a coeducational day school offering grades Kindergarten through 8. The school is supported by tuition and by the Cheyenne Seventh-day Adventist Church through donations and fundraising.

The Laura E. Mason Christian Academy is fully accredited by the Rocky Mountain Conference Board of Education, and the North America Division Commission of Accreditation. The school is also a member of the National Council for Private School Accreditation.

SCHOOL OPERATING COMMITTEE

The Laura E. Mason Christian Academy is guided on the local level by an elected School Operating Committee. Members consist of a Chairman, Treasurer, Secretary, Pastor, and other elected church members.

FACULTY

The Rocky Mountain Conference of Seventh-day Adventist Board of Education is the hiring entity for the Laura E. Mason Christian Academy. The Superintendent, in collaboration with the local LEMCA School Operating committee, interviews and selects a qualified teacher.

PARENT-TEACHER CONFERENCES

Teachers, students, and parents are a team, working together for the good of the student. Their goals are best achieved under friendly conferences and cooperative planning. Regular times are scheduled for conferences (during the first and third quarters) so that understanding of students' needs may be recognized and cooperative plans can be laid for strengthening them. Other conferences may be arranged if either the parent or teacher deems desirable. We encourage our students to join in these conference meeting times, as our students are responsible and proud of the work they complete throughout the year. We highly encourage our parents to register their child in an extracurricular activity outside of our school for reasons that are provided in our Extracurricular Activity Contract, supplied to you during the School Registration Process. Please do not hesitate to share your questions with the teachers at any time when classes are not in session; parents do not have to wait for a scheduled school conference to take place in order for communication to take place.

RESPONSIBILITY OF TEACHERS

- Keep the parents informed about the progress of their children in school, particularly if there are any difficulties.
- Maintain adequate and precise records of each student's progress.
- Notify the parents of any student whose quality of schoolwork is below acceptable standards.
- Provide adequate and reasonable supervision and instruction to students entrusted to his/her care.
- Establish a positive Christian learning atmosphere in cooperation with the superintendent's office.
- Assist in maintaining the spiritual, scholastic and financial integrity of Adventist Christian School.

RESPONSIBILITY OF PARENTS

The success of your child's schooling is greatly determined by the dedication and cooperation of the parents. Parents are responsible for encouraging positive behaviors and attitudes in their children toward school functions.

- Uphold the Christian ideals taught in the school.
- Support the school with your volunteer service.
- Be aware of the need for good health habits in your children.
 - Sufficient sleep and rest
 - Supervised and limited TV viewing.
 - Adequate breakfast and nutritious lunch, and diet clear of regular excessive sugar or caffeine.
- Participate and volunteer in the Home and School Association activities. The more people participating in Home and School events, the stronger our school will be.
- Discuss criticisms or concerns directly with the teacher rather than with the children or other parents. Uphold the teacher in the presence of the children.
- Keep students' home who show symptoms of communicable diseases.
- Show interest and concern in the progress of your child.
- See that each student brings required school supplies to use the first day of school and replenish supplies as needed.
- Arrange all medical and dental appointments and music lessons outside school hours. If appointments must be made during the school day, please make arrangements with the teachers in advance.
- Pay tuition on time.
- Deliver and pick-up students on time.
- Read all school notes closely, making sure to return notes to the school as needed in a timely manner.
- Be aware of your child's school assignments, including missing work, tests, quizzes, projects, and reports, in order to direct your child at home to complete each requirement correctly and on time. Provide your child with a regular, quiet location for homework. Assist your child in memorization of math facts prior to completing third grade.

- Providing students with clean, modest appropriate clothing, and teaching proper hygiene and grooming techniques.
- Following through with vision, hearing, and medical recommendations.

RESPONSIBILITY OF STUDENTS

- Demonstrate personal best in all aspects of school development.
- Follow all regulations of the school, written or announced. Respect and obey teachers and all supervising adults' instructions.
- Be honest. Refrain from stealing, deceiving, or any act of dishonesty. Students who are dishonest or cheat may be subject to suspension and loss of class credit.
- Participate in the established P.E. program. A student may be excused from participation of two successive days with the explanatory note from a parent. Beyond that, a note from a doctor will be required.

LEVELS OF STUDENT RESPONSIBILITY

To encourage the life skills for becoming responsible citizens, teachers will introduce the students to a classroom management program. Under the teacher's management program, the teacher will attempt behavioral techniques and common-sense discipline. Should these efforts fail; the parents will be contacted for a conference to map out a plan of action. Any student not showing improvement with these corrective measures will be asked to go home and stay home until a conference with the parents and behavior of the student produce positive results.



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DISCIPLINARY PROCEDURE

If an unfortunate situation arises with a student, it may be necessary to enact disciplinary measures. LEMCA has adopted the following procedure to deal with these circumstances. The following may be cause for immediate suspension. Other items not listed may also result in

suspension. A more in-depth description of these items are also included in this document with the page numbers listed by each item.

- | | |
|---------------------------|---|
| > Stealing | > Damaging school property |
| > Disrespect of an adult | > Bringing unacceptable items to school. |
| > Bullying other students | > Purposely ignoring instructions of an adult |
| > Harming another student | > Poor attendance record |
| > Use of foul language | > Unauthorized telephone use |

Should any of the above occur and the principal deems suspension is warranted, the school principal will notify the parents/guardians and the student will be on suspension until the matter is reviewed with an agreement from the parents/guardian to prevent reoccurrence. The student must be removed from the school premises immediately.

LEVELS OF DISCIPLINARY ACTION

- First offense the student will be suspended until corrective action is established.
 - a. Parents are responsible for the students' daily assignments, and all must be current before the student is allowed to return to school.
- Second offense the student will be suspended for one week while the suspension is under review.
 - a. Parents are responsible for the students' daily assignments and all must be current before the student is allowed to return to school.
- Third offense the student will be suspended for the remainder of the current school year.

IV. ACADEMICS AND CURRICULUM

The Laura E. Mason Christian Academy is part of the Mid-America Union education system. This system receives guidelines from the North American Division of Seventh-day Adventist's Education Department.

Areas of curriculum included at the Laura E. Mason Christian Academy are: mathematics, reading, phonics, English, spelling, handwriting, physical and life sciences, social studies, Bible, health and physical education, basic computer skills, art, and music.

Academic excellence is expected of all our students. Students will be required to maintain at least a C average in all core subjects: Reading, Phonics, Math, English, Spelling, Social Studies, and Science. If a student's grade falls below a C, the student may be placed on academic probation. Failure to meet academic expectations may subject the student to remedial intervention, failure to achieve promotion to the next grade level, or expulsion.

Curriculum is presented within the precepts of the Seventh-day Adventist Church and its 28 fundamental beliefs.

All subjects receive letter grades based on percentages.

Grading System	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

V. ADMISSION INFORMATION

The Laura E. Mason Christian Academy was established and is maintained for the express purpose of providing a Seventh-day Adventist Christian environment for the education of young people. Any student who expresses an earnest desire for a Christian education is welcome. The privileges of the Laura E. Mason Christian Academy are not limited to young people of the Seventh-day Adventist faith. All students are welcome provided they show due respect for the Word of God and observe all the regulations of the school.

- A. Chronological age
- B. Emotional, physical, and social development.
- C. Scholastic achievement as determined by the following measures:
 - a. Teacher evaluation of academic progress.
 - b. Teacher observation of the student's ability to reason and express ideas logically.
 - c. Standard achievement test scores.

Laura E. Mason Christian Academy does not have the equipment or staff for special education. Students who have academic, mental, physical, or social challenges may be admitted on a conditional/probationary basis.

REGISTRATION

The registration fee, covering books and other supplies, is due at the time of registration. **It is not refundable.** All outstanding balances of previous school accounts must be cleared before final registration is approved. The Laura E. Mason Christian Academy is a privately funded and operated school and retains full rights and privileges regarding admission or denial of admission to any student. **The school operating committee makes the final decision regarding the acceptance of any applicants.** Parents/guardians will be notified if a student is not accepted. Acceptance of new students is always on a probationary status.

APPLICATION AND ACADEMIC PLACEMENT PROCEDURE

The following steps must be completed. Students will not be admitted to school until ALL registration requirements have been completed (strictly enforced).

- A. Request a registration packet from the school and complete the forms in the packet.

- B. New students must provide the most current grade report.
- C. New students applying may be required to take a grade-level placement exam.
- D. New students must arrange to have academic, attendance, behavioral, special needs, and health records transferred from the previous school.
- E. Previous school officials may be contacted for references.
- F. Before being admitted to school, all students must provide evidence of a current physical exam and updated immunizations. (Ref. W.S. 21-4-309) Immunization records of all students must be updated annually as required by the State of Wyoming. Students are exempt from this immunization requirement if their lives or health would be endangered, or if their parents adhere to a religious belief whose teachings are opposed to such immunization. No child may enter school if the state required immunizations are not up to date.
- G. Approval by the School Operating Committee.

ATTENDANCE

Attendance at school is critical to the success of the student. Students are required by State law to attend school 175 days per year or the required hourly equivalent. Attendance records are maintained and serve as a legal document. Each student is expected to attend school punctually and regularly. Reasons for excused absences include sickness, attendance at a funeral, doctor appointments, and unique family situations for which **prior arrangements** are made. Absences of students for family activities may be approved at the discretion of the principal. An absence which has not been approved or excused will be considered an unexcused absence or truancy. **School begins at 8:00 am and tardies will be recorded** if students are not settled in the classroom at that time. The parent or guardian of the student will notify the school in person, by telephone, or in writing prior to the absence or prior to the beginning of the school day on the day(s) of the absence. The school Principal may require proof of illness, injury, or health care. If a parent knows beforehand that a student will have an excused absence, please make arrangements with the teacher for the student to complete all assignments **before** the absence occurs.

A total number of unexcused absences equaling fifteen percent (15%) of the school days (6.5 days per quarter) may result in a failing grade or dismissal from school. Three unexcused tardies equals an unexcused absence. Assignments not completed due to an unexcused absence may receive a “0” grade.

For every two (2) unexcused absences, the student may be suspended for one (1) day; the student is allowed to complete assignments at home; assignments are due no later than 8:00 AM upon the student’s return to school from the suspension period. Unfinished assignments will receive grades accordingly.

Student academics include mandatory participation in a variety of programs. Performances may be for the worship service on Sabbath, during the school day, or in the evening (example: Christmas program). **These programs are considered an assignment** and a vital part of the student’s learning experience, and therefore, require the student’s attendance. **Students not attending programs may receive a “0” score** for that activity unless parents demonstrate grounds acceptable to the school Principal for the child’s absence.

When a student returns to school after an absence or tardy, the school Principal may request a **written note** from the parent or guardian stating the reason. Attendance records shall reflect

an unexcused absence or tardiness until this written explanation is received stating excusable reasons.

Students will be allowed a grace period of one day for each day absent in which to make up their missed assignments **if the absence is excused**. When a student is ill, parents should make arrangement with the teacher to pick up the student's assignments so the student may complete assignment while at home.

PHOTOGRAPHY/VIDEO/MEDIA WAIVER

Our school takes pictures of school activities and events throughout the school year. The pictures and /or videos taken are used for the bulletin boards, class albums, instruction, Home and School activities, special needs evaluations, school web site pictures, brochures, slide shows and other school related functions or materials. They are not for unrelated school use or monetary gain. Your acceptance of the conditions of this waiver is indicated by the placing of your children at Adventist Christian School, unless otherwise indicated in writing.



image 3

VI. FINANCES

FEES AND TUITION SCHEDULE

For fees and the tuition information, refer to the Financial Agreement included in the registration packet.

The registration fee is due at the time of registration. The monthly tuition payments are due by the tenth of each month beginning September 10th through June 10. Checks are made payable to Laura E. Mason Christian Academy.

Textbooks and workbooks are provided to students. Lost or damaged books which require replacement will be billed to the student's account. This also applies to the school's library books checked out by students which are lost or damaged.

Questions regarding fees and tuition must be addressed to the school Treasurer.



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VII. STUDENT INSTRUCTIONS

CONDUCT AND DISCIPLINE

Students must conduct themselves in an appropriate manner at all times. Defiant behavior or undermining the school's ideals in any manner will result in suspension, dismissal and/or immediate disciplinary action of the respective student. Continual misbehavior will be considered defiant behavior.

The student attending a private school is enjoying a privilege, not a right, to the type of education a private Christian school provides. With this purpose in mind, the school has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smooth operating program. By the act of applying for admission and attending an Adventist Christian School, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated. Additional rules, guidelines, or regulations may be adopted by the school and announced to the students during the course of the school year.

The student's privilege to attend our school may be revoked when a student's, parent's, or guardian's attitude or behavior becomes disruptive or uncooperative. Any negative behavior will be addressed by the teacher, pastor, or school operating committee Chairman.

SUSPENSION AND EXPULSION

The school reserves complete discretion in making disciplinary decisions. If a student's progress or conduct is unsatisfactory, his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to withdraw at any time even though there may have been no specific violation of any particular regulation. Continual misbehavior will be considered defiant behavior. If it becomes necessary

to promptly dismiss a student from school, the parent is expected to make arrangements to pick-up their child within twenty minutes of notification.

Suspension works effectively in that it gives the student time alone to realize the seriousness of his/her actions and how those actions affect him/her. It also gives the parents the opportunity to discuss the seriousness of the situation and ways of dealing with life in a more positive manner.

If a child is suspended a second time within the school year, or if the staff feels the offense was serious enough, the student will be suspended until a special School Operating Committee can be called. At that meeting, the SOC will meet with the child and his/her parents or guardians to decide whether the committee feels the school can be a growing, positive help for the student and that the student is not being a detriment to other students. After the meeting, the student may be allowed back into the school or may be asked to leave the school.

ANTI-BULLYING POLICY

Adventist Christian School has a zero-tolerance policy on bullying between any individuals. Students must immediately report bullying to the teacher and/or principal. Students who bully will receive immediate appropriate disciplinary action. Bullying includes but is not limited to: derogatory comments and bad names, social exclusion or isolation, hitting, kicking, shoving, spitting, lies and false rumors, stealing or damaging classmates' property, threats, control, racial bullying, sexual bullying, and cyber bullying.

Though behavior from the following list is in most cases never seen at Adventist Christian Schools, we support the wisdom in including these regulations in our handbook. The following is a non-inclusive list of behaviors which may result in disciplinary action:

1. Defiance of school personnel's authority
2. Bullying
3. Disorderly conduct: conduct which is disruptive to the educational process of the school.
4. Insubordination
5. Obscene or inappropriate behavior: including habitual profanity, vulgarity, possessing obscene literature or material.
6. Vandalism, destruction, or defacement of property, or attempts thereof, including materials belonging to the school, personnel, students, or others.
7. Entering locked facilities, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys.
8. Fighting
9. Put-downs or disrespect of classmates, staff, volunteers, or personnel
10. Theft or dishonesty
11. Sexual conduct, harassment, or abuse: including any unwanted or offensive conduct such as suggestive remarks, gestures, jokes, symbols, pictures, publications, remarks of a sexual nature about an individual's anatomy, and other inappropriate conduct.
12. Inflicting physical harm on another intentionally or by serious neglect.
13. Verbal abuse of others.
14. Failure to complete a disciplinary assignment
15. Secret societies/gangs/clubs
16. Leaving campus without permission

17. The use or possession of tobacco, alcohol, or illegal drug of any kind, or the intentional abuse of over-the-counter drugs.
18. Illegal activities or conduct
19. Forgery: this includes using the signature or initials of a parent or teacher to excuse absences, alter a grade, or forgery of any school document.
20. Activating false alarms, or tampering with fire alarms
21. Cheating
22. Weapons of any kind, including part thereof, ammunition, and firecrackers.
23. iPods, cell phones, radios, electronic games, etc...
24. Cussing/swearing, includes verbal, written, gestured, or any communication thereof
25. Possession of inappropriate reading materials, or any other form of media.
26. The use of skateboards, skates, and rollerblades are not allowed at Adventist Christian Schools because our insurance carrier does not insure loss or injury.

These regulations apply to students before, during, and after school hours, at all school events, and all field trips. A student may also receive disciplinary action or dismissal for unacceptable behavior during personal evenings or weekends, if the school feels such behavior is greatly in conflict with the ideals of the school, or if such behavior interferes with the over-all education of the student body. School visitors are also expected to follow these regulations. Adventist Christian School faculty members reserve the right to search student desks, cubbies, notebooks, and backpacks, etc...while remaining in compliance of state laws and regulations.

DRESS CODE

Since many styles and fashions come and go, and may or may not have biblical guidelines which directly apply to their use, we recognize that often what is worn is family or personal preference. It is impossible to list each and every type of clothing, and there may be an exception to the rule. The following guidelines and principles are to be followed in selecting clothing for students.

Modesty: For both boys and girls, clothing should cover the shoulder and torso; have sleeves and a modest neckline. Hemlines should be no less than four inches above the knee. Students are allowed to wear shorts during periods of hot weather. Midriffs and underwear should never be visible. Students are periodically asked to wear a school T-Shirt for particular activities or on certain days of the week.

Consistency: There is both acceptable and unacceptable wording, pictures, and logos on many clothes today. Clothing worn to school must be consistent with Christian beliefs. For example, a shirt advertising beer or a rock group would not be permitted.

Adornment: ***Extreme makeup or jewelry is not to be worn to school.*** Medical and ID bracelets are allowed. Gang-related accessories cannot be worn to school. All tattoos must be covered, if at all possible, while the student is at the school.

Enforcement: Ultimately, the parents must support and understand the challenges we face in the dress and personal grooming policies of our school. Therefore, we expect the parents to consult with the teachers concerning any clothing which is questionable, or not addressed specifically in the above policies, prior to sending the student to school wearing the item. Teachers have the right to judge acceptability of clothing and personal grooming. Students who

wear proper attire to school, and parents who enforce the dress code, are respectful of classroom time and teacher energy.

This dress code is in effect before school, during school, and after school, on school outings, school weekend events, field trips, and all school activities. In the case a student does not comply with the dress code, they will be asked to correct the attire immediately, and if necessary, the parent must return to the school within twenty minutes to provide better attire for his/her child.

PERSONAL BELONGINGS

Students should not bring valuables to school such as digital portable music players, etc., or valuable collections. These items are not allowed on campus, before, during, or after school, and are not allowed on field trips or school events. The school does not assume responsibility for damage or loss for any items that are brought on campus. Items such as coats, lunch boxes, and backpacks should be labeled, and taken home daily, if possible.

TELEPHONE

Telephones in the classrooms are primarily for school business only. Students' use of the telephone will be left up to the discretion of the teacher. Student possession and /or use of a personal cell phone on school campus and field trips are granted at teacher discretion. During school hours, it may be necessary for teachers to let callers leave a message on the answering machine, so as not to disrupt classes. If your message needs to be heard before 4:15, please call the principal's cell phone directly.



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VIII. FACILITY USE

COMPUTER USE POLICY

Internet access may be available to students at Laura E. Mason Christian Academy. The Internet offers vast, diverse, and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing,

innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Laura E. Mason Christian Academy and its teachers have taken available precautions to restrict access to inappropriate content. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Students are expected to practice efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, their access will be terminated, and future access could possibly be denied.

COMPUTER USE/INTERNET-TERMS AND CONDITIONS

1. School use must be in support of education and research, and consistent with educational objectives.
2. Students may use the school computers with the teacher's permission. Students may access the internet with the teacher's permission and discretion, and will be held accountable for all sights viewed.
3. Students may not access the teachers' files.
4. The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final.
5. You are expected to abide by the generally accepted rules of the network etiquette.
6. Laura E. Mason Christian Academy makes no warranties of any kind and will not be responsible for any damages suffered, including loss of data.
7. Attempts to access Internet as a system administrator will result in cancellation of privileges.
8. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Students are not allowed to bring computer disks or components of any kind from home. Students are not allowed to download or upload programs. Students are required to pay for any damages caused to school computers and /or computer components and accessories.
10. Students are not allowed to give out personal information, such as full name, address, phone number, name of school, name of parents, or others without parent or teacher permission.
11. Students are not allowed to check, send, or receive email on school computers, unless the teacher instructs the class to do so for an assignment.
12. Each student is responsible for good behavior on school computer networks just as they are in the classroom or school hallway.

RECESSES AND GYM USE

All children will be expected to bring clothing and footwear suitable for outdoor activities. This includes warm clothing in cold weather, boots, and gloves, if necessary. All students must wear tennis shoes in the gym. No black-soled shoes that leave marks are allowed on the gym floor.

PARKING LOT

To protect the safety of our children, vehicles are to drive very slowly in the parking lot. Students are asked to not play in the parking lot, playground, or play field areas before or after school, even if their ride already arrived.

PLAYGROUND

Play on the school grounds will be limited to games which pass the judgment of the faculty. At all times, safety considerations are to be met. Students must not wander from the designated play area. The playground and playfield areas are not to be used by any student, or visitor, at any time unless a Laura E. Mason Christian Academy staff member is directly supervising. Students are asked to wait in their classroom as they arrive early to school, and to wait on the sidewalk at the end of the day to wait for rides.



image 9

IX. SAFETY PROCEDURES

NOTIFICATION OF ASBESTOS REINSPECTION

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of the school building for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative files since that time and are available for any person to review on the premises with a prior appointment. No asbestos was found in the school building.

PROTOCOL FOR REPORTING PHYSICAL, EMOTIONAL, SEXUAL ABUSE, OR NEGLECT

Any person who knows or has reasonable cause to believe or suspect that a student has been

abused or neglected or who observes any student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall immediately report it to the child protective agency or local law enforcement agency or cause such a report to be made.

School personnel reporting suspected child abuse or neglect shall notify the school operating committee as soon as possible. The school operating committee is also responsible to make the report or cause the report to be made. If it is determined that the suspected abuse or neglect should be reported, a report in writing would immediately be made with the Department of Family Services. If the Department of Family Services cannot be contacted, the local law enforcement agency shall be called.

Nothing in this policy is intended to relieve individuals of their obligation to report suspected child abuse or neglect on their own behalf unless a report has already been made or will be made.

VOLUNTEER/VISITOR REQUIREMENTS

In the interest of protecting your child in this day and age, Adventist Christian Schools require all school volunteers, including volunteer parents, substitute teachers, staff, and personnel, to complete a criminal history background check prior to any time spent on campus or on field trips. All exterior doors will remain locked during school hours, unless a scheduled group of visitors is arriving and an adult is supervising the door. In addition, any individual who drives for a field trip must state his/her driver's license number, etc., and submit a copy of the driver's license and proof of insurance.

SCHOOL VISITORS

Parents and interested patrons are invited to visit our school in order to become acquainted with the school program. If possible, prior arrangements must be made if it is during school hours. Optimally, visits with the teacher will be held after school hours. Please remember teachers are busy with students each morning. Drop-in consultations are stressful and distracting.

SECURITY PROCEDURE

Laura E. Mason Christian Academy follows a strict security procedure, to ensure the safety of your child. All exterior doors are locked at all times during school hours, unless students are on the playground or unless a crowd of parents are arriving. The teacher or principal may refuse a visitor to enter school grounds at any time if concerns arise, and/or if the teacher is not familiar with the individual.

INCLEMENT WEATHER

Our school will follow all public school district weather announcements. This includes any school cancellations, early dismissals, and late starts. For example, if the local public school district announces a two-hour late start time, we will also open two hours late. Parents are expected to watch the local TV stations or listen to radio stations in order to be notified of announcements; we will contact each parent on these occasions.

Please note, our school calendar may be adjusted depending on the number of “snow days” used. If the road conditions in your neighborhood, in contrast to the weather in the Cheyenne city area, does not safely allow travel to school, please remain safe at home. In addition, you may pick your child up early from the school, for the same reason.

TORNADO AND EMERGENCY CONDITIONS

You will be informed through radio, TV, or a person call (if possible) if there is any danger of threatening weather. Should we already be at school and the weather becomes threatening, we will call the emergency numbers you have given us to inform you of an early closure, if possible. In case you cannot be reached by phone, the teachers will keep your student(s) with them until you are informed of the situation and can arrange to pick them up. In the case of a tornado warning, the students will gather in the church basement.

X. COMMUNICATION GUIDELINES

PARENT-TEACHER RELATIONSHIP

The success of Laura E. Mason Christian Academy depends to a great extent upon full cooperation between parents and teachers. If students bring home negative reports concerning school matters, parents are urged to contact the teacher. Care along this line often prevents unhappy circumstances.

We expect that homework will be completed before the next school day and ask the parent to monitor all homework.

If parents discuss the teacher in a negative way in the presence of the child, the pupil loses respect and confidence in the teacher, and the learning process is greatly hindered.

PARENT CONCERNS/SCHOOL-RELATED MISUNDERSTANDINGS

Laura E. Mason Christian Academy encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. The proper channel for concerns is as follow:

1. Pray about the matter and ask for God’s wisdom and direction.
2. Speak directly to the person in question as soon as possible. This will solve most problems.
3. Ask the principal to go with you as you try again. If you are in conflict with the principal, ask the School Operating Committee chairman to accompany you.
4. If no resolution is reached, the matter will be presented to a grievance committee comprised of the School Operating Committee chairman, pastor, and principal or the matter will be taken to the superintendent’s office.
5. A final presentation will be made, if needed, to the full School Operating Committee. The committee’s decision will be final.

Note: The School Operating Committee will not address your concerns unless these steps have taken place, and the principal and the chairman have been notified of your request to address the school board one week prior to the board meeting.

Major problems can often be avoided if you are:

- Open and direct in handling questions before they become problems
- Careful in your choice of words, and timing, so that you can be calm, quiet, and constructive.
- Convinced that the other person wants what is best for you child.
- Willing to listen and try to put yourself in the other person's place. Do not interrupt.
- Committed to finding possible solutions, or areas of compromise.

Trust in each other's honesty and good will is the biggest aid in solving problems so that both parties are satisfied.

Any parent wanting to discuss a misunderstanding or difficulty while school is in session is asked to make arrangements before or after school for a suitable appointment time with the teacher. Under no circumstances will parents talk to teachers regarding problems during class hours.

XI. WORTHY STUDENT & SCHOLARSHIP PROGRAM

MEMBER WORTHY STUDENT QUALIFICATIONS

1. Family is a member of the Cheyenne Seventh-day Adventist Church.
2. SDA church member families outside of Cheyenne may request support for family member students living in Cheyenne.
 - a. The LEMCA school board will evaluate these requests making a decision on case-by-case basis.
3. Family & Student have a desire to be enrolled in LEMCA.
4. Tuition Assistance Request form must be completed.
5. Student maintains passing grades
6. Student behavior acceptable & not disrupting while attending LEMCA.
 - a. Teachers will monitor behavior with written reports to parents and school board of unacceptable behavior while on school premises
 - i. See "Responsibility of Students" on page 4 LEMCA Policy Manual
 - ii. Also see "Disciplinary Procedure" on page 4 & 5 of LEMCA Policy Manual

NON-MEMBER WORTHY STUDENT QUALIFICATIONS

1. A non-church member living in the Cheyenne area desires to have student enrolled in LEMCA.
2. Family & Student have a desire to be enrolled in LEMCA.
3. Tuition Assistance Request form must be completed.
4. Student maintains passing grades.

5. Student behavior acceptable and not disrupting while attending LEMCA.
 - a. Teachers will monitor behavior with written report to parents and school board of unacceptable behavior while on school premises
 - i. See “Responsibility of Students” on page 4 LEMCA School Policy Manual
 - ii. Also see “Disciplinary Procedure” on page 4 & 5 of LEMCA School Policy Manual
6. Families outside the Cheyenne region may request support for a Cheyenne student who is a non-member.
 - a. The LEMCA school board will evaluate these requests decision on case-by-case basis.

SCHOLARSHIP PROGRAM

The scholarship program is established for LEMCA full time students who maintain a B (80) grade or above in all subjects in their grade level for an entire quarter of school. Funds, when available, will be distributed equally to all students’ worthy of this achievement during the following quarter and following quarters of school if grades are maintained (Providing donated funds for this account are available). The school board will vote the amount to be distributed each quarter.

UNWRITTEN POLICY

All rules and policies adopted by the faculty or school operating committee at any time during the year have the same force as those published in this bulletin.



image 10