



A Ministry of Life Church

Student Handbook

2024-2025

"We are shaping tomorrow, today."

"Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is. His good, pleasing, and perfect will." Romans 12:12

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Life Church

An Assemblies of God Fellowship



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LIFE CHRISTIAN ACADEMY

STATEMENTS AND PHILOSOPHY

Vision Statement

We are shaping tomorrow, today.

Mission Statement

“Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is. His good, pleasing, and perfect will.” Romans 12:12

We believe and acknowledge that God has a perfect plan for each of our lives. We also know that scripture points to redemption all throughout the Bible. LCA intentionally focuses on strengthening the minds of our students in Christ, so that no matter the situation or circumstance, our students can discern the will of God and have peace that comes from Jesus Christ. We believe in the wisdom of scriptures and the impact of the Holy Spirit in each of our student’s lives. Our classroom studies, chapel services, community ministries, extracurricular activities and athletic teams all center around this mission.

Statement of Faith

1. We believe the Bible is the inspired and the only infallible and authoritative written word of God. (II Timothy 3:16)
2. We believe there is one God, eternally existent in the three persons: God the Father, God the Son, and God the Holy Spirit. (Matthew 3:16)
3. We believe in the deity of our Lord Jesus Christ. In His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand

years. (Revelation 20:6; I Peter 2: 22-2; I John 3:5; Isaiah 7:4; Matthew 1: 18-23,26,28; II Corinthians 5:21; Romans 5:6, Acts 1 :9-11)

4. We believe in the blessed hope – the rapture of the Church at Christ's coming. (Acts 3:19; I Thessalonians 4:16-17)

5. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (Acts 3:19; Romans 10:9)

6. We believe regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5; Romans 10:9-10, Colossians 2:12)

7. We believe the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. (Mark 16:18; Isaiah 53:4-5; Matthew 8:17; James 5:14-20; I Peter 2:24)

8. We believe that baptism in the Holy Spirit, according to Acts 2:4, is available and should be earnestly sought for by every believer. (Acts 1:8; Acts 2: 1-4; Acts 19:1-7)

9. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Philippians 2:12; Hebrews 12:14)

10. We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (I Thessalonians 4:16-17; Revelation 20:6; Hebrews 9:27; Revelation 19:20)

Marriage and Sexuality Statement of Faith

We believe that the term "marriage" has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Whenever there is a conflict between SMLCA's position and any new legal standard for marriage, SMLCA's statement of faith, doctrines, and biblical positions will govern (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined from the above statement. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for

sexual activity (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4). We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person (Genesis 1:26-27).

Philosophy

- ★ The Bible informs us that “the fear of the Lord” is the beginning of knowledge and wisdom (Proverbs 1:7, 9:10). Therefore, any integrated, meaningful education that is truly valid must have this “reverence of God” as its starting point and “doing the will of God” as its goal.
- ★ After examining the Scripture, one finds that the basic responsibility for teaching and instructing children has been given to the home (Deut. 6:6). The authority by which a school operates is that which is delegated to them by the parents. Therefore, it is the responsibility of the church and the school to give instruction, and to reinforce and supplement values and principles being taught in the home.
- ★ The home, the church, or the school cannot do an effective job alone. A true and valid education can only come about through the cooperation of these three elements. Thus, our motto becomes “the home, the church, and the school, working together for the betterment of our children.” The importance of this coalition between home, church, and school is further recognized when considering that all truth belongs to God whether it is scientific, historical, philosophical, or spiritual.
- ★ Bible teaching has a primary place in the curriculum of our school. It is in the Bible that we find the great truths about God, ourselves, our relationship to God, and to others. This view of education holds that God is central in life and everything else has existence only in relationship to Him.
- ★ Our goal at Life Christian Academy is to provide a Christian education, in a framework of academic excellence, by loving and caring staff members. The teachers are fully qualified in their area of teaching and take a loving, yet firm approach, with each of their students, along with personal interest in each child, to help them reach their fullest academic potential. We believe enrolling a child in a Christian School is a blessing that requires a family commitment and is a decision that should be made after prayerful consideration by each Christian parent.

Section A- Admissions and Acceptance Procedures

Application Process:

- Schedule a family interview with the appropriate campus lead through our Admissions Director (thorne@lifechristian-academy.com) Interviews must take place before an application is submitted. Should an application be submitted before an interview has taken place, the application will be designated as “invalid” until the enrollment interview takes place.
- Complete Enrollment and Application online - a link will be sent for completion of application
- Submit payment for all applicable enrollment fees

The following documents must be submitted prior to the finalization of the application process:

- Previous School Records and Recommendations
- Immunization records including Hepatitis B immunization
- Copy of Birth Certificate
- Administrative Interview
- Students are required to have a current physical upon entering preschool, K5 or initial enrollment. Student athletes need to have a current physical within the last 12 months to participate in athletics. The preferred form to use is the Virginia High School League form and should be turned into the Admissions Director. We do accept emailed documents to the above email address. Each coach must also make sure the student has a physical on file from the current school year. Students will not be allowed to **practice or play until this is received.**
- When a student plays a sport, they are required to have a sport's consent and release form. Coaches will work with administration to ensure this is done.

Acceptance

Acceptance Policies

- Life Christian Academy does not discriminate on the basis of race, color, or ethnic origin in the enrollment, education, and participation of its students.
- The administration collaborates and has the final say in all decisions regarding acceptance. In special situations, the School Board may be consulted.
- LCA reserves the right to refuse admission of a child if his/her ability or behavior cannot best be served in our program.
- LCA maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or expel any student who violates the standards set forth in the “Standards of Conduct” or other rules of conduct as defined by the School Board.
- Parents/guardians must be in agreement with the school’s Mission and Purpose as evidenced by both signature and actions .
- Kindergarten applicants must be five (5) years of age before October 1st. Exceptions are made based on testing, evaluation and the Administrator’s approval.
- Applicants for K-3 must be at least 3 years of age by September 30th and fully potty-trained.
- Applicants for K-4 must be at least 4 years of age by September 30th.
- All students are accepted on a trial basis as determined by the school administrator.
- Special Education Students: **LCA does not have a formal Special Education Program** and does not receive any federal funding. IEPs are not formally accepted or recognized. By signing the LCA Parent/Guardian School Contract, Parent/Guardian(s) acknowledges that LCA is not required to follow IEP or 504 plans. However, if your child has an IEP or 504 plan, **we do require the documentation** to be on file for the student as we do desire to make reasonable accommodations based on the recommendations. LCA reserves the right to deny student acceptance based on academic needs for the best interest of the child.

Acceptance Procedures

Parents/guardians will be notified in writing or by phone should there be a refusal of their application for admission.

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- The following items are required upon acceptance:
 - Parent signed contract
 - Parent signed checklist
 - Parent and student signed “Standards of Conduct”
 - Payment of annual fees
 - Payment of at least one month’s non-refundable tuition

Application fees will be refunded if the school does not recommend the student for acceptance. Application fees will not be refunded if enrollment is voluntarily withdrawn.

Withdrawal Policy

Elementary, Middle and High School- All contracts obligate the guarantor for the full year of tuition regardless of withdrawal/expulsion, etc. Exceptions can be granted if a family should relocate out of the school area (30 plus miles). A 30-day notice must be submitted in writing to the business office before exception/consideration can be given. All school possessions (athletic uniforms, chromebooks, books, etc.) must be returned or the student's account will be charged a replacement value for the items not returned. Report cards, transcripts and student records cannot be released until all accounts are paid in full and cleared. This includes required transcripts in the NCAA portal. The responsible party must fulfill all contractual obligations and families are required to meet with administration before any refunds shall be given.

Pre-K -All withdrawals must be given 30 days, in advance, in writing. This written notice may be turned in to the school office Monday-Friday during regular business hours. If a student is withdrawn any time during the month, no refund on any part of the monthly payment will be given.

Re-enrollment Policy

Re-enrollment links will be emailed to families during the early enrollment period for current students. This normally falls during the month of February. Applications should be completed and returned with appropriate fees during the early enrollment period to receive any offered discounts. A student will not be allowed to re-enroll for the next school year until accounts from previous years are paid in full and cleared. LCA also reserves the right to refuse re-enrollment to any student based on documented discipline issues and uncooperativeness by the parents/guardians of the students. Notice shall be sent to the parents/guardians of the students prior to the early enrollment period.

Tuition Payment Plans

Pre-Paid Plan: Amount due may be paid in full at the beginning of the school year.

11 Month Plan: First payment will be due August 1st with the final payment due June 1st. A 3% fee will be added for payment plans.

10 Month Plan: First payment will be due August 1st with the final payment due May 1st. A 3% fee will be added for payment plans.

9 Month Plan: First payment is due September 1st and final payment is due May 1st. A 3% fee will be added for payment plans.

Pro-Rated Tuition: Students entering school after the school year begins will find a tuition scale on our website. The educational fee remains the same and will not be prorated. A 3% fee will be added for payment plans.

Tuition and Fees

For current tuition and fees, please refer to the pricing schedule provided. You can access the current financial costs at www.lcaeagles.net, our admissions director, or our finance director. We also offer discounts for those who meet the financial or situational criteria. These discounts can also be acquired from the personnel and places listed above. Please note, any student with an overdue balance will not be able to:

- Access Renweb for current grades
- Receive unofficial or official transcripts
- Graduating seniors will not be eligible to receive any end of the year awards or diploma. Also, transcripts and/or letters of recommendations will not be released either to requesting colleges or the NCAA portal.

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- Transferring students will not receive records, report cards, transcripts and/or be eligible to have their transcripts uploaded to the NCAA until the balance is paid in full.
- LCA also reserves the right to refuse educational services whenever a student's account falls more than two months behind on tuition or fees. Students will not be able to attend school and will be locked out of curriculum until the balance is made financially current.

Nondiscrimination Policy

Life Christian Academy shall not discriminate against applicants for the enrollment, current students, or others in the administration of its educational and admission policies, its athletic programs, or other school administered programs, on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate enrollment of persons whose lifestyle, words, actions or otherwise do not align with the LCA mission statement of faith, standard of conduct, or other policies of the school. However, this policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local anti discrimination laws or regulations.

Delinquent Accounts

Parents/guardians are asked to be faithful to make payments according to their signed contract, as Life Christian Academy must be faithful to its financial obligations. No student records, report cards, transcripts and/or diplomas will be released until all accounts are up-to-date. After August 10th, all outstanding accounts will be referred for warrant in debt and garnishment proceedings as determined by the school board - no exceptions. If a student account falls more than 2 months behind, the student may be asked not to return to school until payment is brought up-to-date.

Section B- Academics

Curriculum Overview-

The aim and objective of LCA's curriculum is to provide students with a rigorous education that incorporates Biblical understanding. LCA primarily uses ABEKA and Bob Jones curriculum in grades K5-5th grade. Our middle and high school uses the Ignitia curriculum. Our elementary grades utilize textbooks with coordinating workbooks for practice and testing. Ignitia is an online curriculum that is live taught in the classes. We do primarily use a curriculum produced by Christian publishers that is most inline with our state of faith. Each year, we aim to provide a more rigorous academic experience with a focus on excellence and accountability.

Specials

Our elementary students follows a schedule each week with the following subjects evenly distributed among the grades:

- PE (uniform mandatory, please see the dress code policy for details)
- Art
- Music
- Spanish

Our middle school students take PE daily and our high school students take it daily as needed for graduation requirements.

Chromebooks

Middle and high school students are issued Chromebooks at the beginning of the school year. Any lost/damaged Chromebook and/or charger is subject to a current-market replacement fee that will be billed to the student's account. Students in fifth grade have a Chromebook cart that is kept in the classroom to assist them in academic projects and in preparation for the transition to middle school.

Grading Scales

Kindergarten

Outstanding	Satisfactory	Needs Improvement	Unsatisfactory
O	S	N	U

Grades 1st-5th (Specials will use the kindergarten grading scale)

A	91-100
B	81-90
C	71-80
D	61-70
F	0-60

Students in grades K-12th will have either daily planners or will take home a daily/weekly folder. These folders provide parents with an ongoing report of their child(ren's) progress. Each teacher will establish a routine for the contents of the folder (i.e. some papers will need to be signed and returned, etc) based on the grade level. Parents and caregivers are highly encouraged to develop the habit of checking their child(ren's) folders/planners daily.

Grades 6th-12th

Class Schedules

Classroom schedules will be distributed to each student on the first day of school and during the back-to-school night before the start of the school year. LCA's instructional time is the following:

Pre-K	Elementary	Middle	High
Drop Off: 7:00AM-8:30AM	Before Care: 7:00AM *Fees apply	Drop Off: 8:00AM *No before care offered	Drop Off: 8:00AM *No before care offered
Instructional Hours: 8:30AM-2:30PM	School Drop Off: 7:30AM	School Drop Off: 8:00AM	School Drop Off: 8:00AM

Pick Up: Before 6PM	Instructional Hours: 8:00AM-2:20PM	Instructional Hours: 8:15AM-2:45PM	Instructional Hours: 8:15AM-2:45PM
	After Care : 2:40 PM-6:00 PM	After Care: 2:50 PM-5:00 PM	After Care: 2:50 PM-5:00 PM

Class Schedules (6th-12th)

Academic Guidance/Class Selections

Educational guidance is provided for new students and current students alike.

Elementary classes will be formed with the following taken into consideration:

- Teacher to student ratio
- Classroom dynamics
- Teacher recommendation

Administration has the final say regarding student placement.

Middle school and High School classes will be formed with the following taken into consideration:

- Graduation requirements
- Academic Goals (i.e. dual enrollment)
- NCAA requirements

Homework Policy

Homework is an integral part of our school program. Each teacher is at liberty to give homework for the purpose of reinforcement, skill practice, memorization, preparation, projects, reports, research, or remediation. Our teachers will only assign homework when it is deemed appropriate based on their professional experience. Faculty will make every reasonable attempt to allow time to begin, work on, or complete projects during school hours. In addition, the weight of homework and how it factors into the student's overall grade will be clearly outlined upon the start of the school year or upon the first day of attendance regardless of when that occurs.

If your student is spending multiple hours every night on homework, it is advised you contact the instructor for that class. This will help parents/caregivers determine if class time is not being used productively by the student.

For students enrolled in our dual enrollment program, students must abide by and adhere to the calendar set forth by the educational institution from which the dual enrollment credit is being earned.

Study Hall (9th-12th)

Every effort is made to give high school students at least one study hall per day. This period is meant to allow students time to work on homework, classwork, study for upcoming exams, etc. It is meant to be a place that prepares them for the environment in colleges.

Exams

Final exams are given at the end of the school year (May) to middle and high school students. Students may NOT be exempted from a final exam based on the current grade in the class. All students will take a final exam, which counts for 20% of your final grade.

6th, 7th, and 8th grade students will have final exams in English and Math. The final will count for 20% of their final grade.

Late Work

Late work is defined as any assignment that is not turned in on the due date and the class period the work is assigned for. It is an important life skill for students to learn to meet deadlines. Assigned work that is not turned in on the due date and is not due to an excused absence or due to a school related activity, will receive a reduction in the final score of the assignment. The first day will result in a 10% reduction, the second day will result in a 20% reduction and a score of zero for the third day and beyond. Students who are absent, please see the Make-up Work Policy located in the Attendance Section.

Middle School Advanced Courses

Based on previous academic results (i.e. final grades, standardized test score, etc) and teacher recommendation, 8th grade students will be enrolled in Algebra 1 and Spanish 1 at the high school level. This will allow 8th grade students to potentially earn two high school credits before entering high school.

Report Cards

Report cards will be available for viewing and printing in the Parent Portal in RenWeb. Students who owe a balance and are more than one month behind in tuition and/or fees will not be able to view their report card. Conferences will be available after the first nine weeks of school and will be scheduled on a set day and time.

National Honor Society and National Junior Honor Society

LCA has two Honor Society opportunities.

- 6th, 7th and 8th grade students with a 3.5 GPA or higher are eligible to apply for NJHS.
- 9th-12th grade students with a 3.5 GPA or higher are eligible to apply for NHS.

Once identified as eligible, students must complete the application. The application includes a teacher recommendation, a comprehensive list of extracurricular activities, and any community service performed. Verification will be necessary for all activities and community service. Students must also pay membership dues each year they are eligible and in good standing with

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both Honor Societies. Because NHS and NJHS are service based organizations, students will be expected to volunteer at least ten hours at school sanctioned activities. Students can be removed from NHS and NJHS. Removal will stem from ineligibility due to a drop in his/her GPA, behavioral issues ("OSS" or "ISS") and not upholding the pillars of the NHS and NJHS organization. These pillars are *Character, Scholarship, Leadership, and Service*.

Dual-Enrollment Eligibility and Requirements

LCA partners with Regent University for dual enrollment credits. Students are eligible for dual-enrollment beginning in the 11th grade. Students must also have at least a 3.0 GPA to qualify. It is important to note that dual-enrollment is a privilege. Students will be required to complete the classes on their own time. Regent University is the governing body regarding any work assigned while enrolled in the class. The classes follow an eight week schedule. This means students will have the opportunity to earn several college credits before graduating high school. Any payment for classes will be given directly to Regent University through their online enrollment portal. Students are responsible for submitting final grade transcripts to LCA's registrar in order for the classes to be added to his/her high school transcript.

Academic and Behavioral Probation

LCA reserves the right to place students on academic probation. Administration will receive reports from classroom teachers, a parent meeting will be conducted, and a plan of action will be implemented. Students on academic probation will not be able to participate in competitive activities (i.e. sporting events, etc.) Once improvement in their academic progress is achieved, students will be removed from the probationary period. Every effort will be made for students to receive the appropriate help from their classroom teachers with the expectation that parents will partner in their academic success.

Behavioral probation is a culmination of several factors. Students on behavioral probation will have shown a tendency and repeated pattern of non-compliance to our school rules and expectations. Behavioral probation is at the discretion of administration and will be a term decided by administration. The violation of rules and expectations may lead to more severe forms of discipline, such as suspension, ISS, OSS, and/or expulsion from the school. Please note, that in the event of expulsion or suspension, LCA is not obligated in any way to cancel the enrollment contract or provide any refunds of tuition and/or fees paid.

Grade Retention

Grade retention (repeating the grade level) may be considered if the student has not met grade level requirements as outlined below. Mastery of academic skills is pivotal for success at the subsequent grade levels. Administration will conduct a parent/teacher meeting in February of each school year for students who are up for consideration for grade level retention. A plan of

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action will be implemented, and a follow-up meeting will occur in April. Upon the identification of a student's risk of retention, parents will be expected to regularly check-in with their student's teacher for progress reports.

Grade Retention: Pre-K

Students who are not progressing either socially, emotionally, and/or academically may be suggested for retention. Skills are regularly assessed by the classroom teacher. A meeting will be conducted to discuss options for the student identified.

Grade Retention: K-5th

Students who are not progressing academically will be identified as any student who shows a pattern of receiving failing grades on assignments, formal testing and records (i.e. report cards). Administration will conduct a meeting with both the parent and the classroom teacher in November to potentially identify any academic and or behavioral concerns that may prevent a student from successfully completing the current grade level. As always, parent participation is vital in the success of each student.

Grade Retention: 6th-8th

Students who receive a failing final grade (60% or below) in two or more core subjects (Bible, English, Math, History, Science) will repeat the entire grade level. Students in the 8th grade who fail a high school level course will be required to repeat the course for high school credit.

Grade Retention 9th-12th

Students who fail any high school course with a failing final grade (60% or below) will be required to repeat the course to receive high school credit for that specific course.

Graduation Requirements

The following are the requirements for graduation:

Course Requirements	Standard Diploma	Advanced Diploma	Modified Diploma
Bible	4	4	4
English	4	4	4
Social Studies	3	4	2
Financial Literacy	1	1	0
Math	3	4	2
Science	3	4	2
Health/PE	2	3	2
Foreign Language	2	3	0
Electives	5	5	7
Total Credits:	27	32	23

*Students will take a Bible course for every year they are enrolled at LCA.

Transfer Grades from Former School (s)

- High school credit will only be given if the previous school has given high school credit on the official transfer transcript.
- Transfer credits will be weighted the same as the awarded credit from the issuing school, **REGARDLESS** of LCA's weight scale for that class. This includes dual enrollment classes.

- Students transferring in during the grading period will have their current withdrawal grades factored into their grades earned while at LCA for the equivalent class.
- Students entering high school from a homeschool program must produce official documentation of classes completed, along with official grades on a transcript during the application process.

Graduation Requirements for ALL LCA Students

- Valedictorian and Salutatorian candidates must be enrolled at LCA for at least one full academic school year.
- Students who do not successfully complete four academic years of high school are not eligible for any year end awards.

Section C-Attendance

Attendance

Consistent attendance is a proven factor in academic success. It also prepares students for the responsibility of the work force and any program after graduation. Taking the importance of attendance into consideration, the following attendance policies applies to all students at LCA:

1. **Notification of Absences:** All absences should be communicated to the MS/HS school office via email or phone call, to the elementary office or teacher via email or phone call and Pre-K via email. The appropriate emails and phone numbers are listed at the end of this manual and on our website www.lcaeagles.net
2. **Excused Absences:**
 - Excused absences are defined as missing one or more school day because of a medical emergency, transportation issues, a death in the immediate family, subpoenaed court appearances, illness, college visits, school activities and other good and just causes as approved by the administration.
 - These absences will be documented on the student's academic record.
 - A notification (automated phone call and email) will still be sent to the recipient identified at enrollment.
 - The student will have full make-up work privileges as identified in the Policy for Make-Up work.
 - Parents must send in a note of justification or documentation upon the first day back to school after three consecutive days of absences, regardless if the absence is excused or unexcused.
3. **Unexcused Absences:**
 - Unexcused absences are defined as any absence from one or more class without the proper documentation listed above.
 - All school work due as a result of an unexcused absence will be due as outlined in the make-up policy section. Work not submitted within the outline timeframe will be given a grade of 0%

4. Consecutive Absences:

We recognize there may be times when students will need to miss three or more consecutive days of school. **When possible, students should notify administration and request classwork one week prior to the start of the absence. Students who do not notify administration, will have zeros put in for the assignments until the coursework has been completed.** Administration will consider the nature of the extended absence and assign an acceptable make-up work policy for the student to abide by. Pre-planned absences are not granted during exam week, standardized testing week, and/or the first week of school.

Tardy Policy

School starts at 8:00AM (Boulevard Campus) and children (K-5th) who arrive after 8:05AM are considered tardy. Classes begin at 8:15 am (Harrowgate Campus) and anyone arriving after 8:20AM is tardy. Preschool students are considered tardy when they arrive after 8:30AM. Punctual arrival helps the entire class adapt to a smooth school routine. The roll and lunch count are completed at the start of homeroom classes. Students who arrive late are responsible for notifying their teacher their desired lunch option. Due to the need to prepare food, students who arrive after 9AM are not guaranteed the lunch entree for the day. Other food options will be available.

Please note the following regarding the tardy policy:

- All late arrivals are considered unexcused unless accompanied by a note from the parent and/or doctor. Parents may email the child's teacher.
- Each student will be allowed two tardies for each class per quarter.
- Upon the third tardy the student will be given a warning; parents will be informed and the student will meet with the counselor and/or principal.
- **Upon the fourth tardy, students will be charged a \$25.00 fee and a Principal/Teacher/Parent meeting will be called.**
- **For the next three tardies thereafter, students will be charged \$50.00.**
- After this, the student will receive a one-day suspension/unexcused absence, resulting in 0's for the day. A meeting with the principal, counselor and parents will be scheduled, and the student may be subject to a lengthier suspension.
- Five unexcused tardy days in one 9-week grading period will be equal to an absence. More than five instances in one 9-week grading period will be dealt with by the principal. Excused tardies will be accepted, however, should a habitual pattern be determined, then unexcused tardy fees will apply.

Make-Up Work Policy

- When a student is absent, the make-up work period is the total number of days absent, plus one. For example, if a student misses three consecutive days of school, they will have four days to make up any coursework missed.

- If a student misses the day of an announced quiz, test and/or project assigned, the student will be expected to make up the assignment on the first day back to class.
- Students will have 10 points deducted from their missed assignments for each day the assignment is late. After three days, the assignment will be recorded as a zero.
- It is the student's responsibility to coordinate with his/her teacher regarding their missed assignments. Students can email their teacher during their absence to establish communication and coordinate a plan of action for the completion of work.
- If a student attends school for any portion of the day, students should contact the teachers of the classes that will be missed BEFORE leaving campus for the day. This is the responsibility of the student.

Homework Policy

Homework is an integral part of our school program. Each teacher is at liberty to give homework for the purpose of reinforcement, skill practice, memorization, preparation, projects, reports, research, or remediation.

Early Dismissal During School Hours

Pre-K Students: Parents/Guardians are required to physically sign out their child with the Pre-K staff. Parents and/or Guardians are welcome to email or call the Pre-K office to notify staff of the dismissal ahead of time. Anyone picking up their student, should be prepared to show an official form of picture ID.

Elementary Students: Parents/Guardians are required to physically sign out their student with the elementary staff. Parents and/or Guardians are welcome to call or email the elementary office to notify staff of the dismissal ahead of time. Anyone picking up their student should be prepared to show an official form of picture ID.

Middle School/High School Students: During school hours, Parents/Guardians are required to physically sign out all students in grades 6th-10th who do not drive.

NO student will be released from LCA during school hours to any person not listed as an authorized pick-up for the student. Parents and/or Guardians have the ability to designate people authorized to pick-up students during the enrollment process. Any parent and/or guardian who has a court order preventing certain individuals from contact with an LCA student should have this document on file with the Director of Admissions.

Student drivers will not be allowed to have early dismissal without express written permission from their parent/guardian. Notification can be given via email, text, and/or written documentation. Student drivers **are not allowed** to transport any student from LCA campus without express written permission from the parent/guardian of the student being transported. Student drivers who transport any other LCA student (other than a sibling) are subject to disciplinary action at the discretion of administration.

Any student who leaves any campus of LCA without following the appropriate sign-out procedure is subject to disciplinary action at the discretion of administration.

Early Dismissal Due To Inclement Weather

If weather conditions warrant an early dismissal, parents/guardians will be notified via email and our parent-alert texting system. ONLY parents designated to receive alerts will be notified.

Late Arrival During School Hours

If a student arrives after their campus' designated start times, they MUST sign-in to the office and receive a pass to present to his/her current classroom teacher.

- Students are responsible for any class work missed
- Students participating in any extracurricular activity must be in attendance for at least half of the school day and must attend all classes until the departure and/or start time of the activity.

Delayed School Openings Due to Inclement Weather

LCA will notify parents and students of an inclement weather delay via email, parent-alert text, and through Channel 12. For all delays, students should NOT arrive before the designated start of class. **There will not be any LCA personnel on hand to supervise students until the school opens.**

Pre-K Two Hour Delay Start Time:	Elementary Two Hour Delay Start Time:	MS/HS Two Hour Delay Start Time"
9:00AM	10:00AM	10:15AM

School Closings

Inclement weather, power outages, or any other unforeseen events may require the closing of the entire school. Should this need arise, parents will be notified via email, parent-alert text, and notification on Channel 12. **Should a closure only impact one campus, only that campus will be affected. For example, our elementary campus loses power but all other campuses are unaffected. Pre-K and MS/HS would not be impacted by the closure/delay status.**

Attendance and Tardy Policy for Student-Athletes

Students must be in attendance for at least half of the entire school day. Please see the Athletic Policy Handbook for further policies regarding participation in practices, activities and games.

School Hours

Pre-K	Elementary	MS/HS
Morning Care: 7AM	Morning Care: 7AM	Morning Care: None
Class Begins: 8:30AM	School Begins: 8AM	School Begins: 8:15AM
Class Ends: 3PM	School Ends: 2:30PM	School Ends: 2:45PM
After Care Pickup: Before 6PM	After Care Begins: 2:35PM	MS After Care Begins: 2:55PM
	After Care Pickup: Before 6PM	MS Aftercare Pickup: Before 5PM

****Students who are in either before care or after care for elementary or middle school will be charged an hourly rate.** This will be billed at the end of each month and is viewable in your RenWeb Parent Portal account. The rates are reflected on your signed contract each school year.

****There is no after care offered for high school students.** Students not staying after school for a scheduled practice, game or activity, should exit school grounds by 3PM.

Car-Line (Drop-off and Pick-up)

Pick-up and drop-off instructions will be provided prior to the start of each school year. This information will come via email from each of the leads for Pre-K, Elementary, Middle and High School. Staff will be on hand each day to help with the flow of traffic and ensure the safety of the students.

Parents who wish to park must do so in a designated parking spot away from the drop-off and pick-up lines.

Section D-Communication

School/Parent Communication

Parents are expected to regularly check any email accounts designated at enrollment. The school utilizes email as a primary form of communication. Should an important, time-sensitive email be sent (i.e. early closure), a text alert will go out to parents/guardians designated at enrollment.

Ren Web/ FACTS Parent Portal, Ignitia

RenWeb/FACTS Parent Portal- once contracts are signed and enrollment paperwork is complete, parents will be able to check grades daily through RenWeb/FACTS. An account will be created and parents can create a log-in and password for access. This applies to K-12th grade students. This is where report cards, any financial balances and attendance can be viewed.

Ignitia- our middle and high school students primarily use Ignitia as the approved curriculum. Students and parents can check grades/ course progress daily. Parents must request a log-in account from the MS/HS principal.

Parent/ Teacher Conferences

Formal parent/teacher conferences are held at the end of the first nine weeks of school. These conferences will be pre-scheduled on a designated date. Teachers are generally not available during the school day unless prior arrangements have been made. **Under NO circumstances will a teacher take a meeting during the school day UNLESS an appointment has been made.**

LCA faculty and staff will make every effort to respond to emails and phone messages within 24 hours.

Distribution of Non-LCA Information

Students who wish to hand out flyers or other information to the student body, must first get approval from administration.

Release of Student Information

Student educational records, including disciplinary records may be released to: parents of the student, schools to which the student may transfer, students who have reached their 18th birthday, law officials in compliance with a judicial order or subpoena, and a child protective service officer in regards to a specific investigation. Video surveillance records are not considered part of a student's educational or disciplinary record.

Exception: Directory/Health records may be released to emergency response personnel.

The LCA School Board and Administration reserve the right to make final decisions on release of student records.

Section E- Discipline

Philosophy of Discipline

In keeping with scripture, Life Christian Academy believes discipline is good and necessary to bring about the best in each student and to maintain a positive learning environment for education. Our goal is to motivate students to always do their best and learn self-discipline, so they may continue to be successful throughout their life.

“Train up a child in the way he should go, and when he is old he will not depart from it. “
Proverbs 22:6

“He who disciplines shows the way of life, but whoever ignores correction leads others astray.”
Proverbs 10:17

“For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrews 12:11

Rules of Conduct

- Listen when others are speaking; raise a hand to get permission to speak
- Throwing of objects or any other misconduct which would deter the learning process for the entire class will not be tolerated.
- Students are to respond to questions asked from staff with “yes/no ma’am, yes/no sir”

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- Students must be respectful of other students rights and property
- Students will exhibit respect for the school and church property. This includes throwing trash away in the proper receptacles.
- Students must respect the teacher and their authority. No mimicking, mocking, or arguing with teachers will be tolerated. Should a disagreement between a faculty member and student occur, students should maintain respect and control, obey the directives given and then schedule an appointment with administration for further resolution or counsel.
- Students must not EVER leave school property without permission from administration. Proper verification of permission from parents must occur before students can leave.
- Students must not leave class without permission.
- Students must not have any intimate bodily contact on the school grounds or at a school function.
- No eating or drinking outside of the cafeteria without permission
- No arguing (students may state their case respectfully)
- Obey the first time asked
- No running in the hallways
- Keep voices at a respectful volume inside the school building
- No sitting on desktops
- No grooming in class
- No talking during instruction or seatwork unless permitted by the teacher
- No horseplay
- Speak respectfully to both staff and students
- No leaving classrooms or buildings without permission from staff
- Be on time to school and class
- No headphones, cell phones or other electronic devices in use during the school day.
- No use of profanity, coarse or crude joking, inappropriate song lyrics, or negative teasing
- No bullying, threats or harassment (written or verbal)
- No inappropriate music, books, pictures, websites, etc.
- No defacing of any school property
- No lying, stealing or cheating
- Respect the property of others (replacement of damaged or stolen property will be the responsibility of the parents)
- No fighting or physical display of aggression
- No kissing and/or hand holding
- No obscene body language
- No plagiarism
- No misuse of technology
- No use of illegal drugs on school property or school events (LCA defines “illegal” as any form of drug not prescribed to the individual by a medical Doctor or any over the counter medicine without written parental permission for individuals under 18.)
- Examples, definitions, and consequences of the above rules of conduct can be found in the following sections.

Life Christian Academy adheres to a No Tolerance Policy for drugs (including misuse of prescription or over-the-counter medication), alcohol, tobacco, weapons or use of any item as a weapon, bullying, sexual immorality, sexual harassment, or physical violence. Students involved in any of these violations are in danger of expulsion. In the case of illegal activity, proper authorities will be contacted. The student will be suspended until the investigation is complete. Suspension does not relieve contractual obligations for the student suspended or expelled.

** Threats of violence towards self, students, faculty of LCA in general will not be tolerated and may result in immediate suspension or expulsion at the sole discretion of the administrator.

** Items that either are or appear as weapons are strictly prohibited on campus property at any time (ie. splat guns, water guns, imitation guns, etc)

Pre-K, K-5th grade teachers will set up their own class rules in keeping with the rules set by LCA. Parents, students and/or guardians will be made aware of the class rules during the beginning of the school year.

The following are consequences possibly used:

- Verbal Warning
- Color Change (Pre-K through 2nd grade)
- In class time out
- Silent Lunch (K-12th)
- Loss of privilege or recess
- Parent Phone Call
- Office Referral (In School Suspension)
- Out of School Suspension for repeated offenses

Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Peer-to-peer conflict is not bullying. However, unresolved conflict can lead to aggression, frustration and retaliation. Students and parents should make every effort to report these instances. Early reporting will allow the situation to be resolved before escalating and causing further harm to all involved.

Examples of Bullying include, but are not limited to:

- Cyberbullying

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- Discrimination
- Exclusion
- Physical
- Sexual
- Verbal

Harassment

Sexual harassment is any unwelcome sexual advances, gestures, request or harm targeting a specific person which creates a feeling of fear, mistrust, or danger. While there are several examples of sexual harassment, we focus on behaviors that a reasonable person would find offensive.

Harassment is different from bullying because harassment can happen with just one instance. Harassment does not have to be sexual in nature and can involve any communication (written, verbal, social media) that intends to demean, degrade, intimidate or humiliate an individual.

*It is important to note that many times students are unable to differentiate bullying/harassment from appropriate conflict between them and their peers. A reasonable investigation will occur from administration. The final determination regarding whether the conduct in question was in fact bullying or harassment will be at the sole discretion of administration.

Conflict Resolution Process

In any place where people are gathered, conflict is bound to happen. It is difficult as adults and even more so for minors, especially given their current state of emotional development. We as adults should model a Biblical model of conflict resolution. When areas of conflict arise, it causes division within the school body and makes it difficult for students to thrive. Should your student experience conflict that causes concern, please follow the following steps for resolution:

- Begin praying about the situation.
- Do not jump to conclusions. Many times conflict is brought about by simple misunderstanding between two parties. This includes teachers and students.
- Have your student schedule a meeting with administration or their teacher. It is good practice to have students begin advocating for themselves. Parents are also welcome to schedule a meeting where appropriate. Do not take the teacher away from the classroom or other supervision for a meeting.
- Do not involve other people in the problem. The conflict and resolution should stay between you and the parties involved.
- Do not post questions, concerns, and complaints regarding LCA on any social media platform.
- Do not post anything malicious about LCA or any member of the school community to any social media platform.

- Be prepared. Be specific about the concern, complaint, or questions. Talk and then listen.
- Our teachers are professionals hired to conduct instruction in the classroom and maintain an atmosphere conducive to learning. There are many factors and techniques that have been adopted and developed in education. Each teacher is at his/her discretion as to which techniques will be utilized. These techniques may change over the course of the year as the dynamic shifts. Just because the teacher doesn't conduct the classroom in the way you would, does not make him/her wrong.
- Be in prayer regarding the outcome of the conference. Prayer changes our hearts and allows us to see clearly when we ask God for His wisdom vs our own understanding. This is true for the faculty of LCA, the students, and our parents.

Matthew 18 Principle

The Matthew 18 Principle is a Biblical guideline for how conflict should be handled. Ideally, conflicts should be handled at the lowest level and only escalated when an appropriate resolution can't be reached initially. We follow the Matthew 18 Principle as outlined below:

Level 1- Parent/guardian and teacher- a conference is set up between the parent/guardian and teacher to discuss the complaint or concern. It is expected that both parties attempt to reach a resolution at this level.

Level 2- Once it has been deemed that a resolution can't occur at Level 1, a meeting will be set up with administration, parent/guardian and the teacher. Administration's role will be to listen to both sides of the situation and offer a resolution to the concern/problem.

Level 3- If attempts at resolution are not met at levels 1 and 2, then the head administrator will be called in to set up a meeting. The head administrator has been given authority by the school board to set forth and carry out a final resolution

Level 4- Problems and concerns will rarely have to reach this level. It is at this level the school superintendent will be involved.

Student Accountability

At the beginning of each school year, students are clearly informed of the rules and expectations/procedures. *Each student is held accountable for their own personal behavior and response to the rules of conduct and the expectations.* We understand and recognize that students at all grade levels have different levels of emotional and social development. As a team, (i.e. faculty, parents and students), we work together to help promote personal accountability regarding behavior, both in speech and actions. Discipline and obedience are clearly outlined in the Bible and are for the benefit of the individual and the whole body of Christ.

Students who make choices outside of the code of conduct and/or classroom rules will be given a verbal warning. Parents will be notified when the student continues to make repeated poor

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choices or display an overall disregard for the authority of faculty and/or the expectations. Parents will also be contacted regarding the consequences for the repeated offense.

This list is not exhaustive or limited. LCA reserves the right to implement other forms of discipline if believed it better serves the student or school to bring about the desired change:

- Warning
- Parent Contact
- Loss of Privilege (this applies to athletics and school events or activities)
- Lunch Detention
- 1-5 day suspension (certain behaviors i.e. fighting will result in automatic suspension)
- Academic probation (this applies to athletes and non-athletes like)
- Student improvement plan
- Expulsion- with or without option to complete education under LCA's homebound program. Expulsion does not release one from any financial obligations to LCA.

Section F- Behavioral Expectations

Social Media/Online Responsibility and Policy

Students at LCA are expected to be good citizens and uphold the standards and expectations of the school. As representatives of God, their families, and LCA we expect students to use social media and online technology responsibly. Students who engage in inappropriate activity online (i.e. posting on social media platforms) will be held accountable as if the student verbally said the content in question. This applies to text messaging, instant messaging, group chats, sexting or any other form of cell phone or online communication. Depending on the severity of the offense, LCA reserves the right to expel or suspend the student(s) engaged in the behavior. Parents or guardians who habitually post derogatory comments regarding the school, faculty, and/or staff may result in the withdrawal of the student. Financial obligations will still be in effect for students and/or parents engaging in the behavior in question.

Academic Dishonesty Policy

Academic dishonesty, (also known as "cheating") are serious violations to the code of conduct at LCA. Cheating is an integrity issue that can have long term consequences in school and life. Our expectation at LCA is that every student adequately prepares for any assignment, evaluation or project to the best of their ability. We would rather students maintain their integrity vs. cheating to improve their grades.

For **first offenses**, students who are engaged in academic dishonesty will receive a "0" for the assignment and/or assignments identified as being plagiarized or presented as having been the original work of the student. Parents will be contacted by the teacher or administration. Students

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will be able to redo the assignment(s) with the new grade averaged in with the “0” For example, a student cheats on an assignment and receives a “0”. They redo the assignment and get 86%. The students final grade for the assignment will be 43%.

Should a student commit academic dishonesty a **second time**, students will be withdrawn from NJHS or NHS, suspended from all sports teams and will not be able to make up the assignment(s). Please note, this includes the use of unapproved or undisclosed use of GEN-AI. Students' original work will be submitted through a plagiarism software to determine if the content was plagiarized.



Cell Phone/ Electronics Usage Policy

Personal cell phones and electronics are not permitted for use during the school day for grades 6th-12th with the exception of lunch times. Students lose academic learning time and personal social interaction due to the distraction of cell phones and electronics. Students in elementary grades may use their cell phones at the discretion of the teacher. It is not common policy to allow elementary students to use their cell phones/ electronics during the school day, however, there may be days (i.e. class rewards, etc) where the classroom teacher will allow their use. Should students in MS and HS be allowed to use electronics in the classroom, teachers will send an email home to notify the parent/guardians.

Consequences for the unauthorized use of cell phones/electronics are as follows:

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- 1st offense- device will be held until the end of the school day
- 2nd offense- device will be held until the second day of school and a parent will be required to pick-up the device
- 3rd offense- device will be held for three school days and a parent will be required to pick-up the device.

Vandalism and/or Damage to School Property

LCA expects all students, parents and faculty to use the building and all furnishings and equipment to be used for its intended purposes. This includes all athletic equipment, technology equipment (i.e. chromebooks, STEM equipment, smart boards, etc), fire alarms, AED machines and school vehicles. Students damaging any school property and/or equipment will be held financially responsible for replacement. Records will not be released until the account is paid in full.

Dress Code (Elementary, Middle and High School)

Male Students:

- Khaki, black, or gray pants/shorts (knee length) – jeans in the approved dress code colors may be worn provided they do not have holes.
- No Sweatpants or pajama bottoms Note: Pants and shorts must be worn at the waistline so that no underwear is revealed.
- White, burgundy, gray, or black polos/sweaters/sweatshirts
- Any color closed toe shoes
- Clothing should be in good repair and of proper fit

Female Students:

- Khaki, black, gray, or burgundy skirts/jumpers/pants/shorts (knee length)- jeans in the approved dress code colors may be worn provided they do not have holes.
- No Sweatpants or pajama bottoms Note: Pants and shorts must be worn at the waistline so that no underwear is revealed. Leggings in school colors are authorized for female students only. Note: When leggings are worn, the student's top should be long enough that it extends past the student's fingertips around the entirety of the student's body. Arms and fingers must be fully extended when determining appropriate lengths.
- White, burgundy, gray, black, pink polos/sweaters/sweatshirts
- Any color closed toe shoes
- Clothing should be in good repair and of proper fit

*We request each student have at least three polo shirts embroidered, or screen printed with the LCA logo or school name. Additionally, we request that each student have at least one embroidered or screen-printed hoodie/sweatshirt in approved dress code colors (i.e. black, white, tan, burgundy, pink, gray) You may use the vendor of choice for

embroidery. To be cost effective, we recommend “Life Christian Academy” be embroidered over the left chest in an easy to read font.

PE Uniforms (Elementary Students)

- Gym or athletic shoes with rubber soles are required
- Gym uniforms may be purchased from your vendor of choice. Students do not have to have their PE uniform embroidered. They must wear a basic plain gray athletic shirt and burgundy shorts or sweatpants.

Field Trip Uniforms

LCA provides all students in Pre-K- 12th grade with a school field trip shirt. Administration and/or classroom teachers will send emails regarding the dress uniform for field trips.

LCA Athletes on Game Days

Coaches and/or Administration will make a determination regarding game day dress code. Students will be expected to meet the minimum requirements set forth by the dress code policy. For example, athletes will not be allowed to wear pajama pants and/or open toed shoes to school on game day. A professional attire is expected. On days where athletes travel long distances (i.e. over 100 miles) athletes may bring clothes to change into for travel.

LCA Rules of Conduct

Please refer to the “Discipline” section for a list of expectations regarding student conduct

Field Trips

All school rules apply to field trips that are deemed short term (i.e. any school trip that is not overnight) All LCA students must ride in school provided vehicles to any LCA function.

During enrollment at LCA, all parents/ guardians should have filled out a “permission to travel” form for field trips. This will be kept on file for each current school year. For the benefit of the students, faculty and other chaperoning parents, only those students in the participating grade(s) may attend the field trip. For the parents/guardians that attend field trips, please do not bring other individuals along who are not in the grade level the activity was intended for. If you have further questions, please contact your direct administration.

Lunches, Class Snacks

Students are welcome to bring their own lunches and snacks each day. At each campus, we offer entrees and a la carte options (chips, drinks, etc.) for students to purchase. Parents in Pre-K through 5th grade may order their child's lunch and snacks also. This is done through RenWeb/FACTS Parent Portal. Please see the chart below for ordering instructions.

Pre-K	K-5th	MS/HS
Parents pay online	Parents pay online/students pay with cash	Students use electronic payment only
Parents order online up to a month in advance	Parents order online up to a month in advance	Students order daily with HR teacher by 8:30AM
Daily orders must be placed by 8:30 AM	Daily orders must be placed by 8:30AM	

Student Drivers

Students must have approval to park their personal vehicle on school property by administration. A student driver form must be completed and will be kept on file. This form contains the rules and expectations for student drivers behavior while operating their personal vehicles on school property. Students will also be required to provide proof of insurance, car make, car model, and license plate number. Students may not park in front of the school and should park in student parking as identified on the property map. Parking permits should be displayed at all times the vehicle is on campus. LCA is not responsible for any theft or damage that may occur anytime the vehicle is parked on our campus or for other school events. Other students will not be allowed to leave campus with student drivers without parental permission from both parties. Administration must be notified before students leave campus and normal sign-out procedures must occur. Students may not sit in their vehicle during the school day. Should a student need to retrieve something from his/her car, permission will be needed. Music should not be audible outside the vehicle when the student is on campus. Driving privileges can be revoked by not adhering to the above expectations.

Search and Seizure

Lockers and other facilities made available to students for storing their personal possessions are the property of LCA and may be searched at any time deemed necessary by the administration.

The law also gives the right for the school administration to search the personal belongings of students if the administration has “reasonable suspicion” that the student possesses an item(s) that violates law or school policy, or may be harmful to the school or other persons. No students will be strip searched. We also reserve the right to bring in the appropriate authorities should the situation require this response.

Chapel

Weekly chapel is a vital part of the spiritual emphasis at LCA and all children will participate in all aspects of the chapel service. Joint chapel services may be held occasionally. Parents are invited to attend, but will need a visitor’s pass. The following rules of conduct are specific to chapel:

- No student may leave chapel without permission
- Students may not recline or place their feet on the seats
- No church equipment or instruments should be handled.

Section G- Health

Immunizations

Current immunization records must be kept on file in the school office. We request that you send in and/or email any updates to a student’s immunization record.

Illnesses/ Injuries

A student feeling ill or injured during the school day must get permission from the teacher to go to the school office. The student’s condition will be assessed and the parent will be notified. No student is to contact a parent by personal cell phone. This allows school staff to be the first notified of an illness or injury and prompt care may be administered. Minor injuries such as scrapes, cuts, or bumps will be treated on site. Every effort will be made to notify parents/guardians of minor injuries. More serious injuries (head injuries, profuse bleeding, etc.) will result in attempts for parents to be notified immediately. In the case of life threatening incidents, 9-1-1- will be called.

Students with a fever of more than 100 degrees, recurring diarrhea and/or vomiting, rash or evidence of lice will be dismissed for the school day.

Students must be free of the following symptoms for 24 hours or have a Doctor’s note stating the illness is no longer contagious in order to be able to return to school:

- Fever of more than 100 degrees (please do not medicate in the morning and send to school)
- Vomiting
- Diarrhea
- Ringworm
- Lice
- Flu or other contagious viral or bacterial illness.

*If a parent/guardian is unavailable by phone, the next designated contact person will be called until someone is reached who can retrieve the student.

**If an antibiotic is prescribed, the student may return to school 24 hours after the first dose of an antibiotic.

Medication Administered at School

Parents must complete a Medication Consent Form and have it signed by a physician for any daily medication to be administered to a child during the school day. This includes inhalers, Epi-pens, and prescription medications.

- Students may self-administer with a Doctor's note.
- **Medication must be brought to the school in the original container and turned into administration.**
- Students in middle school and high school may take over the counter medications with written permission from parents and/or guardians.
- Students needing to carry a medical device or medication on them must notify administration and have a medication consent form signed by a Doctor.

Allergies

Please advise the Administration and classroom teacher of any known allergies.

Confidentiality

Confidentiality will be honored as permitted by law.

Section H-Safety and Emergency

Mandated Reporting

Should a member of the faculty reasonably suspect that a child is a victim of physical or emotional abuse, he or she will immediately report the suspicion to administration. The Administration will share these suspicions with the appropriate authorities as required by law.

Safety and Security

LCA will strictly enforce the following safety guidelines:

- Students should not be dropped off more than 15 minutes before the start of the school day, unless arrangements have been made prior.
- All drivers must follow proper procedures for drop off and pick up
- All drivers must follow the speed limit on campus. (10mph)
- All students must be picked up by the end of the school day unless other arrangements have been made prior
- Security cameras have been installed at key locations throughout LCA campuses
- Exterior doors will remain locked throughout the school day
- Visitors and parents/guardians must report immediately to the school office upon arrival to sign in and must sign out upon exiting the building.
- Parents and guardians will not be allowed to enter the classrooms without first stopping in the office to get a visitor's badge. Again, impromptu meetings with teachers will not be honored.
- Any person who will be in direct contact with minor students must submit to a background check. This background check must be done in advance and must be returned in order for persons to be considered for any volunteer work, chaperoning, coaching, etc.
- Divorce documentation court orders outlining custodial arrangements should be submitted to the office at the beginning of the school year. This also includes any protective orders.
- All paid faculty members of LCA will have background checks completed and returned before assigned duties can begin.

Emergency Procedures

LCA works closely with Life Church Armor Bearers ministry and local law enforcement. In addition, fire drills are conducted monthly in accordance with state law and students will be given specific instructions to follow. Evacuation routes are posted in each classroom. Tornado drills will be conducted annually.

Smoke detectors and fire alarms are located in every building.

In accordance with state and federal laws LCA is an Asbestos-Free Facility

Section I- Miscellaneous

Lost and Found

Lost articles are placed in the lost and found locker. They are for pickup any time. Articles will be displayed for students and parents to look through at the end of each semester. Articles not claimed will be disposed of, given away or donated to a local ministry.

Classroom Parties

Appropriate holidays that are celebrated in a Christ-like manner. The classroom teacher will organize and conduct parties at his/her discretion. Students may celebrate birthdays at school with advance permission from the classroom teacher.

School Supplies

The supply fee will take care of each student's required classroom supplies. Each student will need to purchase a backpack and a lunch box.

Library (Elementary)

The LCA library has been established to provide books for wholesome recreational reading and reference. All books have been screened for content and have administration's approval prior to being placed in the library. Students may go to the library to check out materials with their teacher. Students are responsible to maintain and return all books checked out by their due date. Late charge for books not returned is \$.25 per day. The cost will reflect on the student's account. Should a book become lost or damaged while in the possession of the student, parents will be responsible for replacing the book.

Pre-K Naps/Restroom/Water Breaks

- Children take a nap daily to be refreshed for the afternoon and evening. The nap mat is included in the supplies provided by the school. If the mat is damaged by the student, the parents will need to provide a replacement mat at their own cost. The student will need to provide a blanket and a small sheet or body pillow case to be used as a mat cover (if desired).
- Preschool students will be taken to the restroom by their teacher in the morning before class begins. If the class has already started restroom procedures when a parent/student arrives, parents should take their child to the restroom to join their class,

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and then drop off possessions. Each teacher will take their class to the restroom after recess, lunch, nap and before afternoon recess. If a student needs to use the restroom in between these times, they may raise their hand, letting the teacher know, so attention will be given to this need.

- Students will walk in a quiet line while being escorted by their teacher to-and-from the restroom. All students should attempt to use the restroom at these appointed times. Each student must wash their hands after using the restroom. After washing their hands, the students will wait in line for further instructions from their teacher. Restroom doors should be propped open allowing visibility from the hallway.

Toileting Accidents

It is not uncommon for younger children in the K3-K4 classes to experience toileting accidents, particularly after nap time. The procedure for this situation is to:

- First retrieve the student's change of clothing, and then escort them to the restroom.
- The teacher working with the student will send him/her into the stall. The teacher will then coach the child on what to do, if help is needed. A teacher will not go into the stall with a student nor clean a student.
- The teacher will bag soiled clothes to be taken home, and then give the child their clean clothing under the stall door.
- The child will be encouraged to use the restroom, if possible. After the student has completed this changing process, he/she will wash their hands and return to class.
- The bagged, soiled garments will be placed with the child's things to be taken home. It is important that a set of clean clothes be returned the next day.
- If a student has an accident and does not have a change of clothes, the parents will be called and asked to bring clean clothing.

Sunscreen and Insect Repellent Policy

LCA will not provide sunscreen or insect repellent. LCA will apply sunscreen and/or insect repellent if supplied and requested by the parent

Termination Policy (Preschool)

- LCA preschool is not staffed to provide individual attention for children who may have special needs. Our heart is that every child gets the care and attention they deserve. Unfortunately, there are situations where it is just not best for the child to be enrolled at LCA's preschool as they would be able to receive more intentional care and education elsewhere..

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- When there is a cause for concern, the director will set up a meeting with the parents of the child. Depending on the outcome of the meeting, it may be suggested that parents consider having their child evaluated by the appropriate specialist. After evaluation, another meeting will be scheduled and a report from the specialist will be required for a follow-up. Upon reviewing the report, the director, in her sole discretion, will evaluate whether the preschool can continue to provide services for the child. If a follow-up report is not submitted to the director, then it will be sufficient cause for termination of care.
- Violent, abusive, and/or hyperactive behavior will also require a parent meeting and the possible requirement the parents take their child to a specialist.
- Frequently disruptive behavior by a child which interferes with the staff's performance or the daily class activities will be sufficient cause for termination.
- The following are also cause for immediate termination:
 - Failure to uphold or not cooperate with preschool policies
 - Use of obscenities by the child or the parent/guardian
 - Rude or inappropriate conduct, behavior or attitude directed at the preschool staff or other clients/children, by the parent/guardian
 - Failure to pay tuition within the required tuition due date and/or late tuition charges as per the preschool policy. When verbal reminders for tuition are responded to with payment within one business day, it will be sufficient cause for termination
 - When parent/guardian does not follow-up on the corrective action agreed upon at any conference
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