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**Parent and Student Handbook**

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Description automatically generated**2024–2025**

Living Water Christian Academy Parent and Student Handbook

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# General Information

### History

In September 2021, a small group of dedicated parents were committed to educating their children in an environment that utilizes every learning experience to direct them to the truth of the Word of God. After much prayer, Living Water Christian Academy (LWCA), a non-denominational school focused on biblical values, was established with one teacher, four families, and nine students.

The Lord has been faithful and continues to provide for all the school’s needs through businesses, concerned individuals, local churches, parents, and volunteers.

### Accreditation

Living Water Christian Academy is working towards foundational accreditation through the Association of Christian Schools International (ACSI). Living Water Christian Academy’s staff requests continual prayer as they work diligently to fulfill this goal.

### Non-Discriminatory Statement

Living Water Christian Academy does not discriminate based on race, color, age, gender, nationality, or ethnic origin in its admission procedures, educational procedures, or employment opportunities.

# School Board Members

A group of names on a white background

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# A person in a suit and tie Description automatically generatedAdministration and Faculty

**Head of School**

Joe Nowlin

jpnowlin@gmail.com

A person in a blue shirt

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Description automatically generatedA person smiling in front of a flag

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**Chaplain**

Gary Bishop

garybishop52@gmail.com

**Early**

**Education Teacher**

Ashley Matchell

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**Lower**

**Elementary Teacher**

Faith Walderbach

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**Middle School Teacher**

Le’Ann Hudson

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**High School Teacher**

Michelle Roberts

conniemichelleroberts@gmail.com

**Vice Principal**

**Upper**

**Elementary Teacher**

Dala Davis

ddaviseducates@gmail.com

**Principal**

**Elementary Teacher**

Kelly West

kellywest0811@gmail.com

# A calendar with different colored numbers Description automatically generatedAcademic Calendar

# Admissions

Families interested in sending their children to LWCA must complete an application obtained by contacting the administration.

The admissions criteria are as follows.

Parents and guardians must:

* Fill out and submit an application.
* Be born-again believers in Jesus Christ.
* Be active members of a local evangelical church that is approved by the LWCA board.
* Agree with the LWCA Statement of Faith, Mission Statement, Vision Statement, Philosophy of Education, and Spiritual Foundation Goals.
* Seek to live under the authority of God and His word, the Bible.
* Submit to an interview with the LWCA administration and the board.

The LWCA administration or school board will inform prospective student parents as soon as an admission decision is made.

# Student Grade Assessment

### Early Education Students

Pre-Kindergarten students must be at least four years of age before September 1st of the Pre-Kindergarten year. Kindergarten students must be at least five years of age before September 1st of the Kindergarten year. As part of the application process, all potential early education students may be required to complete an assessment by the early education teacher and the administration to establish their academic and social preparedness.

### First–Twelfth Grades Students

Living Waters Christian Academy uses the Abeka curriculum. Grade placement will involve an interview and an academic review of students’ records to ensure they align with the Abeka curriculum for elementary and high school students. Additionally, an assessment by the appropriate LWCA teacher may be completed as part of the application process, and administration will review students’ disciplinary records.

# A close-up of a school application Description automatically generatedTuition

# Foundational Information

### Statement of Faith

Living Water Christian Academy’s *Statement of Faith* unifies its administrators, teachers, staff, students, and families in agreement with this set of beliefs.

Living Water Christian Academy’s beliefs are as follows:

1. We believe the Bible is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons⎯Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and only by God’s grace and through faith alone we are saved (John 3:16–19, 5:24; Romans 3:23; 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of the saved and the lost⎯the saved unto the resurrection of life, and the lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12–13; Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (1 Corinthians 3:16, 6:19–20; Romans 8:13–14; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).
10. We believe the Genesis account of six literal days of creation and that man came by direct creation of God and not by evolution (Genesis 1 and 2; Colossians 1:16–17; John 1:3).

The *Statement of Faith* does not fully encompass the essential values of Living Water Christian Academy. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all beliefs and behaviors. The LWCA Board of Directors holds the final interpretive authority on biblical meaning and application concerning faith, doctrine, policy, practice, and discipline as it relates to LWCA and its students and staff.

### Mission Statement

The mission of Living Water Christian Academy is to collaborate with parents who are actively involved in their children’s education to deliver a college-bound curriculum that is based on biblical values, fosters Christian character development, and prepares students for excellence.

### Vision Statement

Living Water Christian Academy’s vision is to provide excellence in an exceptional Christ-centered educational environment where students cultivate their God-given talents to step boldly into the world as Christian leaders grounded in biblical truth, assured in their identity in Christ, and using their talents to glorify God.

### Philosophy of Education

Living Water Christian Academy’s educational philosophy stems from the Holy Bible, which is inspired by God and infallible, and its lessons are superior to human knowledge. Living Water Christian Academy adheres steadfastly to the indisputable teachings of the Holy Bible and endeavors to see life and education through the lens of the values revealed in God’s word.

Living Water Christian Academy is dedicated to educating and mentoring students through educational excellence and a biblical worldview that cultivates Christian character, equips them to discover the truth through the lens of Scripture, and helps them to excel academically, intellectually, physically, and spiritually.

### Spiritual Foundation Goals

Living Water Christian Academy’s *Spiritual Foundation Goals* are structured on the cornerstone of Jesus Christ. The *Spiritual Foundation Goals* are in place to encourage spiritual growth and Christlikeness with Christ as the foundation, center, and head of everything we do for God’s glory.

Living Water Christian Academy’s Spiritual Foundation Goals are to…

* Lead students to know Christ.
* Nurture students in their relationship with the Lord.
* Teach students excellent Bible study habits.
* Help students develop an attitude of love and respect for the Word of God.
* Prepare students to stand in faith beyond life at school.
* Weave prayer and Scripture into every part of life.

# Procedures

### Daily Procedures

#### Arrival

* School hours are between 8:00 a.m. to 3:30 p.m.
* Students may not arrive before 7:45 a.m.
* Students will enter through the south front door and remain in the lunchroom or recess area until they are released to the morning assembly.
* Students will keep *all* their belongings with them until they are dismissed to class after morning assembly.
* Any student arriving after 8:00 a.m. will be regarded as tardy. Students will not be permitted to enter the building between 8:00 a.m. and 8:15 a.m. If a student is late, they must wait with their parents until the front door is reopened at 8:15 a.m.

#### Morning Assembly

* Students will be directed to the auditorium at 8:00 a.m.
* Students are expected to give full, undivided attention to the assembly leader.
* Students will be dismissed to class at 8:15 a.m.

**Chapel time is every Thursday morning and will be led by the school chaplain from 8:00 a.m. to 8:25 a.m.**

#### Lunch

* Monday through Wednesday, students must bring a packed lunch from home.
* Thursday’s lunch will be provided by the kindness of local churches, businesses, and individuals.

#### Lunch Rules

* Students will need to bring a refillable water bottle to school every day.
* Students will bring lunch, a water bottle, and any personal belongings needed for lunch and recess to the lunchroom.
* Juice and milk are only allowed during lunch.
* Soda or energy drinks are *not*allowed at any time.
* Students should inform the lunch duty teacher if they need assistance preparing lunch.
* Kindergarten–Eighth Grade students may use the microwaves and sink in the lunchroom (not the kitchen) for lunch preparation. Also, Kindergarten–Eight Grade students must be accompanied by an adult to enter the kitchen.
* High School students may use the kitchen to prepare lunch as needed.
* Students are expected to remain seated during lunch until they are released.
* Students are responsible for cleaning up their area of the lunch table, chair, and floor space.
* Every week, a designated class will be responsible for wiping down the tables and removing trash from the lunchroom following the departure of other students.

#### Recess

* Students will exit the building through the south door after lunch for recess.
* Students may not enter the building during recess except in the case of an emergency, and they must have permission and be accompanied by a teacher.
* At the end of recess, athletic equipment is stored, and students are to assemble for reentry into the building.

#### Dismissal

* Students will be dismissed from the classroom at 3:30 p.m. and must be picked up by 3:45 p.m.
* Students will remain in the lunchroom until their name is announced to be dismissed to a parent or guardian.
* Students are*not* permitted to have snacks during this time.

# Rules

### General Rules

* Students are expected to be courteous, respectful, and obedient to teachers and staff.
* Students should make every effort to coexist peacefully in every group situation and show respect for fellow students.
* Students are not to run or throw objects indoors.
* Students are not permitted on the stage in the auditorium without permission.
* Students are never allowed to open the exterior doors for any reason.
* Students are not permitted in the teacher’s workroom unless accompanied by an adult.
* Students must check in cellphones or smart devices (including smart watches) upon arrival and check them out at dismissal or when leaving the school.
* Students may only use the computer and the internet to access the Abeka student dashboard and complete lessons. Additional computer usage must be authorized by the teacher.
* Students are expected to leave common areas clean and organized after use (library, auditorium, etc.)
* Students’ use of offensive language will not be tolerated. This includes substitute curse words.
* Students are not allowed to gossip.
* Students are not allowed to wear hats or hoods in the building.
* Students are only allowed to have water in the classroom.

### Playground Rules

* Students are to slide down feet first only, and no running or crawling up or across the slide. One person is to slide at a time.
* Students are not to throw rocks, sand, or wood chips.
* Students are not to kick or throw a ball indiscriminately into a crowd.
* Students are not allowed to have any hand-held video games or electronics of any kind on the playground.
* Students must have a homeroom teacher’s approval to bring any play equipment from home.
* Students are to be a good sport. Everyone is welcome to play when playing games.
* Students are allowed to play flag or touch football only⎯no tackling.
* Students may *not* enter the building during recess except for an emergency. Students must obtain permission and be escorted by a teacher if they need to re-enter the building.
* Students should use equipment the way it was designed to be used.
* Students will store all equipment in their appropriate places and promptly line up at the south-side entrance when the whistle sounds at the end of recess.

### Hallway Rules

* Students must obtain permission to leave the classroom. If permission is granted to leave the classroom, students are to fill out their planner, request that the teacher initial it, and take the class hall pass as they exit the classroom.
* Students passing through the hallway should remain quiet and respectful of classes in session to avoid causing interruptions.

### Restroom Rules

* Students using the restroom during class are expected to follow the *Hallway Rules*.
* Students are required to proceed directly to the restroom and return.
* Students are expected to leave restrooms in good condition, such as wiping down the area around the sink after washing hands and disposing of the paper towels.
* Students are only permitted to use the restroom one at a time.

### Classroom Rules

In accordance with LWCA’s rules, each teacher may have a unique set of standards, structure, teaching methods, and expectations for their class.

Living Water Christian Academy educates and models the ability to adapt for growth, which teaches students to be shapeable by God’s loving hand throughout their lives.

### Snacks and Supplies

* Teachers will provide a daily snack schedule and procedure for parents and students.
* Parents will be responsible for sending snacks on a rotational basis.

### Consumable Supply List

Living Water Christian Academy families are encouraged to contribute to restocking consumable supplies every nine weeks or as needed.

* Paper plates
* Ziplock bags⎯gallon or quart
* Plastic silverware
* Paper towels
* Trash bags⎯thirteen or eight gallon

# Attendance Policies

### Absences

Students are encouraged to attend regularly as this promotes greater academic opportunities and excellence. Excessive absences from school might lead to students failing courses. Scheduling family vacations should be avoided during school days.

### Unexcused Absences

Students are considered to have an unexcused absence when the criteria for an excused absence are not met. Students who receive more than eight unexcused absences may have their grades lowered by a letter grade, or they may not receive credit for the current semester. Students may seek an exemption from this policy by filling out an *Attendance Appeal Form*. Additionally, medical documentation may be required if applicable.

**Any student absent (excused or unexcused) for thirty-six days or more will remain in their current grade.**

### Excused Absences

Parents must notify LWCA before 9:00 a.m. with one of the following justifications to be eligible for an excused absence:

* Illness
* Medical or dental appointment with a doctor’s note
* Death in the family
* Court Appearance

Students with contagious diseases, illnesses, or head lice are not permitted to attend school on campus.

### Medical Appointments

Medical or dental appointments should be scheduled at the end of the day to avoid missing core classes if possible. Students are expected to return to school promptly following their appointment if afternoon appointments are not available with a doctor’s note.

### Extended Absences

Administration may approve various types of absences depending on the information provided by the parent concerning the nature of the absence.

* Parents must fill out an *Advanced Absence Request* form with at least one week’s notice.
* Students or parents will be responsible for compiling any missed assignments.
* Students must complete the assignments by the day the student returns to school.

### Activity Absence

Students are allowed ten absences related to school activities⎯including participation in approved extracurricular athletic, agricultural, or fine arts events.

* Students must notify teachers in advance of upcoming absences.
* Students must complete and submit any missed assignments upon returning to school.

### Field Trip Policy

Living Water Christian Academy plans four field trips annually, one each quarter. Field trips are considered an academic day, and students are required to attend. Parents will be notified of the location in advance and are highly encouraged to attend. Occasionally, spontaneous field trips may occur at the teacher’s and administration’s discretion with parental or guardian approval.

### Tardy and Half-Day Absences

Students arriving after 8:00 a.m. are considered tardy. Four tardies equals one absence.

* Elementary students arriving after 10:00 a.m. or departing before 1:30 p.m. will receive a half-day absence.
* Middle and High School student absences are recorded per class period.
* Middle and High School students will be considered tardy if they come to class ten minutes late or leave ten minutes early.
* Middle and High School students will be considered tardy if they arrive ten minutes late for morning assembly. The tardy will be recorded in first period class.

### Leaving School

Students leaving school during the school day for any reason must have a parent or guardian check them out through their classroom teacher or administration. Living Water Christian Academy’s student and staff safety and security is of utmost priority. Hence, no one is allowed to pick up a student other than those designated on the enrollment form.

### Sick Day Guidelines

Living Water Christian Academy is committed to preserving the health of its students and acknowledges that cold flu seasons occur during the school year. Some students may experience days when they do not feel well. Likewise, students who are sick should stay home.

Students should stay home when they are experiencing any of the following symptoms:

* A fever of 100 degrees or higher.
* Exhibiting nausea, vomiting, or diarrhea.
* Uncontrollable cough or coughing often.
* Headache, body aches, or earache.
* Rash of unknown origin.
* Sore throat⎯sore throats are common. However, when a sore throat is accompanied by symptoms such as headache, nausea, earache, or rash, these symptoms could be signs of strep throat, and the child should be kept at home and seen by their pediatrician.
* Lice
* Flu or COVID-19
* Conjunctivitis (Pink Eye)
* Communicable Diseases

Students who feel sick at school must visit the administration office. The administration or health staff will determine if the student should go home. Parents of the students who meet the *Sick Day Guidelines* criteria will be contacted. The students will then wait in a supervised, designated area based on their symptoms.

Parents should make every effort to pick the student up within thirty minutes of being notified. Parents must come to the main entrance to sign the student out for the day.

Students may return to school after being sick when:

* Students are fever-free for twenty-four hours.
* Students have not vomited or had an episode of diarrhea for twenty-four hours.
* Students who are prescribed antibiotics have taken the antibiotics for twenty-four hours.

### Weather Policy

Living Water Christian Academy’s closings do not always correspond with the local public school. Parents will be notified through the Remind app. if school closes due to inclement weather. Living Water Christian Academy maintains the utmost respect for families and will notify parents as early as possible of school closings. Some weather-related closings will result in a *Virtual Day* rather than a *Snow Day*. Parents will be informed of the expectations for their child through the Remind app.

# Academic Policies

### Curriculum

Living Water Christian Academy primarily uses the Abeka curriculum. The teachers employ traditional teaching methods and video lessons to implement the curriculum to ensure optimal student outcomes and success. Additionally, the administration and school board must approve any non-Abeka curriculum. All subjects are taught from the perspective of a biblical worldview.

### Monday through Thursday Class Schedule

Students meet in the classroom for in-person instruction Monday through Thursday. Face-to-face interactions with instructors and peers improve students’ communication, teamwork, leadership, and presentation skills.

**Living Water Christian Academy reserves the right to switch to a five-day in-school program should it become necessary to accomplish academic goals.**

### Friday Class Schedule

Students complete all coursework and tasks assigned by their teachers from home on Fridays. Students will record their Friday assignments in their student planners. Parents should check and ensure all assignments are completed.

### Semester Tests

Semester tests are given for each subject to Seventh through Twelfth-Grade students. Final exams must be taken at the regularly scheduled times. If extreme circumstances arise, permission must be granted from the principal to reschedule the exam.

### Exam Exemption

Students may be exempt from taking the final exam each semester in a specific course if they…

* Have an *A* average.
* Have three or fewer absences.
* Do not have any demerits.

### Standardized Testing Assessments

Living Water Christian Academy participates in standardized testing programs that provide data for evaluating instructional methods, strategies, and student retention. Currently, Living Water Christian Academy utilizes the Standford Achievement Test, which provides feedback and constitutes a minor component of the comprehensive assessment of students and the efficacy of instructional effectiveness. Measures for post-secondary opportunities may also be derived from these standardized assessments.

Living Water Christian Academy’s graduation criteria require that the student’s senior ACT exam results be on file with the administration prior to commencement.

# Grades and Requirements

### Grading Scale

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### Graduation Requirements

Living Water Christian Academy graduates are required to pass the U.S. Naturalization Test, hold a CPR certification, meet the Oklahoma Financial Literacy Passport standards, and take the ACT.

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# Conduct Policies

### Biblical Code of Conduct

Living Water Christian Academy is committed to working in tandem with parents to equip students for life by fostering an atmosphere that promotes personal growth. Parents and students should understand that attending Living Water Christian Academy is a privilege, not a right. Students are expected to exhibit biblical behavior, adhere to the rules and *Biblical* *Code of Conduct,* and commit to spiritual growth.

Students are encouraged to commit to the following Biblical Code of Conduct:

* A daily, personal quiet time with the Father in prayer (Matthew 6:6) and reading His word (1 Peter 2:2).
* Discipleship in their local church (Hebrews 10:24–25).
* Engagement in fellowship, praise, and worship with other Christians (1 Thessalonians 5:11).
* Refrain from cheating or assisting others in cheating (Proverbs 10:9).
* Be respectful and obedient to teachers, administration, and others in authority (Romans 13:1–2) and address them with the appropriate Mr., Mrs., or Miss.
* Be honest in everything (Proverbs 12:22; Colossians 3:9).
* Respect others and their property (Philippians 2:3; Proverbs 15:5).
* Develop good relationships and be a good friend (Proverbs 18:24).
* Be kind and encouraging to one another (Ephesians 4:32; Galatians 6:2, 6:9–10).
* Have a good attitude (Philippians 2:14–15).
* Do their best in all areas (Colossians 3:23; 2 Timothy 2:15).

### Conflict Resolution Policy

Every educational environment, whether Christian or secular, will inevitably encounter conflict because, in all relationships, there will certainly be differences of opinion, discordant words, broken trust, and miscommunications. However, as Christians, Jesus laid out the biblical guidelines for how one resolves conflict in Matthew 18.

“Now if your brother sins, go and show him his fault in private; if he listens to you, you have gained your brother. But if he does not listen to you, take one or two more with you, so that on the testimony of two or three witnesses every matter may be confirmed. And if he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, he is to be to you as a Gentile and a tax collector.”

(Matthew 18:15–17 NASB)

Living Water Christian Academy’s policy is to obey the above biblical guideline when resolving any form of conflict in any relationship, whether it is between a student and student, student and teacher, teacher and parent, etc. Every relationship is interconnected and affects the unity of the whole. In an educational environment, when adults model problem-solving for students, they teach the students conflict-resolution skills.

Following the *Biblical Guidelines* below to resolve conflict will ensure that all LWCA relationships stay unified for the purpose of being a testimony of Christlikeness.

* Talk to God concerning the situation before talking to others.
* Do not gossip or talk about others involved in the situation.
* Create an open dialog and speak with the individual privately about the situation.
* Seek counsel to resolve the issue if a resolution is not possible. It may be helpful to have an outside perspective.

### Anti-Bullying Policy

Bullying entails hitting, tripping, kicking, name-calling, teasing, rejecting, pushing, shoving, leaving out, spreading rumors, stealing, or damaging others’ property. Bullying goes against the core values of LWCA and will not be tolerated. Living Water Christian Academy’s policies and procedures for discipline will be followed if such an event occurs.

### Alcohol, Tobacco, Vaping, or Illegal Substances

Living Water Christian Academy prohibits the use of alcohol, tobacco, vaping products, and illegal substances on campus and sponsored events.

Students will not make, sell, or possess drugs and related tools. Students will not possess, use, distribute, conceal, or be under the influence of tobacco, narcotics, alcoholic beverages, drugs, or other *mood-modifying* substances other than prescribed medicines.

Parents of any students who are found violating this policy will be contacted immediately by the administration. Students violating this policy may face a minimum consequence of a three-day suspension for the first offense. Additional violations may warrant consequences up to and including expulsion.

Students suspected of violating the policy may be subjected to a drug screening if there is reasonable suspicion. Additionally, any student may be subject to a random drug screen at any time, at the administration’s discretion.

### Internet Usage Policy

Living Water Christian Academy students utilize the internet as an educational and learning resource. Students only have pre-authorization to log in to Abeka. Students must receive authorization *before* using any other internet site. Students viewing, downloading, or sharing inappropriate content is strictly prohibited. This policy is in effect when students are on campus for school-related activities, events, or programs.

### Plagiarism Policy

Living Water Christian Academy considers plagiarism to be a serious offense. Plagiarism hinders students’ learning and conveys the impression of success through dishonest methods. Therefore, LWCA diligently educates students on the ethics of documenting other’s opinions and statements in all citation formats. Students are responsible for submitting homework with honesty and integrity. All written, oral, or visual assignments should be correctly documented, and credit given for any summaries, paraphrases, or direct quotes. Plagiarism of any kind is not tolerated.

The responsibilities of the students include:

* Students are expected to submit their own assignments.
* Students are not allowed to use any AI software.
* Students must cite sources per teacher style guidelines for summaries, paraphrases, or direct quotations.
* Students are not allowed to have others complete their assignments.
* Students are expected to ask questions and seek assistance from the teacher if there is an issue with an assignment.

Plagiarism of an assignment includes:

* Submission of another person’s work or ideas as one’s own, whether directly or indirectly copying from a media source, student, or adult.
* Insufficient documentation for a reference or no citing of sources.
* Citations or references that do not coincide with the quote, paraphrase, or summary.
* Citations or references that are inconsistent and lack evidence of research.

Living Water Christian Academy reserves the right to submit a student’s paper through plagiarism detection software if plagiarism is suspected. Student violation of the plagiarism policy for the first offense will result in a zero on the assignment. Students who repeatedly plagiarize may be expelled at the administration’s discretion.

### Harassment Policies

Harassment of any type is explicitly prohibited as per *the Biblical* *Code of Conduct* and the *Statement of Faith*, which the administration, teachers, staff, students, and parents have acknowledged and signed.

Living Water Christian Academy’s policy applies to unlawful and immoral conduct occurring at any time, on or off school property. In order for the LWCA’s administration to combat harassing conduct before it is serious, widespread, or persistent, students are encouraged to disclose acts of harassment immediately when they transpire to a teacher, staff, or administration.

Additionally, the morally reprehensible and unlawful actions go against the biblical foundation of LWCA and the Christian values of the students. Those who act in this manner will be subject to LWCA’s disciplinary policies and procedures.

### Sexual Harassment

Sexual harassment is defined by (EEOC) as any “unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.”1 Examples of sexual harassment include sexual advances, propositions, perverse flirtations, and obscene gestures by using words, pictures, objects, or other actions that relate to sexual activity.

This conduct may be verbal, nonverbal, or physical, and the behavior in question does not necessarily have to be aimed at the student complaining of harassment. The administration of the LWCA will decide whether or not an offense qualifies as sexual harassment.

Sexual harassment does not include roughhousing or non-sexual touching. Reporting sexual harassment is not a joke and should not be reported as such. The administration of the LWCA will decide whether or not an offense qualifies as sexual harassment. Likewise, falsely reporting sexual harassment will result in disciplinary action determined by the administration.

Students are urged to notify their teacher or administration promptly if they suspect they are the focus of sexual harassment so that appropriate disciplinary action per policies and procedures may be initiated. Immediate action to correct the inappropriate conduct may educate the offenders and motivate them to change and repent. Nonetheless, sexual harassment is a serious offense, and consequences will be applied in accordance with the discipline policies and procedures.

Students who feel they have been unlawfully harassed (*all forms of harassment*) should file a formal written complaint with an administrator or counselor. All complaints should be in writing and signed by the complainant.

Once the formal complaint process is initiated, the investigation will be completed within thirty calendar days of receiving the complaint unless a greater amount of time is deemed necessary due to extenuating circumstances.

At the completion of the investigation, the administration will compile a written report and deliver it to the school board, summarizing the evidence obtained and recommendations made.

The school board and administration will determine if the offense warrants immediate dismissal. If the complainant or student accused of harassing conduct is dissatisfied with the decision, an appeal may be made to the administrator, who will review it with the board.

Retaliating against a person who has reported harassment will result in severe disciplinary actions.

# Discipline Policies

Living Water Christian Academy is committed to redirecting unwanted behavior to encourage Christian character.

### Discipline

Discipline may include one or more of the following:

#### Natural-Consequence

Example: A student vandalizes property. The student will clean up or replace the property. Similarly, if a student is roughhousing and breaks a table, they will be expected to purchase a new one.

#### Work-Detail

Students will be assigned specific tasks, including but not limited to cleaning, vacuuming, outside chores, mopping, etc.

#### Detention

Students will be set apart during lunch, recess, or both.

#### In-School Suspension

Students will be set apart for the entire day⎯no lunch or recess with peers, and all schoolwork is expected to be completed.

#### Out-of-School Suspension

Students will not be allowed to attend school during the allotted time set by the administration. Students will receive a zero for all assignments during this time.

#### Expulsion

Students will not be allowed to continue to be a part of the LWCA family.

### Demerits

Demerits will be administered for violations of the rules and guidelines. The head of the school will determine the number of attributed demerits for violations. *Demerits will accrue per semester.*

Demerits will be administered according to the following:

#### Three Accrued Demerits

* Detention, work detail, or natural consequence

#### Six Accrued Demerits

* Parent conference with the principal
* Detention, work detail, or natural consequences

#### Nine Accrued Demerits

* Parent conference with the principal
* One day of In-School Suspension

#### Twelve Accrued Demerits

* Parent conference with the principal
* One day of Out-of-School Suspension (receive a zero for the day’s work)

#### Fifteen Accrued Demerits

* Parent conference with the principal
* Two or more days of Out-of-School Suspension (receive a zero for the day’s work)

#### Eighteen Accrued Demerits

* Probable Expulsion

### Category of Offenses

The following categories are examples of infractions that require disciplinary action *and* warrant demerits:

#### Category One Equals One Demerit

The first offense may result in a warning. Multiple violations will result in demerits.

* Continuous failure to prepare for class
* Continuous talking or disrupting class
* Use of unwholesome language
* Dress code violations
* Tampering with another person’s property
* Internet policy violation

#### Category Two Equals Two Demerits

* More than one violation of *Category One Demerit*
* Cheating or contributing to cheating
* Purposeful damage to another person’s property
* Minor physical altercation
* Profanity, obscene language or gestures, or off-color jokes
* Texting, writing, or drawing obscene words or pictures

#### Category Three Equals Three Demerits

* More than one violation of *Category Two Demerit*
* Defiant or disrespectful attitude toward any school personnel
* Direct disobedience
* Lying or planned deceit
* Plagiarism
* Possession or viewing of unwholesome materials

#### Category Four Equals Four Demerits

Any violation may result in immediate suspension (In- or Out-of-School Suspension) or expulsion.

* More than one violation of any *Category Three Demerit*
* Severe disrespect
* Assault or battery
* Pranks that damage property or bring harm to an individual
* Stealing
* Taking another person’s electronic device
* Malicious vandalism
* Actions requiring outside law enforcement or civil charges
* Bullying behavior, as defined in the Anti-Bullying Policy
* Sexual immorality (premarital sex, perverse sexual behavior, etc.)
* Vaping or possession of vaping products
* Drinking or possession of alcoholic beverages
* Smoking or possession of tobacco
* Use, distribute, or possess illegal drugs

#### Category Five Equals Probable Expulsion

Any Violations in this category will lead to probable expulsion.

* More than one violation of any Category Four Demerit
* Arson or false reporting of a fire
* Possession or use of a weapon at school
* Talking or joking about, threatening, or planning to commit an act of violence toward anyone at LWCA on or off campus
* Sexual harassment, as defined in the Harassment Policy

A student may receive discipline up to suspension or expulsion for any individual incident that is deemed severe in nature.

Off-campus actions may affect a student’s enrollment status. Students are accountable to the school for behavior occurring on or off campus.

# Non-Academic Policies

### Dress Code Policies

Living Water Christian Academy’s *Dress Code* *Policies* are intended to maintain a standard of dress for the entire school and to mentor students in modesty and decency. Clothing should be appropriate for an academic and Christian atmosphere. Students are expected to dress in a neat, clean, and modest manner. If the length, tightness, or appropriateness of any article of clothing is in question, the school administration will decide its compliance.

### Dress Code Guidelines

#### Tops

* Students may wear any clean, modest shirt.
* Shirts must not be see-through, short, showing midriff, low cut, or showing cleavage.
* T-shirts with advertising, logos, or sayings must be appropriate.

#### Bottoms

* Students may wear modest shorts and pants without excessive rips, fraying, or holes.
* Rips, frays, or holes must not be above fingertips when standing.
* Shorts must be longer than fingertips while standing upright without undergarments showing.

#### Dresses and Skirts

* Students may wear dresses and skirts (including the slit) that fall within two inches of the top of the knee when standing, with shorts beneath.
* Cleavage, midsection, or undergarments may not be visible at any time. For example, modesty must be maintained when arms are lifted overhead, bending over, seated, etc.

#### Hats

* Students are not permitted to wear hats inside the building, including sweatshirt hoods (hoodies).
* Administration may make allowances for special theme days.

#### Grooming

* Students’ hair should be groomed, out of the face, and be a natural color.
* Young men must be clean-shaven, as in no facial hair.

#### Earrings, Piercings, and Tattoos

* Earrings are acceptable for girls only, with no more than three per ear (including spacers).
* Visible body piercings or tattoos are not allowed.

#### Makeup

* Light, modest makeup is allowed for girls only.

### Field Trips Dress Code

Students must adhere to the dress code guidelines and are encouraged to wear the designated *LWCA Field Trip* *Shirt* and appropriate shorts, skirts, or pants on field trip days.

### Lockers and Backpacks

Living Water Christian Academy will perform periodic random locker and backpack checks throughout the year to maintain the safety and security of students and staff. Additionally, locks are not allowed on the lockers. Students’ lockers and backpacks must be kept neat and free of trash or food.

### Family Bible Study

Living Water Christian Academy hosts a *Family Bible Study* on most third Thursdays of the month. The dates for these required studies may be found on the school’s calendar. Please note these dates and plan to attend a night of fellowship and Bible study.

### Immunizations

Oklahoma statute (Title 70–3244) requires vaccinations with documentation for mumps, measles, rubella, chickenpox, and hepatitis B and recommends other vaccinations for students attending public or private schools. However, the statute allows parents to request an exemption based on medical, religious, or personal reasons.

Living Water Christian Academy requires students to submit a copy of their vaccination record for the student’s record. Parents who choose not to vaccinate student(s) are required to sign a waiver and provide the administration an explanation for their decision.

### Communication

Living Water Christian Academy’s teachers and staff use the following:

* Remind app.
* MySchoolWorx
* Phone calls
* Scheduled in-person meetings
* Emails

### Communicating Grades

Living Water Christian Academy uses the Student Information System: **MySchoolWorx**. The administration will provide parents with login credentials so they may view their students’ lesson plans, homework assignments, and grades. Parental use of this information system allows them to monitor their child’s progress, help when needed, and foster academic success.

### Communicating Emergencies

Living Water Christian Academy’s administration or teachers will notify parents in the event of an emergency that occurs during the school day. Emergencies may include but are not limited to:

* Severe weather evacuation
* School lockdown
* Student accident or injury
* Medical emergency.

### Security

Living Water Christian Academy has a modern security system that is maintained and updated to ensure the safety and welfare of the students, teachers, staff, and volunteers. Living Water Christian Academy maintains a locked-down facility during the school day while identifying the comings and goings of teachers, volunteers, staff, etc. Living Water Christian Academy is equipped with a video surveillance system inside and out of its facility. The purpose of the security cameras is to ensure the safety and security of students and staff. Additionally, LWCA requires teachers, staff, and volunteers to wear identification name tags on campus.

### Fire, Tornado, Lockdown, Intruder Alert Drills

Living Water Christian Academy conducts lockdown, tornado, fire, and intruder alert drills, ensuring the preparedness, safety, and security of students and staff.

### Media Release of Student Information

Living Water Christian Academy utilizes a variety of media platforms to communicate student information. Student information that is communicated may include but is not limited to student names, photographs, interviews, honors and awards received, student competitions, non-graded work, art and science projects, spelling bees, and audio or video recordings.

Many photos and videos of the events and activities during the school year may be taken by LWCA personnel. Some of these photographs and videos may include students. Student photographs and videos may be used in marketing materials to publicize the school in print, video, and social media. In order to share information details regarding students, including achievements and information concerning the school, events, and activities, parents or guardians are required to sign a media release form.

## Dear Parents | Guardians

Living Water Christian Academy aspires to excellence. Living Water Christian Academy is committed to excellence for the students and parents that it serves. With that said, LWCA is excited to start another school year providing excellent education to your child (children).

It is essential that each year, LWCA teachers, staff, parents, and students work together and are on the same page. For this reason, the administration requests that you read the following sections in the handbook:

* Statement of Faith
* Mission Statement
* Vision Statement
* Philosophy of Education
* Spiritual Foundation Goals

After reviewing, please sign the appropriate forms indicating that you and your student(s) understand and agree with the biblical foundation upon which LWCA is based.

Additional LWCA forms that need to be reviewed and signed are…

* The Biblical Code of Conduct
* The Media Release Form

The forms mentioned above will be retained on file for each school year. Please submit them to the school’s administration as soon as possible.

If you have any questions or concerns, please contact the LWCA administration.

Living Water Christian Academy understands you have other school choices for educating your child (children). Living Water Christian Academy is honored to provide biblical and academic education for the students it serves with excellence.

We look forward to a great year!

Blessings!

*Living Water Christian Academy Administration*

# Statement of Faith Agreement

Living Water Christian Academy believes…

* The Bible is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
* There is one God, eternally existent in three persons⎯Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
* In the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His return in power and glory (Acts 1:11; Revelation 19:11).
* In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and only by God’s grace and through faith alone we are saved (John 3:16–19, 5:24; Romans 3:23; 5:8–9; Ephesians 2:8–10; Titus 3:5).
* In the resurrection of the saved and the lost⎯the saved unto the resurrection of life, and the lost unto the resurrection of condemnation (John 5:28–29).
* In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12–13; Galatians 3:26–28).
* In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (1 Corinthians 3:16, 6:19–20; Romans 8:13–14; Ephesians 4:30, 5:18).

# Statement of Faith Agreement (Continued)

* The term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a
* woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
* God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

The Genesis account of six literal days of creation and that man came by direct creation of God and not by evolution (Genesis 1 and 2; Colossians 1:16–17; John 1:3).

The *Statement of Faith* does not fully encompass the essential values of Living Water Christian Academy. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all beliefs and behaviors. The LWCA Board of Directors holds the final interpretive authority on biblical meaning and application concerning faith, doctrine, policy, practice, and discipline as it relates to LWCA and its students and staff.

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Statement of Faith*.

# Statement of Faith Agreement (Continued)

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature**  **Date**

# Mission Statement Agreement

Living Water Christian Academy’s *Mission Statement*:

The mission of Living Water Christian Academy is to collaborate with parents who are actively involved in their children’s education to deliver a college-bound curriculum that is based on biblical values, fosters Christian character development, and prepares students for excellence.

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Mission Statement*.

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# Vision Statement Agreement

Living Water Christian Academy’s *Vision Statement*:

Living Water Christian Academy’s vision is to provide excellence in an exceptional Christ-centered educational environment where students cultivate their God-given talents to step boldly into the world as Christian leaders grounded in biblical truth, assured in their identity in Christ, and using their talents to glorify God.

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Vision Statement*.

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# Philosophy of Education Agreement

Living Water Christian Academy’s Philosophy of Education:

Living Water Christian Academy’s educational philosophy stems from the Holy Bible, which is inspired by God, infallible, and its lessons are superior to human knowledge. Living Water Christian Academy adheres steadfastly to the indisputable teachings of the Holy Bible and endeavors to see life and education through the lens of the values revealed in God’s word.

Living Water Christian Academy is dedicated to educating and mentoring students through educational excellence and a biblical worldview that cultivates Christian character, equips them to discover the truth through the lens of Scripture, and helps them to excel academically, intellectually, physically, and spiritually.

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Philosophy of Education*.

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# Spiritual Foundation Goals Agreement

Living Water Christian Academy’s Spiritual Foundation Goals:

Living Water Christian Academy’s *Spiritual Foundation Goals* are structured on the cornerstone of Jesus Christ. The *Spiritual Foundation Goals* are in place to encourage spiritual growth and Christlikeness with Christ as the foundation, center, and head of everything we do for God’s glory.

Spiritual Foundation Goals are to…

* + Lead students to know Christ.
  + Nurture students in their relationship with the Lord.
  + Teach students excellent Bible study habits.
  + Help students develop an attitude of love and respect for the Word of God.
  + Prepare students to stand in faith beyond life at school.
  + Weave prayer and Scripture into every part of life.

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Spiritual Foundation Goals*.

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# Biblical Code of Conduct Agreement

Living Water Christian Academy is committed to working in tandem with parents to equip students for life by fostering an atmosphere that promotes personal growth. Parents and students should understand that attending Living Water Christian Academy is a privilege, not a right. Students are expected to exhibit biblical behaviorand adhere to LWCA rules, *Biblical Code of Conduct,* and commit to spiritual growth.

Students are encouraged to demonstrate a *Biblical Code of Conduct* by committing to the following:

* A daily, personal quiet time with the Father in prayer (Matthew 6:6) and in reading His word (1 Peter 2:2).
* Discipleship in their local church (Hebrews 10:24–25).
* Engagement in fellowship, praise, and worship with other Christians (1 Thessalonians 5:11).
* Refrain from cheating or assisting others in cheating (Proverbs 10:9).
* Be respectful and obedient to teachers, administration, and others in authority (Romans 13:1–2) and address them with the appropriate Mr., Mrs., or Miss.
* Be honest in everything (Proverbs 12:22; Colossians 3:9).
* Respect others and their property (Philippians 2:3; Proverbs 15:5).
* Develop good relationships and be a good friend (Proverbs 18:24).
* Be kind and encouraging to one another (Ephesians 4:32; Galatians 6:2, 6:9–10).
* Have a good attitude (Philippians 2:14–15).
* Do their best in all areas (Colossians 3:23; 2 Timothy 2:15).

# Biblical Code of Conduct Agreement (Continued)

By signing below, it is acknowledged that, as a family, we have fully read and agree with LWCA’s *Biblical Code of Conduct*.

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# Media Release

Living Water Christian Academy staff will take photographs and videos of events and activities held during the school year. Some of these photographs may include your child (children). Living Water Christian Academy requests permission to use these photographs or videos for publication in LWCA publicity materials (print, video, and social media).

Please indicate below if you allow LWCA to use pictures with your child (children) in this manner.

* I give LWCA my permission to use any photographs and videos that includes my child (children) for publication.
* I do not wish to allow any photographs and videos that includes my child (children) to be used for publication.

**Living Water Christian Academy must have a current Media Release Form on file for each school year.**

**Student(s) Name and Signature:**

**Parent/Guardian Signature** **Date**

**Parent/Guardian Signature** **Date**

# References

1. “Sexual Harassment.” 2024. US EEOC. 2024. https://www.eeoc.gov/sexual-harassment.

# Contact Information

Please contact LWCA administration directly if you have any concerns or questions.

### Administration

Head of School⎯Joe Nowlin | 918–630–9379

Principal⎯Kelly West | 918–964–1921

Vice Principal⎯Dala Davis | 918–640–6184

### School

Living Water Christian Academy

488 Industrial Road A

Grove, OK 74344

Email: lwcaok@gmail.com

Website: lwcaok.org

A logo of a wave and sun

Description automatically generated

**Parent and Student Handbook**

**2024–2025**