

**L. A. BAPTIST
MIDDLE SCHOOL/
HIGH SCHOOL**

(Please see the end of this document for index.)

**STUDENT-PARENT HANDBOOK
2011-2012**

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NOTE:
POLICY REVISIONS
ARE SHADED

SECTION I

ORGANIZATION OF LAB

**AREAS OF RESPONSIBILITY
ASSOCIATED STUDENT BODY
OTHER RELATED INFORMATION**

DIRECTORY TO SPECIFIC AREAS OF RESPONSIBILITY

The American Baptist Churches of Los Angeles

Dr. Samuel Chetti – Executive Minister & Chief Executive Officer
Walter J. Clarke – Director of Secondary Education & Development

ADMINISTRATORS:

Headmaster & Team Leader	Mr. Walter Clarke
Assistant Principal – Pupil Services Admin./Counselor	Mrs. June Woo
Business Administrator	Mr. William Rodgers

COUNSELORS:

Boys Counselor	Mr. Marcus Choi
Director of College Counseling	Mrs. Peggy Pratt
College Counseling	Miss Sue Newcomb
College Counseling, Financial Aid	Mr. Jim Teague

DEPARTMENT CHAIRPERSONS:

English	Mr. Richard Weitzel
Visual Arts	Mr. Keith Hogan
Performing Arts	Mr. Ryan Rowles
Foreign Language	Mrs. Caroline Ridenour
Math	Mr. Dave Crawford
Physical Education	Mr. Terrance Johnson
Religion	Mr. Martin Richards
Science	Dr. James Teague
Social Science	Mrs. Susan Zuckerman
Technology	Mr. Randy Moffatt

SPECIAL AREAS:

High School Student Life Administrator	Miss Cindy Noblitt
Middle School Student Life Administrator	Mr. Rick Richmond
Athletic Director – Middle School	
Athletic Director – High School	Mr. Jay Tippet
Director of Development	Mr. Jay Tippet
Admissions/Recruitment Coordinator	Mr. Jason French
International Student Coordinator	Mrs. Connie Schell
Campus Pastor/Director of Student Ministries	Mr. Philip A. Struyk

ASSOCIATED STUDENT BODY OFFICERS:

Student Body President	Christopher Jelloian
Student Body Vice-President	Kaycee Jew
Student Body Secretary	Allison Smith
Commissioner of Finance	Eric Hanna
Commissioner of Social Activities	Lauren Brackett
Commissioner of Athletics and Awards	Nick Saldivia
Commissioner of Public Relations	Melanie Loon
Spiritual Life Chairman	Lauren Moore

MIDDLE SCHOOL OFFICERS:

President	Alexander Jelloian
Vice-President	Paul Giacomazzi
Public Relations	Mollie Asbury
Secretary	Nicole Ellsworth
Activities	Myles Torres
Sports/Awards	Christian Hernandez

OWNERS MANAGEMENT STRUCTURE

The American Baptist Churches of Los Angeles owns and operates the Los Angeles Baptist Middle School/High School.

The Los Angeles Baptist Middle School/High School is a ministry of the American Baptist Churches of Los Angeles. The ABCLA Board of Directors is the policy making authority for the school.

The Rev. Dr. Samuel S. Chetti, the Executive Minister of ABCLA, is its chief Executive Officer and operates under the authority and direction of the Board of Directors. He is charged with the responsibility to oversee the development and operation of all aspects of the school, administration, personnel, curriculum, public relations, policies and procedures, campus life and long term growth and development.

Mr. Walter J. Clarke, as the Director of Secondary Education and Development is the onsite representative appointed by Dr. Chetti and has all the authority to oversee the above functions on behalf of Dr. Chetti and the Board of Directors. Mr. Clarke will interact with the school community in a proactive manner. The continued growth and development of quality Christian education is his highest priority.

The Principal and his staff will continue to lead and manage policies, procedures and day to day activities as identified throughout this Handbook.

PHILOSOPHY

“And Jesus increased in wisdom and stature, in favor with God and Man.”

Luke 2:52 (King James Version) This is what we are emulating at LAB, that our students grow in wisdom, in favor with God and Man.

The essence of the Christian school flows out of biblical principles and brings together man’s faith in God and its manifestation in daily living. In its approach to quality education, the Christian school attempts to correlate and synthesize the whole of human experience, believing that the secular reality and religious facets of life, properly understood, constitute a congruent life. The school seeks to make Christ real and relevant in the lives of students by providing an educational program which engenders wholesome attitudes, sound mental processes, and usable socialization skills based on the accumulated wisdom of human experience and Divine Revelation.

It is believed that the well educated Christian will be able to find meaning and purpose in the complex maze of life and to pursue courses of action that will bring spiritual self-realization, refinement of mind, moral awareness and creative involvement in the whole spectrum of living. Fundamental to this process is exposure of students to the ideas and forces that have shaped our world and brought us to our present level of achievement. To the extent the school can help students arrive at an embryonic world view, students are encouraged to interpret and reshape both personal and societal priorities and contribute to the betterment of the human condition.

This concept of the Christian School is based upon the belief that there are unchanging principles of truth underlying the universe which make systematic knowledge possible, of goodness which make morality binding, and of beauty, which, because it is the reflection of both truth and goodness, frees the spirit for creative expression and renewal.

MISSION STATEMENT

Los Angeles Baptist Middle School/High School provides a challenging college preparatory program of academic excellence in a Christ-centered environment that focuses on the students’ spiritual, intellectual, social, and physical development. Our aim is to partner with Christian families to equip our students with a firm spiritual foundation in order to defend their faith and glorify God while impacting the world for Christ.

Los Angeles Baptist Middle/High School does not discriminate on the basis of race, color, nationality, non-disqualifying handicaps, or ethnic origin in any school administered program.

POLICY

Any policy not included/designated by the student-parent handbook may be included in the LAB Administrative Handbook or determined by The Board of Directors. During the school year, administrative discretion may be used to modify the policies contained in this handbook.

STUDENT/FAMILY POLICY

Los Angeles Baptist High School operates in partnership with the home and church community to provide Christian education to young people. Only in exceptional cases and by special school actions will a student be enrolled or continued in enrollment when they do not reside with a parent or guardian. Students who are 18 years old will continue to need a parent's signature to excuse absences, leave campus early, and participate in field trips and activities, etc. In addition, a student who is married, a parent, or expecting a child will not be admitted to LAB. If after admission to LAB, a student is married, becomes a parent, fathers a child or is expecting a child, the student may not be continued in enrollment.

RELIGIOUS BASIS FOR CHRISTIAN EDUCATION

The educational program at Baptist High is posited upon the fundamental tenets of the Christian faith and proceeds on the assumption that the commitment of students to the claims of Christ is pivotal to the fullest attainment of the school's objectives. The principle theological presuppositions of the school are concisely expressed below:

1. The universe created by Almighty God and governed by His providence.
2. Man - the special creation of God - created for his Maker's glory and fulfilling his destiny only in union with Him.
3. The human soul, immortal and free, conscious of right and wrong, and responsible for personal conduct.
4. We affirm that the practice of homosexuality is incompatible with Christian teaching.
5. Every person of equal value in the sight of God, and the separate object of His love.
6. Man, a social as well as an individual being, and as such his brother's keeper.
7. The incarnation of the Son of God, His atoning death upon the cross, His resurrection, and the opening of the door for Man's reconciliation to God.
8. The sufficiency of the Holy Scriptures as the believer's only rule of faith and practice.
9. The spirituality and continuity of the Church as a body of the true believers, the necessity of Christian fellowship, corporate worship, and the proclamation of the Gospel to the whole world.
10. The second coming of our Divine Lord, final judgment and the eternal establishment of His Kingdom.

An extensive statement of school goals and objectives is available upon request.

SECTION II

PARENT LIFE

BOOSTER CLUB
PARENT TEACHER FELLOWSHIP
WEEKLY BULLETIN & COMMITMENT
REENROLLMENT
TEACHER VOICEMAIL
TUITION

BOOSTER CLUB

Many parents, friends and families join our Booster Club. This club is designed to encourage a wholesome interest in the school's interscholastic athletic program and to assist in projects designed to improve athletic equipment, services and facilities. The club has no jurisdiction over athletic policies and procedures but serves in an auxiliary capacity.

PARENT TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship (PTF) exists to improve and enhance the relationship between Los Angeles Baptist Middle School/High School families and the school with prayerful dependence on God. PTF supports our school and teachers in order to enrich the children's education, providing parents with the opportunity to participate in school life as well as special events and projects that contribute to the growth and success of our school.

One of our major fund raising events is sponsored by our PTF and takes place in the fall. Our Magazine/Gift Drive provides funds for student activities, interest groups, PTF, and large items needed by the school.

OFFICE OF SCHOOL DEVELOPMENT

The Office of School Development provides volunteer opportunities to alumni, parents, and friends. The OSD helps to offset tuition increases and contributes to many needed projects including the funding of future buildings.

In the spring, many volunteers join together to contribute to the success of the annual Family Fashion Show. Funds raised through this event benefit the school.

Our Golf Tournament, managed by volunteers, is held in May and also helps to fund major projects.

The staff of the Office of Development will find a special place of service for you.
To learn more about opportunities for involvement, call the office at 818-894-5742 ext. 354 or 377.

WEEKLY BULLETIN/COMMITMENT/ANNOUNCEMENTS

LAB has several means to keep parents informed of activities and athletic events:

The *Weekly Bulletin* is a calendar of events for the up-coming week. It is available on the LAB website.

Commitment, an LAB publication, is designed to communicate information about the school and the alumni and is mailed to your home.

Daily Announcements are announced each day on LAB's public address system. This keeps students up to date on the activities of the day and the week. It is available on the LAB website.

TUITION

The school depends on the prompt payment of tuition by school families in order for it to meet its own financial obligations. A limited number of grants (partial tuition payment) are available for families with financial needs. Applications for grants are available in the Business Office.

ANNUAL TUITION

\$8,250.00

Payment Options:

1. **Annual Payment:** Paid in full directly to the school by July 20 via cash or check: \$200 discount; total payment of \$8,050.00. (No discount is allowed for payment via credit card or for late payments.)
2. **Semester Payments:** Paid in two semester payments directly to the school via cash or check: \$100 discount; First payment of \$4,125.00 due by July 20, Second payment of \$4,025.00 due by January 15; total payment of \$8,150.00. (No discount is allowed for payment via credit card or for late payments.)
3. **Monthly Payments:** Eleven or ten monthly payments processed by and through electronic direct debit. Families may choose to have payment due on the 5th or the 20th of each month.
 - a. First payment is due June 5 or June 20 for eleven monthly payments.
 - b. First payment is due July 5 or July 20 for ten monthly payments.
 - c. Payments are made via automatic bank account electronic funds transfer (EFT).

Returned Checks and Late Fees: \$25.00 for any check or electronic transfer returned unpaid or for late payment on any account.

If you are ever unable to meet your regular payment schedule, please contact the Business Office to arrange an alternate payment

schedule. In this way, you may avoid late payment charges and bank fees. However, to allow time for processing, any change in a payment schedule must be arranged with the Business Office at least five working days before the next payment is due.

Refunds: The unused portion of prepaid tuition is refundable in full only if the student is asked to withdraw from LAB. Please contact the Business Office for a refund schedule applicable to other circumstances.

Ministry Support: A portion of the tuition is used to support the ministries of the school's sponsor, The Los Angeles Baptist City Mission Society.

INTERNATIONAL STUDENTS

- Complete and submit an Application for Admission (with all required health/immunizations records) and the required registration/application fee of \$1000
- Demonstrate proficiency in speaking, writing and understanding English by scoring an acceptable score on the SLEP test and a phone interview with the Coordinator
- Be a Christian and attend or be involved in a Christian church
- Demonstrate an exemplary academic grade point average (transcripts translated into English)
- Demonstrate exemplary Christian character
- Submit personal references (Faculty, Administration, Pastoral)
- Be committed to LAB's Mission and Belief Statements
- Reside with an English speaking parent or guardian. (Note: LAB does not provide host homes, nor is LAB responsible for placing international students with American families.)

The final step in the application process is a personal or phone interview with our International Student Coordinator, Mrs. Connie Schell. If the student is accepted, all fees and tuition must be paid in full before the I-20 is issued. Upon arrival in the United States, the applicant and the applicant's parent or guardian must schedule a meeting with Mrs. Schell to finalize the student's acceptance to LAB.

REENROLLING - INTERNATIONAL STUDENTS:

International/Registration/Activity Fee - \$1,000.00

To be paid prior to admittance. Refundable in full only if the student is not admitted to LAB. 50% refund if the student withdraws from enrollment prior to May 27th.

The registration fee covers maintenance and transfer of student records, student accident insurance, ACSI membership, Student/Parent Handbook, and guidance counseling. The student activity fee covers the student body ID card, free admission to home athletic contests (except CIF playoff games), school sponsored activities and athletics, and chapel and spiritual life programs.

ANNUAL TUITION - INTERNATIONAL STUDENTS \$8,250.00

Annual Tuition is to be paid in full directly to the school by July 20 via cash or check. Credit card payments will be accepted, but are subject to a 2.5% convenience fee added directly to the credit card payment.

Semester Payments are paid in two semester payments directly to the school via cash or check. Credit card payments will be accepted, but are subject to a 2.5% convenience fee added directly to the credit card payment.

- First payment of \$4,125.00 due by July 20.
- Second payment of \$4,125.00 due by January 15.

Refunds: The unused portion of prepaid tuition is refundable in full only if the student is asked to withdraw from LAB.

Ministry Support: A portion of the tuition is used to support the ministries of the school's sponsor, the Los Angeles Baptist City Mission Society.

OTHER FEES

Returned Checks: \$25.00 for any checks or electronic transfers returned unpaid

Late Fees: \$25.00 for late payment on any account

Miscellaneous: Other possible expenses are: Before school and after school elective classes, P.E. clothes, P.E. locks, choir outfits, cheer and drill team uniforms, consumable workbooks, materials fees for consumables in elective courses (art, photography, woodshop, etc.), yearbook purchase, PSAT or AP testing, and other optional expenses. The cost of loaned textbooks is included in the tuition.

RE-ENROLLMENT

Each family is sent re-enrollment forms early in the second semester and is required to return the forms for re-enrollment consideration. Students are not automatically re-enrolled. The deadline for the return of these forms is strictly enforced so that openings may be filled with new students. A student with a pattern of disciplinary or academic problems or a student that was "conditionally" enrolled and failed to meet the conditions, will be reviewed at the end of the school year by teachers, administrators and counselors. A determination will be made regarding the student's re-enrollment and parents will be notified of the school's decision. **A student failing three academic classes on the final report card will not be re-enrolled. STUDENTS WHOSE TUITION ACCOUNTS HAVE NOT BEEN PAID IN FULL WILL NOT BE RE-ENROLLED FOR SUBSEQUENT YEARS.**

TEACHER VOICEMAIL/EMAIL/RENWEB

Messages to arrange parent conferences or obtain other information regarding a student's progress may be left on a teacher's individual voicemail or email. The teacher will call back at his/her earliest convenience. Extensions may be accessed by dialing the school telephone number. Email may be accessed via the school's website, www.labaptist.org.

Parents may access each individual teacher's webpage through the school website to get information on class assignments and the test and quiz calendar.

Each student and parent will be given a password to access grade information on RenWeb, which may be accessed through the school website.

MESSAGES TO STUDENTS

The school will deliver messages to students from a parent/guardian **only** in an emergency.

PARENT ABSENCE

For emergency reasons, when a student is left in the care of others, the school should be notified. Also, parents should make sure that the list of emergency contacts on file with the school is kept up to date.

COMMITMENT TO PARENT COOPERATION

Enrollment of children at LAB is a privilege, not a right. Parental cooperation is essential to benefit students and the community. It is therefore essential that parents cooperate with the school in the decision making process and the daily operations of the school. Parents unable to cooperate or work with the school in the decision making process and the daily operations of the school may be asked to withdraw their student, or be denied reenrollment of their student.

SECTION III

STUDENT LIFE

ACADEMICS
ACTIVITIES AND ATHLETICS
ATTENDANCE
DISCIPLINE POLICY
DRESS CODE POLICY

2011-2012 SCHOOL CALENDAR

Student/Parent Orientation for MS/SH 7:00PM	Aug. 11
First Semester Begins (Minimum Day).....	Aug. 15
Picture I.D. Photos	Aug. 25
Spirit Day (Minimum Day).....	Sept. 2
Labor Day Observed (School Holiday)	Sept. 5
Back-to-School Night 7:00 PM	Sept. 15
End of 1st Grading Period	Sept. 23
Homecoming.....	Oct. 1
PSAT Exam (11th Grade)	Oct. 12
End of 2nd Grading Period	Oct. 28
Prospective Student Open House (10:00 am-1:00 pm)	Nov. 5
Veterans Day Observed (School Holiday)	Nov. 11
Senior Retreat (12 th Grade)	Nov. 13-15
ACSI (School Holidays)	Nov. 21-22
Thanksgiving (School Holidays)	Nov. 23-25
Final Exams	Dec. 12-Dec. 15
End of 1st Semester.....	Dec. 15
Christmas (School Holidays)	Dec. 16-Jan. 3
Martin Luther King Day Observed (School Holiday)	Jan. 16
End of 4th Grading Period	Feb. 17
Presidents' Day (School Holiday)	Feb. 20
End of 5th Grading Period	March 30
Easter (School Holidays)	Apr. 6-13
Junior/Senior Prom	Apr. 28
Awards Night 7:00 PM	May 3
Golf Tournament (TPC Valencia)	May 7
AP Exams	May 7-16
Grad Night	May 11
Senior Trip	May 17
Final Exams	May 21-24
8th Grade Promotion 7:00 PM	May 24
End of 2nd Semester	May 24
Graduation Day 10:00 AM	May 26

Please note: Dates are tentative and subject to change.

TRADITIONS

OUR TRADITIONS INCLUDE:

- School Colors.....Purple and Gold School
- Mascot.....The Knight School
- Publications.....*Commitment*
Scroll – Yearbook
Excalibur – Student Literary Magazine

We open each day with prayer and start each week with salutes to the American and Christian flags or a patriotic observance.

PLEDGE TO THE CHRISTIAN FLAG

ALMA MATER

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

Oh! Baptist High, all hail to thee! We pledge our faith and loyalty. Thy sacred truths our hearts enfold. We proudly serve as Knights of old. Our Lord will lead to victory. Oh Baptist High, all hail to thee.

JUNIOR TRADITION:

The Junior Class hosts the Senior Class at the annual Junior-Senior Prom.

SENIOR TRADITION:

- (a) The Senior Patio is reserved for the Senior Class.
- (b) Each graduating class presents the school with a senior gift.
- (c) A Senior Activity Day is planned away from campus during one regular school day as a time for fellowship for all class members.

ACTIVITIES

We want our students to have a positive experience through school activities, and we strive to develop class spirit and school unity. We generally have activities that are middle school, senior high or "all school." A senior high activity is only for students in grades 9-12, just as a middle school activity is only for 6th, 7th and 8th grade students. On occasion we have activities that include all students. If you are unsure about attending an activity, you should contact the office for clarification.

HOMECOMING

This week is one of tradition and class participation in special activities. Once each year the Associated Student Body (ASB) and the Alumni Association sponsor Homecoming. The activities are highlighted by the crowning of the Homecoming Queen, a football game and a reception for our alumni.

RELIGIOUS LIFE

CHAPEL - Weekly Chapel programs include: time of worship, spiritual instruction, guest speakers, sharing of testimonies and inspirational music and drama programs.

SPIRITUAL LIFE WEEK - During Spiritual Life Week emphasis is placed on a program to help each student deepen his/her spiritual awareness and reaffirm his/her personal commitment to Christ and His church.

RELIGION CLASSES - Religion classes are a regular part of each student's daily program. The student is guided carefully through the entire Bible in a coordinated seven-year program.

- Grade 6 – Heroes of the Faith
- Grade 7 - Overview of the Old Testament
- Grade 8 - Overview of the Gospels
- Grade 9 - Study of the Book of Acts/James/Titus
- Grade 10 - An inductive study of Book of Mark/Hermeneutics, Cults
- Grade 11 - Study of Ephesians/World Religions
- Grade 12 - Apologetics/Christian Marriage and Family

SERVICE OPPORTUNITIES - It is the purpose of LAB Middle & High School to provide opportunities for Christian service. It is hoped that most students will seek opportunities by relating their faith to the needs and service of others both in the school and in the community.

ACADEMIC INFORMATION

SENIOR HIGH GRADUATION REQUIREMENTS

1. Basic Requirements

- a. Worthy character, citizenship, and scholarship.
- b. Completion of the basic program required of all students.
- c. Completion of a prescribed course of study.

2. Character, Citizenship and Scholarship Requirements

- a. Must have the approval and recommendation of the faculty.
- b. Must have a minimum accumulative grade point average of 1.7 in grades 9 through 12.

3. Basic Course Requirements

- a. A total of 240 units.
- b. A total of not less than 55 units taken at LAB.
- c. The following minimum subject area unit totals:

Religion	40 units	Science	20 units
English	40 units	Social Studies	30 units
Visual/Performing Arts	5 units	Physical Education	20 units
Mathematics	Algebra 1 and Geometry or an approved equivalent in lieu of Geometry.		

- d. Computer Literacy requirement (5 units) may be met through:
 1. All 7th grade students must take computer skills
 2. Competency test (offered by technology area)
- e. Minimum enrollment: students must be enrolled in a minimum of 5 credit classes per semester.

- English and Social Studies courses must be taken in LAB's program. In the event of failing grades in English, summer school makeup cannot comprise more than 20 units.

CALIFORNIA HIGH SCHOOL PROFICIENCY EXAM

At the discretion of the principal, any student who takes and successfully passes the High School Proficiency Exam will be withdrawn from LABHS.

MIDDLE SCHOOL PROMOTION REQUIREMENTS

1. Basic Requirements

- a. Worthy character, citizenship and scholarship
- b. Satisfactory completion of the basic program of study
- c. Approval and recommendation of the faculty

2. Pass pre-algebra with a D or higher.

PROGRESS REPORTS/REPORT CARDS

Every six weeks a grade is established as a cumulative **Progress Report** towards a single semester grade. The third and sixth reports are final semester grades and will be entered on the permanent transcript. In the event of a comprehensive final examination, the exam grade may not exceed 25% of the total grade. Each semester is graded independently. Dates listed:

September 23	-	Progress report and semester grades will
October 28	-	be available on-line to students and parents
December 15	-	through the LAB Renweb website. Upon
February 17	-	request, a copy of semester grades may be
March 30	-	mailed to parents.
May 24	-	

Do not assume that a teacher will call you if there is a problem. Teachers often use the 6 week progress report and classroom grade reports to notify parents of problems.

GRADING SYSTEM

"A" = the student is doing superior work which should include demonstrated mastery of supplemental materials, in addition to basic course objectives.

"B" = the student is doing good work and has demonstrated mastery of all basic course objectives.

"C" = the student is doing acceptable work in the completion of basic course objectives.

"D" = the student is doing work of poor quality and has not completed basic course objectives.

"F" = the student is doing work that is of failing quality, has not accomplished basic course objectives, and has made no genuine effort to do so. (Genuine effort is defined as seeking and completing **all** teacher assigned requirements for a passing grade in the class.) At the end of first semester, students who receive an "F" in mathematics or foreign language will be scheduled out of the class into an alternate class.

"D" IN A SEQUENTIAL COURSE

A student receiving a "D" in a sequential course will need to repeat the course prior to proceeding to the next level.

WEIGHTED GRADES

Grades in Honors and AP classes will be weighted grades. A=5, B=4, C=3.

2 OR MORE U'S

Students with 2 or more U's on a June report card will be placed on Discipline Conditional Enrollment for the following school year.

FAILING GRADES

A student failing three academic classes on the second semester final report card and/or whose GPA is 1.0 or below will not be re-enrolled.

SUMMER SCHOOL MATH

Students who repeat or take a math class in a summer school must receive an "A" or "B" grade in that class in order to advance to the next level of math. Students who attend LAB's summer school and repeat or take a math class may receive a "C" or better grade in that class in order to advance to the next level of math.

FINAL EXAMS SCHEDULE:

First Day	-	8:00	-	9:45	Period 7 Finals
		9:45	-	10:03	Nutrition
		10:08	-	10:45	Period 1
		10:50	-	11:27	Period 2
		11:32	-	12:09	Period 3
		12:14	-	12:51	Period 4
		1:26	-	2:03	Period 5
		2:08	-	2:45	Period 6
Second Day	-	8:00	-	9:45	Period 6 Finals
		9:45	-	10:10	Nutrition
		10:15	-	12:00	Period 5 Finals
Third Day	-	8:00	-	9:45	Period 4 Finals
		9:45	-	10:10	Nutrition
		10:15	-	12:00	Period 3 Finals
Fourth Day	-	8:00	-	9:45	Period 2 Finals
		9:45	-	10:10	Nutrition
		10:15	-	12:00	Period 1 Finals

Missed final exams: If deemed an **EXCUSED** absence (bereavement/illness), the student, at the teacher's discretion could:

1. Make up the final exam early or late - a \$50 fee will be assessed for each rescheduled final
2. Be given a final grade without taking the final
3. Be penalized to the maximum of a drop of one letter grade

OFFICE PRACTICE CREDIT

A maximum of 10 units of credit is allowed for Office Practice.

TEACHER'S ASSISTANT (T.A.)

A T.A. is non-credit unless the student arranges "credit status" with the instructor.

NON-CREDIT T.A.

A student who wants this special experience or needs schedule placement may be assigned by the counseling staff to a teacher or department for discretionary use in grading papers, taking inventory of equipment, or other assignments. This class is for junior and senior students.

Procedure:

1. Counselor arrangement with the teacher or department chairman.
2. The instructor is to keep an accurate attendance record of the teaching assistant.
3. No grade or credit will be issued.
4. Teacher assistant should be instructed to bring study materials when no duties are assigned.
5. Teacher assistant is to remain under direct teacher supervision at all times.

CREDIT T.A.

A student who needs additional credit in order to complete graduation requirements may be a Credit T.A. This class is for junior and senior students.

Procedure:

1. An application for a student to be a credit teaching assistant must be completed by the second week of the semester by the teacher and submitted to the academic committee/principal for approval.
2. The application will include specific educational objectives as well as assignments, duties and responsibilities and have department chair approval.
3. The instructor is to keep an accurate attendance record.
4. The instructor will record one grade per week.
5. Student is to remain under direct teacher supervision at all times.

Limitations:

1. All T.A. credit will be considered practical art credit but will not meet the practical arts graduation requirement.
2. A student may receive a maximum of 10 credit T.A. units.
3. Credit T.A.'s must be juniors or seniors at the time of enrollment.
4. Exceptions to the above can be made via the petition process to the Academic Committee.

CREDIT LIMITS FOR EARLY TERMINATION

(16th - 20th week of any semester)

1. Final credit and grade may be issued if advance make-up work is submitted and approved by both the teacher and an administrator.
2. In the case of student illness, all make-up work and tests must be completed before the start of a new school year.
3. The final academic mark, based on work to date of leaving, may be lowered one full grade when there is no make-up work submitted (at the discretion of the instructor and with the approval of an administrator).
4. Failure to complete required work as noted in 1 & 2 will result in one of the following:
 - a. Grades issued to date of leaving only (without final credit).
 - b. "Incompletes" will become "Failures" for permanent record.

WORK EXPERIENCE

Seniors working a minimum of 20 hours during the school week (Monday - Friday) could be considered for daily release from a maximum of two periods of class time.

Senior students working less than 20 hours per week (Monday - Friday) and requesting release from last period must be able to document either work schedule demands or reasonable travel time to work which necessitates release from class.

A student needs to have a cumulative GPA of 2.0 with no "F"s or "U"s to qualify for entry or continuation in work experience. Eligibility will be determined on a semester basis.

An application to apply for work experience may be obtained in the Guidance Office. Approval will depend upon fulfillment of graduation requirements, grades, number of work hours and recommendation by the college counselor. No applications will be considered during the last 6 weeks of school.

Verification of work time will be required from the employer at every grading period. The Guidance Office must be notified of any changes in employment status. Failure to notify the office of changes could result in denial of work experience.

Students leaving early need to sign-out in the Guidance Office on a daily basis and promptly leave campus. For safety reasons, work experience students who park on Woodley, across the street from the school, must cross the street at the corner. They should not cross the street in front of the school.

COLLEGE EXPERIENCE

Seniors who wish to participate in the COLLEGE EXPERIENCE program may be excused from one or two class periods each day so that they can attend class(es) at a local junior college or CSUN.

Students who plan on taking part in this program need to register for participation during the spring course registration period of their junior year. We require that these students provide proof of college enrollment when they return to school in the fall of their senior year. One source of proof can be a copy of the LOS ANGELES COMMUNITY COLLEGE DISTRICT SPECIAL STUDENT ATTENDANCE APPROVAL FORM or an equivalent proof of attendance if attending either CSUN or a community college.

Eligibility for participation in the COLLEGE EXPERIENCE program will be determined by the college counselors.

Courses taken at the college level are weighted at 2.5 times the college unit value. The grade will be a non-weighted grade.

SUMMER SCHOOL/NIGHT SCHOOL/ON-LINE LEARNING COURSES

LAB will allow up to 10 units of recovery credit and 10 units of enrichment study per summer from an approved institution. To ensure that LAB will accept the academic units, students must obtain administrative/counselor approval *before* enrolling in summer school, night school or an on-line learning class. LAB will not accept any self-study, independent study, private tutoring, home school or on-line learning courses that do not meet LAB requirements.

Students will be scheduled into their usual classes for fall. Upon completion of a summer school class, students should call LAB and notify LAB of the completion of the class and the grade received. Students' scheduled will then be changed to accommodate for the completed summer school class. No credit will be given until an official transcript is received from the summer school. Summer school schedule changes should be made in the summer, not after school begins in the fall.

Students may use summer school credit to complete LAB English and Social Science graduation requirements only if they have initially taken the LAB course. Students may not use summer school to take level I of a foreign language to advance to level II of a foreign language. Level I of a foreign language must be taken over two semesters.

Students enrolled in the Enhanced Learning Skills class make take one online class at no cost. Each additional class is \$200.

For cumulative GPA - Night school and/or summer school grades, from an accredited institution, are averaged with all other high school level classes taken.

For course make-up - An improved school grade, from an accredited institution, is used in allowing a student to continue on to the next level of a sequential class (i.e. a "D" in Spanish I which was improved to a "C" or better, would permit a student to go into Spanish II).

ADDING OR DROPPING A CLASS

Classes are normally added or dropped during the "Program Adjustment Period" in the first two weeks of the semester. During this time and *through the fourth week of the semester a class may be dropped without being recorded* on the permanent record (no credit - no grade issued).

Withdrawal from the *fifth through the fifteenth week results in a "withdrawal grade at date of leaving" on the permanent record* and will not be calculated in the grade point average. A class may not be dropped unless there is a suitable alternative class available. No class may be dropped after the fifteenth week. *No class may be added for credit after the two week adjustment period* without administrative approval. A student checking out of school may receive a grade (to date of leaving) from the fourth week of the semester.

DROPPING PHYSICAL EDUCATION

A junior or senior may petition to drop physical education for an academic class.

TEST FREQUENCY

Middle school students should not have more than two tests per day. Senior high students should not have more than 3 tests per day. (Quizzes are not considered tests). Middle school students enrolled in high school level classes will be treated as high school students in those classes. Students whose tests exceed the permitted number and need to reschedule a test should see a counselor or administrator at least 2 days prior to the test day.

TEST MAKE-UP

All tests are to be made up in accordance with the attendance policy when a student returns from any absence. In each semester a student will be allowed one make-up test for credit per class. In extreme instances (e.g. family death or hospitalization), a student could use the petition process, through his counselor for a waiver of the preceding policy. The teacher will be notified if a petition is approved.

Caution: Students with planned absences (athletes, music and ministry team, etc.) must arrange with their teachers to take any scheduled tests in advance. When a final exam is missed, the student may be penalized to the maximum of a drop of one letter grade.

HOMEWORK FREQUENCY

Students at Los Angeles Baptist High should expect homework as a normal part of their school assignments. In grades 6, 7 and 8, the normal load is planned for one to two hours nightly. In grades 9-12, the load may be from one and one half to three hours nightly depending on the type of program in which the student is enrolled. There may also be long term assignments that require work on weekends.

Middle school students who enroll in a high school level class must realize they will be treated as high school students with a homework load appropriate to the high school homework schedule.

TEXTBOOKS

Most textbooks and workbooks are furnished by the school. These are issued by the teachers during the first few days of school. On occasion, a student may be asked to buy a supplemental resource book or magazine. Fines for book damage are assessed at the end of the school year.

Books are issued subject to the following rules:

1. Books must be used only by the student to whom they are issued.
2. All hard bound books must be covered at all times.
3. Students should avoid dropping or throwing books.
4. Books must not be left where weather conditions may harm them.
5. No marks are to be made in hard bound textbooks.

If at any time these rules are violated, the books could be confiscated and the student could be charged for the cost of replacement.

HONORS CLASSES

7th and 8th grade students are offered an Honors track that includes classes in science, social studies, and English. To participate in this program students must have a "B" or better in each and all classes during their prior year of schooling and score within the upper 25% on the LAB entry exam. Priority enrollment into honors will be based upon student qualification. Continuation into 8th grade honors is dependent upon 7th grade final grade point average. At any grading period for the benefit of the student, LAB may remove from honors, students who have 2 or more fails, or whose GPA falls below 2.5.

Senior High students are offered honors classes in the areas of science, social science, English and foreign language. Students must receive a "B" or better on their semester grade for the previous year in the particular area of study and have instructor approval to enroll in an Honors course. They must also maintain a semester grade of "C" or better in the Honors coursework and a "B" or better in the regular work to continue in the Honors class. Students may drop their Honors standing at any grading period during the first semester only. Teachers may also drop students from Honors standing at any of these grading intervals. Enrollment priority will be based upon student qualification. Some honors or AP class will have specific prerequisites and will require a GPA of 3.5 or higher on the first semester report card.

ADVANCED PLACEMENT

Advanced Placement (AP) classes are offered in the sophomore, junior and senior years in the areas of science, social science, mathematics, English, computer and foreign language. Students must have received a "B" or better on their semester grade for the previous year in the particular area of study and have instructor approval to enroll in an AP course. Students must maintain a semester grade of "C" or better to continue in the AP Program. Students may drop their AP standing at any grading period during the first semester only. Teachers may also drop students from AP standing at any of these grading intervals. Some AP courses will have specific prerequisites. Students must have a GPA of 3.5 or higher on the first semester report card to enroll in AP classes. Enrollment priority will be based upon student qualification.

ADVANCED PLACEMENT/HONORS GPA CALCULATION

All grade levels - Honors or AP course grades that are "C" or better will be included in the student's current grade point average calculation on a five-point scale. Grades of "D" or "F" will be included in the grade point average calculation on a regular four-point scale. Placement within Honors classes is for the period of two semesters.

ADVANCED PLACEMENT EXAMS

A student planning to take an advanced placement exam should have teacher approval. Exceptions to this policy should be made through the petition process to the administration.

HONOR ROLL

As a college prep school with a number of Honors courses, we recognize high achieving students with honor roll status when they accrue a grade point average of 3.8 or above.

THE STRAIGHT A AWARD

Seniors seeking the Straight A Award must have a course load of at least five academic solid courses. T.A., Office Practice and Computer Technician are not an academic solid for this purpose.

ACADEMIC LETTERS

A high school student is eligible to wear an academic letter for maintaining an overall grade point average of 3.6 or above for two sequential semesters at LAB. Academic letters may be purchased in the Business Office.

CALIFORNIA SCHOLARSHIP FEDERATION

*C.S.F. is an honor society for **high school** students who meet certain academic and citizenship requirements.* Membership may be attained during the sophomore, junior and senior years (10th-12th grade). Students must apply during the announced enrollment period each semester. Any student who has earned C.S.F. membership at least 4 times (one during the 12th grade), will be awarded a "**Life (Sealbearer) Membership**". They will receive a special *seal* on their graduation diploma as well as a notation on all transcripts and permanent academic records.

Graduating seniors who are members for the entire six semesters will also receive a "**highest honor**" scholarship certificate.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

*C.J.S.F. is an honor society for **7th and 8th grade** students who meet certain academic and citizenship requirements.* Membership may be attained during the 7th and 8th grade years. Students must apply during the announced enrollment period each semester. Eligibility is based on the preceding semester.

"**Honor membership**" status is awarded to students who join C.J.S.F. their first three semesters. At *promotion*, they will receive an "**Honor Award**" in recognition of those accomplishments.

TUTORING

A tutoring program is available for students whose current grade in a particular class is a "D" or an "F" (if tutors are available, tutoring may be assigned to students with a C- grade). It begins after the first progress report and continues throughout the year. The tutors are L.A.B. students who volunteer to help their peers. Each tutor has been successful in the class they are tutoring and many of them are members of our California Scholarship Federation. After students apply for the program, they are notified if, and when, a tutor is available for them.

Students requesting tutoring must make a commitment to be present at all tutoring sessions, bring necessary textbooks and be ready to explain academic needs to the tutor.

ACTIVITIES AND ATHLETICS

LAB offers many opportunities for students to be involved in extra-curricular activities to help provide a balanced and well-rounded education.

CLUBS AND ORGANIZATIONS

An ever-changing part of our extracurricular campus life is the special interests and service organizations. Student clubs are organized as the students' needs and desires are expressed and when a faculty advisor is available. All campus organizations are authorized only with the permission of the Associated Student Body Executive Council and the Administration.

ASSOCIATED STUDENT BODY

The Associated Student Body is governed by the Executive Council which consists of 8 officers. The officers are empowered to act for and in the best interest of the ASB.

Officers are elected by their peers each May for the next school term (except for Spiritual Life Chairman, who is recommended for appointment by the Executive Council and faculty representatives, then approved by the faculty).

MIDDLE SCHOOL COUNCIL

The Middle School Council is composed of representatives from the sixth, seventh and eighth grade classes under the direction of the Middle School Administrator. Representatives are elected each fall for the school year.

STUDENT MINISTRY TEAM: REFLECTIONS

This class is offered on an audition only basis. Auditions are held with the music teacher. The ensemble performs on a regular basis for school chapels, outreaches, and festivals. This includes some instrumentalists and vocalists. Activity eligibility requirements apply. (Refer to *Ineligibility*, Section 3:15)

ACTIVITY QUALIFICATIONS

1. **C.S.F.** - Any 10th-12th grade student who has a GPA of 3.4 or better in specified subjects and has received no "D's" or "F's" during the preceding semester may qualify for C.S.F. (Refer to *California Scholarship Federation*, Section 3:13).
2. **Activities** - Students must have and maintain a GPA of 2.0 or better to be eligible for or continue in any activity.
3. **Participation** - Any student running for an ASB or class office or trying out for a team must be enrolled for the year they would serve or participate.
4. **Probation** - Any student whose GPA on any report card falls between 2.0 and 1.7 will continue to be eligible for sports and activities and will be given until the next report card to raise his/her grades to a minimum of 2.0.
5. **Ineligibility** –
 - a. **High School:** Any student whose grades on the current report card fall below 1.7 GPA, or any student on probation the previous grading period unable to improve their GPA to 2.0 or better on current grade report is immediately ineligible for participation in sports and activities. Any student with two or more fails will be immediately ineligible for the next grading period.
 - b. **Middle School:** Any student whose grades on the current report card fall below 1.7 GPA or has two or more fails, and any student on probation the previous grading period unable to improve their GPA to 2.0 or better on the current grade report is immediately ineligible for participation in sports and activities. Students who are actively involved in athletics or activities, and have become ineligible will be re-evaluated for eligibility after a period of three weeks. Wherein if they have raised their GPA above 2.0 they will be re-instated.
6. **Regaining Eligibility**- A student may take summer school classes in an effort to regain activity eligibility for athletics or other extra-curricular activities. The student will, however, remain on "probation" upon return to school in September. All summer school classes are NOT automatically accepted for credit at Los Angeles Baptist. Therefore, check with the Athletic Director and/or a counselor before enrolling in a summer school class. *NOTE: A summer school course grade does not replace a final grade (except in terms of athletic and activity eligibility).

CITIZENSHIP QUALIFICATIONS

Any student who has received two "U's" on a report card will be ineligible and not able to participate until the next report card and cannot qualify for:

1. CSF
2. ASB Officer
3. Middle School Officer
4. Class Officer
5. Sports/Athletics
6. Student Music Ministry Team
7. Cheerleader

Grade Point Average is based on the current grading period, not cumulative.

ACCIDENT INSURANCE

The school provides accident insurance coverage for all students while they are participating in school activities. By state law, it provides benefits only after a student's primary group medical coverage has first paid. A \$100 deductible applies and must be met before benefits are paid. For an additional premium, optional 24-hour coverage (outside of school activities) may be purchased. If a student is injured during a school activity, the student may request a simplified claim form from the Main Office. Please do not delay. Time limits for claims and coverage do apply.

BOYS' ATHLETICS

Middle School Boys' teams compete in an athletic league with an annual schedule of flag and tackle football, basketball, and track meets. At the beginning of each season the coach announces sign-ups and try-outs for boys desiring to compete. Practice sessions and games are held after school.

Senior High Boys' teams compete in the Southern Section CIF competition. Each prospective athlete must be eligible under CIF rules to compete. Baptist High field's teams in Varsity/J.V. Football; Varsity/J.V. Cross Country; Varsity/J.V./Frosh/Soph Basketball; Varsity/Soph/Frosh Track; Varsity/J.V. Baseball; Varsity/J.V. Soccer; Varsity Volleyball and Golf (when there is sufficient interest). Boys desiring to compete should contact the appropriate coach for information. Practice sessions are held after school.

GIRLS' ATHLETICS

Middle School Girls' field teams in an athletic league competing in basketball, softball, volleyball and track. At the beginning of each season the coach will publicize sign-up and try-out dates. Practice sessions and games are held after school hours.

Senior High Girls' teams compete in the Southern Section CIF competition. Each prospective athlete must be eligible under CIF rules to compete. The competition includes Varsity/J.V. Volleyball; Varsity Soccer; Cross Country; Varsity/J.V. Basketball; Varsity/J.V. Softball; Track, Tennis and Golf (when there is sufficient interest). Girls desiring to compete should contact the appropriate coach for information. Practice sessions are held after school.

Senior High Cheerleading – Girls interested should contact the Coach through the Athletic Office for application information. Tryouts and orientation sessions are held in the spring. It is mandatory that each cheer candidate and at least one parent be in attendance at an announced Parent Meeting. This meeting will be announced over the P.A. system and will appear on the LA Baptist web site. In the event that this meeting is missed, the candidate may be denied the opportunity to try out for the cheer team. Any exception to the required parent attendance must be approved by the athletic director **prior** to the parent meeting.

TEAM or SQUAD members that miss class time as a result of athletic competition should arrange to complete make-up work prior to leaving for the event.

ATHLETIC ATTIRE

Only coach-approved clothing may be worn by teams as uniforms, warm-ups, and/or game-day attire. Letterman jackets are considered athletic apparel and must comply with the standard letterman jacket accepted by the school. The jacket shall have a purple "body" with white or vanilla colored sleeves.

Any garment that is to be worn as a uniform, warm-up uniform and/or game day attire **must** be cleared through the coach **before** that **article** of clothing is ordered. Failure to do so may result in not being able to wear the garment at school or school functions.

ELIGIBILITY

Any student whose grades on the current report card fall below 1.7 GPA, or any student on probation the previous grading period unable to improve their GPA to 2.0 or better on current grade report is immediately ineligible for participation in sports. Any student with two or more fails will be immediately ineligible for the next grading period.

All athletes will be evaluated every six weeks by the Athletic Administration for continued eligibility. The following will be used to determine continued eligibility:

GPA: 2.0

U's: no more than one in Citizenship

In addition to the above criteria, each athlete will be evaluated in the areas of Tardies, Attendance, Dress Referrals and Discipline Referrals. An athlete that has an inordinate number of violations in the areas cited above may be subject to review.

Further, any major discipline infraction may result in immediate suspension from a team. That athlete's action will be reviewed by the

administration to determine continued eligibility. The administration has the authority to deem that athlete ineligible for activity participation for a one-year period if the infraction is determined to be a serious breach of L.A. Baptist behavior expectations both at school and away from school.

REMOVAL FROM ATHLETIC TEAM

If an athlete is removed from or quits a team, the athlete will be ineligible for the next sport he/she goes out for. Any appeal to this policy should be made to the athletic director for consideration by a coach's board.

ATHLETIC PHYSICAL EDUCATION

Athletes are required to be in a P.E. class. Student athletes will be graded along with other students in the regular class, but will have their final grade raised one letter grade in acknowledgement of their team participation.

AWARDS

Academic Awards - Are given to students for special achievement in a particular department or area of study.

Alpha Chi Sigma – This is an award presented by the faculty and administration to the senior boy and girl who represents an exceptional balance of Christian influence, scholarship, athletics, and extra-curricular activities.

Athletic Recognition - All students who consistently participate in interscholastic competition will receive an athletic certificate. The outstanding athletes in each sport will receive special recognition.

Attendance - This award is given to all students who maintain a perfect attendance record over the course of the school year (i.e., no absences, period or day, or tardies to any class). Honorable mention is given to students with no absences and no more than three tardies for the entire school year.

CSF Seal Bearer - This award is given to students who joined the California Scholarship Federation for four semesters (one of which includes the senior year.)

Honor Cord - Seniors who have maintained a GPA of 3.8 for the first seven semesters of their high school years will be awarded a gold honor cord at graduation.

Honor Roll Certificates - The first semester awards will be based on a 3.8 better GPA on the semester's report card. The second semester awards will be based on a 3.8 or better GPA based on the third and fifth grading periods.

Selection of Middle School Outstanding Students of the Year - Eighth grade students who have maintained a GPA of 3.0 over 5/6 of the school year are eligible for consideration for this award. The most well rounded students are selected from the following criteria: Christian testimony, participation in school activities (athletics, activities, social and service involvement), school spirit, overall contribution to school and student body, attendance, and behavior.

General Awards Assemblies - General awards to senior high and middle school students will be given in a program held in conjunction with the final PTF meeting of the year.

Service Award - This honor will be awarded to students who have served a minimum of 40 non-class hours "above and beyond the call of duty" and for which: no class credit was given, no monetary payment was received and no other special recognition or privilege was extended. Student recommendations must be ratified by the teacher and supervising administrator of the department or area.

Student Government - Given to any student who serves the student body as duly elected ASB Officer or middle school officer.

Valedictorian – Senior student with the highest grade point average of all high school level classes taken; must have attended LAB the last three years of high school.

Salutatorian – Senior student with the second highest grade point average of all high school level classes taken; must have attended LAB the last three years of high school.

Only courses taken at LAB will be used to determine GPA for Valedictorian and Salutatorian.

ATTENDANCE

POLICY

Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. We urge students to be absent only when absolutely necessary.

Board policy stipulates that absences in excess of 8 days (8% of class time) per semester will result in administrative review with a potential for academic grade reduction.

Further policy dictates that except in **extreme personal and medical cases**, academic grade reductions of 3-9% per class may be assigned, dependent upon the total number of absences, excused and/or unexcused.

Student Responsibilities: When any absence occurs, the student is responsible for class work missed and must arrange with the teachers to make up assignments, tests and quizzes within the same number of days absent.

Parent Responsibilities: Encourage prompt and regular attendance. Call the attendance hotline and report all absences. Schedule doctor's appointments and family vacations so that attendance at school is affected as little as possible.

TYPES OF ABSENCES

All absences are recorded on the student's attendance record as either excused or unexcused.

Excused: Section 10955 of the California Education Code cites absences due to illness or medical services as excused. Death in a student's immediate family will also be classified as excused.

Unexcused: All other absences are termed unexcused, regardless of their seeming legitimacy.

PROCEDURE

1. Please call (818) 894-5742 ext. 399 for each day of absence. A note may also be submitted.
2. UNEXPLAINED ABSENCE is any absence without a parent note or phone call of explanation. An unexplained absence will be recorded as a truancy within 2 days.
3. MAKE-UP ASSIGNMENTS may be obtained after the THIRD CONSECUTIVE DAY OF ABSENCE by contacting teachers through voicemail, or contacting the office to arrange for assignments, upon return to class. Class work and tests must be made up within the same number of days a student was absent.
4. A DOCTOR'S NOTE for readmission to school is required for FIVE OR MORE CONSECUTIVE DAYS OF ABSENCE due to illness.
5. RELEASE FOR LEAVING CAMPUS:
 - a. Should be arranged in the Guidance Office before school. The Guidance Office opens at 7:30 AM.
 - b. Please submit a parent signed note containing the student's full name, date, time, reason for leaving campus, and who will be picking up student or if student was driving self.
 - c. A parent must sign out their student in the Guidance Office.
6. RETURNING TO CAMPUS: A student who has checked out of school earlier in the day and is returning to campus, will need to check in at the Guidance Office.
7. ILLNESS DURING THE SCHOOL DAY: When a student becomes ill at school, he/she should report to the Guidance Office for assistance in parental notification and arrangements to leave campus.
8. All minimum days, finals week, and school activity days are considered compulsory attendance days.
9. All work is to be made up by the student within the same number of days absent.
10. Students who miss class time because of scheduled athletic competitions, musical performances or other school-related activities must make PRIOR arrangements to complete make-up work with their individual teachers.
11. If more than one makeup test per class is necessary in a semester, refer to *Test Makeup, Section 3:11* or *Finals makeup, Section 3:7*.
12. EXCESSIVE ABSENCES: Regular attendance in class is necessary for the greatest educational opportunity to result. Multiple absences, whether excused or unexcused, not only affect a student's learning in a class, but are an added burden to the instructor and classmates. The following policies will, therefore, be enforced:
 - a. A student must attend at least 80% of class meetings per semester to remain enrolled at LAB.
 - b. The school will inform the parent/guardian by mail when their student's absences in a class reach 5 or more in a semester. Letters will be mailed at 5 and 7 absences. However, situations where students accumulate excessive absences over a short period of time may preclude our ability to inform students and their parents precisely on the 7th absence.
 - c. Students reaching 8 absences will be forwarded to Administration for review of their attendance records. You will be notified of this action with a letter and copy of your student's attendance record. Continued absences may result in grade reductions.

- d. L.A.B. does not sanction absences for family vacations and/or other personal or family occasions. Extended absences put a severe strain on students academically. Any request for an exception to this policy must be made in writing, at least one week in advance, to Administration. Under certain circumstances, the "**extended absence due to travel**" policy may be used. Contact the Attendance Secretary.
- e. Students and their parents/guardians may request an attendance report at any time from the attendance secretary.

TARDY POLICIES AND PROCEDURES

Tardies to school:

- 1. Students arriving **before 8:25 AM** should report directly to class.
- 2. Students arriving **after 8:25 AM** must report to the Guidance Office with a parental note containing the student’s full name, date, time and reason for late arrival. A parental phone call with the required information will be accepted in lieu of a note. Attendance Line (818) 894-5742 ext. 399.

Tardies to class:

- 1. The **3rd unexcused tardy** in the same class will result in detention for the student. Parents are notified through the detention form.
- 2. The **6th unexcused tardy** in the same class will result in half a Saturday school for the student. See *Saturday Work/Study Program, page 3:29.*
- 3. Additional tardies will result in Saturday School and disciplinary review which could result in a withdrawal from class with **no credit**. Tardies are cumulative for the entire school year. Students who have reached the level of Saturday School will no longer go through the detention process, but automatically receive Saturday School at the 3rd tardy of the second semester and each tardy thereafter. Tardies are counted on a semester basis for all other students.

TRUANCIES

Any absence from class without the knowledge and consent of parents or approval from an administrator is a **TRUANCY**. This includes leaving school at lunch or before the end of the day.

1 period	=	Full Saturday School
2 or more periods	=	Suspension

Parent contact is made for truancies. If a student is truant 2 or more times, the administration will consider further disciplinary action.

GENERAL COMMENTS

Minimum day: Midday dismissal from school will always be at 12:00 Noon.

Closed campus: LABHS has a closed campus. Students are not allowed to leave during nutrition or lunch. For special events, a parent may grant permission for their young person to go to lunch off campus with an adult (21 years of age) provided the permission is in written form, in the Guidance Office, prior to 8:00 AM.

Students that are absent for the day as a result of illness should not be on campus or at school events.

DAILY ATTENDANCE ACTIVITY ELIGIBILITY

In order to participate in or attend an extra-curricular activity, (athletics, play, banquet, etc.) students must attend 5 periods of class on the day of the event. Infraction of this policy will result in detention.

Doctor/orthodontist appointments should not be scheduled on these days. If unavoidable, they should not cause an absence of more than 2 periods of class.

This policy applies to events held on non-school days as well. When participating in a weekend activity, attendance is based on last day of school. (ex: Saturday game - Student must meet attendance requirement on Friday.)

Athletes who violate the attendance requirement may be suspended for one game. Further violations may result in dismissal from the team.

Students that are not involved in athletics but violate the attendance requirement will be disciplined.

Please be aware that in order to participate in or attend an athletic event the student athletes **must attend 5 periods of class on the day of the event.** In addition, **students must dress and participate in their Physical Education class the day of the athletic event (or the day before if the event falls on a weekend or school holiday) or they will not be permitted to participate in the event.**

Transportation needs: Students are not released early on a regular basis for transportation needs.

Written consent to leave school: If another parent will be taking your student home, you will need to send a note giving that person permission to take your young person from school.

College Visits: Junior and Senior students may be excused from school for up to two days per year to visit colleges. The two days of absence may be taken together or separately. Students must notify the Guidance Office and teachers at least two days in advance of absence(s).

DISCIPLINE POLICY

GENERAL POLICIES

1. Obedience is one of the characteristics of a Christian life. At LAB, we want students to learn to feel a God-given responsibility to "walk honorably before all men." Scripture admonishes to "train up a child in the way he should go, and when he is old, he will not depart from it." (Proverbs 22:6) We believe that the home and the school must work together in this training.
2. At LAB, there are expectations of students in the areas of conduct, integrity, responsibility and respect. While teachers are the first line of discipline at school, they will work in partnership with parents to establish an effective disciplinary program.

If students do not comply with the standards of conduct, they will be subject to disciplinary action by the teacher, parental notification, and possible referral to the Guidance Office for further disciplinary action. Students may automatically be sent to the Guidance Office if their conduct is disruptive to the educational environment or is a danger to themselves or other students.

3. The counselors, supervised by the administration, will use their discretionary judgment in making decisions regarding discipline, with consideration given to: a) the severity of the offense; b) the student's previous conduct record; c) the attitude of the student during counseling; d) discipline precedents. The student may be suspended from school pending the outcome of the investigation and the determination of any disciplinary action to be taken. Parents of suspended students will be informed of disciplinary decisions. Unique or severe disciplinary situations may be referred to the Student Issues Committee.

Cumulative violations of school rules can result in increased severity of punishment. As much as possible, each student is dealt with on an individual basis with the counseling staff striving for wisdom in the application of discipline. Drug testing may be used to substantiate or absolve suspected drug use.

4. As part of the disciplinary process, all students have the right for their side to be heard before disciplinary action is taken.
5. To maintain a safe and beneficial environment for all students, a student may be directed to withdraw from LAB.
6. All school rules apply on field trips and on all school-sponsored events on the school campus and away from it. LAB expects students to honor Christ in all behavior and activities 24/7/365.
7. Parental cooperation is essential to benefit students and the community. It is therefore essential that parents cooperate with and accept disciplinary consequences deemed appropriate by the school. Parents unable to cooperate or work with the school in disciplinary actions may be asked to withdraw their student or be denied reenrollment of their student.

In addition to the stated criteria for discipline, the Administration reserves the right to dismiss/expel a student from Los Angeles Baptist Middle School/High School for cause. The determination of "cause" is discretionary with the Administration.

STUDENT ISSUES COMMITTEE

1. The Student Issues Committee, consisting of faculty members and administrators, meet as needed to formulate general discipline policy and handle policy clarification. This committee may also meet to make decisions in unique or severe disciplinary cases, as well as any special case or circumstance at the administration's discretion.
2. When unique or severe disciplinary situations are referred to the Student Issues Committee, all aspects of the situation are considered, and the student and parents are allowed to express their thoughts. Then the committee will make a recommendation on any disciplinary action to be taken and submit it to the administration.

CONSEQUENCES

The following actions will warrant a minimum penalty of **DETENTION** and a maximum penalty of **SUSPENSION**:

1. Disruptive classroom behavior
2. Rudeness, degrading or disgracing another person
3. Chapel misconduct
4. Littering, food throwing
5. Destruction of others' property
6. Locker tampering
7. Misconduct on public transportation
8. Inappropriate display of affection

9. Dangerous driving (loss of campus parking privilege)
10. Electronic devices on campus, e.g. tape players/recorders, radios, etc.
11. Gambling
12. General misconduct

The following actions will warrant a minimum penalty of **DETENTION** and a maximum penalty of **EXPULSION**:

1. Smoking
2. Possession of/or actions involving fire, fireworks, and/or matches
3. Dangerous behavior, violence directed toward another person
4. Disobedience, defiance, disrespect to a teacher or staff member
5. Vandalism, destruction of school property or pranks that result in littering or denigrating the school (Individuals or campus groups will be subject to an automatic \$200 restoration charge. In addition, actual clean-up and repair costs will be assessed.)
6. Obscenity, profanity, vulgarity, pornography or suggestive photos or art.
7. Derogatory racial, ethnic or sexual remarks
8. Pantsing a student
9. Truancy
10. Cheating and lying
11. Students may not post web sites or create inappropriate electronic communication or information about L.A. Baptist or any member of the student body or faculty without school permission. LAB expects student email and internet use to Honor Christ. When deemed necessary, LAB does act upon information from class assignments, class journals and student notes. LAB does not act upon information from personal journals and/or web based journals.

The following actions will warrant a minimum penalty of **SUSPENSION** and a maximum penalty of **EXPULSION AND REFERRAL TO AUTHORITIES**:

1. Use, possession and/or sale of illegal substances, i.e. tobacco, alcohol or drugs, both on or off campus; use or bringing inhalants or aerosol cans on campus.
2. Theft
3. Possession, threat, or use of weapons (i.e. gun, knife and/or ammunition)
4. Use of technology, whether on campus or off campus, to violate any school standard of conduct or commit an illegal action. Includes, but not necessarily limited to, 'hacking', attempted access of confidential data, harassment, pornography, etc.
5. Violation of LAB pledges
6. Gang affiliation
7. Immorality
8. Sexual promiscuity on or off campus; involvement in sexual activity biblically reserved for marriage
9. Forgery
10. Personal possession or duplication of school keys
11. Fighting; threat of violence, harm or bodily injury, or physical acts of aggression
12. Harassment - verbal, visual, physical or written that intimidates, injures or creates a hostile environment

METHODS

Inactivity Period - Automatic restriction from all school functions/activities until a disciplinary matter has been cleared. May be used in any disciplinary situation.

Detention - Supervised confinement after school, superseding all other school activities. The student is expected to obtain his parent's signature on the detention slip and to follow all rules printed on it. Upon arrival he should present his detention slip to the supervisor. Detention begins at 3:00 PM and ends at 4:00 PM (Unexcused absence from detention results in one additional day of detention). Any potential conflict, (e.g. medical appointment) must be worked out with the counselor prior to the assignment. Misbehavior in detention may result in Saturday School.

Work Detail: On campus, supervised, assigned work may be substituted for detention.

Saturday Work/Study Program: Provides an alternative in addition to suspension, and a disciplinary consequence for students who violate school standards. Four hours per Saturday - 8:00 AM to 12:00 noon. Location: LAB campus. Alternate focus: study two hours, work two hours. The work/study program will not be assigned on holiday weekends. Students may, with the Saturday School coordinator, reschedule Saturday School one time. Additional rescheduling of the same Saturday School will result in an additional half day of Saturday School.

Beginning fee: A student will be charged \$25 for the four hour Saturday School session, or \$12.50 per half session. Fee will be collected as student enters work/study. The fee increases in \$10 increments each additional time student attends Saturday School.

Class Suspension – Removal from a class. Study of school work and completion of class work is mandatory.

In School Suspension - One day in a structured and supervised educational environment with isolation from peers. Study of school work and completion of class work is mandatory.

Home Suspension - Parental supervision at home. Study of school work and completion of class work is mandatory. During a suspension a student is restricted from attending or participating in school functions such as athletic events or banquets. Continued misbehavior may lead to expulsion.

Community Service - Community Service may be required as part of a student's discipline.

Probation – Students may be placed on probation for a period of 4 to 6 weeks, requiring the student to adhere to general school rules and policies.

Contract – Students who violate probation will be placed on a contract, restricting the student from all extracurricular activities.

Expulsion - Permanent removal from school. Final decisions regarding disciplinary matters will be made by the administration.

ACADEMIC CHEATING

Cheating is detrimental to the educational environment. The following procedures are to be implemented when cheating is identified:

1. Suspicion of cheating or any first occasion of cheating will result in a "no credit" being given on the assignment or test and a day of Saturday School will be assigned.
2. A second incident of cheating within the same school year will result in a "no credit" on the assignment or test and a three-day suspension. The student will also be put on disciplinary probation for cheating.
3. Any further incident of cheating within a 2 year period will result in either the student being asked to withdraw from the school, or the matter being turned over to the Student Issues Committee for further evaluation.
4. Cheating on a final exam will result in the semester grade being lowered one full grade, and any remaining penalties based on the number of incidents.

POSSESSION OF / THREAT OF / USE OF WEAPONS

LABHS considers student possession of /use of/ or threat of the use of weapons as a serious offense and will not tolerate such on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or at a school event will be dealt with in the same manner as a "threat."

Any staff member with knowledge of "possession," "threat," or "use of weapons" shall immediately report same to the school administration, who shall: (a) submit a report to the appropriate jurisdictional police authority; and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

WITHDRAWN STUDENTS

When a student is denied reenrollment or is asked to withdraw from LAB for disciplinary reasons, he/she will be restricted from being at any school activity or being on campus **at any time** from the time the student leaves through the following school year.

PRANKS / VANDALISM

No paint guns, paint balls, spray paint, markers (other than HI-LITERS), dangerous devices, laser pointers, or any item commonly used to deface property are allowed on campus.

School pranks that reflect a negative witness to the community, or result in vandalism or extensive clean-up cannot be tolerated. Those students that initiate pranks remain responsible for incidents that result later. Participants will be responsible for immediate clean-up, payment for any damages and related expenses, and subject to discipline, including expulsion. There will be no credit for classes missed as a result of campus cleanup, and illegal actions will be referred to the authorities.

DRESS CODE POLICY

Los Angeles Baptist Middle/Senior High School recognizes there is no **specific Christian way of dressing**. However, as a Christian school, our dress code attempts to reflect our need to be a **positive Christian witness** in the community and, at the same time, to establish standards of dress and personal grooming which honor God and enhance the educational process. We believe personal appearance is primarily the responsibility of the home. Our guiding verse is:

“For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's.” (1 Corinthians 6:20)

We have dress code standards in order to:

1. Maintain the need for modesty.
2. Encourage purity and adherence to Christian values.
3. Maintain the safety and character of our students.
4. Maintain a quality learning environment with minimum distractions.
5. Develop values that encourage professionalism, dignity and self-respect.

LAB UNIFORM REQUIREMENT

1. Students are required to wear the prescribed LAB uniform purchased from Norman's Uniforms. Students may continue to wear LAB polos as long as they are one of the approved colors: white, black, navy, purple, & pink.
2. After school attire must continue to abide by our dress guidelines. Students on campus for an after school activity that begins at 6:30 PM or later are not required to wear an LAB polo, but have the option to follow the dress code general guidelines in lieu of the LAB polo.
3. Students may only wear LAB authorized outerwear: LAB hooded pullover and front zip sweatshirts and LAB jackets. LAB lettermen jackets, LAB team jackets and LAB senior sweatshirts are permitted. No other clothing may be worn over the LAB uniform.
4. Shortening polos to no less than 4 inches below the waistband of the pants worn is the only altering of polos that is permitted. Any other altering will result in Saturday School. The uniform may not be ill-fitting (undersized, oversized, form fitting) or be accessorized with scarves, ties, pins, suspenders, belts or other items.
5. Only white, grey or black shirts, or long sleeve shirts of the same color as the polo may be worn underneath the LAB polo shirt. Girls may wear solid colored tights under their uniform skirts or shorts. No open weave or fishnet tights.
6. All LAB club or class polos and t-shirts must be preapproved by the administration.

GENERAL GUIDELINES

1. Hair color must be one tone, a natural color to the student and neatly styled without being extreme. Boys' hair should be above the collar and long enough to pinch with the fingertips (a #2 razor setting).
2. Neatly trimmed moustaches and sideburns to the bottom of the earlobe are acceptable. No facial hair (beards or goatees). Boys in non-compliance will be sent to the boys' dean and given the opportunity to call their parents and receive permission to shave using a new disposable razor.
3. Girls: Neatly applied makeup and appropriate jewelry (up to three pierced earrings per ear) are acceptable. Boys: No earrings are permitted for boys. No ear spacers for boys or girls. No other body piercing, tattoos or stickers or drawings resembling tattoos are allowed for either boys or girls.
4. In addition to the approved LAB color polos, clothing choices for any activities during and outside of regular school hours are guided by modesty and appropriateness. They are as follows:
 - Girls: Hemmed and neat pants (i.e. jeans, khakis, pedal-pushers, etc.), hemmed shorts to mid-thigh with a six-inch inseam, skirts/dresses that reach to no higher than **3** inches above the knee (including slits). Tops must have sleeves and be long enough to cover the midriff. No clingy or revealing clothing (i.e. sheer fabrics, body suits, bike shorts, etc.). No tank tops, spaghetti straps or off the shoulder tops.
 - Boys: Hemmed and neat pants/shorts that are a regular size in waist and length (i.e., stay on the hips without a belt; do not bunch at the ankle). Tops must hang no longer than mid-hip and have sleeves.
 - Fabric for pants: Fabric for pants must be woven fabric, not knit, fleece, stretch or mesh fabric. Examples of appropriate fabric for pants: denim, cords, khaki and broadcloth. Examples of inappropriate pants: stretch pants, sweat pants and mesh basketball shorts. Pajama pants, flannel pants and/or lounge pants are too casual and may not be worn. Pants may not have lettering or numbers across the rear of the pants.
 - Undergarments must remain covered.
 - Clothing advertising **any** music group, individuals, radio or TV station or private clubs is not acceptable.
 - Any article of clothing or item (i.e., notebook, folder, or backpack) that reflects an offensive quality or slogan or does not support the values, rules or philosophy of LABHS is not acceptable.
5. As a safety measure, all shoes must be closed toe and closed heel. Sandals, flip-flops, moccasins and slippers are not appropriate.

6. Only LAB hats or caps (worn forward) are acceptable headwear for any student; no headbands or bandanas. Hats and hoods may not be worn in the classroom or in chapel. Blankets may not be worn.
7. Clothing with the logos of other high schools may not be worn.
8. Clothing and appearance should not be extreme or cause a distraction. Clothing should not have holes, rips, tears or frayed edges.
9. **Senior t-shirts may only be worn on Tuesdays and on the Fridays that are LAB shirt day.**

As fashion trends and fads change, it may be necessary to make additional revisions of this code. The final interpretation of the appropriateness of clothing, hair style, or accessories is within the sole discretion of the Administration.

GUIDELINES ARE IN EFFECT BEFORE, DURING AND AFTER SCHOOL, AND AT ALL SCHOOL ACTIVITIES. DRESS CODE INFRACTIONS ARE ACCUMULATED ACCORDING TO THE SCHOOL YEAR, NOT BY THE SEMESTER.

VIOLATIONS

Students in violation of the dress code may be detained in the office until a parent brings proper clothing and the violation is corrected. Violations are recorded on a cumulative basis throughout the year.

GENERAL DRESS VIOLATIONS

1. **FIRST VIOLATION** – After a referral by a teacher, the student meets with the dress counselor and parents are notified by letter.
2. **SECOND VIOLATION** - (not necessarily for the same dress code violation.) The student may be assigned three days of after school detention. Parents are notified through the detention form.
3. **THIRD VIOLATION** – The student may be assigned to a half-day of the Saturday School. Parents are notified through the Saturday School form.
4. **FOURTH VIOLATION** – The student may be assigned to a full day of the Saturday work/study program. A recommendation will be given to the principal which could result in the student being asked to withdraw from school. Parents are notified by phone and/or letter.

SHORT SKIRT VIOLATIONS

1. **FIRST VIOLATION** – After a referral by a teacher, the student meets with the dress counselor and parents are notified by letter.
2. **SECOND VIOLATION** - The student may be assigned three days of after school detention. Parents are called and notified through the detention form.
3. **THIRD VIOLATION** – The student may be assigned to a half-day of the Saturday School. Parents are called and notified through the Saturday School form.
4. **FOURTH VIOLATION** – The student may be assigned to a full day of the Saturday work/study program. The student may no longer wear skirts or skorts, but may only wear the uniform pants or walking shorts with the polo. Parents are notified with a telephone call.

GENERAL POLICY

APPEAL PROCESS

An appeal for a school policy, rule or administrative decision to be waived can be made through a standard petition form which is available in the Guidance Office. The proposed petition must include supporting reasons for the appeal as well as signatures of student and parent.

Once the petition is submitted to an administrator, it may be decided administratively or directed to a faculty-administrative committee for consideration and action. The appropriate administrator will inform the student of their decision and the subsequent action to be taken.

Academic petitions to establish eligibility may not be submitted before the 5th week of each new semester.

Petitions regarding semester grades must be received by the office no later than three weeks after the report card is sent home.

GRIEVANCE POLICY

If a problem should arise between student and teacher, the following procedure should be followed:

1. The student or parent should speak with the teacher, explain the problem and attempt to find a solution. (In sensitive cases, this step may be skipped.)
2. If no solution is found, then the student or parent should make an appointment to speak to the department chairperson or an administrator to mediate the situation.
3. If there is still no solution, the student or parent may call or write their appeal to the principal for consideration.

COUNSELORS

Counselors are available to students for academic and personal counseling. Students may initiate a conference by placing a note in the counselor's box or by seeing the counselor personally. Since counselors are also teachers, availability may vary according to their individual schedules. Consequently, students may be called in the following day. Any matter of urgency, should be reported immediately and will be given a high priority by the counseling staff.

MEDICATIONS

All medication taken during the school day must be brought to the Guidance Office by a parent, along with a written consent from the parent. The medications must have student's name, name of medication, dosage, schedule, and date of expiration. Prescription medications will be kept in a locked cabinet in the Guidance Office. Extra inhalers for emergency use may be stored in the Guidance Office.

LIBRARY

The library is open from 7:30 a.m. to 6:00 p.m. on regular school days and from 7:30 a.m. to 12:00 p.m. on minimum days. No food, candy or drinks are allowed. **Cell phones, CD players, IPODS, etc. are not permitted at any time.** The library is a place to study and find materials needed for classes, therefore we request students to be responsible and show respect to their peers by studying quietly. Disruptive students will be asked to leave the library; repeated requests will result in temporary loss of library study privileges. The loan period for book is two weeks; additional days may be added for book reports and projects at the discretion of the Librarian and teachers. Reference materials may be used in the library only.

Current year LAB student I.D. cards are **required** for checking out books.

Library fines are:	for regular materials	\$.20 a day (fines exclude weekends and holidays.)
	for lost materials	Cost of the item plus overdue fines if applicable.

Overdue books must be returned and all fines paid before additional books/materials can be checked out. Computers are for student use and **school work** only. Playing computer games or surfing the Internet or sharing of passwords will result in revocation of computer privileges. A library computer acceptable-use policy must be signed by parent(s) and student and be on file in the library. These are good for one school year only. Computer acceptable use policy forms are available in the library. After a completed form is turned into the librarian, a computer password will be issued. A lost or forgotten password will incur a charge of \$5.00. A current year LAB student I.D. card is **required** when signing in to use a computer. The printer may be used to print school work only. The charge is \$.15 per page.

IDENTIFICATION CARDS

Students should have their LAB identification card at school each day. They I.D. card is required to check our library books and /or to use a school computer. Lost I.D. cards are replaced through the Main Office.

P.E. LOCKS AND LOCKERS

All students are required to purchase a school padlock from the business office for their P.E. locker. The padlock is the responsibility of the student. If it is lost or stolen, then the student will need to purchase another lock.

P.E. lockers should be securely locked at **ALL** times. Most lost items from the locker rooms are the direct result of the student's failure to lock them in his/her locker.

P.E. CLOTHES

All students are required to wear the school P.E. uniform (shirt and shorts) during their P.E. class.

PUBLIC DISPLAY OF AFFECTION

In order to establish and maintain an effective learning environment, public display of affection between male and female students is limited to holding hands.

P.E. MEDICAL EXCUSE

A student may be excused from P.E. for a maximum of three days with a note from a parent or guardian. A doctor's note, stating injury or illness and length of time to be excused is required beyond three days.

BICYCLES/SKATEBOARDS

1. Bicycles and skateboards are not to be ridden on the school grounds.
2. Bicycle riders are to enter campus only by the Kinzie Street parking lot gate.
3. Bicycles are to be immediately parked upon arrival at school and locked in the stand provided.

LOST AND FOUND

Check in the Guidance Office for lost and found items.

GUM

Gum chewing can damage school property and be disruptive; therefore, gum chewing is not allowed.

BALLOONS POLICY

In order to minimize distractions and to maintain an effective classroom learning environment, students celebrating special events may carry no more than 5 balloons to class, including "regular" balloons and oversized balloons. Balloons with "sound" can distract from the learning environment and are not permitted. During class, students must place the balloons as directed by the teacher. Balloons should not be brought to chapel.

FLYERS / HANDBILLS

Students who wish to publicize private parties or other private events on campus will be allowed to do so, provided the materials clearly declare that the party or event is **not** under the sponsorship or supervision of Los Angeles Baptist High School. Flyers which are distributed and do not conform to these requirements will be confiscated and students disciplined in accordance with the nature of the violation.

Students must obtain permission from an administrator before putting any handbills, notices, flyers, or announcements on the school bulletin boards.

CAMPUS KITCHEN

LAB has a snack bar on campus that is open during nutrition, lunch and after school until 3 pm.

CELLULAR PHONES AND PAGERS

Students are allowed to have cellular phones and pagers on campus provided the following requirements are met:

1. The phone is on a silent mode and makes no sound.
2. The phone may not be out and visible in the classroom or in chapel.
3. Follow-up calls are made on students' time and no class time is lost as a result.

Infraction(s) will result in confiscation of the phone or pager that will be returned to parents only. Contents of confiscated cell phones may be examined. After the third confiscation, the student will be suspended from school for one day, and additional days each time the phone is confiscated.

ENTERTAINMENT DEVICES/CAMERAS

The school provides audio-visual devices for use by the teachers as part of the regular class work. Apart from this, tape players, tape recorders, CD players, IPODS, radios, and electric games, etc. may be used before school or after school and during lunch and nutrition. Car radios or tape players are not to be used during school hours. Cameras used inappropriately will be confiscated. These infractions will be combined with the cell phone and pager infractions and will follow the same discipline sequence.

HALL PASSES

A hall pass is a paper pass issued at the discretion of the teacher or office authorizing the pupil to go from his regularly assigned room to some other designated place. It must bear proper signatures and indicate exact time of issuance. A student should always have a hall pass when outside of class during normal class times.

BACKPACKS

Due to safety issues, backpacks, messenger bags and large book bags worn over the shoulder must be kept in book lockers during the school day.

BOOK LOCKERS

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretions of school authorities, they deem it necessary to do so. Students are responsible for the condition of their lockers and contents. The following rules are to be observed:

1. Report **any** locker damage to homeroom teacher when lockers are issued (damage and clean-up fines are assessed at year's end).
2. Lockers are to be kept locked at all times.
3. **Combinations should not be told or given to others.**
4. Lockers must be kept clean and neat at all times.
5. Lockers are subject to spot checks.
6. Locker problems should be reported to the homeroom teacher or Guidance Office.
7. Failure to abide by these rules may result in fines, disciplinary action, or loss of locker privilege.
8. Locks may not be altered to facilitate quick and easy opening. This damages the lock. Students will be assessed a \$20 replacement cost for locks that are damaged.
9. The school is not responsible for lost, stolen, or damaged goods belonging to students.
10. Students may not share or exchange lockers.

SEARCH AND SEIZURE POLICY

At Los Angeles Baptist High School, there are expectations of students in the areas of conduct, integrity, responsibility and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The administrator or counselor conducting this search must adhere to the following guidelines:

The person or persons conducting said search must have a "reasonable suspicion" that the person, property or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term "reasonable suspicion" is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior.

The search that is conducted must be no more intrusive than necessary to serve the school's legitimate needs.

The search, and any item that is observed or seized, must be documented so as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the administration.

LETTERS OF RECOMMENDATION

Requests for written recommendations from teachers or administrators to colleges, other high schools, or jobs must be submitted to the individual teacher or administrator a minimum of two weeks ahead of the due date for mailing, and should be accompanied by a self-addressed, stamped envelope.

NUTRITION BREAK

After second period, a nutrition break is provided for the students. During this time students may eat something from their lunch or purchase snacks.

PARTIES / PROFESSIONAL FOOD DELIVERY

School policy prohibits classroom parties. Also, there is to be no off-campus professional food delivery to students during the school day.

PERSONAL POSSESSIONS

Personal possessions that are brought to school are brought at the responsibility and risk of the owner. The school is not responsible for loss of or damage to an individual's possessions. The school's insurance covers school property only. In an effort to protect students' property, valuable collectibles should not be brought on campus.

VISITORS - ALL DAY

Since Los Angeles Baptist High School is a "closed campus", no one can come on the campus to visit without a visitor's pass, which may be obtained, from the Main Office. If a student has a guest wishing to visit our campus, the student should pick up and complete a "Request For A Visitor/Guest Pass" from the Guidance Office several days prior to the visit. Only those visitors who have previously shown interest in attending Los Angeles Baptist High will be permitted on campus. An administrator must approve other exceptions. After obtaining permission from teachers and bringing notes from parents and the guest's parents (to include emergency phone numbers), a visitor's pass will be issued. Visitors must follow the dress code and all conduct standards and policies of Los Angeles Baptist High School.

Guests from other schools will not be permitted on campus if their school is in session, and no visitors are allowed on campus during the first or last three weeks of school, the weeks prior to Christmas and Easter Vacation, or during mid-term or final exams.

VISITORS - LUNCH TIME

Alumni, local pastors and youth directors **must** check into the Main Office when visiting at lunchtime. These visitors must also follow the dress code and all conduct standards and policies of Los Angeles Baptist High School.

OFF-CAMPUS LUNCH PASSES

A parent may grant permission for their young person to go to lunch off campus with an adult (21 years of age) provided the permission is brought to the Guidance Office in written form prior to 8 AM.

SECTION IV

SAFETY

AND

SECURITY

**CAMPUS SUPERVISION
CIVIL DISORDER
DISASTER/EARTHQUAKE
DISCIPLINE POLICY
STUDENT PARKING LOT**

PICK-UP/DROP-OFF POINTS

Students may be dropped off in the outdoor athletic courts area from 7:30 to 7:55 AM Entrance is from EAST BOUND Lassen Street only. Exit is also a right turn only onto Lassen Street EAST BOUND (there are **no left turns** from Lassen Street or onto Lassen Street. To ensure safety for our students, parents who pick up or drop off students in front of the school on Woodley Avenue should not double park or make "U" turns on Woodley.

PARKING LOT (STUDENTS)

The school provides off-street parking for student vehicles; however, all parking is at the driver's own risk. Students are encouraged to keep their vehicle locked at all times. The school is not responsible for loss from or damage to vehicles or their contents. Vehicles left in the parking lot after 3:00 PM are particularly at risk, especially from athletic activities on adjacent fields. (Balls that come over the fence, etc.) Students are not permitted to loiter in the parking lot. Reckless driving will result in student parking lot/driving privileges being revoked. Students are not permitted to use the Visitor Lot on Woodley during school hours.

CLIMBING ROOFS

Students should not scale walls or climb on the roof of any building to obtain or retrieve lost or tossed items (balls, books, Frisbees, lunches, etc.).

TACKLE AND PILE ON GAMES

Tackle and pile on games that do not promote healthy play are forbidden by school policy.

MINIMUM DAYS

On minimum days, there is no campus or library supervision. Library will close at 12:00 PM. All students are to be off campus by 1:00 PM. The Student Parking Lot will be locked at 1:00 PM.

DISASTER / EARTHQUAKE

In the event of a major earthquake or other disaster, the school will follow procedures designed to protect the safety and welfare of the students:

- In the event that the buildings may be damaged and not safe for occupancy, students will be evacuated to the athletic field.
- The school maintains emergency supplies - food, first aid, emergency blankets, etc. - in case of a protracted emergency situation.
- Staff members will remain with students to supervise and care for them for the duration of the emergency.
- Students will be released only to their parents or other adults listed on the student's emergency data form. Parents should be sure that these forms are always accurate and up-to-date.
- Student drivers and their riders will be released only with prior written approval from parents.
- If a major earthquake or other disaster should occur, parents should **NOT** call the school. Leave the telephone lines available for emergency calls only.
- Los Angeles Baptist will observe the same closure pattern established by the North Hills public schools as announced in the media.

CIVIL DISORDER

If there is extensive civil disorder (i.e. burning and/or looting of shopping areas) in relative proximity to LAB (i.e. approximately within a five mile radius) we will follow our standard disaster procedures:

- Students will be retained on campus (in gym).
- Students will be released only to parents or those designated on the emergency list. Student drivers and their riders will be released only with prior written approval from parents.

In the event of an occurrence outside of school hours, school operation will follow the pattern of the North Hills public schools as announced in the media. Scheduled after- school activities (e.g. athletic contests), will be held or cancelled at the principal's discretion.