



**Partnering with parents to transform tomorrow's Christ-centered, servant leaders;
equipping students spiritually, mentally, physically and socially
to become fully devoted followers of Jesus Christ.**

Dear Parents,

It is our mission to strengthen Christian families by building a foundation of biblical truth in each of the students attending Lanier Christian Academy. Our teachers model and instruct from a biblical worldview, believing that all truth originates with God. They challenge and encourage students to live in a way that reflects the glory of God.

I encourage you to read the mission statement, the statement of faith, and the philosophy on the following pages and be reminded of the objective of the Christian education provided at Lanier Christian Academy. Your children are receiving an education at LCA because of the thoughtful, prayerful, and intentional decision you made to build their foundation of learning on God's truth. Every child will be prepared for God's plan for their lives as they develop spiritually, mentally, physically, and socially, with discipleship being our primary focus.

The rest of the handbook sets the standard and structure needed to accomplish our goals. The faculty and staff are dedicated to helping students become all that God wants them to be. Working together we can fulfill our purpose of students becoming fully devoted followers of Jesus Christ, and each of us will proclaim, "I have no greater joy than to know that my children are walking in the truth." III John 4.

If you have any questions as you review this handbook, please call the school office. It is a great pleasure to serve you.

In Christ,

A handwritten signature in black ink, appearing to read "Al Gainey", with a large, stylized flourish at the end.

Al Gainey
President

ENDS STATEMENT



Leader – Mark 10:45 “For even the Son of Man came not to be served but to serve and to give His life as a ransom for many.”

- Are Christ-centered servant leaders affecting change in their local community and in the world.

Accountable – Romans 12:2 “Do not conform to the pattern of this world but be transformed by the renewing of your mind.”

- Are faithful followers of Christ who are transformed by the renewing of their minds in order to effectively share their faith and defend and articulate a Biblical worldview.

Noble – Philippians 4:8 “Whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things.”

- Have a love for God’s word and actively experience God as real in their lives – Isaiah 30:21 “Whenever you turn to the right or to the left, your ears will hear this command behind you: ‘this is the way. Walk in it’.”
- Prepared for trials and conflict – Romans 5:3-4 “We also rejoice in our afflictions, because we know that affliction produces endurance, endurance produces proven character and proven character produces hope.”
- Reflect the character of Christ.

Involved – Ephesians 2:10 “For we are God’s workmanship created in Christ Jesus to do good works which God prepared in advance for us to do.”

- Have the courage to pursue God’s purpose and design utilizing their God-given gifts.
- Are enriched through a wide range of extra-curricular opportunities.
- Are active participants in their church and community.

Educated – Proverbs 4:13 “Keep hold of instruction; do not let go; guard her, for she is your life.”

- Are academically prepared for the next step in their education.
- Are technologically prepared to engage in the world.
- Have a lifelong thirst and initiative for learning.

Relational – Hebrews 10:24-25 “and let us consider how we may spur one another on toward love and good deeds, not giving up meeting together...but encouraging one another.”

1. Are provided opportunities in a vibrant and engaging school community.

PARENT/STUDENT HANDBOOK-TABLE OF CONTENTS

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MISSION STATEMENT

“Partnering with parents to transform tomorrow’s Christ-centered, servant leaders; equipping students spiritually, mentally, physically and socially to become fully devoted followers of Jesus Christ.”

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, inerrant, authoritative word of God (2 Timothy 3:16; 2 Peter 1:21).
- We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1-3; John 1:1-3; Matthew 28:19; John 10:30).
- We believe in the deity of our Lord Jesus Christ (John 10:30,33); in His virgin birth (Matthew 1:23; Luke 1:35); in His sinless life (Hebrews 4:15; 7:26); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); in His bodily resurrection (John 11:25; 1 Corinthians 15:4); in His ascension to the right hand of the Father (Mark 16:19); and in His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit because of the exceeding sinfulness of human nature (Romans 3:23; 5:8-9; Titus 3:5).
- We believe that justification is by faith in the shed blood of Christ alone, apart from works. It is only by God’s grace through faith that anybody is saved (Romans 1:17; Ephesians 2:8-10).
- We believe in the resurrection of both the saved and the lost: they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- We believe that life, created by God and for His glory, begins at conception and continues until natural death (Jeremiah 1:5; Psalm 139). God has created man in His image and values each life as sacred and holy (Genesis 1:26-27; 9:6).
- We believe in the dignity of every human being, everyone made in the image and likeness of God. An individual’s biological sex, either male or female, is sovereignly and irreversibly appointed by God and is an irreversible aspect of his or her nature (Genesis 1:26-27).
- We believe human sexuality is regulated by Scripture, which declares that marriage is the union between one man and one woman (Genesis 2:24), and that sexual intimacy is reserved for marriage only (Hebrews 13:4). Therefore, any sexual expressions outside of that realm (including, but not limited to, sex before marriage, homosexuality, bisexuality, adultery, etc.) are immoral and against God’s design (Exodus 20:14; Matthew 15:18-20; 1 Corinthians 6:9-11; Romans 1:24).

PHILOSOPHY

To fulfill its mission of partnering with parents to prepare their children spiritually, mentally, physically and socially to become fully devoted followers of Jesus Christ, Lanier Christian Academy is to provide competent instruction, and its policies and practices are to be reflected without apology in the Christian faith based on the following philosophy.

All truth is a manifestation of God’s sovereignty in creation. This school proclaims God in its educational program and conveys to its students that God is interested in every aspect of their lives and there is no division between spiritual and secular knowledge and experience. All of life is related to God. Therefore, whatever a student learns has God as its point of reference. The school presents to the student a viewpoint of life and the world from God’s perspective. This is called a Biblical, or Christian, world and life view. The student is taught that God and his truth are the basis for the educational program and is challenged to respond to God with the appropriate use of acquired skills and knowledge. Responding to God is a process, one in which the student, as prompted by the Holy Spirit, becomes increasingly more active than passive.

Education experienced by the students will be well-rounded, introducing them to the redeeming work of Christ, and inspiring them to academic excellence. This will develop in the student an awareness that will help them grow in knowledge and skill proficiency, having direct bearing on the three fundamental relationships of life: 1) to God; 2) to others (as well as one’s self); 3) to one’s environment (creation). It is growth in this response process which leads to the fulfillment of a person’s calling from God to understand, shape, use, preserve, and enjoy God’s creation in a life of service to God through service of one’s fellowman.

All humans are born with a sinful nature which hinders them from accepting God as the reference point in every detail of their lives. However, when a person is born again through Jesus Christ, the Holy Spirit leads him/her to desire to understand and apply the transforming truths of God to their life. Christian education can never be complete apart from the redemptive work of Christ accomplished in a student's life.

LIFESTYLE STATEMENT

Lanier Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, mentally, physically and socially to become His disciples. Employees and students are required to maintain high standards of biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct and moral behavior. Employees and students are expected to demonstrate a teachable spirit, an ability to share love for others and a willingness to live under authority. It is the policy to follow the Matthew 18 principle when a conflict arises between employees, parents or students.

Moral conduct, which violates the bona fide employee or student qualifications to be Christian role models, includes but is not limited to promiscuity, homosexual behavior or any other violation of the unique roles of male and female (Romans 1:21-27, I Corinthians 6:9-20). Our belief is that biblical marriage is limited to a covenant relationship between a man and a woman.

ALL employees and students will maintain a lifestyle based on biblical standards of conduct at all times. Failure to do so may result in reprimand, or in some cases, dismissal of the employee or student. It is the goal that each employee and student will display conduct which will cause others to want to know Jesus Christ in a personal relationship.

NOTICE OF NON-DISCRIMINATORY POLICY

LCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, athletic participation, and other school-administered programs.

ASBESTOS NOTIFICATION

LCA has been inspected according to the law under the Asbestos Hazard Emergency Response Act (AHERA) which requires that all public and non-public schools be inspected by a certified inspector and that a management plan be submitted to the State of Georgia. The inspection was conducted by the certified inspector affiliated with ATEC Environmental Services. This plan has been approved by the State and is on file in the school office.

GENERAL POLICIES AND PROCEDURES

The Policy Manual has detailed information about student related topics including Admissions and Bus Procedures.

Academics (General)

Lower School (Grades K-5) - The Lower School grades provide the basic foundation of learning for every child. A child's study habits, learning skills and educational attitude are formed during these years. Realizing the importance of a good foundation, we have set up a curriculum, which can be built upon and expanded each successive school year. Our curriculum is thoroughly integrated and academically balanced with a consistent Christian emphasis.

The curriculum for the Lower School includes: Bible, phonics, reading, spelling, writing, English, math, science, health, history, computers, and physical education. Enrichment classes such as Drama, Music, Technology, Art and Physical Education are offered.

Upper School (Grades 6-12) - The Upper School consists of:

The Middle School - (Grades 6-8) Academic programs place strong emphasis on the development of self-discipline as applied to learning. The work is foundational to future academic studies. Traditional approaches to teaching and learning include memorization, critical thinking skills, note taking, homework, and the preparation of individual projects and reports.

The High School (Grades 9-12) - Courses of study are designed to prepare our graduates for additional academic or career training. Basic college preparatory subjects are taught in the ninth through twelfth grades. Electives are offered as demand, schedule, and teacher availability permit. A current list of courses is available upon request.

Learning Differences/Accommodations

Students who have been diagnosed with a learning difference that adversely impacts academic performance may be offered accommodations. If your student currently has an IEP or 504 Plan established, please contact the Principal to request continuation of services. If your student has a learning difference documented through an educational psychological examination, please submit this paperwork and contact the Principal to establish accommodations for your student. While every effort will be made to provide academic support for your student to have academic success, the school may have limited ability or availability to accommodate certain learning differences.

Possible accommodations:

1. Extended Time for Testing
2. Tests given orally
3. Tests taken in quiet, distraction-free environment.
4. Allowing testing on a different day if multiple tests are scheduled.
5. Preferential seating
6. Allowing student a copy of peer's notes
7. Allowing the use of a calculator for math
8. Allowing a word bank
9. Not counting off for spelling, grammar, or handwriting unless assessing in that area
10. Allowing for division of long-term assignments into smaller parts

*Colleges offer disability services based upon current educational psychological examinations (must be updated every 3 years) along with the ability to show that services had been ongoing in high school. Standardized testing accommodations for the ACT and SAT are available based upon documentation for a learning difference and advanced notice (minimally 3 months) to the Principal prior to test date.

After School Care

Supervised after-care for registered students in grades K-8 is provided for a fee. Families who are interested should contact the office to arrange care and payment schedule.

Arrival and Dismissal Times and School Hours

The school buildings will be open from 7:30 A.M. to 4:00 P.M. on regular school days; but may close 30 minutes after school is out on days of early dismissal. Hours for summer and non-school days will normally be shorter.

Students should not arrive before 7:30 AM. Students should arrive at school by 7:50 a.m. to be ready to begin class at 8:00 A.M. **Lower School dismisses at 2:50 P.M. Upper School dismisses at 3:35 P.M.**

Student Athletes waiting for practice – must go directly to the Athletic Study Hall provided for them and wait in that classroom until their practice time.

Students not involved in extracurricular activities must leave campus at the end of the school day – Lower School students should be picked up no later than 3:45 P.M. or make aftercare arrangements. Please make arrangements with another adult to pick up your child if you are unable to do so.

Supervision for Late Pick Up (K-12th) - Students who are NOT picked up at the appropriate time must go to after-school study hall in After Care and parents will be charged \$10 an hour (for any part of the hour).

Attendance Expectations

In order for students to gain the most in school, they must be in regular attendance. This implies being prepared for class and in class on time. It is impossible for a teacher to recreate the teaching experience that was missed. Because a student has missed class time, their grade is likely to suffer. When the student returns to school, the student will be expected to keep up with current class-work while doing the make-up work.

Excused, Unexcused, and School Related Absences / Make-up Work - Please see the charts located in the Upper School and Lower School sections for absence details.

Extended Absence Due to Illness –Unfortunately, extended illness may occur and the student may be unable to consistently attend class. After 10 Traditional Model or 6 University Model absences (excused or unexcused) in a semester for an individual class or days of school, a student may be withdrawn from the course or from school. If withdrawal is within 6 weeks of the end of the semester, every attempt will be made to help the student complete the current semester's work as he or she is able. All work must be completed by the sixth week of the next semester or by July 15th. (Students must be under the care of a medical care professional to apply for the Extended Illness extension. The appropriate principal must approve the extension.)

Leaving Early (Checking Out) Procedure - All Lower School early check outs should be completed by 2:30. All Upper School check outs should be completed by 3:25. Parent permission to check out does not automatically result in an excused absence. (Refer to Excused Absences.) In our continuing efforts to do our best to protect our students, please note the following procedures when checking your child or other students out of school. Thank you in advance for your help and cooperation to keep a safe environment for all of our families.

Please be prepared to show an ID

Sign student(s) out at the reception desk or personally call the receptionist at the Upper School Building

A staff member will call student(s) to the office

Please wait in lobby/office area for child to come to you

In order for student(s) to leave campus with anyone other than the normal carpool ride: 1) School must have written permission from parent, who will be verified by a phone call from the school, or 2) School must have received a phone call giving permission from parent. Please do not send friends or relatives to pick up your children without notifying us in advance.

Lunch Credit/Absences - On the day of an absence the parent or guardian should notify the school office of the reason for their child's absence. **Parents must call before 8:30 a.m to receive a credit for lunch.**

Missing Class - A student cannot miss any class for any reason without **administrative** permission. Violation of this rule is considered cutting class and students will receive a behavior consequence.

Sick Students - A student who is running a fever, vomiting, or has diarrhea is not permitted to attend classes and should not be sent to school. When a student becomes ill and/or has a fever at school, the parents will be notified and are required to pick up the student in the reception area. **Students must be without a fever, vomiting, and diarrhea for 24 hours before returning to school.**

Calendar

RenWeb and the LCA website are the best locations to find dates and information for the school calendar, trips, athletic contests, fine art presentations, and other special events. Please try to check it regularly so that you will be aware of happenings around the school.

Carpool

Please allow adequate timing for after-school appointments and activities. During the Lower School dismissal, students must be quiet and will sit in the designated area while awaiting their name to be called.

- When picking students up, all children who are not bus riders should be dropped off and picked up through the carpool line. Parents should not park and walk the child into the building. If parents need to bring large projects into the school, we ask that you please park and walk those projects into the building through the East Lobby.
- **Students should arrive at school by 7:50 A.M. so that they have ample time to get to their first class.**
- Students should be IN THEIR DESKS prepared for their first class by the 8:00 bell. **Students who are not in their desks and prepared for class will be considered late to school.**
- **Lower School - Teachers will begin to open vehicle doors at 7:30 A.M.** No child should exit a vehicle before that time. Students must be dropped off in the designated area which is supervised by teachers. In order to ensure their safety, all children should remain seated with their seatbelts fastened until a teacher opens the vehicle door. Drivers are advised to place their vehicles in PARK while loading or unloading students.
- For safety of all students, there should be NO cell phone usage in carpool.
- We would prefer that NO PETS be brought to the carpool line.
- If you need to get out of your car for any reason, please park in a parking space.
- If you have Lower and Upper School students, you may wait and pick up both students during the Upper School carpool.
- When picking students up in carpool line – other than your own students, or regular carpool riders:
 - You may not drive through and say “I also need...” All arrangements will need to be made in advance. (Last minute pick-ups will require the driver to park and go to the office to verify the arrangements through school personnel.)
 - If someone other than the normal driver will be picking up in the carpool line, please be sure the proper notes have been sent and that they know they will be asked for ID

Important things to note:

- ✓ To help with the pick-up process, parents will be asked to complete an “approved pick up list” for your child during the first week of school. Anyone who has permission to pick up your child should be listed on this list along with a contact phone number. Notes and permission will still need to be given for students to be picked up by those on this list.
- ✓ It is very important that parents send notes and contact the school when your children will be going home with someone other than the normal ride they take every day. Failure to do so will cause someone to have to wait and make phone calls before we can let your students leave campus.
- ✓ **It is imperative that carpool tags are used at all times in the carpool line.**
- ✓ If you have students who are not your kids but are frequent riders with you, get an extra car tag for them so you have it on hand when needed.

Conflict Resolution

We all cause and face conflict and cannot avoid it. God uses conflict to produce maturity in the person and growth in our relationships. LCA understands that conflict resolution is a lifelong skill and provides Biblical based conflict resolution training for all students. Materials used for this training include Peacemaking Principles and Shepherding a Child's Heart along with the Word of God. His plan for resolving conflict is revealed in Matthew 18 and then in II Corinthians 5:18, God tells us we have gained the “ministry of reconciliation.” These scriptures instruct us to talk to people and not about people. It is the policy of LCA to follow this Biblical principle by having individuals go directly to the person with whom they have a problem and share their concern.

It is divisive to go to others, creating fervor which escalates the problem. The first step to resolve the concern is to meet directly with the person. If the concern has not been resolved after meeting directly with the person, then you and the other person should meet with the counselor. By focusing on God, seeing with His eyes through the empowerment of the Holy Spirit, resolution and reconciliation usually takes place. If the problem is not resolved, the Principal will move the two of you through meetings with the Principal, President of LCA and Board members as needed. This policy requires the work of God's love and grace within us and results in healing and unity for us as a Body of believers.

Discipline

One of our most important roles of LCA is to help students develop the characteristic that reflect Christ, including self-discipline. We believe that each of our students are made in the image of God and possess the ability, by the power of the Indwelling Holy Spirit, to make right choices in all situations.

I Peter 4:7-10 “The end of all things is near. Therefore be clear minded and self-controlled so that you can pray. Above all, love each other deeply, because love covers over a multitude of sins. Offer hospitality to one another without grumbling. Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.”

We also know that because of free will and selfishness, we all make bad choices. LCA is committed to helping our students succeed academically, socially, emotionally and spiritually. Therefore, when a student misbehaves, we will attempt to call them up into who they are in Christ instead of putting them down or condemning them.

The root word of discipline is disciple; therefore the goal of LCA discipline is to disciple or point the student back toward Christ. Grace is given, but consequences are an important part of the learning experience. Love includes holding someone accountable for their actions and words.

I Peter 4:11 “If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power for ever and ever. Amen”

Student Behavior Expectations

- ✓ Cooperate to create a positive classroom - don't disrupt the learning environment
- ✓ Talk only with permission, one at a time, and raise your hand to get the teacher's attention
- ✓ Be prepared for class (Students should be in their seats, prepared for class at the bell)
- ✓ Respect differences in other students at all times – No sexual or ethnic harassment
- ✓ Respect the property of others and the school
- ✓ Don't steal or vandalize another person's property
- ✓ No Chewing Gum on school property at any time
- ✓ Be honest and people of integrity – no cheating or lying
- ✓ Be kind to one another – no verbal or physical confrontations, threats, fighting, or bullying
- ✓ No Possession of weapons or explosives
- ✓ Be sober – do not use, possess or be under the influence of alcohol, tobacco, vaping, or non-prescribed drugs
- ✓ Follow directions with a cheerful attitude
- ✓ Honor those in authority over you – Address adults respectfully and courteously, open doors for teachers, greet staff with a smile, and obey teachers the first time.
- ✓ Be morally pure – No immoral behavior.
- ✓ Be present and prompt – no absence or tardiness without permission. Do not be in unassigned areas.
- ✓ Look sharp, be neat and dress in proper uniform from the moment you arrive on campus with your hair combed, shirt tucked in, belt on, skirt at the appropriate length and wearing a smile.
- ✓ Honor others in a Godly manner – no inappropriate public display of affection (i.e., holding hands, hugging, or beyond is not appropriate during school hours or at school sponsored activities)
- ✓ Drive safely – No improper driving or use of cars – Max 5mph. No riding on bumpers, in back or trucks, or playing around in parking lot.
- ✓ Use appropriate speech – no profanity, coarse jesting, or other inappropriate language.
- ✓ Do not make audio or visual recordings at school activities or functions without administrative approval.
- ✓ Do not let cell phones and other electronic devices become distractions and follow appropriate use guidelines.
- ✓ Use computers only for school related assignments and take care of the equipment.
- ✓ Please avoid any other behavior which is subversive to good order and discipline.

Bullying, Cyber-Bullying, Harassment, and Threats

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Examples of Prohibited Behaviors

Behaviors include but are not limited to the following:

Cyber bullying (spreading false, embarrassing or hostile information about another person through social media or online applications/texting etc.), “sexting” and exposure to other inappropriate images or information on-line. (Sexting is sending or receiving sexually explicit photos or message via cell phone.), extortion, intimidating threats or

taunts, physical violence or attacks, harassment of any kind (physical, sexual, racial, religious, academic, etc.), theft or destruction of personal property, social exclusion, public humiliation, hazing, stalking, written or verbal intimidation.

Any incident of bullying or harassment is to be reported **immediately** to the administration. Reports will be investigated and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. To the extent possible, all reports of bullying and/or harassment will be kept confidential. The school reserves the right to pursue claims or suspicions of bullying/harassment on campus or at school-related activities without prior or continued consent or approval from those involved.

Threats or implied threats, either verbal or written, are taken very seriously and will result in disciplinary action, including suspension and expulsion. In addition, incidents of this nature may be reported to law enforcement authorities if deemed appropriate by the school administration.

Disciplinary Actions may be recorded in RenWeb and may include but are not limited to:

Administrative Detention (with possible \$25 fee) - Students will have to report outside of normal school hours for one or more hours. During administrative detention student will clean campus and/or do seatwork.

Call and Sent Home- A phone call will be made for a parent to pick up student to go home and return to school the following day.

Conduct Marks – (*Lower Grades Only*) - Lower classes use a conduct grade. Conduct marks determine a quarterly conduct grade.

Fines and Fees – Fines and fees may be imposed for certain actions and students may be prohibited from activities until payments are made.

Immediate Withdrawal or Expulsion - A student is asked to withdraw or is expelled.

In School Suspension with \$100 fee per day – The student will receive and complete class work while separated from his or her class. The parent will have to pay for the cost of the substitute providing supervision. Students may not participate in after-school activities on the day(s) assigned to ISS.

Loss of Casual/Spiritwear Day – Student will not be allowed to wear casual clothes on a casual/spiritwear day.

Parent Supervised Class Schedule - A parent will attend school with the student for the entire school day.

Silent Lunch – Student will be isolated during lunch and not allowed to interact with other students.

Suspension - The student is not permitted to be on campus for any reason (including after-school activities) on the day(s) of suspension.

Teacher Detention - Students will lose free time and/or have to stay with teachers for a short period of time. A teacher detention is between 15 and 60 minutes in length. This can be done before school, after school, or during recess or lunch.

Verbal Redirection/Reprimand – Teachers or administrators may give a student specific verbal redirection or instructions for correcting inappropriate behavior. Notations may be posted in the RenWeb system.

Students may not be allowed to continue in school if they use or are in possession of vaping or tobacco products, alcoholic beverages, controlled substances, over the counter drugs, or engage in immoral activity at any time whether on or off campus.

Students will be subject to suspension/expulsion if they possess any knife, firearm, explosive compound, weapon of any kind or any item that would violate Georgia code 16-11-127.1

Steps for Resolution and Reconciliation:

1. Resolve with the classroom teacher/supervising adult.
2. Referral to an administrator to discuss issue and resolution; inform parents of visit; be reconciled to the classroom by taking responsibility for behavior/attitude and make appropriate apologies.
3. Referral to an administrator and parent(s) present; together develop a plan to change behavior/attitude noting consequences and a deadline; make appropriate apology for reconciliation.

Dress Code

One's personal appearance is an important part of a Christian testimony. The appearance of our students to a large degree determines the image of our school. We expect students enrolled here to cooperate with us in maintaining a good testimony in this area. The dress code is intended to honor God and encourage modesty, decency, and propriety.

It is our desire to encourage students in developing an attitude about their appearance, which will show a high degree of self-respect and self-worth while conforming to Biblical principles. As administration and faculty, our desire is to be an extension of the home, and thus, help your children develop a habit of modest dress. The administration will be the final authority on any questions regarding the following appearance code guidelines. Modest attire is expected during after-school activities and on school trips. Classes, activities and athletic teams will have dress guidelines. **See the charts in Appendix G for specific dress requirements and suppliers.**

Family Emergencies

If a family emergency arises, parents are to call the office and we will make every effort to help care for your child until appropriate arrangements can be made for the student's transportation home.

Grade Reporting

Student grades are available on RenWeb.
Lower School report cards should be signed and returned as indicated below.
Upper School report cards are emailed and do not require parental action.

Semester 1

Report Type	End Date	Issue Date	Method	Action	Action Date
4½Week Progress	9/07/2018	9/12/18	Printed	2 day return	9/14/18
9 Week Progress	10/12/18	10/17/18	Printed	2 day return	10/19/18
13½Week Progress	11/09/18	11/14/18	Printed	2 day return	11/16/18
Report Card	12/20/18	1/7/19	Printed	2 day return	1/09/19

Semester 2

Report Type	End Date	Issue Date	Method	Action	Action Date
4½Week Progress	2/6/19	2/11/19	Printed	2 day return	2/13/19
9 Week Progress	3/08/19	3/13/19	Printed	2 day return	3/15/19
13½Week Progress	4/24/19	4/29/19	Printed	2 day return	5/01/19
Report Card	5/23/19	5/31/19	Printed	Mailed (Per Request)	None

Medication

When it is imperative that medications be taken at school, they are to be taken to the receptionist/secretary where the parent/guardian will give instructions as needed. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

Over-the-counter medications - Only cases in which the student absolutely needs the medication to attend school should the parent send over-the-counter drugs to school. The parent must complete a Medical Authorization Form (Appendix D). Medications must be received at school in the original child-proof container. Medications received in anything other than the original container will not be administered. If the medication is to be administered on a long-term basis or on an on request basis, then a doctor's statement must be provided.

Prescription drugs - Taking prescription medications during school hours is discouraged. If prescription drugs must be taken at school, the parent must complete a Medical Authorization Form (Appendix E). For long-term medications, this form must be updated yearly. Prescriptions must be in the original child proof prescription container. If the medication dosage changes, the prescription container must be changed as well. Medications not retrieved by the parents by the last day of school will be disposed of in accordance with state pharmacy regulations.

Parent/Teacher Conferences

Teachers are available for conferences by appointment as arranged with the teacher(s) by email. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during

regular school hours. **Please do not call school personnel at home unless it is an emergency.** Do not request an appointment with a teacher during normal classroom hours.

Parent Volunteers

Parent volunteers are vital to school life at LCA. A volunteer is a person who performs services without the expectation of compensation. Volunteers are a vital link in the overall program and the accomplishment of our mission. Interested parents who desire to be involved in promoting and helping the school continue to grow and expand are encouraged to be a part of this vital group. Within each team will be numerous opportunities to volunteer. Please check with the Director of Advancement for Volunteer needs throughout the school year.

Volunteer Opportunities

Academic Teams Athletic Events Team Missions Team Community Service Team
Spiritual Emphasis Team Fine Arts Team Room Moms Team Hospitality Team Special Events Team

CODE OF HONOR FOR LCA VOLUNTEERS

Lanier Christian Academy is a Christian academic institution committed to the teachings and principles of the Bible. Therefore, all LCA volunteers are asked to affirm their commitment to the school's *Mission Statement and Statement of Faith*. This *Code of Honor for LCA Volunteers* has been developed and implemented to identify and emphasize our "role model" responsibilities to our students and their families.

- Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
- Volunteers agree to actively perform their duties with a Christ-like attitude and to remain loyal to the mission, goals, and procedures of LCA.
- Volunteers will strive to be a cooperative, joyful volunteer committed to serving the school in accordance with God's will.
- Volunteers will serve under the supervision of an LCA staff member.
- Volunteers will support the school faculty, administration, and staff.
- Volunteers will affirm other volunteers in their roles, as well as encourage, commend, and regularly pray for them.
- Volunteers may be utilized in all programs and activities of LCA.
- Volunteers will maintain appropriate confidentiality with all important school matters, including information about students, parents, LCA employees, and general operation of the school.
- Volunteers shall dress appropriately so as to present a good image of LCA.
- Volunteers will handle all interpersonal relationship issues according to the scriptural mandate found in Matthew 18.
- Volunteers who are room mothers must undergo a background check.
- Volunteers who accompany classes on overnight trips must undergo a background check.
- Volunteers must sign in with the receptionist upon arrival on the LCA campus. Volunteers must wear an LCA Visitor lanyard at all times while on campus.
- Volunteers will follow, both in letter and spirit, the operational policies and procedures of LCA, the President, and any immediate administrative supervisors.
- The service of all volunteers is at the discretion of the LCA administration.

Service Hours

Even as the Son of man came not to be ministered unto,
but to minister, and to give his life a ransom for many. (Matthew 20:28)

Lower grades K-5 are required to complete four (4) hours of service per semester for a total of eight (8) hours for the year. Each student in grades 6-12 is required to complete six (6) hours of service work per semester, for a total of twelve (12) hours for the year. Opportunities or suggestions will be offered during each semester in which students may desire to participate; however, students are not limited to those projects. There may be additional service hour requirements for members of National Honors Society and Beta Club.

- Students are to perform service during the semester that credit is given, unless pre-approved by school administration. Service carried out during the summer may not be used for semester service hours.
- Lower students (grades K-5) may serve hours with immediate family. Hours should be reported to the homeroom teacher each semester.

- Upper School students (grades 6-12) are to perform service hours for persons or organizations outside of the immediate family (for example: church, scouts, neighbors, grandparents etc.) Hours should be reported to the Bible teacher each semester.
- No payment may be received for service work.
- Service hour forms may be obtained from the office, RenWeb, or website.

Social Functions

The school will not be held responsible for any party or any social function that is not officially approved or sponsored by the school.

Student Outcomes

A student who graduates from LCA should become an adult who:

SPIRITUALLY

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ Studies God's Word daily – become a self-feeder ➤ Talk daily with God through prayer ➤ Acknowledge God's greatness- praise, worship and thanksgiving, sovereignty ➤ Yield to God's plan for his/her life – salvation, career, family | <ul style="list-style-type: none"> ➤ Tell others about God's love for them ➤ Fellowship with other believers – accountability, encouragement, involvement ➤ Increase use of time, talents and treasure to serve God and others |
|---|---|

MENTALLY

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Have the reading, writing, speaking and listening skills to communicate effectively ➤ Have a knowledge and skills in math, science, social studies, and technology to accomplish God's plan for their life ➤ Have a knowledge and appreciation for the fine arts | <ul style="list-style-type: none"> ➤ Have knowledge of God and his creation to form a Biblical worldview ➤ Develop critical thinking skills in all areas ➤ Have the knowledge and skills to logically and lovingly defend their faith ➤ Are life-long learners |
|--|--|

PHYSICALLY

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ Treat their bodies as the temple of the Holy Spirit ➤ Abstain from harmful substances such as drugs, tobacco, and alcohol ➤ Abstain from sexual impurity | <ul style="list-style-type: none"> ➤ Have healthy practices in nutrition, exercise, and sleep ➤ Realize that one's self-image is properly based upon being God's creation ➤ Develop and use physical abilities to glorify God |
|--|--|

SOCIALLY

- Love all people as Jesus Christ loves them
- Build positive relationships by using Biblical principles of love, communication, forgiveness, mercy, and conflict resolution
- Practice honesty and integrity in all relationships

Technology – Acceptable Use

Technology (Computer Network) Purpose - The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to school standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.

Any student who knowingly damages or misuses a computer will have restrictions and/or disciplinary actions.

Students using the Internet are required to have a specific assignment from a teacher. Students are not allowed to “surf” the Internet without clear objectives, use chat rooms, or check e-mail at other sites. An Internet Permission Form can be found in this handbook (Appendix B).

Visiting the School and Classrooms

Parents of actively enrolled students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. It is generally not a good idea for parents of younger children to visit the school and classrooms early in the school year. Please delay your visit until they have made their adjustments to school.

Written requests for non-enrolled students to visit the school must receive the approval of the administration in advance of the visit. To minimize disruption to the learning environment, classroom visits will be limited to a maximum of one hour. **Modest attire for all visitors is expected and appreciated!**

As a safety precaution, all visitors on campus during normal school hours - including parents - for any reason must report to the reception area to sign in and get a name tag/badge. This allows us to monitor strangers and uninvited guests and control access to our children.

Weather Related School Closing

In the event weather conditions make it impractical to have school, we will have this information broadcast on local news outlets such as WDUN AM 550 radio, WSB-TV (Channel 2), WAGA-TV (Channel 5), and WXIA-TV (Channel 11) as early in the morning as possible. Messages will be through Parent Alert and email during inclement weather. Parents should keep in touch with the school when severe changes in the weather are occurring during the school day. On occasion it is necessary to send children home early to avoid serious weather conditions and parents need to be prepared to pick them up at school. Generally, we follow the Hall County school policy in bad weather. Parents are encouraged to use their best judgment for individual situations during severe weather.

Withdrawal

Parents desiring to withdraw their children from school should inform the school office in writing. The reason for withdrawal and the last date the children will attend school must be given.

RECORDS WILL NOT BE FORWARDED TO ANOTHER SCHOOL UNTIL ALL FEES HAVE BEEN PAID.

Withdrawal Fees:

- Withdrawing May 1st - May 31st = \$500.00
- Withdrawing June 1st - August 31st = \$1,000.00
- Withdrawing September 1st – December 31st = \$2500.00
- Withdrawing January 1st and after the remaining tuition balance is charged

UPPER SCHOOL SECTION

Academics - General

Academic Programs

Typical Middle School Courses						
Grade	Bible	English	Math	Science	History	Other
6	Bible 6	UM Lang Arts 6 TM English 6	Math 6	Earth Science	Geography Eastern/Western	
7	Bible 7	Lang Arts 7	Pre Alg	Life Science	Geography Eastern/Western	
8	Bible 8	Lang Arts 8	Adv Pre Alg Or Alg 1	Physical Science	Georgia History	Health Personal Fitness
<u>Electives may include:</u> 6 th & 7 th - PE, Art, Performing Art, Computers, Music 8 th - Performance Choir, Yearbook, Weight Training, Performing Arts, Visual Arts, Computers, Team Sports						

Typical High School Courses (Select Courses May Have Honors Level Curriculum)					
Bible	English	Math	Science	History	Other
Understanding the Word	9 th Grade Lit.	Algebra 1	Biology	Ancient History	Personal Fitness
Understanding the Faith	British Lit.	Geometry	Physical Science	Modern History	Health
Understanding the Times	American Lit.	Algebra 2	Physics	US History	Spanish 1 & 2
Marriage/Family	World Lit.	Adv Alg & Trig	Chemistry	Government	
College Bible	AP English	Pre-Calculus	Human Anat/Phy	Economics	
	College English	Consumer Math	AP Science	AP History	
		Calculus		College History	
		AP Math			
		College Math			
<u>Electives may include:</u> Performance Choir, Yearbook, Weight Training, Performing Arts, Visual Arts, Computers, Latin, Spanish 3 or higher, Drivers Education (online 30 hrs), Work Based Learning, other AP or College Courses, and others					

Graduation Requirements

Normally, requirements for graduation begin in the ninth grade for all students. Some graduation credits may be earned during the 8th grade to permit students to advance to higher level courses but do not necessarily exempt the student from earning the credits indicated below in grades 9 – 12.

Students must follow an approved academic plan to qualify for an LCA diploma.

The credit counts below are for courses that carry high school credit ONLY. Students that earn credits through Dual Enrollment courses must follow an approved academic plan and may be required to earn additional credits.

	Traditional	University Model School ®	
Subject	2018 - 2020	Class of 2019	Class of 2020
Total Credits	27	26	27
English	4	4	4

Math	4	4	4
Science	4	4	4
Social Studies	4	4	4
Foreign Language	2	2	2
Bible - (1 per year enrolled)	4	3	4
Health & Personal Fitness (½ each)	1	1	1
Electives	4	4	4

High Rigor Courses

Advanced Placement (AP), Dual Enrollment (DE) and Honors Courses

AP, DE and Honors courses can be options for high school students. Both programs potentially allow high school students to earn college credits for one or more introductory college level courses. The similarities in the programs are more prevalent than the differences. Both programs offer college level coursework, which is taught at a faster pace with more depth. While students may take DE courses via TMU or UNG, we encourage students to limit their off campus classes so they can have a healthy high school experience at LCA. Students should schedule courses at times that do not conflict with the LCA schedule. In taking courses in either program, students may gain independence, confidence, and motivation, knowing they can be successful in mastering college level work. In some cases, students may qualify for both AP and Dual Enrollment courses. Determination of which program may be more beneficial is based upon additional factors, such as academic strengths, college and career preferences, school guidance, and parental input. The administration makes the final determination of a student's placement in AP and DE courses. Additional fees and on or off campus time may be required for AP and DE courses.

DE courses offer the benefit of gaining immediate college transcript credits during high school, the consequence of poor grades on both transcripts should be weighed carefully. DE grades become a part of the student's high school and college GPA and transcripts. DE courses will be documented on the student's transcript. AP and DE courses have five (5) points added to the final average at the end of the course with a limit of 100 total points. Most textbooks and other costs associated with the MOWR program are included in the tuition.

Some DE courses are offered online. Students who are participating in the online college courses are required to be in the designated area during the assigned class time period or as directed by the teacher/proctor to view online lectures.

Honors Level Courses

Honors level credit may be earned in certain courses. Honors level objectives to be achieved tend to be more complex and are to be accomplished at a more rapid pace. In class activities and assignments require a greater complexity of thought, a greater degree of independent inquiry, and a greater degree of sophistication in writing, research, and problem solving skills. Course materials tend to be more demanding. Three (3) points are added to the average at the end of Honors courses with a limit of 100 total points.

Exam Exemptions

Students in grades 9-12 with a final semester average of 98 or higher in a class may exempt the midterm or final exam for that class. Students must also be exemplary in character and class attendance with no major disciplinary infractions. Teachers will notify students if they qualify for exemptions. *This does not apply to dual enrolled or AP classes.

Failing – A student in grades 6-12 who fails a course will be considered in academic jeopardy and will have to follow an academic plan as outlined by the administration in order to return. The student's academic progress the following year will be closely monitored, and if in the judgment of the school there is no sufficient improvement, the student may be withdrawn. Students may attend Summer School if they fail a course. See the section titled Summer School for details.

Grading and Assessments

Assessments – Standard assessment methods include tests or quizzes, assigned papers, performance assessments, homework, and/or class participation grades.

Grade Point Averages (GPA)

The following Grading Chart will be used for Grades 6 – 12. Note that colleges, the Hope Scholarship and other scholarships determine GPAs in various ways. The Institutional GPA is for LCA only. A numeric average is used for determining awards and honors based on semester/final averages and not GPA. Colleges typically calculate the GPA that they consider differently than the manner in which LCA calculates it.

<u>Letter Grade</u>	<u>Number Grade</u>	<u>GPA</u>
A+	95 – 100	4.5
A	90 – 94	4.0
B+	85 – 89	3.5
B	80 – 84	3.0
C+	75 – 79	2.5
C	70 – 74	2.0
F	(69 & below)	0.0

(Dual Enrollment courses that earn college credit with a numerical average below 70 or a GPA weight of D will be recorded on high school transcripts as a letter grade of D with a 1.0 GPA.)

Grade Determination Policy For High School

Grades 9-12 - Students will be promoted to the next grade level if they have the minimum credits necessary for that grade level.

Entering 10th grade - 6 credits (1 English/1Math/1 Science/1 Social Studies/2 electives or other)

Entering 11th grade - 13 credits (2 English/2Math/2 Science/2 Social Studies/5 electives or other)

Entering 12th grade - 20 credits (3 English/3Math/3 Science/3 Social Studies/8 electives or other)

University Model students may enter with 1 fewer elective credit per grade level

Homework

Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required therefore to complete homework assignments.

Traditional Model Homework - Upper school students should expect to have 1 – 2 hours of homework each night. Homework is given for several purposes:

- For drill: We believe that students require drilling to master material essential to their educational progress.
- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.

University Model Homework

Below are general expectations for the MAXIMUM amount of homework for students. However, variables such as student ability, grade level, work ethic, variety of assignments, and course difficulty will impact this standard. Secondary students may have tests on Mondays, but these tests are announced well in advance, so studying prior to a Monday test is not considered assigned homework. Students should understand that studying the night before a test is not adequate, so weekend time should just be a quick review of the test material studied during the previous week.

Grade level	Satellite Days T/TH All Courses	Weekend Core Courses some Electives	Weekend Math
6 th /7 th	1-1 ½ hours	20-30 minutes	30-45 minutes
8 th	1-1 ½ hours	30-45 minutes	30-45 minutes
9 th /10 th	1-1 ½ hours	45 minutes	1 hour
11 th /12 th	1-1 ½ hours	1 hour	1 hour
AP (Advanced Placement)	1-1 ½ hours	1 hour +	1 hour +

Missing Work – Late or Incomplete

Upper School UM Late Work Guidelines

The pace and independence necessary for success in the UM requires students to stay on task and to be responsible for turning satellite work in on time. Incomplete satellite work is the equivalent of not attending class. For any late work, missing assignment due to absence or assignment turned in incomplete, a zero will be entered into the gradebook online. The zero will remain until the student submits the assignment the next class day. An automatic 20 percent penalty will be assessed to the assignment for late and incomplete work. No penalty is assessed when a student is absent. Students will receive an automatic zero for each assignment not turned in after the first day late. Exceptions may be made by the teacher where sufficient reasons exist (e.g. serious illness or family crisis).

Students may be required to attend academic detention with a \$25 fee to turn in work. Additional information concerning attendance and missing work can be found in the chart in the attendance section.

Probation, Academic - An F in the nine weeks and/or semester of a course will result in Academic Probation.

Academic Probation is in effect the Monday following the progress report/report card distribution. Students will not be allowed to participate in extra-curricular activities including athletic competitions or practices until an academic plan is implemented. An 8th – 11th grade student placed on Academic Probation as a result of end of the year grades will remain on probation during the next year until cleared by the administration.

Transfer Credits

All accredited schools that accept transfer credits into their institution and award a graduation credential (diploma) based on those credits are required to develop guidelines and rules to evaluate those transfer credits based on academic merit. Also, the Georgia Student Finance Commission (GSFC) determines HOPE eligibility based on academic rigor for all credits.

LCA accepts applications for transfer credits from any enrolled high school student. However, turning in an application for transfer credit does not guarantee approval. In order for courses to be approved for transfer credit, they must meet or exceed the content, level, and rigor to LCA courses. At the discretion of the school administrator, a test or exam from the comparable course may be given to determine equivalency. Evidence of time spent in study/coursework and/ or an equivalency test is still required in order for us to adhere to the Carnegie unit of credit set out by the Georgia Department of Education (GA DOE).

New Students - New students are required to have all transcripts reviewed by an administrator before LCA will accept credits.

Enrolled Students - Students enrolled in LCA and earning transfer credits for graduation must meet LCA guidelines for transfer credits. These credits must have **PRIOR** written approval as documented by the application for awarding transfer credits.

The guidelines determining transfer credits will include:

- Limitations on the number or discipline area
- Name and address of awarding institution / homeschool credit
- Curriculum guides to provide academic content, level, and rigor
- Copies of all learning activities and evaluations
- Attendance or instructional time records
- Guidelines for testing
- Guidelines for research papers and / or Final Exams
- A fee schedule
- Deadlines for course completion
- Minimum / maximum grade
- GPA implications
- Awards, recognitions, and class rank eligibility
- Other requirements as outlined in the application for awarding transfer credits.

The guidelines will be reviewed each year to insure academic integrity.

Summer School

Summer School courses for Middle and High School students are taken for make-up credit only and will not be accepted for advanced credit. A fee will be charged. An academic plan must be approved by the administration for summer school options. A student with an average of 65 - 69 may remediate a course with an LCA staff member over the summer to improve his/her grade to a 70. Grades Lower than 65 will remain on transcripts and repeat grades will be added to the transcript and do not have a grade (score) limit. **Students will stay on Academic Probation until cleared by the administration.**

Awards and Recognition

Attendance Awards – The two awards that students may earn based on their attendance are the Perfect Attendance Award and the Excellent Attendance Award.

Perfect Attendance – Upper School students that earn this award have been in attendance each day of the school year. Students must be in attendance 4 class periods to be counted present for the day. Students missing school all day for any reason (excused or unexcused) is not eligible to receive the perfect attendance award. Students may have no more than 2 absences for any class and less than 8 combined tardies, check in or check out issues.

Excellent Attendance – Students that earn this award may have no more than 3 absences for any class and less than 8 combined tardies, check in or check out issues.

Academic Achievement Awards

Academic Excellence – All averages of 95 or above in each class.

Academic Honor – All averages of 85 or above in each class. . (No C's)

ACSI Leadership - ACSI Distinguished Christian High School Student Awards*

- Sophomores are eligible for awards in Academics, Leadership, and/or Christian Service.
- Juniors and Seniors may qualify for an award in one or more of the following categories: Academics, Leadership, Fine Arts, Athletics, and/or Christian Service.

*Specific criteria for these awards may be found on at <https://www.acsi.org/school-services/awards>

Christian Leadership Award – This award is given to students in grades 6-12 for the Best Christian Leader in each grade.

Eighth Grade Presidential Academic Award – This award is given to a student with the highest cumulative average in academic subjects during the 7th and 8th grade years.

Highest Academic Average Award - This award is determined for grades 6-12 by averaging both of the semester grades for all academic subjects (English, Math, Science, Social Studies, Bible, Spanish). In order to be eligible, the student must have been enrolled both full semesters.

National Beta Club - This club promotes the efforts of students for high achievement, outstanding character, leadership skills, and service. Specific criteria for eligibility will be available from the sponsor.

National Honor Society - The NHS is a national organization that recognizes outstanding students who excel in the areas of **Scholarship, Leadership, Character, and Service**. Complete details concerning requirements, procedures, timelines, and ceremonies can be obtained by contacting the sponsor. New members are selected every year by the faculty and staff based on academics, service, student essays, teacher evaluation, and attendance.

STAR Student – The Star Student is awarded to the senior in the top ten percent of the class with the highest single session score on the SAT prior to the November testing as outlined by the STAR criteria.

Miscellaneous - Certificates and/or special recognition awards are given for participation in ACSI academic competitions, Fine Arts (grades 6-12), Physical Fitness (grades 6-12), and for other honors bestowed on the students during the school year.

Valedictorian/Salutatorian - In order to be the valedictorian (highest academic average) or salutatorian (second highest academic average) of the graduating class, the student must meet the following criteria:

- Have an overall combined academic (English, math, science, history, Bible, and foreign language) average of 90% for grades 9 – 12.
- Been enrolled full time for the three full consecutive years preceding graduation.
- Students with transfer grades recorded as “P” or “F” may be ineligible.
- The cumulative grade percentage at the end of the first 9 week grade report the senior year will be used to determine initial valedictorian and salutatorian. Student averages will be re-examined after final grades are entered at the end of the senior year.

Athletics

General Athletic Policies / Expectations

It is the purpose of the athletic program to assist the overall mission of the school. We use our athletic program to build character through competition. We believe that the practice field and athletic arena provide excellent opportunities to instill the following: determination, a giving of your best, faithfulness to a task, hard work and personal commitment. We desire that athletic endeavors supplement our entire school program.

A policy concerning eligibility has been established to give guidelines to young people for their athletic participation. Normally, grades 6-8 will be considered as the middle school level, grades 8-10 will be considered as the junior varsity level, while grades 8 – 12 will participate on the varsity level. The following requirements have been established:

- As a leader in the student body, it is important that a student athlete maintain a good testimony at all times. A cooperative spirit and attitude with staff and students is expected at all times.
- If an athlete quits a sport before the end of the season, he/she may not start another sport until the end of the season of the sport he/she quit.
- Siblings of student athletes should be picked up at the regular pick up time. Siblings who must remain after school should be enrolled in after-care and be charged the appropriate fees.
- Students must be picked up promptly from practices or games as a courtesy to coaches who must remain at school until all athletes have been picked up. Students who are not picked up in a timely manner may be charged a late pick-up fee of \$10 an hour (for any part of an hour) to cover the cost of supervision.
- Students tardy to school after late night ballgames will be unexcused unless prior approval has been granted in rare circumstances by the administration.

Athletic Probation – (See Academic Probation) Athletes that have behaviors that causes a fine or fee to be assessed to the school must reimburse the school and will be placed on athletic probation until restitution is complete.

Dress Code- Athletic - Because student athletes represent the school and the Lord, the dress for all athletic events must be of the highest Christian testimony. The Athletic Director reserves the right to establish a dress code giving specific guidelines for home game days, practice days, and other athletic events.

Game Participation Policy - Players must attend every scheduled practice (unless excused by the coach). School Day Attendance - Students must arrive at school no later than 10:00 A.M. except for doctors' appointments.

Insurance - Athletes must be covered by parents' insurance.

Participation Fee - A participation fee for each sport at any level (varsity, junior varsity, or middle school) is due prior to beginning practice. This fee is used to defray part of the cost of officials, facilities maintenance, travel, equipment, uniforms, and coaching expenses.

Physical and Emergency Information Forms - An annual sports physical form completed within the past 12 months by a licensed physician will be required for each student who desires to participate on any organized athletic team. Each participant will also need to have a completed emergency information form for the current school year and a hold harmless agreement on file in the Athletic office.

Attendance

Attendance Expectations - A student is allowed ten (10) Traditional Model or six (6) University Model absences - excused and unexcused combined - per course per semester, not including school-related absences. Students and parents will be notified on the 5th absence (TM) or the 3rd absence (UM) and a parent conference will be mandatory after

the 7th absence (TM) or the 4th absence (UM) during a semester. Students will be placed on an Attendance Contract as necessary. Missing 20 minutes of a class is an absence.

After 10 Traditional Model or 6 University Model absences (excused or unexcused) in a semester for an individual class or days of school, a student may be withdrawn from the course or from school and may not receive course credit(s). Special circumstances will be considered by the administration to determine the status of his/her course. Doctor's notes may be requested by the administration for special consideration. Please be prepared to submit them when requested. If withdrawal is within 6 weeks of the end of the semester, every attempt will be made to help the student complete the current semester's work as he or she is able. All work must be completed by the sixth week of the next semester or by July 15th. (Students must be under the care of a medical care professional to apply for the Extended Illness extension. The appropriate principal must approve the extension.)

Excused, Unexcused, and School Related Absences / Make-up Work

Please see the chart for absence details

	Approval	Reason	Documentation	Make-up Allowed	Deadline
<u>Excused</u>	*Sickness or doctor appointment *Death in immediate family	No prior approval	Written note from parent or health care professional on the day returning to school	YES (Full Credit possible if deadline procedure is followed)	Students must communicate teachers prior to a trip and make a plan for turning in missed work. Upon returning after student illness or death in the family, students must speak to teachers to get make-up work.
	*Family travel or function *Religious activity *College visit (3) *Court *Other as approved	3 Day Prior Notice for Administrative approval	Pre-Approval Form	*Teachers may require work be turned in prior to planned absences	
<u>Unexcused</u>	*Failure to provide written note *Other unapproved absence	None	None	YES (Refer to teacher syllabus)	Detention may be assigned with a \$25 fee to allow make-up credit
*Students that fail to report to 7:30 Morning Session will receive a 0 for missed work (Excused or Unexcused)					
<u>School Related</u>	Provided by LCA	Provided by LCA	Provided by LCA	YES Full Credit	1 day for each day missed

No excused absences will be approved for EXAM days, RETREATS or SCHOOL SPONSORED TRIPS. Students may not take EXAMS early for any reason. Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit your family vacation times/college visits to these scheduled school breaks. If a teacher needs to tutor a student because of a trip, the parents will pay for this tutoring at a rate of \$30 per hour.

Extra-curricular Participation - School Day Attendance - students must arrive at school no later than 10:00 A.M. and remain at school for the entire day - except for doctors' appointments - to be eligible to participate in ANY extra-curricular activity. A note from a health care provider is required. Special situations will be considered by the administration.

Late to School and Tardy Policies - Students are to be in their desks by 8:00. Students arriving after 8:00 will be considered late, and students arriving late to 2nd-7th periods after the bell without a teacher note are considered tardy. Parents may be asked to escort students who are excessively late to school into the building.

Excessively late/tardy students – Each semester, UM students that have 3 or more unexcused late check-ins or tardies and TM students that have 5 or more unexcused check-ins tardies are considered excessively late

students. These students will serve an early morning detention. On the next late to school or tardy (4 UM/6 TM), students will serve an early morning detention, be charged a \$25 fee, and have to arrive at 7:50 for a time period determined by administration. The next step following a subsequent late arrival is an early morning detention, 7:50 arrival time for a period of time determined by administration, a charge of \$25, additional consequences deemed appropriate by administration. Parents conferences will be required for repeated violations (5 UM and 7 TM).

Bell Schedule (Middle and High School)

See Appendix H

Cell Phone and Electronic Devices

Unless a staff member has specifically given approval for cell phone use, cell phones along with other electronic devices are to be silenced and out of sight and may not be used during the school day. Students may use cell phones after school dismissal. Teachers may use professional judgement outlining classroom policies and procedures concerning cell phones. Cell phone use may be restricted on school activities off campus.

Parents needing to communicate with their child during school hours should contact the office and the message will be given to the student. Students needing to contact parents should do so on the office phone. Any electronic device seen or heard during the school day will be collected:

First offense – Warning

Second offense – Teacher/staff takes phone; students may pick up phone from the teacher at the end of the day.

Third offense – Phone is taken up and students must not bring it to school or check it in/out of the front office for one week.

Fourth offense (and beyond) – Attend detention and pay the \$25 fee; phone may not be brought to school for a length of time to be determined by the administration.

Recording and/or posting any school related activities on the internet without administrative approval will result in disciplinary action. Photos may be posted on personal websites or Facebook pages as long as these are not represented as official school postings.

Taking photos with any device during school hours requires approval by the administration. Devices used for taking photos will be confiscated. Students will face severe consequences for disobeying this policy.

Dress Code

See the charts in Appendix G for specific dress requirements and suppliers. All uniform items must follow the manufacturer and supplier guidelines as outlined in the Appendix. Parent will be notified if student is in violation of the dress code. Parent may be asked to bring an appropriate change of clothing. Repeated offenses will result in disciplinary action.

Driving and Parking

Students who plan to drive to school must complete a registration form and obtain a parking permit. The parking permit must be displayed as directed. Driving to school is a privilege, which may be revoked at any time the student demonstrates an unwillingness to assume the responsibility of the privilege. *Students are not permitted to ride on/in vehicles with student drivers who are not members of their own family until written permission has been given to the school office by at least one parent of the driver and rider.* Parents must understand that it is impossible for us to police this policy without their cooperation.

Drive safely – No improper driving or use of cars – Max 5mph. No riding on bumpers, in back of trucks, or playing around in parking lot.

Students may not go to their vehicles during the school day to get books, lunches, or gym bags. Students may not drive cars from one building to another during school hours but must park cars in the designated student parking lot for the duration of the school day. Student drivers that have a 7th period elective in the CMC building or that are participating in extra-curricular activities may be granted permission to drive across campus.

Locker Agreement

Lockers are school property of and are provided as a convenience for students. In exchange for the privilege of having the use of a locker, the student and the student's parents must agree to the following:

- Lockers are subject to be searched as determined by the administration
- Reimburse the school for damage to the locker as a result of abuse

- Not allow another unapproved student to use assigned locker
- Not permit anyone to place any material in the locker that would be in violation of school policy realizing that the person assigned the locker will be held responsible for its contents
- Permit the school to inspect the locker from time to time as it deems appropriate
- Clean out locker at the end of the school year

Media Center Procedures

- Grades 6-12 may check out two books for a two week loan or as needed for assignments.
- Students may check out one book for each book they return.
- **No eating, drinking, or chewing gum in the media center.**
- Students must remain quiet and on task in the media center.
- Students will be responsible for damage or loss of books checked out in their name.

Physical Education Requirements (Grades 6 – 12)

Physical education is intended to give students an opportunity to have physical exercise as well as to develop skills and coordination that are necessary to properly perform tasks in their school career.

Expectations

- Any student missing more than 10 days per semester of physical education during any one year may fail physical education. Reminder – one-half credit of Personal Fitness is required for graduation.
- No horseplay will be allowed at any time. All injuries must be reported to the instructor immediately.

P.E. Uniform Requirement

- All students are required to be completely dressed out each day that they are to participate in physical education and to receive credit for being in class. P.E. uniform guidelines are described in the class syllabus. They will have 5 minutes after the bell to change into their uniform and be in line for roll call without being considered tardy.
- Students who attend school and do not dress out for physical education **without a medical excuse** will lose 2 points off their final semester grade for each day missed. **High school students who fail to dress out more than 7 days in one semester without a medical excuse will fail the course. Parents of middle school students who fail to dress out more than 5 days in one semester without a medical excuse will be contacted.**

Senior Responsibilities and Privileges

Senior Final Exam Exemptions - It is the norm that seniors take exams. However, we give seniors the opportunity to earn the privilege of exempting out of normal high school course exams for their second semester. Note that exams may NOT be exempted in college courses. Seniors who meet the following standards are allowed to exempt Final Exams in courses for which they qualify. Keep in mind that you may choose to take an exam if you believe it will help your grade.

Honor the Lord with your studies

- o 90 or above average if behavior requirements are met
- o 85 or above average if attendance and behavior requirements are met

Honor the Lord with your behavior

- o No serious or major behavioral or attitude issues
- o No senior pranks
- o Positive and helpful behavior during our senior trip

Honor the Lord with your attendance during the second semester

- o No more than 7 absences
- o No more than 7 check-outs
- o No more than 4 tardies to class for any class
- o No more than 3 unexcused absences
- o No more than 5 total absences for the course

Senior Lunch Privilege - Seniors may have off-campus lunch privilege on select days. In order to retain this privilege, seniors that leave campus for lunch must follow the sign out/in procedure and be on time for their next class. There may be meetings that will take precedence over off-campus lunch privileges. **Students who choose to NOT go off campus for lunch must report to a designated area. When on campus, seniors must eat in approved areas.**

Student Leadership Team

Purpose - The purpose of the Student Leadership Team is to:

- help organize, plan and coordinate student activities that will help accomplish the mission of developing fully devoted followers of Jesus Christ
- give students opportunities to learn and practice Biblical principles of leadership
- develop and prepare Christian leaders who will lead America in the future

Qualifications - Potential student leaders must have a personal relationship with Jesus Christ which is reflected in their words and deeds. Potential student leaders must be approved by the administration.

Meetings - The student leadership team will meet at least once a month under the guidance of their advisor.

Trips and Retreats (Upper School)

All middle and high school students are encouraged to participate in multi-day /overnight off campus retreat in the fall. All students are encouraged to attend an experiential education trip in the spring. These trips are integral to the overall education of our students and vital to the over-arching mission to prepare children to become fully devoted followers of Jesus Christ. Activities and costs are based on the full participation of all students in order to keep costs low and to procure group discounts and other cost advantages. There is no other programming for students on campus during these trips. These trips usually have historical and cultural experiences with a Biblical world view. Dates for these events are made available to families so that they may plan accordingly. **Families are encouraged not plan college visits OR family vacations to conflict with these events.**

Retreat – The purpose of the retreat aligns with the mission “To partner with parents to transform their children spiritually, mentally, physically and socially to become fully devoted followers of Jesus Christ”. This experience usually includes Bible study sessions with team building and recreational activities.

Spring Year Trips – The purpose of these trips is more educational in nature and are planned to enhance the instructional content for specific grade levels.

Trip Supervision and Chaperones - Each trip will have adequate adult supervision including parent chaperones. However, because of the nature of the trips and transportation or lodging concerns, the number of parent chaperones may be limited and will be determined by the faculty and administration. If a parent wishes to be considered for a chaperone spot, they should communicate that desire early. See other requirements/characteristics under the Parent Volunteers section.

Lower School Section

Academics

Grade Reporting System - Current grades are available for parents and students on RenWeb at any time throughout each quarter.

Report Cards (Grades K-5) - Report cards will be issued to students in grades K-5 after the end of each quarter. The fourth quarter (final) report card will be mailed at the end of the school year. The report card must be signed by a parent and returned in the report card envelope within two days after each of the first three quarters.

Progress Reports (Grades 1-5) - Progress reports will be issued to students in grades 1-5 during the fifth week of each quarter. They must be signed by a parent and returned within two days.

<u>K – 5 Grading System</u>			
<u>Grading Scale (Grades 1-5)</u>		<u>Evaluation Key (Grades K-5)</u>	
<u>Number Grade</u>	<u>Letter Grade</u>		
90-100	A	95-100	E - Excellent
80-89	B	92-94	S+ - Satisfactory
70-79	C	85-91	S - Satisfactory
0-69	F	75-84	N - Needs Improvement
		0-74	U - Unsatisfactory
		I	Incomplete
		X	No Evaluation

Retention Policy

Kindergarten - Kindergarten students may not be promoted if they do not meet all the goals of the kindergarten curriculum.

Grades 1-5 - Students may not be promoted in grades one through five if they have a yearly average of *F* in two core subjects (English, reading, math, science, social studies, and Bible).

Grading and Assessments

Assessments – Standard assessment methods include tests or quizzes, assigned papers, performance assessments, homework, and/or class participation grades. LCA does not offer extra credit assignments.

Homework Philosophy - Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required therefore to complete homework assignments. Homework is given for several purposes:

- For drill: We believe that students require drilling to master material essential to their educational progress.
- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.

Missing Assignment Policy – Students that have missing work due to attendance should refer to the chart in the Attendance section. Refusing to complete an assignment is not an option at LCA.

University-Model homework is work assigned by the teacher for the student to complete on Tuesday, Thursdays, and sometimes Fridays. Parents are expected to guide the learning and the completion of homework assignments. Students should return to the classroom with all books and homework.

Traditional Model homework assignment by grades (Time stated is for the average LCA student.) Students are to write their assignments for all subjects in an assignment book and have their parents sign it so that they may know the homework that is due the following day.

	<u>GRADE LEVEL</u>
Kindergarten	5-15 minutes
First	10-20 minutes
Second	20-40 minutes
Third & Fourth	40-60 minutes
Fifth	60-75 minutes

Academic Awards and Recognitions

Academic Award of Excellence – (Grades 2 – 5) All A’s all year, with no “N” or “U” for final grade in Art, P.E., Music, or Computer.

Academic Honor Award – (Grades 2 – 5) A’s & B’s for the year, with no “N” or “U” for final grade in Art, P.E., Music, or Computer.

Presidential Academic Award (5th grade) – This award is given to a student with the highest cumulative average in academic subjects during the 4th and 5th grade years.

Perfect Attendance - This award is given to students who have been in attendance each day of the school year. Students missing school for any reason (excused or unexcused) may not receive the perfect attendance award. Students may not have more than 8 tardies to qualify for Perfect Attendance. Students must be in attendance 3 class periods (or 3 hours for Lower students) to be counted present for the day.

Excellent Attendance - Students that earn this award may have no more than 3 absences for any class and less than 8 combined tardies, check in or check out issues.

Miscellaneous - Certificates and/or special recognition awards are given for participation in ACSI academic competitions, Honor Rolls (grades 4-5), Fine Arts (grades 4-5), Physical Fitness (grades 1-5), and for other honors bestowed on the students during the school year.

Ruth and Timothy Awards – This award is given to a female and male student in each grade level K5 – 5th for consistently exhibiting Christian qualities.

Attendance

Students attending school but having missed more than 3 hours will be considered absent for the day.

Attendance Expectations - A student is allowed ten (10) absences - excused and unexcused combined - per course per semester, not including school-related absences. Students absent eleven (11) or more days (excused or unexcused) during a semester may not pass the school year and may not receive course credit(s). Students and parents will be notified on the 5th absence and a parent conference will be mandatory after the 7th absence during a semester. Students will be placed on an Attendance Contract as necessary. Missing 20 minutes of a class is an absence. Special circumstances will be considered by the administration to determine the status of his/her course. Doctor’s notes may be requested by the administration for special consideration. Please be prepared to submit them when requested. Please check attendance on RenWeb regularly.

Excused, Unexcused, and School Related Absences / Make-up Work

Please see the chart for absence details.

	Approval	Reason	Documentation	Make-up Allowed	Deadline
<u>Excused</u>	*Sickness or doctor appointment *Death in immediate family	No prior approval	Written note from parent on the day returning to school	YES (Full Credit if teacher deadline procedure is followed)	Students are allowed the same number of days absent to complete make-up work.
	*Family travel or function *Religious activity *College visit *Court *Other as approved	3 Day Prior Notice for Administrative approval	Pre-Approval Form	*Teachers may require work be turned in prior to planned absences	
<u>Unexcused</u>	*Failure to provide written note *Other unapproved absence	None	None	YES (see teacher syllabus)	
*Students that fail to report to 7:30 Morning Session will receive a 0 for missed work (Excused or Unexcused)					
<u>School Related</u>	Provided by LCA	Provided by LCA	Provided by LCA	YES Full Credit	1 day for each day missed

Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit your family vacation times to these scheduled school breaks. If a teacher needs to tutor a student because of a trip, the parents will pay for this tutoring at a rate of \$30 per hour.

Sick Students – See information in general section.

Late to School Policy - For every fourth unexcused tardy students will serve a 1 hour detention.

Cell Phones and Electronic Devices

Lower students should not have a cell phone or electronic devices on campus.

Dress Code

See the charts in Appendix G for specific dress requirements and suppliers. All uniform items must follow the manufacturer and supplier guidelines as outlined in the Appendix. Parent will be notified if student is in violation of the dress code. Parent may be asked to bring an appropriate change of clothing. Repeated offenses will result in disciplinary action.

Media Center Procedures

- Kindergarten and Grade 1 may check out one book for a one week loan.
- Grades 2-3 may check out two books for a one week loan.
- Grades 4-5 may check out two books for a two week loan or as needed for assignments.

List of LCA Forms

Various forms are available either in our office, in this handbook or on our website <http://lanierchristian.org/> .

Appendix A - Honor Code

Appendix B - Technology Acceptable Use Form

Appendix C - Attendance Pre-Approval Absence Request

Appendix D - Medical Authorization Form

Appendix E – UM Parent Agreement

Appendix F – Graduation Requirements

Appendix G – Dress Code

Appendix H– Bell Schedule

Appendix I – Code of Honor for Volunteers

Appendix J- Coordination Agreement of the School, the Parents, and the Students

Appendix A - Honor Code

By the Lord's grace, I commit myself to be a person of integrity and honor as a member of the LCA community. I choose to model my life, both on and off campus, after the example of Jesus Christ.

As the Lord gives me strength, I make a personal commitment to:

- Cooperate respectfully with other community members as well as those in authority.
- Strive for excellence in all I do to the glory of God.
- Seek to build relationships with people of Christian character.
- Treat others according to the Golden Rule: "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets." (Matthew 7:12)
- Serve others and be a good steward, caring for the property of others as well as the material things God has given me. **I will not cause damage to property or endanger the welfare of members of the school community.**
- Be truthful, trustworthy, and appropriate in my words and actions.
- Be pure and upright in my relationships, not involving myself in sexual misconduct, but rather honoring others as children of a Holy God.
- Guard my heart and mind in Christ Jesus and choose entertainment that is Christ-honoring, avoiding the appearance of evil. (Philippians 4:8)
- Make every effort to present myself to God as one approved, a workman who does not need to be ashamed and who correctly handles the Word of truth. (2 Timothy 2:15)
- Refrain from any form of cheating, lying, or stealing including plagiarism in any form.
- Totally abstain from the use or possession of tobacco, drugs, or alcohol on or off campus.
- Follow the principles Jesus teaches in Matthew 18:15-17 regarding the manner in which I relate to other members of the Lanier Christian Academy community.
- **Immediately report any behavior or situation that threatens the safety of others to the proper authorities.**
- Spend time in the Scriptures and prayer.
- In summary – I will strive to "set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

On my word of honor, I will respect the Student Honor Code and I will actively work to uphold its high standards. With God's help, I will do my best to be a good member of the school community.

I understand that breaking the Student Honor Code could result in disciplinary action, suspension, or expulsion.

Student Signature (Grades 2 - 12)

Date

Parent Signature

Date

Appendix B – Technology Acceptable Use Form

Purpose	The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.
Passwords	If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.
Privilege	All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.
Prohibited Activities	<p>Involvement in any activity prohibited by law</p> <p>Transfer or storage of large files without permission</p> <p>Changing the desktop background photos.</p> <p>Attempting to establish a commercial venture on the network</p> <p>Involvement with online games or gambling</p> <p>Storing and/or transferring obscene, pornographic, or sexually explicit materials</p> <p>Transferring “chain” type letters</p> <p>Sharing passwords</p> <p>Leaving a computer open or unattended without approval</p> <p>Accessing any area of the school network without permission</p> <p>Interfering with normal and proper network operations</p> <p>Interfering with normal and proper Internet access/operations</p> <p>Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)</p> <p>Accessing computer files of other students or staff</p> <p>Copying protected software without authorization or permission</p> <p>Loading software of any kind without approval and permission</p> <p>Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others</p> <p>Abuse or damage to computer equipment or software, especially if due to direct violation of these rules</p> <p>Using the network or Internet access for personal or entertainment purposes without approval or permission</p> <p>Downloading any file for any reason without specific approval from the system administrator or teaching personnel</p> <p>Any use of outside resources, such as online resources at .com’s, that do not conform to their Acceptable Use Policy, rules, copyrights. Violators are subject to penalties both at LCA and at the outside resource.</p> <p>Any release of personal data (pictures, email, etc.) of individuals outside authors household to blog sites</p>
Professional Liability	The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.
Policy Changes	Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of LCA. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

Computer//Internet Permission

I pledge to use the school’s computers with internet access in accordance with the Policy on Acceptable Computer Use contained in Appendix C in this handbook. I have read the policy, and agree to abide by it.

Student Signature

Date

I give my student permission to use the school’s computers with internet access in accordance with the Policy on Acceptable Computer Use contained in Appendix C in this handbook. I have read the policy, and agree to support it.

Parent Signature

Date

Pre-Approval Absence Request

This form must be completed, signed, dated, and returned to the office 3 days prior to absence for Administrative approval. A parent may be requested to meet with administration for approval.

Student Name (Printed): _____ Grade: _____

Date(s) to be missed: _____

Reason for requesting absence(s): _____

I understand that these absences may jeopardize my child’s academic progress

Parent/Guardian Signature Phone Number

Student Responsibility

I assume the responsibility of acquiring and making up all missed work during my absence. This pre-approval will eliminate the requirement for attendance make-up related to this absence, but understand that teachers may not be able to recreate the learning activities missed, and this may have a negative impact on my grade.

Student Signature Date

	Class	Assignment Due	Teacher Initials
1			
2			
3			
4			
5			
6			
7			
8			

Attendance Policy

The administrator may excuse a student for temporary absences when receiving satisfactory evidence of illness or other acceptable reasons. The following conditions may result in an excused absence from school.

- Illness
- Religious activity
- Other as approved
- College Visit (3 days)
- Court
- Family travel or function
- Death in immediate family

Administrator

____ I approve ____ I do not approve this as an excused absence. It will be marked as unexcused.

A copy of the completed request with administrator signature is provided to the parent/guardian.

Administrator Comments: _____

Administrator Signature Date

Appendix D - Medical Authorization Form

This form is to be completed by the child's parent(s)/guardian(s) when medication is to be administered at school. A new form must be completed each time a new medication is sent in. This form will be kept with the medication in a secure cabinet in the main school office. Students are only allowed to possess asthma medication and/or epinephrine auto-injector (Epi-Pen).

Student's Name: _____ Birth Date: _____

Home Phone: _____ Emergency Phone: _____

Grade: _____ Teacher: _____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription Date: _____ Order Date: _____ Discontinuation Date: _____

Is this medication to be administered at home? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation by doctor: _____

Other medication student is receiving: _____

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Lanier Christian Academy and its employees, in my behalf, to administer or to attempt to administer to my child (or allow my child to self-administer, while under the supervision of the employees), lawfully prescribed medication or over-the-counter medication in the manner described above. **I acknowledge that it is necessary for the administration of medications to my child be performed by a school employee who is not a school nurse and specifically consent to such practices**, and I agree to indemnify and hold harmless Lanier Christian Academy and its employees against any claims arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

**Both parents and/or guardians, if available, should sign.*

LCA Graduation Requirements

Subject	Traditional	University			
	<u>2017 - 2020</u>	<u>Class of 2017</u>	<u>Class of 2018</u>	<u>Class of 2019</u>	<u>Class of 2020</u>
Total Credits	27	23.5	25	26	27
English	4	4	4	4	4
Math	4	4	4	4	4
Science	4	4	4	4	4
Social Studies	4	4	4	4	4
Foreign Language	2	2	2	2	2
Bible (1 per year enrolled)	4	1*	2*	3*	4*
Health & Personal Fitness (½ each)	1	1	1	1	1
Computer Applications	0	1	1	1	1
Electives	4	2.5	3	3	3

4 credits in English, Math, Social Studies, and Electives - must be earned in grades 9 – 12.

3 credits of the 4 required for Science must be earned in grades 9 – 12.

*Beginning in the fall of 2016, UMS students will take one unit of Bible per year to meet ACSI accreditation standards. With this course addition, graduation requirements will increase for UM students by one unit from 2017 - 2020 for a total of 27 units to graduate.

Appendix G – Dress Code

Lanier Christian Academy's dress code is intended to honor God and encourage modesty and dignity. Furthermore, a dress code allows the teacher to focus on academics without wasting precious classroom time. It is expected that students always maintain high standards through appropriate dress. All elements of the dress code should be honored inside the building upon student arrival at school and remain in effect until the end of the school day. Provisions and standards relating to the dress code should be respected by the students and parents and are enforceable by the staff anywhere on the campus (inside the building or on the grounds) at all times. **Visible tattoos are not allowed. Piercings are limited to girls' ears.**

HAIR, HAIR ACCESSORIES, and HEADWEAR	<p>Color/Style-Hair must be neatly combed or brushed for school. No hair styles that disrupt the learning environment and no hair coloring that can be considered unnatural.</p> <p>Length-Hair should not extend below the eyebrows.</p> <p>Matching Hair Accessories-Optional and can be purchased at the online store (www.lcauniforms.com). Headwear is restricted to outside areas.</p>
TOPS and OUTERWEAR	<p>All tops-except undershirts- must be purchased from the online store (www.lcauniforms.com) with color, style, and sleeve restrictions including the LCA uniform logo. Shirt-tails must be long enough to remain tucked in when reaching up or bending over. NO tight, undersized, or oversized shirts allowed. Fashion fit shirts for girls do not need to be tucked.</p> <p>Undershirt (optional) - May be purchased from any store. Color - Royal blue, black, white, or gray. Sleeve - Long or short sleeves. NO graphics or words.</p> <p>Sweaters with the LCA logo worn in class must be worn with a uniform shirt underneath.</p> <p>Outerwear with the LCA logo worn in class must be worn with a uniform shirt underneath.</p>
PANTS, SHORTS, and BELTS	<p>Supplier: May only be purchased from the LCA online store (www.lcauniforms.com) or Lands' End Uniform Store https://www.landsend.com/shop/school-uniforms/-/N-g54</p> <p>Pants and Shorts: Khaki only. Style: Classic or traditional, pleated or flat front. Must have belt loops. Shorts Length: No more than 3" above the knee. K-2nd grade (ONLY): May have elastic waist with no belt loops and no belt.</p> <p>Belt (required): Must be solid black or brown, stretch or leather with modest buckle. Any supplier.</p>
GIRLS SKORTS, SKIRTS, JUMPERS, and PETER PAN BLOUSES	<p>Skorts and Skirts: May be purchased from the LCA online store (www.lcauniforms.com) or Lands' End Uniform Store.</p> <p>Jumpers and Peter Pan Blouses (K-5th grade ONLY): May be purchased from the LCA online store (www.lcauniforms.com) with the LCA logo.</p> <p>Color: Khaki or Plaid #76</p> <p>Minimum Length: No more than 3" above the knee.</p> <p>Shorts that do not extend beyond the length of the skirt are recommended for skirts.</p>
DRESS UNIFORM (Highly recommended to purchase)	<p>Lower School Boys (K – 5): Khaki pants and royal blue shirt.</p> <p>Upper School Boys (6-12): Khaki pants, royal blue shirt <u>or</u> (optional) white oxford shirt with the uniform tie purchased in the uniform store at www.lcauniforms.com.</p> <p>Lower School Girls (K-5): Khaki or plaid jumpers with Peter Pan Blouse. Khaki or plaid skirt with white oxford cloth shirt, blue and white oxford shirt, or royal blue shirt. Cardigans (optional). Cardigans can be purchased in the online store at www.lcauniforms.com.</p> <p>Upper School Girls (6-12): Bottoms: Khaki or plaid skirt. Tops: Royal blue shirt, blue and white striped oxford shirt, or white oxford shirt. Cardigan (optional). Cardigans can be purchased in the online store at www.lcauniforms.com.</p>
P.E. UNIFORMS (Required for any student in P.E. classes or Weight Training)	<p>P.E. shorts and shirts must be purchased from the LCA online store (www.lcauniforms.com) or Lands' End Uniform Store at https://www.landsend.com/shop/school-uniforms/-/N-g54.</p> <p>LCA spirit wear shirts may also be worn.</p>
SHOES, SOCKS, and LEGGINGS	<p>Shoes: Must be fully enclosed or have a back strap around the heel. NO backless shoes or heels higher than 2 inches</p> <p>Socks: Are optional but may not exceed knee length. Socks may be left to the discretion of the principal.</p> <p>Tights and Leggings: Can only be worn by girls and must be solid royal blue, black, white, or gray</p>

Non-Uniform Guidelines

Throughout the year there will be days that will be announced as non-uniform days. Students must adhere to the following guidelines.

NON UNIFORM DRESS	<ul style="list-style-type: none"> ○ Spirit Wear – students are allowed to wear LCA logoed spirit wear tops with LCA bottoms every Friday. ○ Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of LCA. ○ Tops – Boys and girls may wear polo style, button down, or spirit shirts or other tops that are modest in the neck line and does not expose the midriff. Students may be asked to tuck in excessively long shirts. ○ Shorts – Boys and girls may wear modest walking shorts (maximum of three inches above the knees). All shorts must be hemmed. No athletic shorts. ○ Pants – Boys and girls may wear modest pants (including jeans) that are not torn, ripped, or tight fitting (skinny jeans). Belts must be worn. (As a general rule, pants are too tight if the kneecap is visible while standing.) ○ Girls – See through clothing, tight clothes, etc. may not be worn. No sleeveless shirts or dresses may be worn. Loose-fitting Capri's are acceptable. Shirts must have a modest neck line and not expose the midriff. Skirt or Dress minimum length: no more than 3" above the knee. ○ No flip flops, athletic sandals, or slippers may be worn. ○ The following are NOT permitted: Leggings or jeggings as pants, decorations, cargo pants, extra pockets, zip off knees, or zip pockets. ○ Special Days: The administration reserves the right to vary guidelines for special occasions.
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I have read the Dress Code and have discussed it with my child. We understand that the Dress Code has to be self-enforced by all students and parents to be consistently enforced by the school staff. We agree to acquire the necessary articles to abide by this Dress Code. Dress code violations will result in appropriate consequences. Parents will be called to bring appropriate uniform before student can be admitted to class.

The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

Student Name _____ Grade _____

Student Signature _____ Parent Signature _____ Date _____

Appendix H – Bell Schedule (Middle and High School)

Upper School (6-12)							
M & F				Wednesday - Chapel			
1	1	8:00	9:05	1	1	8:00	8:50
2	2	9:10	10:05	2	2	8:55	9:45
3	3	10:10	11:05	3	3	9:50	10:40
MS	MS Lunch	11:10	11:35	4	4	10:45	11:35
	MS 4	11:40	12:35	MS	MS Lunch	11:40	12:05
HS	HS 4	11:10	12:05		MS 5	12:10	1:00
	HS Lunch	12:10	12:35		MS Chapel	1:05	1:45
5	5	12:40	1:35	HS	HS Chapel	11:40	12:20
6	6	1:40	2:35		HS Lunch	12:25	12:50
7	7	2:40	3:35		HS 5	12:55	1:45
				6	6	1:50	2:40
				7	7	2:45	3:35

T / TH			
1	1	8:00	8:50
2	2	8:55	9:45
3	3	9:50	10:40
4	4	10:45	11:35
MS	MS Lunch	11:40	12:05
	MS 5	12:10	1:00
HS	HS 5	11:40	12:30
	HS Lunch	12:35	1:00
6	6	1:05	2:15
7	7	2:20	3:35

Lanier Christian Academy is a Christian academic institution committed to the teachings and principles of the Bible. Therefore, all LCA volunteers are asked to affirm their commitment to the school's *Mission Statement and Statement of Faith*. Such affirmation, of course, demands a high standard of personal professional conduct.

This *Code of Honor for LCA Volunteers* has been developed and implemented to identify and emphasize our “role model” responsibilities to our students and their families. Therefore, as an LCA volunteer, I affirm the following:

1. I will faithfully discharge my voluntary duties effectively and in strict accordance with the rules and regulations established by the appropriate member of the LCA administrative staff.
2. I will make a strong and positive contribution to this school, its students, and their parents.
3. I will strive to be a cooperative, joyful volunteer committed to serving the school in accordance with God’s will.
4. I will affirm other volunteers in their roles, as well as encourage, commend, and regularly pray for them.
5. I will commit to handle all interpersonal relationship issues according to the scriptural mandate found in Matthew 18.
6. My decorum, including attitudes, actions, appropriate standards of dress, will be exemplary and representative of LCA “role model” caliber.
7. I will follow, both in letter and spirit, the operational policies and procedures of the Board of Trustees, the Headmaster, and my immediate administrative supervisors.
8. I will maintain appropriate confidentiality with all important school matters, including information about students, parents, LCA employees, and general operation of the school.
9. I agree as a volunteer room mom or chaperone to undergo a background check.
10. I will maintain a clear Christian testimony in all school and community settings so that the name of Christ, the reputation of the school, students and families, and my name will not come into disrepute.
11. I will strive to be a living example to all school constituencies of the characteristics the school seeks to produce in the lives of its students.

I have read, understand, and fully agree to abide by the provision of *Code of Honor for LCA Volunteers*.

Printed Name

Date

Signature

This handbook is published as a service to the parents and students of Lanier Christian Academy. The information contained in this handbook will provide a foundation for parents and students to operate within the structure of this school. For the protection of the students, the parents, and the school, it is imperative that both students and parents read the contents of this handbook, discuss the contents, and understand that they will be held responsible for the contents of this handbook. In order for students and parents to maximize their educational experience and receive an excellent education rooted in a Christian worldview all policies and procedures in this handbook must be followed. By signing and dating your respective agreement below, you are indicating that you will follow all policies and procedures contained in this handbook. **The administration may change, edit or revise any procedure as necessary.**

General Topics

✓ Arrival and Dismissal Times and School Hours	✓ Attendance Expectations	✓ Carpool	✓ Conflict Resolution
✓ Discipline	✓ Dress Code	✓ Medication	✓ Technology – Acceptable Use

Upper School Topics

✓ Academics - General	✓ Grade Reporting	✓ Athletics	✓ Dress Code	✓ Attendance
✓ Cell Phone and Electronic Devices	✓ Dress Code	✓ Driving and Parking	✓ Locker Agreement	✓ Trips and Retreats
		✓ UM Parent Agreement		

Lower School Topics

✓ Academics	✓ Attendance	✓ Dress Code
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Student Agreement

I agree to abide by all policies and procedures set forth in this handbook during my enrollment at Lanier Christian Academy. I further agree to support the school in upholding the school’s Honor Code (as described within this handbook) and encourage and partner with the school in upholding the Honor Code of the school.

Student Name _____

Grade _____

Student Signature _____

Date _____

Parent Agreement

I agree to support the school in the administration and upholding of the policies and procedures contained in this handbook.

Parent Signature _____

Date _____

Computer/Internet Permission

I give my student permission to use the school’s computers with internet access in accordance with the Policy on Acceptable Computer Use contained in Appendix C in this handbook. I have read the policy and agree to support it.

Parent Signature _____

Date _____