



**Leaders of Tomorrow
Christian Academy Inc.**

Leaders of Tomorrow Christian Academy, Inc.

Student and Family Handbook

Faith Based Global Leadership Academy

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Leaders of Tomorrow Christian Academy

A LETTER FROM OUR SCHOOL BOARD PRESIDENT

Dear Leaders of Tomorrow Christian Academy Students and Families,

I am honored to welcome you to our school. I am privileged to work with an outstanding staff to make it a smooth transition for our students during this time. We are excited to work closely with you to ensure the success and well-being of all of our students.

Leaders of Tomorrow Christian Academy is such a special place to learn and grow. We are proud of our beautiful school and have high expectations for each student. We believe our students are kind, compassionate, and inquisitive. Together with our dedicated staff, we strive to make connections with students to help them feel valued, accepted, and safe. Our Leaders of Tomorrow Christian Academy motto of “Keeping GOD first in all we do” will continue to guide our mission to provide a structured and joyful school environment. Our goal is to encourage active student engagement to foster a life-long love for learning that will help our students discover the true spirit filled leaders they were created to be.

Partnering with our families is crucial to us as we navigate through our school year. We appreciate and value your support in our vision to provide a structured healthy learning environment for our students in and out of the classroom. We encourage our families to stay connected and informed about any updates or changes to our policies and regulations. Please do not hesitate to reach out to us with any questions and or concerns.

God Bless You,

Mr. Jack D. Ramos
School Board President
Leaders of Tomorrow Christian Academy Inc.

Train up a child in the way he should go and when he is old, he will not depart from it.

Proverbs 22:6



Leaders of Tomorrow Christian Academy

SCHOOL CREST

The Symbols of our School Crest:

The Trinity - The Lion, the Lamb, and the Dove each represent a person of God in the Godhead Trinity. They are all depicted in one crest as they are one, yet they are in different parts of the crest as they are three distinct individuals and have their own unique roles.

The Lion - The Lion symbolizes God, the father. The Lion being King of beasts represents God as He is mighty and king over all.

The Crown- The Crown on the Lion's head represents God's sovereignty as He is King of kings and Lord of lords. The cross on the Crown represents Christianity.

The Lamb - The Lamb represents Jesus Christ. He is God the Son, the Lamb of God, the sacrifice for our sins, and the savior of all mankind. He is the way, the truth, and the life.

The Red Cross - The Red Cross behind the Lamb represents the cross of Jesus Christ. This is where Jesus died for our sins. The Cross is red because it represents the blood that was shed at the crucifixion in order to save humanity from its sins.

The Dove - The Dove represents the Holy Spirit. The Dove is a messenger and flies freely. This represents our necessity for the Holy Spirit to move freely among us and lead us closer to the Lord.

The Olive Branch - The Olive Branch represents the peace that the Holy Spirit brings to us.

The Tree - The Tree represents the children and ultimate goal of our school. This includes training up a child in the way they should go so that, like a tree, they have deep roots that are grounded in the Word of God. However, the Tree is only part of the picture in representing that we can not do this on our own and that God must be surrounding it all in order for it to succeed.

The Shape - The crest is shaped as a shield. Just as the knights of old had banners to decorate themselves with, the crest is the banner that decorates our shield. It has all of the core aspects of our school and faith. We want to adorn ourselves with these core values. Faith in the Godhead Trinity and the pursuit of training up a child in the way they should go in developing deep roots in the Word of God are core principles we follow. We include this in the provision of their education and believe that this will help them succeed in their God given futures.





Leaders of Tomorrow Christian Academy

SCHOOL PROFILE

Introduction:

Leaders of Tomorrow Christian Academy fundamentally seeks to meet the following goals through our mission and programming:

- To share the love of God through His Word.
- To provide a Christ centered Global Leadership Curriculum.
- To develop the full expression of the Christian character through accountability, diligence, perseverance, reverence, respect, and responsibility. We believe this will serve to equip students to be vital members of the Body of Christ and become both local and global leaders.
- To maintain excellent academic standards that will challenge the God-given abilities of our students.
- To reinforce positive discipline and character that is taught in the Word of God.
- To promote the spiritual, emotional, social and academic growth of our students in the knowledge of God, in order that they may develop a fully matured Christian life.
- ‘To inspire and develop each child’s talents, gifts and education for the ultimate glory of God.

Statement of Faith:

We believe that there is one true God eternally manifested in the person of God the Father, God the Son, and God the Holy Spirit.

We believe the Bible is the absolute Word of God and the final authority of every believer.

We believe in Jesus Christ, the only begotten Son of God, who was born of a virgin, lived a totally blameless life, died for our sins, rose victorious over Satan, and now sits at the right hand of the Father until his imminent return.

Mission Statement:

Leaders of Tomorrow Christian Academy, Inc. (LOTCA) is a not-for-profit, faith-based educational institution dedicated to the personal and academic development of future leaders. We provide the full scope of a pre-college education by covering preschool through 12th grade in an academic setting that is both stimulating and preparatory. Our founding mission involves providing the kind of education that empowers and enables students to become agents of change in becoming leaders in their local communities and around the globe. We achieve such endeavors by combining strong ethics and classic academic instruction. In doing so, we equip our students with the tools necessary in developing sound character traits and leadership skills that lend themselves to the service of others in addressing real-world issues.



Leaders of Tomorrow Christian Academy

SCHOOL STRUCTURE

Corporate Structure:

Leaders of Tomorrow Christian Academy Inc. 501(c)(3) non-profit organization and is incorporated as an educational institution under the governance of its Board of Trustees and administered by its Principal.

Board of Trustees:

The Board of Trustees is the primary governing body of Leaders of Tomorrow Christian Academy Inc. This Board set policies for the governance of the school, which are implemented by the Principal.

Board of Advisors:

Our board of advisors share their expertise, skills and knowledge with the board of trustees. They are respected members of our community who offer expertise in various factions of business:

- Finance
- Law
- Marketing
- Human Resources

The purpose of our board of advisors is to offer advice and guidance to the board of trustees to help them make decisions that are in keeping with our mission and vision and that are in the organization's best interest.

SCHOOL PLEDGES

To the Bible:

I pledge allegiance to the Bible,
God's Holy Word,
I will make it a lamp unto my feet,
And a light unto my path,
I will hide its words in my heart,
That I might not sin against God.

To the Christian Flag:

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 to all who believe.

To the American Flag:

I pledge allegiance to the Flag of the United States of America,
And to the Republic for which it stands,
One nation under God,
Indivisible, with liberty and justice for all.



SCHOOL CURRICULUM

The Abeka Curriculum:

This curriculum is designed to meet the developmental needs of young learners. The curriculum provides a balanced blend of academic material and hands-on activities, ensuring children are engaged and actively learning. The content is age-appropriate, focusing on the essential skills and concepts that young children need to succeed academically and socially.

One of the standout features of the Abeka Curriculum is its strong emphasis on phonics. The Abeka Curriculum uses a systematic phonics approach, teaching children the relationship between letters and sounds. By incorporating phonics instruction from an early age, children develop a solid foundation for reading, spelling, and writing abilities.

For parents seeking a faith-based education, Abeka Curriculum incorporates a Christian perspective into its lessons. Biblical principles and stories are integrated into the curriculum, allowing children to learn about their faith alongside their academic studies. This approach can have a positive impact on a child's character development, values, and worldview.

Leaders of Tomorrow Christian Academy utilizes the Abeka Curriculum in ensuring the academic development of our students. The Abeka Curriculum combines a Christian world-view with classic educational learning in ways that are meant to prepare students for success in a diverse array of environments, communities, and disciplines. The curriculum makes use of integrated learning, visual stimulation, structure, organization, games, and open discussion in its educational material. Most importantly, it does so with the use of a faith-based perspective and foundation.

The curriculum comes with detailed lesson plans, teaching aids, and assessments, making it easier for educators to prepare and deliver high-quality instruction. Additionally, Abeka offers ongoing professional development opportunities and a dedicated customer support team to assist teachers in successfully implementing the curriculum.



Leaders of Tomorrow Christian Academy

JOHN MAXWELL LEADERSHIP METHOD

Executive Summary:

In 2017, the John C. Maxwell Team Global Youth Initiative was launched. Certified John Maxwell Team members from all around the world hosted free events to equip youth with the skills they would need to serve as leaders in all areas of their lives.

Why This Program:

Today's youth face many challenges. They struggle with confidence, fear of failure, and bullying. As parents, teachers, and leaders, we can do something about it. We can be part of a world-changing youth movement that will empower our children to be the very change they wish to see in the world.

Obejectives:

1. To reinforce the thought process that developing good character traits is the best insurance for handling difficult situations in the future.
2. To help equip youth to take responsibility, to help others, and to be a hero by righting wrongs.
3. To equip youth to stand up, lift up, and serve others.
4. To provide youth with facts about failure, how to fail correctly, and how to succeed after failure.
5. To help youth understand the importance of self image.
6. To offer ways to develop a positive self image through self respect.
7. To equip youth to build character by aligning values, thoughts, feelings, and actions to help ensure victories in their lives now and in the future.

I Choose Leadership Values Program:

This program is made up of 16 lessons spread out over 4 units with the goal of helping teenagers learn leadership values and teaching them how to apply them to their own lives.

These values are recognized by some of the largest and most successful companies in the world. I Choose was designed to provide students with an environment for leadership values to be introduced, practiced and shared.

Because many of today's teenagers equate leadership with position, abuse of power, bribery and corruption, few young people have a healthy and correct understanding of what leadership is and how they can apply it to their lives or the lives of others. John C. Maxwell has partnered with educational institutions around the world to produce this program and reverse the negative portrayal of leadership. This program offers a desirable portrait of leadership based on values that can be applicable to a student's life. These are values that teenagers can admire, implement and choose to aspire to for a more positive and sustained style of leadership.



Leaders of Tomorrow Christian Academy

JOHN MAXWELL LEADERSHIP METHOD CONTINUED

Program Goals:

1. Identify with the 16 values of leadership.
2. Take ownership of their choices.
3. Practice leadership values and develop those skills.
4. Evaluate themselves with their applied knowledge.
5. take turns guiding small group discussions.

Group Ages:

Ages 5-8

Ages 8-12

Ages 13-18

Course of Class - Index:

Unit 1

Lesson 1 - Choices

Lesson 2 - Growth

Lesson 3 - Attitude

Lesson 4 - Commitment

Unit 2

Lesson 5 - Relationships

Lesson 6 - Character

Lesson 7 - Forgiveness

Lesson 8 - Self-Worth

Unit 3

Lesson 9 - Responsibility

Lesson 10 - Courage

Lesson 11 - Initiative

Lesson 12 - Priorities

Unit 4

Lesson 13 - Teachability

Lesson 14 - Self Discipline

Lesson 15 - Resilience

Lesson 16 - Influence

Upon the completion of all units, the student will receive a certificate of completion.



ENROLLMENT PROCEDURES

1. An application for enrollment is to be completed by the parent(s) or guardian(s) of all pupils who want to attend Leaders of Tomorrow Christian Academy Inc.
2. Upon receipt of an application for enrollment, immunization records, and the appropriate registration fee, a personal interview will be held for enrollment.
3. Parents or guardians will be informed of tentative approval upon conclusion of the interview. Enrollment is completed only when all the requirements listed in item four (following) have been met.
4. When entering Leaders of Tomorrow Christian Academy Inc., for the first time, the following are required:
 - A. Enrollment Application
 - B. Registration Fee
 - C. Official documentation of all required immunizations or Letter of Exemption
 - D. A copy of the child's most recent report card, standardized achievement and/or specialized tests
 - E. Physical examination by a physician of your choice
5. Only families who have completed the enrollment process are eligible for tuition assistance. Upon completion of enrollment, contact the business office for tuition assistance application information.
6. Siblings of an enrolled student who seek admission after the school year has begun will be treated as a single student for tuition calculation purposes for that school year. If the sibling is re-enrolled for the next school year, the new tuition for that year will reflect the application of any multi-child discount to the family's tuition.

LATE ENROLLMENT

Enrollment after the start of the school year will be based solely upon the following formula:

- Enroll before November 1st = Full Tuition
- November 1st - End of the 2nd Marking Period = 80% Tuition

Students may not be enrolled after the beginning of the 3rd marking period without approval from school administration. Tuition will be prorated should enrollment be approved.



WITHDRAWAL FROM ENROLLMENT

Tuition responsibility for early withdrawal for any reason will be based solely upon the following formula:

WITHDRAWAL DATE	TOTAL TUITION DUE
March 1 st - May 31st	\$150.00 Withdrawal Fee
June 1 st - First Day of School	One Month of Full Tuition
1 st Quarter Withdrawal	50% of Full Tuition
After 1 st Quater	100% of Full Tuition

IMPORTANT: The Withdrawal Policy applies to all newly enrolled families that completed the enrollment process and to all returning families. The early withdrawal penalty is based on full tuition.



Leaders of Tomorrow Christian Academy

RE-ENROLLMENT REQUIREMENTS

All enrolled students at Leaders of Tomorrow Christian Academy Inc. shall be considered re-enrolled for the next school year under the following conditions:

Placement

- Re-enrollment acceptance and placement is made by school administration.
- Leaders of Tomorrow Christian Academy Inc. reserves the right to assign teachers, adjust and/or modify course selections and/or combinations of classes at each grade level, based on factors such as ability and achievement records, and enrollment in a particular class/course.

Parental

- Parents or guardians are encouraged to be involved with various activities and functions sponsored by the school.
- Parents are expected to attend all scheduled parent-teacher conferences.
- Parents or guardians are expected to be involved with various fundraisers held throughout the year.



DELINQUENT TUITION POLICY

Delinquent Tuition Policy

- A. Tuition payments are due on the assigned due date. If your tuition account becomes 10 days in arrears, you incur a \$50.00 late fee. In addition, you will incur a charge of \$50.00 for every check or payment returned due to insufficient funds or cancellation. Leaders of Tomorrow will send a statement or notice to the responsible party. (Important: Reckoning begins on the selected assigned due date.)
- B. If your tuition account becomes thirty (30) days in arrears, you (the parent or responsible party) must contact the Business Office to explain the delinquency and submit in writing your plan to repay the delinquent tuition amount. If you (the parent or responsible party) do not contact the Business Office and setup a payment plan approved by the Business Office, parent and student will be withdrawn, including access to report cards.
- C. If your tuition account becomes 60 days in arrears or older and the conditions of Article B have not been met, your student(s) will be removed from the school's enrollment.
- D. Students will not be permitted to re-enroll for the following school year if there is an outstanding balance for tuition or any fees.
- E. Any enrolled student whose outstanding balance has not been paid in full by May 31st will forfeit his or her enrollment in the event that the space is needed by a new enrolling student.
- F. You (parent or responsible party) must pay any and all past due tuition by mid-August, before the Back to School Night. If you do not, your child(ren) will be removed from enrollment.
- G. With the exception of health records, no other school records, transcripts, will be released to the family or any institution until all tuition, fees, and charges have been paid in full.

PLEASE NOTE: If your tuition account becomes 60 days in arrears and the conditions of your tuition agreement have not been met, your student(s) will be removed from the school's enrollment and you will be held responsible for any court/legal fees associated with the collection of the outstanding balance on your account. Maintenance and registration fees are due at the beginning of the school year and are not covered by grants or scholarships.



Leaders of Tomorrow Christian Academy

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are an essential part of the home/school partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly in addition to incorporating prayer. Conferences are scheduled for everyone at the conclusion of the first quarter and at the mid-point of the third quarter. Parents should not schedule family outings or vacations during the conference period, as the time has been specifically set aside for the purpose of providing time for parents and teachers to meet. Daytime and evening conferences are available. All parents are required to attend. Other conferences are encouraged by the parents or teachers throughout the year to keep communication current and to be supportive of one another in the best interest of the student.

REPORT CARDS

Leaders of Tomorrow Christian Academy uses the quarter system for evaluating academic performance and character growth. This means that report cards will be available at the end of each nine week quarter. Progress reports are only completed for the third quarter. Families who are delinquent with tuition fees, and/or other obligations will not be issued report cards or progress reports and will be blocked until a formal written plan has been approved by leadership. Also, if a student has outstanding obligations, such as, fines, outstanding uniform returns, missing or damaged textbooks, etc., report cards or progress reports will not be issued and families will not receive the reports until the obligations have been met.

RETENTION

Students are not automatically promoted to the next grade level at the end of the school year. Parents will be notified of potential grade retention at the midpoint of the third quarter in an effort to develop strategies that bring success to the student. Students will be retained in a grade level for the following year when school faculty and administration deem it in the best interest of the student based on academic achievement and character development. Parental input into the decision is also important.



SCHOOL HOURS

DAY TYPE	START	END
School Day	8:30 am	3:30 pm
Half Day	8:30 am	12:00 pm
Wrap Care	7:00am-8:30am (before)	3:30pm-6:00pm (after)

For safety reasons, we will not release students to another person without your express permission. Please call the main office with any changes in the dismissal transportation for your child before 2:00pm.

Classes start promptly at 8:30am, Monday-Friday and end at 3:30pm. Students will not be permitted into the school past 9:30am in order to preserve valuable educational time and avoid learning disturbances. Students arriving after 9:30am will not be permitted to attend without proof of valid reasoning such as a doctors note!

SCHOOL PICTURES

Picture Day is a day when students must be in their full standard dress uniform. The uniform should be clean, pressed and neat. Please reference the Uniform Policy for additional details. Parents will be informed of picture suppliers and available packages. Pictures are purchased at discretion of parents/guardians.

SCHOOL SUPPLIES

Each year, a school supply list is made available. Students are expected to have all supplies on the first day of school. Students are also expected to keep their supplies current during the year. Parents are reminded to check with their students to see if any of the items need to be replaced and/or replenished as the year progresses. Supply lists can be found on our website and are downloadable for the convenience of parents and guardians.



Leaders of Tomorrow Christian Academy

TELEPHONE USE POLICY

Elementary students do not have direct access to a phone at the school. In case of an urgent matter or an emergency, the student shall request the office staff to make the necessary phone call at the earliest convenience. Elementary and secondary students may use the front desk phone with permission only. Parents should refrain from requesting to speak with their students during class time unless there is an emergency. The office staff will relay a pertinent message to students, if desired.

We recognize that technology has revolutionized communication. We want to foster a technology-friendly environment. However, for the purpose of educational integrity and allowing educators to govern the classroom without interference, there are no cell phones permitted at school.

LOCKERS

Lockers are on loan to the student during the time that they attended Leaders of Tomorrow Christian Academy. Students can honor God as they grow in stewardship of their lockers. With this in mind, students should keep their lockers neat and orderly at all times. Stickers, pictures, etc., of any kind are not allowed to be permanently affixed inside or outside the lockers. Students should not leave food or dirty clothes in the lockers at any time. Also, no items should be kept on top of the lockers. Students leaving items outside of lockers in a disorderly fashion or at the end of the day will have those items confiscated. Students are not permitted to use or open another student's locker. The school reserves the right to search or inspect lockers at any time.

LOST AND FOUND

Lost and found items are kept in a designated area in our building. Once per month, those items will be donated if they are not claimed. Students can check the lost and found area upon request and with permission.



UNIFORM POLICY

Introduction

Student dress must reflect the biblical standard of modesty and excellence. At school, a student's job is learning, that is the business of school. Adhering to the dress policy is an important part of our educational process. It should be noted that Leaders of Tomorrow Christian Academy is not placing value-judgement on clothing. There is nothing Christian or secular about our uniform, rather, the school seeks to provide an atmosphere for learning for the students.

Purpose and Philosophy

The Uniform Policy at Leaders of Tomorrow Christian Academy establishes attire standards for the business in which our students are engaged while at school: education. Using the policy also accomplishes important objectives that allow for personal growth and development.

- Establish a distinctive identity for our school and its students
- Establish tradition and communicate a positive message about the school
- Ensure that students can easily apply the biblical standard of modesty
- Eliminate competition in the area of dress and avoid promoting social status
- Avoid sloppiness in dress
- Avoid drawing attention to oneself based on appearance

Goals

As an educational institution, Leaders of Tomorrow Christian Academy can take advantage of teachable moments throughout the day. In our society, there is a tendency, even an inclination, toward lower standards of behavior that may be enhanced by choices in attire. Leaders of Tomorrow Christian Academy sees the opportunity to use the Uniform Policy to provide regular, teachable moments with students about an issue that matters to them: their clothes. Working with parents and guardians, our goals are the following:

- See students take pride in their appearance
- Instruct students in learning how to “dress for the occasion”
- Encourage the development of internal character rather than external appearance

Parents and the Uniform Policy

For partnership to succeed, both parents/guardians and the school. Its work together. Leaders of Tomorrow Christian Academy recognizes that you are the God-given authority in the lives of your children and your direction exceeds the reach of the school. When you agreed to send your child(ren) to our institution, you also agreed to abide by the policies and procedures put forth by the school. Therefore, you are the primary enforcers/administrators of the Uniform Policy. Please do not let your children attend school in violation of the policy with the idea that the school will make them comply. The school should serve only to interpret the policy to parents and students, and to offer reminders, as needed.



Girls PreK - 8th Grade September-March

UNIFORM DESCRIPTION GIRLS PREK-8TH GRADE

The school crest is to be attached to all polo shirts, sweaters, sweater vests, jumpers, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Girls Uniform PreK - 8 th Grade September-March	
Shirt	<ul style="list-style-type: none"> • Long Sleeve Peter Pan Blouse • Short Sleeve Peter Pan Blouse
Skirt	<ul style="list-style-type: none"> • Black Pleated Skirt • Black round-neck jumper • Black V-Neck Pleated Jumper
Necktie	<ul style="list-style-type: none"> • Buffalo Plaid Necktie • Buffalo Plaid Bow
Sweater	<ul style="list-style-type: none"> • Red Anti-Pill V-Neck Cardigan • Red Anti-Pill V-Neck Sweater Vest
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Mary Janes
Socks	<ul style="list-style-type: none"> • All Black Socks • All Black Tights





UNIFORM DESCRIPTION GIRLS PREK-8TH GRADE

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Girls Uniform PreK - 8 th Grade April-June	
Shirt	<ul style="list-style-type: none"> • Red Short Sleeve Polo Shirt
Skirt	<ul style="list-style-type: none"> • Black Pleated Skirt • Black round-neck jumper • Black V-Neck Pleated Jumper
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Mary Janes
Socks	<ul style="list-style-type: none"> • All Black Socks • All Black Tights



Please Note: Ties or Bows are not required for this uniform and it is only to be worn April-June.





UNIFORM DESCRIPTION GIRLS HIGH SCHOOL

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Girls Uniform High School April-June	
Shirt	<ul style="list-style-type: none"> • Black Short Sleeve Polo Shirt
Skirt	<ul style="list-style-type: none"> • Black Buffalo Plaid Skirt
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Mary Janes
Socks	<ul style="list-style-type: none"> • All Black Socks • All Black Tights



Please Note: Ties are not required for this uniform and it is only to be worn April-June. High School Plaid Skirts must be purchased through the school.



Girls High School September-March

UNIFORM DESCRIPTION GIRLS HIGH SCHOOL

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Girls Uniform High School September-March	
Shirt	<ul style="list-style-type: none"> • Long Sleeve White Dress Shirt • Short Sleeve White Dress Shirt
Skirt	<ul style="list-style-type: none"> • Black Buffalo Plaid Skirt
Necktie	<ul style="list-style-type: none"> • Buffalo Plaid Necktie
Vest	<ul style="list-style-type: none"> • Red Suit Vest
Jacket	<ul style="list-style-type: none"> • Red & Black Suit Jacket
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Mary Janes
Socks	<ul style="list-style-type: none"> • All Black Socks • All Black Tights



Please Note: High School
Uniforms Must Be Purchased
Through The School



Boys PreK - 8th Grade September -March

UNIFORM DESCRIPTION BOYS PREK-8TH GRADE

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Boys Uniform PreK - 8 th Grade September-March	
Shirt	<ul style="list-style-type: none"> • Long Sleeve White Dress Shirt • Short Sleeve White Dress Shirt
Pants	<ul style="list-style-type: none"> • Black Pants • Black Slacks • Black Chinos
Necktie	<ul style="list-style-type: none"> • Buffalo Plaid Necktie
Sweater	<ul style="list-style-type: none"> • Red Anti-Pill V-Neck Cardigan • Red Anti-Pill V-Neck Sweater Vest
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Shoes (Closed Toe)
Socks	<ul style="list-style-type: none"> • All Black Socks





Boys PreK - 8th Grade April-June

UNIFORM DESCRIPTION BOYS PREK-8TH GRADE

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Boys Uniform PreK - 8 th Grade April-June	
Shirt	<ul style="list-style-type: none"> • Red Short Sleeve Polo Shirt
Pants	<ul style="list-style-type: none"> • Black Pants • Black Slacks • Black Chinos
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Shoes (Closed Toe)
Socks	<ul style="list-style-type: none"> • All Black Socks



Please Note: Ties are not required for this uniform and it is only to be worn April-June.



UNIFORM DESCRIPTION BOYS HIGH SCHOOL

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Boys Uniform High School September-March	
Shirt	<ul style="list-style-type: none"> • Long Sleeve White Dress Shirt • Short Sleeve White Dress Shirt
Pants	<ul style="list-style-type: none"> • Black Pants • Black Slacks • Black Chinos
Necktie	<ul style="list-style-type: none"> • Buffalo Plaid Necktie
Vest	<ul style="list-style-type: none"> • Red Suit Vest
Jacket	<ul style="list-style-type: none"> • Red & Black Suit Jacket
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Shoes (Closed Toe)
Socks	<ul style="list-style-type: none"> • All Black Socks



**Please Note: High School
Uniforms Must Be Purchased
Through The School**



Boys High School April-June

UNIFORM DESCRIPTION BOYS HIGHSCHOOL

The school crest is to be attached to all polo shirts, sweaters, sweater vests, and jackets. It is available for purchase through the school. Neckties and Bows are available through the school.

Boys Uniform High School April-June	
Shirt	<ul style="list-style-type: none"> • White Short Sleeve Polo Shirt
Pants	<ul style="list-style-type: none"> • Black Pants • Black Slacks • Black Chinos
Shoes	<ul style="list-style-type: none"> • All Black Sneakers (Closed Toe) • All Black Loafers (Closed Toe) • All Black Shoes (Closed Toe)
Socks	<ul style="list-style-type: none"> • All Black Socks



Please Note: Ties are not required for this uniform and it is only to be worn April-June.





Gym Uniform

UNIFORM DESCRIPTION GYM UNIFORM

Our Gym Uniform is available for purchase, in-person, through Rair Custom Graphics located on 716 East Landis Avenue, Vineland, New Jersey 08360. The Gym Uniform is also available for purchase through our website by clicking the “Gym Uniform” link under the “Uniforms and Supplies” category.

Gym Uniform (ALL YEAR, ALL GRADES, BOTH GENDERS)

Shirt	<ul style="list-style-type: none">• Leaders of Tomorrow Logo Tee
Pants	<ul style="list-style-type: none">• Leaders of Tomorrow Sweatsuit Zipper Jogging Pants
Top	<ul style="list-style-type: none">• Leaders of Tomorrow Sweatsuit Zipper Hoodie
Shoes	<ul style="list-style-type: none">• All Black Sneakers
Socks	<ul style="list-style-type: none">• All Black Socks



Our Gym Uniform is to be worn every Monday unless otherwise directed. This uniform may be required for field trips or special dress days. Parents/guardians will be notified if the gym uniform requirements change on any given day.

The Gym Uniform is the same for PreK through high school and is worn throughout the academic year. The uniform is also the same for both genders.



GRADING

In evaluating students, the teachers at Leaders of Tomorrow Christian Academy recognize the individuality of each student. Academic grades, while important, are to a great extent, a reflection of the internal character of each student. We ask that parents view the character comments on each report card as causative to the academic grades, holding great importance in the evaluation of each child. Teachers eagerly welcome the opportunity to meet with parents, by appointment to discuss a student’s progress.

Academic Grading Scale

LETTER GRADE	NUMERICAL VALUE	DETERMINATION
A	93%-100%	Excellent
B	84%-92%	Good
C	75%-83%	Average
D	66%-74%	Unsatisfactory
F	0%-65%	Failing

Preschool - Sixth Grade Grading Scale

LETTER GRADE	DETERMINATION
O	Outstanding: Working above grade level
G	Grade Level: Withing the expected range of performance
SP	Slow Progress: Below grade level
NI	Needs Improvement: Below grade level with little/no evidence of progress



ATTENDANCE

Absences

Each student is expected to be in attendance during regular school hours. If your child will be absent, the office must receive a call by 8:15am that day. Feel free to leave a message on the answering machine if you are calling before the beginning of the school day.

If a student leaves school before 12:00pm he/she will be considered absent for a full day. If a student leaves school after 12:00pm, he/she will be considered absent for a half-day.

An Attendance Policy Exception (APE) form must be completed at least one week before the absence demonstrating the reason for the request. Exceptions will not be granted for the following reasons:

- The request is during the first two weeks of the school year
- The student is behind on work or failing a subject
- The request is during finals week or during a major exam
- The total of all prior absences and tardiness is excessive
- If an APE is granted any work assigned before the absence and due during the absence should be submitted before the absence or the assignment may be considered late.
- If an APE is not granted, absence during that time period will be considered unexcused. Please note that assignments that are due during an unexcused absence receive no credit unless they are submitted by the beginning of the class period in which they are due. Assignments that are given during an unexcused absence will receive no credit.

TARDINESS

Any Student who arrives to school late must report to the main office to obtain a tardy pass to be admitted to class. Tardiness falls into the following two categories:

- **Arrival Tardy:** This type of tardy occurs at the beginning of the schools day. The school day begins at 8:30am. Students who arrive at the main office at or after this time will be considered late to school. Arrival tardiness is considered unexcused unless there is an extenuating circumstance approved by the school administration. If there are continual tardy occurrences, students may be required to serve after school detentions to work in the school as well as possible suspension from extra-curricular activities.
- **Class Tardy:** This type of tardy refers to class attendance, occurs due to negligence, and is considered unexcused. If the situation continues, the student will be subject to disciplinary action by the teacher. Tardiness to class as a habit is unacceptable and an accumulation of more than three class tardies per quarter may result in a lunch detention.



BULLYING

Leaders of Tomorrow Christian Academy is committed to being a bully-free zone. Bullying is defined as one and/or both of the following:

- Bullying entails direct or indirect behavior that systematically and/or repeatedly inflict physical, written (hand or electronic), or verbal harm or psychological distress on one or more students or employees. It occurs repeatedly over time and is perpetrated by an individual or a group against a target individual. It creates a sense of physical and/or psychological intimidation,
- Bullying creates a hostile, threatenin, humiliatin, or abusive environment due to a power differential between the bully and the target. Bullying takes place when both parties do not have equal power in the relationship. typically, one party will not be in a position to disengage from the relationship.

Parents should regularly speak to their children about bullying. Parents should not assume that their child is bullying others. It is common for children who are bullied, who would not normally bully themselves, to bully others. Parents should ask their children, on a regular basis, whether or not they are being bullied or are bullying others. All bullying should be reported immediately to the principal or headmaster in writing.

Bullying can also occur on social media platforms and through various methods of electronic communicatio. Both males and females are capable of bullying. Girl bullying is usually different than boy bullying and can include psychological abuse. Again, please be in regular contact with your children about these issues. Leaders of Tomorrow Christian Academy is committed to being a bully-free environment.

The Student Code of Conduct will be enforced for any verified act of bullying, as defined above, committed in or out of school against a student if the principal determines that the act of bullying results in the following:

- Interferes with the educational environment of another student and/or
- Causes substantial or material disruption of the school environment

Students and/or parents who become aware of bullying should bring it to the attention of the principal immediately.

Students who become aware of bullying and do not report it to the principal are considered complicit and will face disciplinary action.

Note: Any person committing an act of reprisal, retaliation or false accusation against a target, witness, or one with reliable information about an act of bullying will be subject to disciplinary action.



BULLYING DISCIPLINE

VIOLATION	MANDATORY CONSEQUENCE	OPTIONAL CONSEQUENCE
FIRST	<ul style="list-style-type: none"> • Detention • Parent/Guardian Contact or Conference • Referral for Counseling • Behavior Contract 	<ul style="list-style-type: none"> • Suspension • Restitution of Personal Property • Recommendation for Expulsion
SECOND	<ul style="list-style-type: none"> • Parent/Guardian Contact or Conference • Suspension • Assignment to Anti-Bullying Program 	<ul style="list-style-type: none"> • Parent/Student Conference w/ Principal • Restitution of Personal Property • Recommendation for Expulsion

The below list is one of bullying behaviors and actions (non-exhaustive, includes written electronic/social media based communication):

- Any internet-based taunting, ranking, or degrading
- Blackmailing
- Challenging to take dangerous dares
- Destruction of personal property
- Enslavement (asked to do something to be “in”)
- Hitting, pushing, shoving, bumping
- Humiliation
- Mind games
- Name calling, slurs
- Passing or any dissemination of demeaning photos
- Physical assaults
- Obscene gestures
- Ostracizing (rejecting, isolating)
- Spreading rumors
- Set-ups
- Sexual contact and/or harassment
- Scapegoating
- Stealing personal property
- Threatening or derogatory notes
- Verbal threats or harm (physical

SEXUAL HARASSMENT

Sexual harassment involves any action or comment that conveys a sexual message and may intimidate, embarrass, entice, or provoke another person. Sexual harassment is not tolerated under any circumstance. Leaders of Tomorrow Christian Academy reserves the right to take both disciplinary and/or legal action accordingly. Students and/or parents who become aware of any sexual harassment must bring it to the attention of the administration immediately.

Leaders of Tomorrow Christian Academy takes strict view on bullying in order to protect individual students and to promote a safe environment that honors Christ and nurtures the learning process.



It is very important at Leaders of Tomorrow Early Learning Academ, Inc. that we have open communication with all our parents and staff members.

We use many forms of communication to notify parents and staff members of new, reminders, updates, emergencies, changes to programs/calendars, etc.

We use the following social media/networking and/or websites:

Website: www.leadersoftomorrowela.org

Facebook: <https://www.facebook.com/profile.php?id=100083816948281>

Instagram: https://www.instagram.com/leaders_of_tomorrow_e.l.a._inc/

Class Dojo: teach.classdojo.com (able to access only via invite from school)

Lines of communication include the following:

Telephones (Landline-Home)

Cell Phones

Work Phones

Written ““hard copies” Given Out

E-mails

Class Dojo

Monthly Board Meetings

Parent Teacher Conferences

Parent Director Meeting

If parents need to contact the director/staff members at the school, they may do so at the following:

Address: 1017 South Spring Road, Vineland, New Jersey 08361

Phone: (856) 692-3400

E-mail: leadersoftom@gmail.com



Leaders of Tomorrow Christian Academy

Policy on Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)
3. If the center is unable to make alternative arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).



If a child exhibits any of the following symptoms, the Child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavioral changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contraindicated by local health department or Department of Health.

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the individual presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all soars have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable disease, can be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_management.pdf.



**Leaders of Tomorrow Christian Academy
Expulsion Policy**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

- . The child is at risk of causing serious injury to other children or himself/herself
- . Parent threatens physical or intimidating actions toward staff members
- . Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- . Failure to pay/habitual lateness in payments
- . Failure to complete required forms including the child's immunization records
- . Habitual tardiness when picking up your child
- . Verbal abuse to staff

CHILD'S ACTIONS FOR EXPULSION:

- . Failure of child to adjust after a reasonable amount of time
- . Uncontrollable tantrums/ angry outbursts
- . Ongoing physical or verbal abuse to staff or other children
- . Excessive biting

SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- . Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- . Reported abuse or neglect occurring at the center.
- . Questioned the center regarding policies and procedures.
- . Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- . Try to redirect child from negative behavior.
- . Reassess classroom environment, appropriateness of activities, supervision.
- . Always use positive methods and language while disciplining children.
- . Praise appropriate behaviors.
- . Consistently apply consequences for rules.
- . Give the child verbal warnings.
- . Give the child time to regain control.
- . Document the child's disruptive behavior and maintain confidentiality.
- . Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- . Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- . Give the parent literature of other resources regarding methods of improving behavior.
- . Recommend an evaluation by professional consultation on premises.
- . Recommend an evaluation by local school district study team.

10:122-6.8 Expulsion policy may be used to inform parents of the center's policy on the expulsion of children from enrollment.



STUDENT DISCIPLINARY POLICY

Zero Tolerance: Vapes, Drugs, Illegal Substances & Weapons

School Name: Leaders of Tomorrow Early Learning Christian Academy

1. Purpose

To maintain a safe, drug-free, and weapon-free environment in compliance with the laws of the State of New Jersey and to protect the health, safety, and welfare of all students and staff.

2. Prohibited Conduct

Students are strictly prohibited from following on school grounds, school transportation, or at any school-sponsored event:

- Possession or use of **vapes, e-cigarettes, or vaping devices**
 - Possession, use, distribution, or sale of **controlled dangerous substances (CDS)**
 - Possession of **drug paraphernalia**
 - Being under the influence of drugs, alcohol, or any illegal substance
 - Possession, concealment, or use of **any weapon**, including but not limited to:
 - Firearms (real or imitation)
 - **Pellet guns, BB guns, airsoft guns, gel pellet guns**
 - Knives or sharp objects (outside approved educational use)
 - Tasers, stun guns, or any object intended to cause harm
 - Concealing prohibited items anywhere on school property
-

3. Zero Tolerance Enforcement

Any violation of this policy will result in:

- **Immediate expulsion (effective the same day)**
- Immediate parent/guardian notification
- Confiscation of prohibited item(s)
- Removal from school premises
- Permanent disciplinary record notation



4. Law Enforcement Notification

The school reserves the right to contact law enforcement immediately for any violation involving illegal substances or weapons, in accordance with:

- N.J.S.A. 18A:40A-10
 - N.J.S.A. 2C:35-10
 - N.J.S.A. 2C:39-5
 - N.J.S.A. 18A:37-7
-

5. No Exceptions Clause

- This policy applies **regardless of intent**, including:
 - “Holding it for someone else”
 - “Not using it”
 - “Not knowing it was in their possession”
 - Claims that an item is a **toy, replica, or non-lethal (including pellet or airsoft guns)** will **not exempt a student**
 - **No warnings. No second chances. No progressive discipline.**
-

6. Search and Seizure

School administration reserves the right to search:

- Student bags, lockers, and personal belongings
- Any area on school property

when there is reasonable suspicion of a violation, in accordance with applicable law.

7. Parent/Guardian Responsibility

Parents/guardians will be:

- Notified immediately of any violation
- Required to cooperate with school and/or law enforcement actions
- Responsible for compliance with all school disciplinary determinations



8. Administrative Authority

School administration retains full authority to:

- Enforce **immediate expulsion without prior disciplinary steps**
- Deny re-enrollment
- Report incidents to appropriate authorities
- Take any additional action necessary to ensure school safety



SOCIAL MEDIA COMMUNICATION POLICY

The following policy is for Leader of Tomorrow Early Learning Academy employees who participate in social media use. Social media includes personal blogs and other websites, including Facebook, LinkedIn, Twitter, YouTube, Snapchat, Google Plus, and others. This applies whether employees are posting to their own sites or commenting on other sites.

The policy aims to provide good ethical practice and applies to all members of staff at the school. It is provided in our Parent Handbook, Employee Handbook, and the Social Media Policy Agreement.

The purpose of the policy is to:

- Protect the safety and privacy of our students and staff
- Protect the school from legal risk
- Ensure that the reputation of the school, its staff, and clients are protected
- Safeguard all children's privacy
- Ensure that any users are able to clearly distinguish where information provided by social media is legitimately representative of the school

Staff guidelines when using social media sites include but are to limited to:

- Follow all applicable Code of Conduct guidelines as mentioned in the Employee Handbook. For example, the employee must not share confidential or proprietary information about Leaders of Tomorrow Christian Academy and must maintain student privacy.
- Be professional, use good judgement and be accurate and honest in communications. Errors, omissions or unprofessional language or behavior reflect poorly on the employee and the school and may result in liability for the employee and termination of employment.
- In order to maintain professional boundaries, staff should not accept or initiate personal invitations to be friends on social media or "followed" on social media from parents of the school unless they know them in a personal capacity (such as being family members themselves). This is a common policy that many school districts and non-profits enforce.
- The school discourages staff in management/supervisory roles from initiating "friend" requests with employees they manage. Managers/supervisors may accept friend requests if initiated by the employee, and if they do not believe it will negatively impact the work relationship.
- School staff will not invite, accept or engage in social media communications with parents or vendors of the school while employed at Leaders of Tomorrow Christian Academy.
- Staff must not mention any names of children or their parents from the school on their online profiles.
- Staff must not write direct or indirect suggestive comments about work on their online profiles.
- Staff must not publish photos of the children on their online profiles.
- Staff must not write anything about other staff members on their online profiles.



SOCIAL MEDIA COMMUNICATION POLICY

- Staff must not use mobile phones to take photos in the school or to access social networking sites during their working hours.
- Staff must not post photos or make negative comments about our families and their children.
- Staff must not share or post details about family visits.
- Staff must not post comments about a coworkers that could be perceived as harassing, threatening, retaliatory, or discriminatory.
- Staff must not mention any of the companies that Leaders of Tomorrow Christian Academy works with on their online profiles.
- Our school families are directed to “like” the official school Facebook profile or follow the school’s official social media pages.
- All staff should be cautious and mindful when accepting friend requests from coworkers.
- Staff members are directed to set their online profiles to private so that only friends are able to see information.
- Personal profiles should not contain any images or videos which may be perceived as inappropriate behavior for a professional.
- The school logo must not be used in any personal social media apart from the official Facebook page.
- Staff will not place the school name anywhere in their personal profiles.
- Any breaches of the social media policy could result in disciplinary action.
- ‘Staff must not use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone.
- All email communication between staff members of the school community must be made from an official school email account.
- Staff should not use personal email accounts or personal mobile phones to make contact with members of the school community, nor should any such contact be accepted.
- Staff are advised to consider the reputation of the school in any posts or comments related to their employment with the school on their personal social media accounts.
- Staff should be mindful that everything posted online is public, even with the strictest privacy settings. You must assume that everything is permanent and may be shared.

Leaders of Tomorrow Christian Academy has social media pages. These are communication tools for the school. They are used for the following:

- Promote events
- Update parents on staff training and development
- Deliver news
- Market the school
- Display photos of activities, special events, trips, and projects
- Share Bible verses and faith-based educational material



**Leaders of Tomorrow
Christian Academy**

SOCIAL MEDIA COMMUNICATION POLICY

Please Note: Only school administration has the authority to post on social media sites on behalf of the school. No other employee may use the Leaders of Tomorrow Christian Academy trademarked name or logo, photos of children at the school, or engage in any promotions or conversations representing the school or its families.



SUSPENSION POLICY

Students could receive an in-school (ISS) or out-of-school (OSS) suspension, the length of which will be determined by school administration, in the course of the disciplinary process. Students who are suspended may not attend any outside-classroom activities or school-related functions during this period. While suspended, students will make up class work and take scheduled tests, though no credit may be given (determined by administration). On the day the student returns to class, the student must contact his/her individual teachers, either before or after school to complete and/or return assignments to the subject teacher within the time specified by the teacher.

In-School Suspension - A student may be placed on in-school suspension at the discretion of the principal.

Out-of-School Suspension - A student may be placed on out-of-school suspension at the discretion of the principal. During the period of suspension, a student may not make up class work, homework, or tests for grading purposes, unless waived by the principle. However, the work may be done by the student to facilitate continued learning of the material studied. This is considered an unexcused absence.

DETENTION POLICY

Detention is assigned to provide reflection and/or work time for students who have not governed themselves adequately in the areas of character or academic effort. Two levels of detention have been established within the following parameters:

Lunch Detention

- Assigned for failure to complete homework and/or minor offenses
- Students who fail to attend an assigned lunch detention must make up that day plus one more day
- Students must come with an assignment slip, or they will be given work by the monitor and serve one more day
- Students receiving four lunch detentions in the same quarter will receive an early morning detention. After two early morning detentions a student may receive an in-school suspension
- Lunch detention take precedence over any other activity

After School Detention

- Detention will be assigned by the grade level principal
- 24hrs notice will be given, if possible
- Transportation is the responsibility of the parent
- Detention is held, when needed, from 3:30pm-4:00pm
- Detention takes precedence over any other activity
- Students who are tardy will serve an additional detention
- Student who fail to attend detention will serve an additional detention. A second offense may result in suspension
- Students are not permitted to sleep or put their heads down during detention
- If a student is absent on the assigned detention date, the detention will be served on the date the student returns to school.



HEALTH AND SAFETY

Parents are encouraged to accept the responsibility for the health of their children and therefore are not to send a sick student to school. Students that are displaying any form of sickness will not be allowed into the facility. Any student that becomes sick at school will have their parents contacted to transport the student from school.

DENTAL HEALTH

Dental examinations are required for students in Preschool through sixth grade. The grades were selected because they represent critical periods or growth and development regarding a child's dental health.

EMERGENCIES

All parents/guardians are required to fill out emergency information when enrolling/re-enrolling their students. Please be sure to fill out forms completely and accurately. Forms are kept on file in the main office in case of emergencies. In case of emergencies involving your child, you will be contacted so that the appropriate action may be taken. If a parent/guardian to be notified in the event of an emergency can not be contacted, the school will take the appropriate action to ensure the safety of the student.

EMERGENCY PREPAREDNESS PLAN

Leaders of Tomorrow Christian Academy is following the guidelines and procedures established by the Vineland Emergency Management Agency (VEMA) and the State of NJ Emergency Management Agency (NJEMA) to be as prepared as possible in the event of a natural disaster or terrorist attack against citizens and/or structure in our area. The following guidelines and procedures will be updated or implemented as necessary:

Transportation

- If/when students are permitted to leave the facility, standard dismissal procedures will be followed if busing is permitted, unless directed otherwise via public announcements.
- 'If busing is not permitted, standard early dismissal procedures will be followed, unless directed otherwise via public announcements.
- Parents who are unable to pick up their children should make every attempt to contact the school with specific instructions as to who will pick up their children.
- Persons picking up a student that is not their child **MUST** provide a signed written statement dictating that they are taking responsibility for the non-custodial children in their care, if prior verbal communication from the parent is not possible before pick up.



EMERGENCY PREPAREDNESS PLAN

In the event of a threatening situation while school is in session:

- Students and associated staff shall follow instructions giving over the PA system.
- The receptionist or designee should remain at post if at all possible or take cell phone and radio into the auditorium.
- Students and staff will remain in designated area until given the all-clear signal or other instructions.
- The school will maintain a supply of water that would serve the needs of the students and staff for a limited time should the public water supply be compromised.

Emergency Procedures:

In order for us to be ready to evacuate all students and school personnel from the school buildings due to fire or some other emergency, the following plan guarantees complete evacuation of the school buildings in a matter of minutes. Teachers will discuss the role of the students in case of an emergency.

- The fire alarm is a continuously ringing bell
- Upon the sounding of the bell, the class will be directed to immediately exit the building according to the mapped-out route posted in each classroom.
- Students will regroup in the designated area outside the building
- Students are to exit and re-enter the building in a silent, orderly fashion
- Drills will be conducted periodically throughout the year. Tornado drills will be announced over the PA system. Fire and Hazardous Material drills will be announced by alarm. Intruder drills will be announced over the PA system.

Epidemic and Pandemic Response:

A pandemic is a global outbreak of disease that occurs when a new virus appears or emerges in the human population, causes serious illness, and then spreads easily from person to person worldwide. Pandemics are different from seasonal outbreaks or epidemics of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already circulate among people, whereas pandemic outbreaks are caused by new subtypes, by subtypes that have never circulated among people, or by subtypes that have not circulated among people for a long time. Past pandemics have led to high levels of illness, death, social disruption, and economic loss.

Epidemic: A disease occurring suddenly in a community, region, or country in numbers clearly in excess or normal.

Pandemic: The worldwide outbreak of a disease in numbers clearly in excess or normal.

In dealing with an epidemic or pandemic the school's response can only be to assist in disseminating health information, planning for staff and student absences, and maintaining a learning environment. To those ends the following procedures will be followed:



Leaders of Tomorrow Christian Academy

EMERGENCY PREPAREDNESS PLAN

Head Lice:

If there is an incidence of head lice at the school, the school will inform parents of children requiring treatment/attention.

Immunizations:

It is a requirement of the New Jersey Department of Health that all children enrolled in public, private, or parochial schools, including preschool, be immunized against certain diseases. Please go to the State of NJ website, Parent Resources, and see the state list of required immunizations.



RULES AND REGULATIONS

PERSONAL APPEARANCE

- Students are to be in full standard uniform attire for every school day with the exception of gym day, special or dress-down days. See our Uniform Policy for more details.
- Students are to present themselves with a neat and clean appearance. Their uniforms are to be pressed and free of stains, rips or tears. A neat personal presentation includes clean, and combed hair.
- Excessively long fingernails are not permitted.
- Skirts are required to be at least fingertip length.
- There are no Crocs or open toe shoes permitted.

TECHNOLOGY

- Students are to respect all school provided equipment, devices, and internet privileges.
- Students are not permitted to download material or change settings on school provided equipment or devices.
- Cell phone use is not permitted. Cell phones must non-visible and stored with personal belongings.
- Inappropriate pictures/media are not permitted on school grounds.

RESPECT AND APPROPRIATE CONDUCT

- Curse words, vulgarisms, swear words, and expletives are not permitted.
- Students are not permitted to exert physical force on themselves, school property, others, or the physical property of others.
- Bullying in any form is not permitted.
- Students are to adhere to their classroom rules as dictated by their teachers.
- There is no running permitted in classrooms, stairs, or hallways.
- Yelling and screaming are not permitted.
- Students are required to ask permission before using the schools equipment or property for purposes outside of those specified by educators or assignments.
- Students are expected to be kind and courteous to themselves and others.
- Safety stipulations are to be followed at all times.
- Students are not permitted to leave school property without being signed out by their legal guardian or unless the legal guardian has made prior permissions with our main office.
- Students are not permitted to allow anyone into the building.
- Chewing gum is not permitted.
- Candy is not permitted without the approval of educators.
- Sleeping in class is not permitted.
- Public Displays of Affection (PDA) between members of the opposite sex are not permitted.

MISCELLANEOUS

- As a Christian educational institution we do not permit dark or offensive practices that contradict Christian values. This includes offensive remarks towards God or the Christian faith, offensive materials like books or media that contradict Christian values and imagery that can be considered offensive or in direct contradiction to the Christian faith.

Extracurricular Activities

Leaders of Tomorrow Christian Academy highly values the provision of extracurricular activities. The following encompasses the typical offerings of sports and activities available to our students:

Soccer: Kindergarten through High School

Flag Football: Third Grade Through High School (in-house)

Cheerleading: Kindergarten through High School

Basketball: Kindergarten through High School

Softball: Females, Fourth Grade through High School

Choir: Third Grade through High School

Chess Club: Fourth Grade through High School

Pickle Ball: Fourth Grade through High School

Boys Club: Males, First Grade through High School

Girls Club: Females, First Grade through High School

Music Classes: Kindergarten through High School