

Legacy Christian Academy



Student – Parent Manual 2023 – 2024

Revised 06/14/2024



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WELCOME TO LEGACY CHRISTIAN ACADEMY

Dear Families,

We are honored that you have chosen LCA. We are excited to share this responsibility with you and look forward to helping each student grow...mind, body, and soul.

LCA was established by community members focusing on the vision of a Christian school that would be different from any other school in the area.

Not only would this school provide high quality and Christ-centered education, but it would strive to unite and mobilize the body of Christ to better serve our community.

LCA is located in Stephens City, Virginia, with academics for Pre-Kindergarten through Grade 12; the qualifications of all staff are detailed on our website www.legacychristian-academy.com. The primary purpose of this manual is to acquaint LCA families with school policies and procedures. Please review it carefully and keep a copy on hand as a reference. The school administration reserves the right to amend this manual at any time. Parents/Guardians will be notified promptly of any amendments that take place during the school year.

Thank you for your support. We anticipate a wonderful year full of opportunities and growth for you and your student(s).

Sincerely,

The Faculty, Staff, and Administration of Legacy Christian Academy

PHILOSOPHY OF EDUCATION / MISSION STATEMENT

Education-

We shall provide a safe and loving environment for students to learn. We shall seek excellence in all that we do. We shall work with parents/guardians to prepare and equip their student for college, his or her future vocation, and the rest of his or her life.

Service-

With Christ as our example, students shall learn the power of serving others with humility. We shall teach students to look not only to their own interests, but also to the interests of others.

Character-

Students and staff shall strive to live like Jesus Christ and be a light at home, at LCA, and in their community. Whether in LCA or out, students and staff shall be challenged to honor those in authority, be characterized by the fruit of the Spirit, behave responsibly, treat everyone respectfully, and excel in all they do, for the glory of God.

Faith-

Students shall receive Biblical training to help them grow in their knowledge and faith in Jesus Christ. By God's grace, students and families shall come to know Jesus Christ as their Savior and shall communicate God's love to those with whom they interact.

Vision-

Legacy Christian Fellowship exists by God's grace and for His glory to promote unity and provide growth opportunities for the body of Christ, so that members will become actively involved in serving their communities while seeking to lead lives to Christ. Legacy Christian Academy, a ministry of Legacy Christian Fellowship, exists to educate and prepare students for higher learning and Christian life, while instilling fundamental principles of spiritual growth, evangelism and Christian service.

Mission-

With the Bible as the foundation of our faith and all learning, LCA shall honor and serve God by providing a Christ-centered educational environment that is an extension of the Christian home that is accessible to a broad cross-section of the Christian community, that meets the needs of students with varying scholastic aptitudes through a balanced emphasis on academic excellence and continual spiritual growth and service, and in doing so is widely recognized and respected.

What We Believe-

Man is created in God's Image (Genesis 1:27)
Christ's return to establish His Kingdom

Need of Salvation (Ephesians 2:10)
Renewal of Man's mind (Romans 12:2)

EDUCATIONAL ROLES OF PARENTS & STUDENTS

Responsibilities of Parent(s)/Guardian(s):

- To insist on regular and punctual attendance of the student.
- To insist that student completes assigned homework.
- To encourage students to strive and achieve at school.
- To insist that students respects all school materials, property, and submit to policies and rules of LCA.
- To ensure that the proper dress code is always worn. If there is a situation that prevents the student from wearing proper dress code, the parent/guardian should send a note of explanation. This also includes the student's gym uniform.

Responsibilities of Student(s):

- To respect and observe all school rules.
- To participate attentively and respectfully while attending Chapel.
- To attend school and all classes regularly and punctually.
- To be neatly attired in proper dress code.
- To come to school with proper books, materials, and book bag.
- To be kind and considerate of others' rights, both students and staff.
- To complete assignments as instructed and seek help as needed.
- To make up all assignments missed due to illness or other excused absences.
- To be considerate of others while changing classes quietly.
- To be orderly and reasonably quiet during dismissal times.
- To have all assignments, gym clothes, lunch, etc., when leaving for school.
- To respect school property.

Parental Role-

Parents/Guardians are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in this Student-Parent Manual. One of the conditions for initial and continued enrollment at LCA is a signed enrollment contract which indicates the parent's/guardian's support of the school's philosophy, policies, and regulations.

In the event a parent/guardian desires to discuss a concern with their student's teacher, they should schedule an appointment with that teacher for a private meeting. Teachers welcome the opportunity to discuss a matter of concern with parents/guardians before it becomes an actual problem. Any parent/guardian who wishes to speak with an administrator may do so, **but after** initially meeting with the teacher. If a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate, disruptive, disrespectful, or harassing behavior toward students, teachers, administration, etc., the school may take corrective action. Such corrective action will be at the discretion of the School Administration and/or School Board.

Parents/Guardians are encouraged to participate in programs, which are developed for the education of their student(s). The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, and actively being involved in the Family & Friend of Saints. (FFOS)

Teacher's Role-

Each teacher will inform both the parents/guardians and students of proper classroom conduct and rules. Teacher's will also ensure that established rules are followed, and feedback will be provided to parents/guardians as appropriate.

NON-DISCRIMINATION STATEMENT

Admission materials and the Student-Parent Manual shall contain language reflecting the following policy: "LCA does not discriminate on the basis of race, color, age, national origin or disability, in any of its activities or operations. These activities include but are not limited to hiring and firing of staff, selection of volunteers, selection of students and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers and clients."

All students and parents/guardians are agreeing to follow the guidelines set by the Student-Parent Manual when they sign the enrollment contract. This Manual shall be updated from time to time. The Administrator shall make all changes public as he or she deems necessary, upon approval from the School Board. The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of these students shall not alter the purpose of our school that by God's grace, students and families shall come to know Jesus Christ as their Savior.

STATEMENT

We sincerely believe in the inspiration of the scriptures and feel all staff at LCA will live a lifestyle juxtapose to Biblical Teachings.

ACCREDITATION

Legacy Christian Academy (K-12) is accredited through American Christian Teachers & Schools (ACTS) and Cognia (formerly SACS).

DISCLAIMERS

Considering unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the staff and administration reserve the right to address and take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the mission of the school, it is expressly understood that the school may take necessary action in cases of moral offenses which reflect adversely on the school. If the school should elect not to act in a particular situation, this shall not be construed or interpreted as a waiver or preclude from acting in a subsequent situation of the same or similar kind.

ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Christian values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Bible, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Algebra I, Geometry, Algebra II, Physics, Calculus, Science, Earth Science, Physical Science, Biology, Chemistry, Physics, Social Studies, U.S. History, World History, Government/Economics, Foreign Language, Fine Arts (Art and Music), Health, Physical Education, Computer Education, Library and Electives.

TEXTBOOKS / SUPPLEMENTAL MATERIALS

The care of all textbooks and supplemental materials are the responsibility of the student. Replacement of lost or damaged books and materials will be at the expense of the student/family. The annual textbook fee is \$250.00 per student due prior to the start of school.

TECHNOLOGY – ACCEPTABLE USE

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and internet access must be in support of education and research and be consistent with the educational objectives of LCA.

Using school facilities for internet access is a privilege, not a right. Inappropriate use which includes, but not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in the cancellation, denial, suspension and/or revocation of those privileges and subject the user to other disciplinary actions. Electronic

and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to school policy that may further define uses of mobile devices.

Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for internet are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s) and shall not reveal personal information of others without authorization.
3. Users are reminded that email is not accessed at school by students.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or internet exists.
5. Any attempt to log onto the internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by school administration or system administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to school computers, networks and/or systems.
6. LCA makes no warranty of any kind, whether expressed or implied, for internet service. This includes the loss of data resulting from delays or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
7. Examples of Unacceptable Uses – Users are not permitted to:
 - a. Use of technology in cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrasses, or annoy any individual.
 - b. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - c. Create any site or post any photograph, image, video, or likeness of any student or employee without the expressed permission of the individual, individual's parent/guardian, and the school administrator.
 - d. Attempt to circumvent system security.
 - e. Violate license agreements, copy disks, CD-ROMs or other protected media.
8. Users must immediately report damage or change to the school's hardware and/or software.
9. The school has the right to monitor student use of school computers, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether they are specifically mentioned in this policy.
10. Violation of the above policy will be dealt with by the school administration. Violation of this policy may result in any or all the following:
 - a. Loss of use of the school network, computers, and software including internet access.

- b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace.

LCA encourages the safe and sensible use of the internet. Students in 6th through 12th Grades along with their parents/guardians must read, discuss, sign, and return the Network and Internet Permission Slip that is included in the LCA Enrollment Packet. (Also available in the Forms Section on the LCA website.)

PARENT – TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. TEACHERS are to communicate with families with news and important information for classes via RenWeb, email, class messaging alert systems, newsletters, ect. Parent-Teacher conferences are recommended at certain times of year but can also be scheduled throughout the school year if necessary. **Parents/Guardians should first privately contact a teacher in the spirit of love, grace, and understanding with any concerns about a student or class concerns before seeking intervention by school administration.**

GRADING / REPORT CARDS

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include, but not limited to projects, portfolios, and other tools of assessment). Report cards are distributed every nine weeks; the purpose of report cards is to alert the parents/guardians and to give them an assessment of their student's achievement in their academic studies. Parents should access RenWeb regularly to monitor grade submissions.

Academic Grading Scale

- **A** 90 – 100
- **B** 80 – 89
- **C** 70 – 79
- **D** 60 – 69
- **F** 59 – Below

Diploma Options

Legacy Christian Academy desires for every high school student to develop to their fullest potential academically. We encourage students to look beyond the minimum requirements for graduation and take on a bigger challenge. One way we do this is to offer five diploma programs: General, College Prep, Advanced College Prep, Honors College Prep, and Advanced Honors College Prep.

The LCA standards exceed the minimum state requirements. Therefore, meeting the LCA requirements will earn students a College Prep Diploma. In rare situations, the principal may make an exception that meets the state standard but does not meet the LCA standard. In those cases, the student will receive a General Diploma.

Honors and Advanced Honors as well as GPA honors will be distinguished at graduation.

VOCATIONAL/GENERAL DIPLOMA

Requirements:

- Minimum 22 credits
- Minimum 20 Service-Learning hours

*3 maths/sciences/histories; 4Eng;1 Economics;2 Languages/Fine Arts/Carrer; 2 Health/PE; 4 Electives

COLLEGE PREP DIPLOMA

College Prep Diploma Requirements:

- Minimum of 27 total credits.
- Minimum 80 Service-Learning hours

ADVANCED COLLEGE PREP DIPLOMA

Advanced College Prep Diploma Requirements:

- Minimum of 29 credits
- Minimum 100 Service-Learning hours
- Minimum of 3.25 GPA
- Must get at least as far as Pre-Calculus in Math
- Students must have been at LCA for at least 2 years to be eligible.

HONORS COLLEGE PREP DIPLOMA

Honors College Prep Diploma Requirements:

- Minimum of 29 credits including the following:

- Honors Physical Science, Honors Biology, Honors Chemistry, and either Honors Anatomy, or Honors Physics
- Honors Algebra I, Honors Algebra II, Honors Geometry, and Honors Pre-Calculus.
- Minimum of 100 Service-Learning hours
- Students cannot miss more than 12 days in a school year.
- Minimum of 3.25 GPA
- Students must have been at LCA for at least 2 years to be eligible.

ADVANCED HONORS COLLEGE PREP DIPLOMA

Advanced Honors Diploma Requirements:

- Minimum of 31 credits including the following:
 Honors Physical Science, Honors Biology, Honors Chemistry, Honors Anatomy,
 Honors Physics, Honors Algebra I and Honors Algebra II, Honors Geometry,
 Honors Pre-Calculus, Honors Calculus.
- Minimum 120 Service-Learning hours
- Students cannot miss more than 12 days in a school year.
- Minimum of 3.50 GPA
- Students must have been at LCA for at least 2 years to be eligible.

College Preparatory Diploma

Advanced College Preparatory Diploma

<ul style="list-style-type: none"> • 4- Bible • 4- English • 4- History • 4- Math • 3- Science • 1.5 PE • .5 Health • 2 Language • 4 Electives <p style="text-align: right;">= 27 Credits</p>
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<ul style="list-style-type: none"> • 4- Bible • 4- English • 4- History • 5- Math • 4- Science • 1.5 PE • .5 Health • 3 Language • 1 Tech • 1 Fine Arts • 1 Elective <p style="text-align: right;">=29 Credits</p>

Honors College Prep Diploma

- 4- Bible
 - 4- English
 - 4- History
 - 5- Math
 - 4- Science
 - 1.5 PE
 - .5 Health
 - 3 Language
 - 1 Tech
 - 1 Fine Arts
 - 1 Elective
- =29 Credits

Advanced Honors College Prep Diploma

- 4- Bible
 - 4- English
 - 4- History
 - 5- Math
 - 5- Science
 - 1.5 PE
 - .5 Health
 - 4 Language
 - 1 Tech
 - 1 Fine Arts
 - 1 Elective
- =31 Credits

Cumulative Diploma Honors

Recognized at Graduation

Cum Laude= 3.5 GPA*

Magna Cum Laude= 3.75 GPA*

Summa Cum Laude = 4.0 GPA*

*To be recognized for Honors, a student must have been at LCA for at least 2 years of high school.

The courses obtained will be individually prescribed to each student's specific needs.

Students should consult future prospective colleges for their recommendations for incoming freshmen in regard to specific majors.

Course Requirements

For additional information on the courses offered at Legacy go to www.legacychristian-academy.com and click on "Info" and then select "Course Selection Guide".

Bible

Each student must complete a Bible course for each year that they are enrolled in Legacy Christian Academy. Four credits are required for graduation. **Bible credits are granted for Bible instruction. Personal devotions,**

youth meetings, church services (although vital to spiritual growth) do not constitute Bible instruction for credit. Each high school student must complete a minimum of 20 **community service hours**, as a component of the Bible curriculum, each school year.

Math Courses

Most colleges recommend Algebra-I, Algebra-II, and Geometry as core high school math courses. If the student is interested in attending a four-year college, one or more additional math courses higher than Algebra-II should be considered. Parents/Guardians should consult college catalogs for specific college recommendations.

Science Courses

Most colleges recommend a minimum of two or three different lab science courses and that these are chosen from biology, chemistry, and physics.

English

Four credits of English are required for graduation. The following areas must be included within the curriculum for each year's English credit: literature, grammar and composition, and speech.

Social Studies

At least one credit should be completed in US History, one credit in World History, and one credit in US Government. Other Social Studies courses may then be used to supplement this academic category.

Foreign Language

The required two credits of Foreign Language must be of the same language. Consult a college catalog since some colleges are requiring three or four language units.

Elective Courses

Every elective course should involve some instructional aspect. Most colleges ask for a list of extracurricular activities; these extracurricular activities should not be found on a transcript as elective credit. Strive to have a balance of extracurricular activities and elective courses.

Physical Education

To earn half a credit in Physical Education through participation in an organized sports program the student must participate for one full season.

Health is a half credit toward the Physical Education requirements.

Community Service Hours

The act of providing charitable and or neighborly hospitality services as an active participant at no charge to the recipient for services rendered. This can be completed individually or collectively, but hours are individually totaled.

Graduation Requirements

The school does not guarantee the award of a diploma. In order to qualify for graduation, students must satisfactorily complete **all** courses required. In addition, students must comply with all school regulations and policies.

The School Administration has the right to withhold the student's certificate of graduation or withhold their transcripts if there has been a breach of contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

ADMINISTRATIVE PROCEDURES

ADMISSIONS

All new students must submit a one-time **Application Fee of \$75** for the first student and \$25 for each additional student.

Admissions to Preschool (3 and 4 year olds)

Children who will have reached the age of 3 or 4 years by **September 30** may be admitted to the next appropriate grade in the Preschool Program.

All Preschool students must be completely potty trained before they will be allowed to attend the program.

Admission to Kindergarten

Children who will have reached the age of 5 years by **September 30** may be admitted to the Kindergarten Program.

Kindergartner's will need to submit a Commonwealth of Virginia School Entrance Form or equivalent which stipulates the following:

1. Proof of exact dates (certificate) of immunizations as required by the Code of Virginia
2. Birth Certificate
3. Physical examination covering all required aspects as mandated on the MCH-213 Form, within 12 months **prior to entering school for the first time**. Note: Equivalent school entrance physical forms from another state may be acceptable. (A preschool physical does not take the place of the required Kindergarten entry physical unless it is completed within 12 months prior to Kindergarten entry.

Requirement for School Admission: Pre-Kindergarten – Grade 12

1. Schedule an **Interview** with the Admissions Office / Admissions@LegacyChristian-Academy.com
*Please bring current report card & previous academic years' report cards as applicable, & current standardized test scores & previous years standardized test scores, as applicable.
2. Immunizations Records
3. Birth Certificate
4. A current physical on file.

REGISTRATION PROCEDURE

LCA Registration/Re-Enrollment for current students will be held in January. Open Registration/ New Enrollment will begin in early February. Enrollment packets will be made available through the Admissions Office or visit www.LegacyChrisitan-Academy.com.

INTERNATIONAL STUDENTS

LCA is SEVIS certified.

TRANSFERRING TO LCA

A student who wishes to transfer to LCA must provide the school with previous school records (i.e., report cards, standardized test scores, attendance records, disciplinary records, etc.) prior to acceptance of registration. Prospective students will be interviewed by the School Superintendent and Admissions Director. Parent(s)/Guardian(s) must inform these administrators of any difficulties the student has had in school or any special needs so that his/her transition to LCA will be smooth and successful. LCA reserves the right to communicate with the transferring school regarding school-related information at any point of the enrollment process.

PROBATIONARY ENROLLMENT

All students will be on probation for their first nine (9) weeks of school. To foster continued growth, the school embraces the challenge to educate students with special needs according to the resources available within or to the school. Probationary enrollment may also be used for students coming from other countries and from other educational programs inside the United States. This is put into place when LCA may have limited information about a student's previous educational experiences, their abilities, or have a concern about behavioral or emotional issues. Scheduled conferences and a parental/guardian agreement will be necessary for these students.

CHANGE OF ADDRESS OR PHONE NUMBER

If a family has a change of address or phone number at any time during the school year, please notify the school office immediately in writing or by email. This also applies to any changes in work or emergency contact information. It is critical that the school always has current information in case of an emergency.

ATTENDANCE

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory. LCA exceeds the mandated education law for compulsory hours set by the state of Virginia.

Once a student is enrolled at LCA, the administration and teachers insist on regular attendance. It is not the administrators' or any other employees' responsibility for ensuring your student's attendance. This is the

responsibility of the student and their parent(s)/guardian(s).

- Students that miss 10 or more days of school during the year, **whether excused or unexcused, and have not satisfactorily completed the required work, may be considered for retention.** Documentation of absence by a physician is an exception to the 10-day limit. However, satisfactory completion of required work is still required.
- **Students with 28 days of absences will be permanently dismissed from our school.** However, administration will review evidence presented of mitigating medical circumstances and decide on whether an exception will be approved.
- Students who are working in our block schedule system must realize to miss one class is the equivalent of missing two class sessions. When a student misses 14 sessions for any block scheduled class, the student will not receive credit for the class as this is a violation of compulsory hours for each individual class. If there are documented medical reasons for the class absences, the administration may review and consider if an exception is appropriate.

Absence / Tardiness / Leaving School

To ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

1. Call or email the school office the morning of the student's absence, explaining the reason.
2. A written excuse explaining the reason for absence may be presented upon the student's return, if a call or email was not made on the day of absence. Written excuse must be signed by the parent/guardian.
3. Persistent absences may cause serious academic problems (including, but not limited to course failure) and could result in the dismissal of the student. The administration and/or teacher will review the matter with the parent(s)/guardian(s) before a final decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
 - a. Students with 28 days of unexcused absences will be permanently dismissed from the school. However, the administration will review evidence of mitigating circumstances and decide on whether an exception will be considered. Absences for each student will be reviewed by the administration quarterly and meetings will be scheduled with parents as needed.
4. Except in cases of emergency as determined by the school administrator, a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from a school administrator.

Tardiness-

- A student who is tardy (not in their class by 8:15) should report to the school office to be recorded as Tardy.
- A student who arrives late with an excused reason (i.e. doctor note or dentist note), albeit excused, is still considered tardy. NO disciplinary action shall be taken.

- Examples of unexcused tardies include: overslept, heavy traffic, running late, etc. Being tired or not feeling well is not an excuse to be tardy.
- A student who is tardy due to unexcused reasons is subject to appropriate disciplinary action as listed below

If any student in a family receives 4 unexcused tardies in a quarter the parents will be billed \$20.

If any student in a family reaches 8 unexcused tardies in a quarter the parents will be billed another \$20.

If any student in a family reaches 12 unexcused tardies in a quarter the parents will be billed another \$40.

If a student reaches 15 unexcused tardies in a quarter the administration will be addressing the situation on an individual basis but may ask them to leave the school.

Please note: The purpose of these steps are to demonstrate the importance of instructional time rather than benefit financially.

Leave of Absence-

When parents/guardians wish to take their student out of school for several days for personal and/or medical reasons, they should discuss the student's progress with the teacher. It is appropriate to ask the teacher for general information regarding lesson plans. **However, the school is under no obligation to provide a tutor, make-up work or special testing schedules for such a period of absence.** Please note that the lesson plans and assignments are to be posted on RenWeb. The administration has the sole discretion to determine the conditions and terms governing such absences.

If you are aware in advance that a student is going to be out (a trip, medical, etc.) please go to www.legacychristian-academy.com under "Info", complete the "Pre-Excused Absence Form" and submit it to the office in advance of the students absence.

Medical Excuses-

Medical appointments should be scheduled outside of school hours. When this is not possible, students are expected to present a written note to the teacher the day before the appointment. Students are to be picked up in the school office at the required time and signed out by their parent/guardian or designated adult. Students are responsible for making up missed work due to outside appointments. Students who do not feel well in the morning should not come to school until they feel better. If a student has experienced a temperature over 100, and/or vomited and/or has had diarrhea the student is not to return to school until these symptoms have not occurred for a consecutive 24-hour period. Sending a sick student to school hampers learning and spreads illness. **If a student becomes ill or is injured at school, to the extent they can no longer fully participate in school activities, parents/guardians or emergency contacts will be required to pick the student up from school as soon as possible.** In extreme or life-threatening situations, students will be taken directly to the hospital by ambulance and parents/guardians will be contacted immediately.

Release of Student-

Students may not leave the school grounds for any reason during the day without permission from their parent/guardian. If it is necessary to leave during the school day, the student must report to the school office and be signed out by the predesignated adult picking up the student. If the student is returning to school on the same day, the student must be signed back in at the school office.

If parents/guardians are going out of town and leaving another responsible adult in charge of their student, the school office must be notified in writing. The written notification should include the name, address, and phone numbers, along with any other necessary information regarding the temporary guardian and contact information for the parents/guardians while they are out of town.

ARRIVAL AND DISMISSAL PROCEDURES

LCA has established the following procedures to ensure maximum safety and efficiency. **FOLLOW THE DIRECTIVES FOR EVERYONE'S SAFETY**. If you see a way to improve our practice, calmly make an appointment with the administration to problem-solve at a convenient time for all parties by contacting them directly.

SCHOOL HOURS 8:15 a.m. – 3:15 p.m. (Students are encouraged to arrive by 8:00 a.m. each morning.)

The **SOUTH** side is **ENTER ONLY** and the **NORTH** side is **EXIT ONLY**. It is marked clearly.

Arrival Procedures-

Please use the **SOUTH Entrance** to enter the drop-off lines. Teachers/Staff will be “on duty” beginning at **7:45 a.m. until 8:15 a.m.** each morning. Parents/Guardians should pull up to the Main Entrance of LCA to drop-off student(s). LCA will be running two lines, so please do not pull away until the teacher/staff indicate “all clear”. After 8:15 a.m., you/your student(s) will have to Sign-In and be marked as tardy prior to entering their classroom.

Dismissal Procedures-

Please use the **SOUTH Entrance** to enter the pick-up lines. Teachers/Staff will be “on duty” beginning at **2:45 p.m. until 3:30 p.m.** each afternoon. K3-K5 will pick up 2:45-3:05. 1st-6th grade will pick up 3:05-3:15. 7th-12th grades will pick up 3:15-3:30. **If you have students in more than 1 pickup time, please wait until the pickup time of the oldest child in order to pick up all of your children.** Please do not pull up into the pickup lines until it is time for your students' pickup. Pulling up early will only clog the lanes for those who are supposed to pull up and you will need to pull around. If you arrive early for your pickup time, please pull off into the south parking lot or into the grass out of the way until your pickup time.

Parents/Guardians should display the LAST NAME of their STUDENT on their passenger side sun visor. LCA will provide these name signs, if you lose this sign, you are responsible to replace it. This will efficiently assist us to have your student(s) ready for pick-up. If students are **not** picked-up by 3:30 p.m. they will be escorted to **After Care** which is available until 6:00 p.m. The cost is \$8 per hour per student and will be billed monthly.

Reminders-

Please send in a note(kay.combs@lcava.org) or call the school office when a student is riding home with someone other than an assigned carpool or bus route. We will not allow a student to go with someone unless we have been appropriately advised by ALL parties. Parents/Guardians are asked to follow these parking guidelines to help with safety and prevent accidents. Please notify the office by 2:00. Calling the office during dismissal (the busiest time) will cause confusion and your message may not be delivered in time.

PARKING LOT MAP

(See Appendix A)

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

Student Custody and Guardianship-

At the time of school entry or at any other time where a change in custody status/arrangements occur, it is the responsibility of the parent(s)/guardian(s) to provide school administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with their parent.

School communication with the appropriate guardian is essential. Accordingly:

- a. Custodial parents should identify in writing other adults who may have access to information regarding their student.
- b. Non-custodial parents may receive information (when requested) regarding the student unless specific documentation to the contrary is provided in the legal custody agreement.

Access to Records-

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their student during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the education records of a student contain information on more than one student, the parents/guardians are limited to specific requested information about their student only. Student records shall be open to **authorized school personnel only**. The Board of Directors are not considered school personnel. The school administration may elect to charge the cost of photocopies of a student's educational records to parents/guardians. This documentation will be stamped "unofficial".

Transfer of Records-

Schools may disclose a student’s cumulative record (i.e. Permanent Record card, attendance card, test results, etc.) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent/guardian has given written permission, to have the student’s records released. Parent/Guardian signature is required for release of a student’s confidential file (i.e. special education records, psychological reports, disciplinary records, etc.)

Parents/Guardians may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records must remain in a sealed envelope marked “hand-delivered / official transcripts”. LCA’s school administration has the right not to certify the student’s graduation or provide transcripts of the student’s academic record to third parties such as other schools, colleges or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of the contract (i.e., failure to meet financial obligations, infractions against the school’s code of conduct).

School Visitors-

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in and wear an identification tag when visiting the school. This badge notifies students, staff, and volunteers that the visitor is authorized to be on site. Outside doors to LCA are locked during school hours.

Volunteer Opportunities-

Please let us know some of the areas that you would be interested in helping LCA. Also noted on the 3 T’s Survey at the beginning of the year.

Some possible areas to help out maybe:

<input type="checkbox"/>	Athletics / Boosters	<input type="checkbox"/>	Family Events	<input type="checkbox"/>	Fundraisers	<input type="checkbox"/>	One-Time Projects
<input type="checkbox"/>	Admissions Gate	<input type="checkbox"/>	School Office	<input type="checkbox"/>	Outdoor Projects	<input type="checkbox"/>	Teacher Appreciation
<input type="checkbox"/>	Concession Stand	<input type="checkbox"/>	FFOS (PTO)	<input type="checkbox"/>	Maintenance	<input type="checkbox"/>	Lunchroom
<input type="checkbox"/>	In Classroom	<input type="checkbox"/>	Library	<input type="checkbox"/>	Grounds	<input type="checkbox"/>	Apple Blossom Festival
<input type="checkbox"/>	Holiday Events	<input type="checkbox"/>	Other _____				

SCHOOL COMMUNICATIONS

LCA will send regular communications/reminders using email, text, and Facebook to make parents/guardians aware of activities and events throughout the school year. An up-to-date calendar will be posted on the LCA website during the school year. Parent resources are available at www.LegacyChristian-Academy.com under “Info”. Certain information will physically be sent home with students in their backpacks, but often Middle

and High School students neglect to deliver these items. Parents/Guardians will be made aware of such times via email, and the school office will keep extra copies of this information for your convenience.

Telephone Use / Messages for Students and Faculty

The school office telephones are not for public use. Students are required to obtain permission from the school office to use the telephone, or they may give the student permission to use their cell phone.

Parents/Guardians that need to have a message relayed to teachers or students should contact the school office.

Teachers and staff will also have limited access to email during the school day. Please try to email by 10 a.m. so they may view your message during their planning period, otherwise a message may not be seen until after school has ended for the day.

If a student brings a cell phone or other electronic media device to school, it must be turned off and remain in his/her locker or book bag during the school day. It is not to be kept in a student's desk or on his person. It is not to be used until after school hours. The policy is OFF & AWAY. Devices and accessories will be confiscated by the adult in charge and may be picked up in the school office and signed out after school. Detentions will also be issued for having a phone out during the day.

*There is a charge for detention this year. A \$10 fee is applied for every half hour. Saturday detentions will be billed at the rate of \$45 each offense, up to 3 Saturdays. Upon the 3rd Saturday detention, suspension and /or expulsion will be considered.

The use of electronic media in restrooms is an invasion of privacy and is absolutely prohibited. To do so could result in suspension.

Inclement Weather / School Closings-

- LCA makes its own decisions regarding delayed openings, early dismissals, and school closures. Announcements for closings, etc., will be made by a RenWeb email, on LCA Facebook page, and by a text alert messages.

Make sure to contact the school office immediately when there are changes to your personal and business phone numbers and email addresses.

Field Trips

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective, accompanied with financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student will receive a permission slip from their teacher. It must be signed by their parent/guardian, and then returned to their teacher, prior to the student participating in the activity. *Those students*

who fail to turn in all required materials by the set date will not be allowed to go on the field trip. Students who are absent or do not attend the field trip for any reason will not receive a refund.

PARENT-TEACHER ORGANIZATIONS (Family & Friends of Saints FFOS)

The Parent-Teacher Organization FFOS (including Home School families) is composed of the teachers and parents/guardians of students at LCA. This organization assists LCA by working as a liaison to unify families to raise funds each year for the school. All families are urged to be active, participating members of the FFOS. The FFOS is sponsored by the parents to promote a cooperative effort at meeting certain needs of the student body. This organization is subject to the school's control. All FFOS activities and all materials prepared by the FFOS must be submitted to the School Administrator for approval prior to implementation and/or distribution. All FFOS monies must be deposited into a school account as designated by the School Board. The FFOS officers should prepare a budget and submit it to the School Board for approval. Persons nominated to serve as a FFOS Officers must receive approval from the School Administrator and School Board.

FUNDRAISING

Please submit all ideas and suggestions for fundraising programs to the School Administration. All fundraising programs must be approved prior to an event.

FINANCES

TUITION POLICIES

LCA's budget is based on timely payments from each family and the obligation to pay tuition begins when the student's enrollment is completed. Tuition obligation is for one full school year. In the case of a family relocating out of the area (this will be assessed on a case-by-case basis) the School Board will determine if a refund is granted. If so, there will be a \$50 processing fee.

TUITION PAYMENT OPTIONS

Monthly Payment Plans MUST be paid using LCA Tuition Management System (FACTS).

PAYMENT PLAN OPTIONS:

	PAYMENT OPTIONS:	BILLING CYCLE:	FACTS SERVICE FEE:
PLAN A	PAY in FULL	By August 1, 2022	5% Discount on Tuition & \$20 Annual FACTS Service Fee

PLAN B	SEMESTER Payment Plan	August & January	\$20 Annual FACTS Service Fee
PLAN C	10 Month Payment Plan	August – May	\$50 Annual FACTS Service Fee
PLAN D	12 Month Payment Plan	August – July	\$50 Annual FACTS Service Fee

REGISTRATION

All families are expected to fulfill their tuition obligations according to the tuition policy and payment options stated above. (Families that pay their tuition IN FULL on or before August 1st will receive a 5% discount.)

ENROLLMENT FEES: *(non-refundable)*

APPLICATION FEE	\$ 75 (One-time Fee per Student)
REGISTRATION FEE	\$120 (Annual Fee per NEW Student)
REGISTRATION FEE	\$110 (Annual Fee per RETURNING Student)
CURRICULUM FEE	\$300 (Annual Fee per Student)

- The Registration Fee is due with Enrollment or Re-Enrollment Paperwork
- All Fees are non-refundable

Tuition Rates

ANNUAL TUITION:

GRADE LEVEL:	1st Student	2nd Student	3rd Student	Plus Each Additional
PK3 – K5 KINDERGATEN	\$6,000	\$5,700		\$5,400
1st – 6th GRADES	\$6,400	\$6,080		\$5,760
7th – 12th GRADES	\$6,800	\$6,460		\$6,120

- 2nd Student will receive a 5% Tuition Discount.
- 3rd Student, plus each additional Student will receive a 10% Tuition Discount.
- Discounts may not be combined and do not apply for families receiving financial aid.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements (2.0 GPA with NO

Failing Grades) and adhering to the code of conduct will be given the privilege of participating in these activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a Sports Health Form and fee is required.

When a student is requesting a waiver from participating in Physical Education classes, a parent/guardian is required to submit a written statement from their student's physician that states any activity restrictions. The statement is expected to include a specific time frame for these restrictions.

TRANSPORTATION OF STUDENTS

Students participating in school-sponsored sports will be transported by bus or privately-owned vehicles. Coaches may request a permission slip for athletes to be transported by private vehicles during their season. When students are required to leave school early for games, they are responsible for all work assigned.

SUPERVISION OF STUDENTS

All students who are not picked up at the end of the school day or immediately after the conclusion of a school-sponsored activity will be sent directly to After Care. If the activity does not take place on school property, or is on school property, but ends after 6:00 p.m., parents/guardians are to pre-arrange immediate pick-up. The school or its personnel is not responsible for supervising students after an activity ends off site, or concludes on campus after 6:00 p.m.

ATHLETIC POLICY & PROCEDURES

Philosophy of Sportsmanship-

All athletic programs will be run with cooperation among faculty, administration, parents/guardians, and athletes. Students will demonstrate respect in all aspects of the sports program and in physical education class. **Athletes and parents/guardians** are expected to always adhere to school policies. Cooperation is expected. The group goal is good sportsmanship. Athletes are representatives of LCA and are expected to carry that responsibility wherever they go. There may be additional athletic consequences when student choices negatively interfere with the academic environment.

Sports Fees

Full-time LCA students will pay \$100 per sport.

Non LCA Students per sport fees: \$125 Middle School - \$125 for Junior Varsity - \$175 Varsity

***Non LCA students must also pay an annual \$50 registration fee**

Sports Programs Offered *when the number of LCA and homeschool students produce the need.

Fall Sports:

Girls Varsity Volleyball	9th – 12th Grade
Girls Middle School Volleyball	6th – 8th Grade
Boys Varsity Soccer	9th – 12th Grade
Boys Middle School Soccer	6th – 8th Grade
Girls JV Volleyball	9 th --11 th Grade

Winter Sports:

Girls Varsity Basketball	9th – 12th Grade
Girls JV Basketball	9th – 10th Grade
Girls Middle School Basketball	6th – 8th Grade
Boys Varsity Basketball	9th – 12th Grade
Boys JV Basketball	9th – 10th Grade
Boys Middle School Basketball	6th – 8th Grade
Girls Elementary Cheerleading	K5 – 5th Grade
Girls Middle School Cheerleading	6th – 8th Grade
Girls Varsity Cheerleading	9th – 12th Grade

Spring Sports:

Girls Varsity Soccer	6th – 12th Grade
Boys Middle School Flag Football	5th – 7th Grade
Boys Varsity Baseball	8th – 12th Grade

Parents'/Guardians' Responsibilities-

I/we agree to support **Legacy Christian Academy's Athletic / Boosters Program**. I/we will volunteer to work at the admissions gate and concession stand throughout the season(s) my athlete(s) participates. If I/we are unable to work the date assigned, it is my/our responsibility to trade with another parent/guardian. I/we know that this is vital to our program helping to cover the costs of equipment, athletic uniforms, officials, etc.

The Booster's Club has been formed to work with the Athletic Director to promote school spirit and awareness of the sports programs at LCA. Team members, LCA students, and parent/guardian volunteers are responsible for fundraising, organizing pep rallies, as well as other spirit building activities, including Spring & Fall Sports Banquets.

STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Christian moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, guardians, faculty, staff, administrators, and students work together to create a Christian school environment.

These basic components include:

- **Teachers have the right to teach. No student will stop the teacher from teaching.**
- **Students have the right to learn. No student will stop another student from learning.**

Based upon Christian moral values and loving respect for others taught by Jesus:

1. Students will be honest and committed to integrity.
2. Students will be respectful and courteous toward all teachers and adults.
3. Students will refrain from harassment of any kind.
4. Students will use appropriate language.
5. Students will speak respectfully to and about others.
6. Students will complete all assignments and participate fully in class.
7. Students will respect all school and personal property.
8. Students will refrain from any deliberate disruption in the school.
9. Students will adhere to the school's cell phone policy.
10. Students will comply with the internet acceptable use policy.
11. Students will demonstrate good sportsmanship.
12. Students will adhere to the dress code.
13. Students will not give or receive unauthorized assistance on tests, quizzes or assignments.
14. Students will not leave the school grounds during the school day without permission.
15. Students will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia may result in suspension or expulsion from LCA.
16. Students will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection on school grounds or at school-sponsored activities.

The school observes this Code of Conduct because it is built on fundamental Christian social teachings. The role of the administration, staff and faculty is to work with the parents/guardians to assist the students in developing a strong Christian attitude toward life.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this manual empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified. In justice toward

the other students, circumstances may dictate that a student be removed temporarily or permanently from the school setting. In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the school administrator of the situation. They will assist in the development of a course of action to be taken to correct the situation. Students at any age who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline. However, to assist in mitigating unwanted behaviors, a leveled chart of disciplinary actions and the possible corresponding consequences are followed.

Disciplinary Measures

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

Classroom teachers are primarily responsible for management of their classroom. Teachers are given the ability to oversee discipline in the classroom and communicate with parents about behavioral issues concerning students. Teachers can determine the severity of any infraction and will use the above guide to assist in appropriate discipline measures with administrative support.

1. **Level 1** incidents involve classroom/hallway behaviors and attitudes that require resolution by a teacher but may involve parents and administration. A RenWeb notification will be issued after a verbal warning, and a parent notification by the teacher, preferably by phone. Patterns of behavior will be communicated by the staffulty.
2. **Level 2** violations include activities and attitudes that show a lack of respect for authority or peers. These violations will result in a formal disciplinary write-up, office referral, and parent contact by administration. These incidents stay on record via Ren Web and student file.
3. **Level 3** violations include unlawful acts, activities that seriously threaten the safety of the student or others, acts that show gross lack of respect for authority or property or acts that violate Biblical and moral codes of conduct. This also includes any willful act of defiance. These violations will result in a formal disciplinary write-up, administration referral, and parent phone call and/or parent meeting. These incidents stay on record via Ren Web and student file.

Please note the disciplinary chart at the back of the handbook.

- Detention: Served on Tuesday-Thursday on the main campus only from 3:30-4:30pm. Billed at \$10/per half-hour.
- Repeated Detentions: A one-day suspension will be issued to the student who receives more than three detentions within a nine-week marking period. Suspension will occur after the third detention has been served. Work missed, including tests and quizzes, will be completed in suspension but will not count for a grade. The student in suspension will receive zeros for the day.
- Suspensions will be issued only by the administration and served at home. Work may not be made up for days missed due to suspension. A student who receives more than three suspensions in a school year may

be expelled. A suspended student may not be on school campus for any reason until the suspension is completed.

- Suspensions for Athletes: Suspensions will be accompanied by an additional penalty for athletes. The first suspension will result in a participation loss of two games. A second suspension will result in a participation loss of four games. **A third suspension will result in removal from sport and a loss of privilege to represent LCA as an athlete for the REMAINDER of the year.**
- Expulsion: The length of the expulsion is at the discretion of the administrator. During the period of the student's expulsion, the student may not attend school-sponsored events even if accompanied by a parent/guardian.
- A student who is deemed to be bullying another student with documented, verified evidence of bullying will receive a suspension the first time and will be asked to leave LCA if the concern continues.
- Reenrollment after expulsion: A student expelled from LCA may be eligible for reenrollment. The student who reapplies for reenrollment must meet the following criteria:
 - Student must show a genuine repentance for the sin that led to his/her expulsion. Repentance must be evidenced by the display of a proper attitude and a change of heart that is evident to others.
 - Student must present a request that *he/she* has written.
 - Student must have a letter of recommendation from the pastor of their local church.
 - Student will be on behavioral probation for 9 weeks minimum.
- The principal reserves the right to require a parent whose child does not seem to fit into what the school is working to accomplish to please withdraw their child within 48 hours of request.

Caught Being Good

We believe that you will get what you promote. Therefore, we try to promote good behavior. Teachers will issue a celebration and a RenWeb behavior notice will be sent home if a student is caught displaying good behavior. For those who are in 4th -12th grade their house teams earn points for students who are recognized for good behavior.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcomed sexual advances, unwelcomed physical contact of a sexual nature, or unwelcomed verbal conduct of a sexual nature. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher, coach, or school administrator. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; **and is repeated over time** or causes **severe** emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

School personnel will not tolerate any bullying on school grounds or at any school-sponsored activity. In addition, LCA expects any student or parent/guardian who becomes aware of an act of bullying to report it *immediately* and be willing to present evidence of bullying incidences to school administration. Please be sure to follow the definition of bullying above when reporting any concern.

Consequences for students who bully others may include:

- Counseling
- Parent Conference
- Detention
- Suspension and/or Expulsion

Depending on the severity of the incident(s), Administration may also report incidents of bullying to law enforcement if appropriate.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

Students and Student Property-

School Administration has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (i.e. automobiles, etc.) or at school activities may be conducted by the School Administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action. Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of school.

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student may be assigned a desk or locker but has no proprietary rights versus the school.

Care of School Property-

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by administration.

LUNCHROOM REGULATIONS

LCA Students **will not have access to heat food** items that they bring from home. Hot meals will need to be purchased from the school cafeteria.

During lunch students are to:

- Talk quietly; Level 1 or 2
- Clean up their seating area.
- Remain in their seat unless given permission by a teacher or supervising staff
- Refrain from sharing food due to possible food allergies
- Refrain from throwing food or any item in the cafeteria
- Stay in the cafeteria throughout lunch unless given permission by a teacher or supervising staff.

Lunch Program:

1. Lunch for students may be provided in one of two ways:
 - a. Students may bring a packed lunch from home (with ice pack, if needed)
 - b. A hot lunch may be pre-ordered using your family's FACTS account. The lunch menu along with prices, is updated monthly and can be viewed on your FACTS account.
This means that students or their parents cannot order door dash or other methods to have food delivered. They need to either support our hot lunch program or pack a lunch. It costs a lot of money to be able to offer a hot lunch program and we need our students to support our program so that we can afford to offer it.
2. Lunch orders are placed via each family's FACTS account and are billed via each family's FACTS account.
3. Lunch orders for the day must be placed by 8:30 a.m. by a parent or guardian. **Teachers will not accept cash for lunch.** Teachers will try to confirm in the morning if someone does not have lunch and needs to place orders for students in FACTS. However, it allows more time for learning and puts less pressure on the teacher if the parents have taken care of it.
4. Please note that **Pizza for Wednesdays must be ordered in RenWeb by 8:00 AM on Tuesday morning.**
5. Lunch charges will be added to the family's FACTS account and billed monthly.
6. If a child does not pick up his or her lunch because they had to leave early due to illness or another emergency, a charge will not be processed on the family's FACTS account. However, if a child chooses not to pick the lunch up simply because he or she does not want it, there will still be a charge added to the family's FACTS account for that lunch.
7. Parents can view the daily purchases in their FACTS account. Once logged into FACTS, click on "Financial...Family Home." This will open a new page with your financial information. Click "View Details" allows parents to see what has been purchased under the "Transactions" tab. Parents should monitor these charges as the school cannot monitor students' individual purchases.
8. Lunches must either be ordered from our school lunch program through Renweb or be a packed lunch from home. Refrain from restaurant purchased meals. A parent may pick up food and bring it to their student, but food cannot be ordered and delivered. Help support our school lunch program.
9. Although the desire is for our students to either pack or purchase a lunch from the school cafeteria, parents are permitted to occasionally bring lunch in for a student (e.g. to celebrate a birthday) and enjoy the lunch time with their student. This lunch must first be pre-approved by the principal by 10:00 a.m. on the day that the parents are coming in. Students are expected to remain on campus for lunch at all times.
10. Juniors and Seniors who are House Leaders will have the privilege to go off campus for lunch if they have written permission from their parents and approval from Mr. Allanson in advance and in writing. **They cannot take another student with them who is not a House Leader, and they cannot take orders to bring back food for other students.**

HEALTH, SAFETY & WELFARE

Prevention of Child Abuse-

Parents and guardians have the primary responsibility for the health and well-being of their student. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect. We are mandate reporters.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the School Administrator. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (section 63.2-1518) *Authority to Talk to a Child or Sibling*, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside presence of his or her parent, guardian, legal custodian, other person standing in, or school personnel."

Accidents and First Aid-

The parents/guardians of an injured student will be notified of the accident/injury by school personnel as soon as possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which school personnel can reasonably render basic first aid, the school shall be held harmless from any liability costs or expenses associated with the professional diagnosis and/or treatment, including but not limited to the cost of transportation. Such costs or expenses are the responsibility of the injured party or the student's parents/guardians.

Illness-

Students with fevers, contagious or infectious diseases (pink eye, etc.) will be sent home promptly and excluded from school while in that condition. **Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school and extracurricular activities.**

In the event a student becomes ill, the school will contact the parent/guardian by phone.

When arriving for the student please report to the school office. If a parent/guardian cannot be reached, the school will call the emergency contact person listed on the student's emergency form. Please keep emergency phone numbers up-to-date. **It is the parent's/guardian's responsibility to arrange for PROMPT PICKUP of a student deemed too sick to remain in school. This is non-negotiable for the health and well-being of everyone.**

If your student has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the school office.

MEDICATION ADMINISTRATION OVERVIEW

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

1. After the first dose of any medication has been given at home.
2. When the parent/guardian provides and transports the medication to and from school and medication is given to the school office.
3. When there is a health care provider's written order signed by the parent/guardian requesting the **specified school personnel** (no nurse on campus) to administer medication or to permit the student to self-administer the medication.
4. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's/guardian's responsibility to notify the school of any changes to the original prescription.
5. When the appropriate Medication Authorization Form has been completed, signed and accompanies the medication.
6. For any medication, parents/guardians must document the number of tablets or dosages to be secured for administration by school personnel. If tablets are to be divided, the parent/guardian is responsible for dividing the tablets in order to achieve their student's proper dosage.

No medication will be administered unless the school has received a signed copy of the **Medication Authorization Form** (available when you register through FACTS). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

In the event of any serious injury or medical emergency requiring medical attention, 911 will be called. The school is acting in the medical interest of the student to receive prompt medical attention. Such costs or expenses are the responsibility of the injured party or the student's parents/guardians.

Religious Exemption-

If the administration of immunizing agents' conflicts with a student's religious tenets or practices, the parent/guardian understands that in the occurrence of an outbreak, potential epidemic or epidemic of a vaccine-preventable disease at LCA, the School Administrator and/or the State Health Commissioner may order that students with a Religious Exemption be excluded from school for their protection until the danger has passed.

FIRE / EMERGENCY DRILLS

Drills are conducted periodically. LCA also practices tornado drills and intruder alerts. Each teacher has instructions on dealing with a variety of critical emergency situations.

STUDENTS WITH SPECIAL NEEDS

In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents/Guardians are an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

NILD Program

Legacy has an on-site therapist to help students with learning issues. This is not tutoring but educational therapy. There is an additional cost (above tuition) for this program. The therapist is trained by the National Institute for Learning Development.

The therapist will pull a student out of class and work with them 1-on-1 for 50 minutes twice a week.

The intent is to strengthen the underlying cause of the learning issue. Some programs will try to treat the symptoms but do not address the actual learning issues. This program helps to improve the way that the student learns/thinks.

To find out more about this program reach out to our therapist at joι.hilton@lcava.org

EXTENDED CARE PROGRAM

LCA offers an Extended Care Program on days when the school is in session for students who are currently enrolled in the school's academic program. Parents/Guardians must Sign-In their student(s) when entering Before Care and Sign-Out their student(s) when exiting After Care. Dress code and discipline policies apply as before and after care are extensions of LCA!

At this time LCA **does not** have Extended Care available when school is closed for inclement weather. If LCA **opens late** due to inclement weather, there is **no Before Care**. If LCA **closes early** due to inclement weather, there is **no After Care**.

Extended Care Charges:

BEFORE CARE (7:00 – 7:45 AM)	\$8 Hour / Per Student (Invoiced Monthly)
AFTER CARE (3:30 – 6:00 PM)	\$8 Hour / Per Student (Invoiced Monthly)

The program closes promptly at 6:00 p.m. Parents/Guardians are requested to be on time when picking up their student(s). There is a late fee of \$1.00 for every 5-minute delay after 6:00 p.m. Repeated delays will result in the removal of your student from the program.

*** Please provide your student with a snack for Before Care & After Care.**

Please note: Any Student, regardless of their age/grade, not picked up by 3:30 p.m. **must** report to **After Care**, applicable fees will apply.

PAYMENT

The Finance Office will track the time and charges incurred for Extended Care. Charges will be posted in each family's FACTS account by the 5th of each month. Payment is due by the last day of the month. Payments can be made online or be sent into the school office.

There is an additional \$10 late fee if the bill is not paid after 60 days.

Leveled Disciplined Chart

LEVEL1 Incidents:		L1 – Possible Consequences:
<ul style="list-style-type: none"> Hallway/bathroom violations or disturbance Unintentional misuse or damage of property Eating and drinking in prohibited areas Tardiness to class Disrupting the learning environment Writing/Passing notes to others (non-instructional) Throwing objects in class presenting danger/disruption Any other minor disturbance that prevents order in/out of the classroom 		<ul style="list-style-type: none"> Restorative Conversation Loss of privileges (ex. recess minutes) Possible Parent Notification via Ren Web Isolation from peers Work assignment related to offense Replacement of property 3 violations per class period, per quarter will result in after-school detention (ASD) – 30 min Recurring L1 offenses will result in a L2 consequence 1/2 hour detention
LEVEL 2 Incidents:		L2 – Possible Consequences:
<ul style="list-style-type: none"> Recurring L1's Lying Slander Cheating Plagiarism Physical aggression/horseplay Disrespect toward others Obscenity, profanity, vulgarity Cell phone policy violation 	<ul style="list-style-type: none"> Deliberate disrespect or damage of property Willful disobedience Habitual tardiness Habitually late, incomplete, or missing assignments 	<ul style="list-style-type: none"> 1 hour after-school detention Removal from class Replacement of property Loss of privileges including extra-curricular activities, field trips, events, end-of-year trips, sporting events, arts programs Probation In-team or out of school suspension 3 violations per class period, per quarter will result in after-school detention (ASD) – 1 hr. Recurring L2 offenses will result in more severe consequences, even possible expulsion
LEVEL 3 Incidents:		L3 – Possible Consequences:
<ul style="list-style-type: none"> Defacing school property Viewing, possession, or distribution of inappropriate images or languages Sending or distributing texts, messages, and/or photos which include sexually explicit content, language, or profanity Leaving campus w/o permission Fighting/other excessive physical abuse Sexual Harassment/misconduct 	<ul style="list-style-type: none"> Participation in immoral or illegal activities Possession of any weapon/explosive Possession, use, or distribution of tobacco, marijuana, alcohol, drugs (illegal or prescription or OTC) or related paraphernalia Bullying Recurring L2 offenses Pulling false alarm Excess of Level 2's 	<ul style="list-style-type: none"> Probation Loss of privileges Notification to parents and/or law enforcement Immediate out of school suspension Expulsion Replacement of damaged property Automatic Saturday School detention (9a-11a) with \$45 fee, plus possible additional consequence <p>*Administration notified immediately</p>