



**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.

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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. 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

\*Accommodations may vary from Lower School to Upper School.

\*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-12<sup>th</sup>)** - 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.

**Please email the principal and their administrative assistant when your student is absent OR checking out early. This is helpful for the teacher to organize paperwork or other assignments for the absent student.**

**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 15<sup>th</sup>. (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 3:15. Student drivers may check out with parental permission by a prior email or phone call, and they must sign out with an administrative assistant. Students will not be permitted to check out without a valid reason. 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.

**For safety of all students, there should be NO cell phone usage in carpool.**

### Dropoff Information

- 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.

### **Pick Up Information**

- 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:**
- 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.
- 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 counselor will refer the two parties to meet with the Principal, President of LCA and or 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 the most important roles of LCA is to help students develop the characteristics that reflect Christ, including self-discipline. We believe that each student is 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 his/her 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
- ✓ 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 – 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 (up to \$100). 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**

**Specific Discipline Policies are located in the Lower School and the Upper School section of this handbook.**

### **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.  
Progress Reports and Report Cards are emailed and do not require parental action.

Semester 1		
Report Type	End Date	Issue Date
4½Week Progress	9/13/2019	9/18/19
9 Week Progress	10/18/19	10/23/19
13½Week Progress	11/15/19	11/20/19
Report Card	12/20/19	1/8/20

Semester 2		
Report Type	End Date	Issue Date
4½Week Progress	2/7/20	2/12/20
9 Week Progress	3/04/20	3/11/20
13½Week Progress	4/17/20	4/20/20
Report Card	5/22/20	5/29/20

## 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    LCAPA  
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.
- Service requirements may be met through taking a Missions elective course, going on a school approved mission trip or completing the required number of hours each semester in school approved service projects.

### **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**

- Studies God's Word daily – become a self-feeder
- Talks daily with God through prayer
- Acknowledges God's greatness- praise, worship and thanksgiving, sovereignty
- Yields to God's plan for his/her life – salvation, career, family
- Tells others about God's love for them
- Fellowships with other believers – accountability, encouragement, involvement
- Increases use of time, talents and treasure to serve God and others

### **MENTALLY**

- Has the reading, writing, speaking and listening skills to communicate effectively
- Has a knowledge and skills in math, science, social studies, and technology to accomplish God's plan for their life
- Has a knowledge and appreciation for the fine arts
- Has knowledge of God and his creation to form a Biblical worldview
- Develops critical thinking skills in all areas
- Has the knowledge and skills to logically and lovingly defend their faith
- Is a life-long learner

### **PHYSICALLY**

- Treats their bodies as the temple of the Holy Spirit
- Abstains from harmful substances such as drugs, tobacco, and alcohol
- Abstains from sexual impurity
- Has healthy practices in nutrition, exercise, and sleep
- Realizes that one's self-image is properly based upon being God's creation
- Develops and uses physical abilities to glorify God

### **SOCIALLY**

- Loves all people as Jesus Christ loves them
- Builds positive relationships by using Biblical principles of love, communication, forgiveness, mercy, and conflict resolution
- Practices 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, to check e-mail or social media 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 be especially alert and available when severe changes in the weather are occurring during the school day so that they receive timely school communications. 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 April 1st – April 30st = \$750
- Withdrawing May 1st - August 31st = \$1,500.00 per child
- Withdrawing September 1st – December 31st = \$3000.00 per child
- Withdrawing January 1st and after the remaining tuition balance is charged

# UPPER SCHOOL SECTION

## Academics - General

### Academic Programs

<b>Typical Middle School Courses</b>					
<b>Grade</b>	<b>Bible</b>	<b>English</b>	<b>Math</b>	<b>Science</b>	<b>History</b>
6	Bible 6	UM Lang Arts 6 TM Lang Arts 6	Math 6	Earth Science	Ancient Civilizations
7	Bible 7	Lang Arts 7	Pre- Algebra	Life Science	World Studies
8	Bible 8	Lang Arts 8	Advanced Pre- Alg Or Algebra 1	Physical Science	Georgia History
<u>Electives may include:</u> 6 <sup>th</sup> , 7 <sup>th</sup> , & 8 <sup>th</sup> - PE, Visual Art, Performing Art, Intro to Computers, Music					

<b>Typical High School Courses</b>					
<i>(Select Courses May Have Honors Level Curriculum)</i>					
<b>Bible</b>	<b>English</b>	<b>Math</b>	<b>Science</b>	<b>History</b>	<b>Other</b>
Understanding the Word	9 <sup>th</sup> 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 8<sup>th</sup> 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 high school 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.

<b>High School Graduation Requirements</b>	
<u>Subject</u>	<u>Credits</u>
English	4
Math	4
Science	4
Social Studies	4
Foreign Language	2
Bible - (1 per year enrolled)	4
Health & Personal Fitness (½ each)	1
Electives	4
<b>Total Credits</b>	<b>27</b>

### **High Rigor Courses**

#### **Advanced Placement (AP), Dual Enrollment (DE)**

Advanced Placement and Dual Enrollment 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 Dual Enrollment 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**

Content tests will be given at the end of each semester for core secondary courses and some electives. This information can be found in each course syllabus.

Students must also be exemplary in character and class attendance with no major disciplinary infractions. Students who demonstrate mastery of course content have the option to exempt semester finals based on the criteria indicated below. Projects, Dual Enrollment courses, AP or fall semester exams and AP College Board exams are not eligible for

exemption. Middle school students taking advanced classes may not exempt exams until they are classified as a high school student. Teachers will notify students if they qualify for exemptions. **All exemptions are at the discretion of the teacher.**

1. Semester final grade of 94 or above. Freshmen and sophomores have the option to exempt one semester final in any class they have a 94 or above. Juniors and seniors have the option to exempt two semester finals in any classes they have a 94 or above.
2. Complete the “Exemption Form” with signature of parent and teacher. Then return to administration by the published deadline.

Students who miss semester finals due to illness will receive an *incomplete* on the report card and be required to make-up the exams at the date and time indicated on the school calendar.

**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 admissions offices 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>
<b>A</b>	<b>90 – 100</b>	<b>4.0</b>
<b>B</b>	<b>89 – 80</b>	<b>3.0</b>
<b>C</b>	<b>79 – 70</b>	<b>2.0</b>
<b>F</b>	<b>69 &amp; below</b>	<b>0.0</b>

(Dual Enrollment courses that earn college credit with a numerical average below 65 or a GPA weight of D will be recorded on high school transcripts as a letter grade of D with a 1.0 GPA.) In this scenario, the student may receive college credit, but will not receive high school credit.

### **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/1 electives or other)

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

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

### **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 on satellite days 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.

<b>Grade level</b>	<b>Satellite Days T/TH All Courses</b>	<b>Weekend Core Courses &amp; some Electives</b>	<b>Weekend Math</b>
6 <sup>th</sup> /7 <sup>th</sup>	1-1 ½ hours	20-30 minutes	30-45 minutes
8 <sup>th</sup>	1-1 ½ hours	30-45 minutes	30-45 minutes
9 <sup>th</sup> /10 <sup>th</sup>	1-1 ½ hours	45 minutes	1 hour
11 <sup>th</sup> /12 <sup>th</sup>	1-1 ½ hours	1 hour	1 hour
AP® (Advanced Placement) and DE (Dual Enrollment)	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).

Additional information concerning attendance and missing work can be found in the chart in the attendance section.

**Probation, Academic** - A semester grade of 69 in a course will result in automatic Academic Probation. Academic Probation is in effect the first day of the new semester. Students will not be allowed to participate in extra-curricular activities including athletic competitions or practices until an academic plan is implemented. An 8<sup>th</sup> – 11<sup>th</sup> 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 high school transfer credits from any student who is currently enrolled at LCA or who is entering LCA for the first time. 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 of 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 and/or the guidance counselor before LCA will accept credits. All transfer credit requests will be reviewed on an individual basis. Approved non-accredited transfer courses will be added to a student's transcript during their senior year at LCA. For advisement purposes, prior to official credit acceptance, non-accredited courses will appear on the student's high school transcript but will not show a credit or grade indicator.

### **Transfer Credits from an Accredited Institution**

Students transferring credit(s) from a nationally or regionally accredited high school should submit an official transcript from the school where they received the actual credit. LCA will recognize actual course grades earned at accredited institutions. The student must have a final grade of 70% or higher in order to receive transfer credit.

### **Transfer Credits from Non-accredited Settings (New Students)**

Transfer requests from non-accredited school settings can be evaluated in these ways:

- A. If sufficient documentation of the coursework cannot be provided, the student may take LCA's end of course test for core subjects (with a score of 70% or higher) and may be required to do so for specific electives. The parent may elect to have the test score recorded as the grade on the student's transcript, or accept the letter "P" which indicates that LCA has approved the course for credit. A "P" does not carry any weight and has a neutral effect on the student's GPA. Each test for credit will have a \$75 fee.
- B. If sufficient documentation of coursework can be provided, the credit may be transferred in one of two ways. Parents who have kept an in-depth gradebook as well as the results of all evaluations, including closed book tests and quizzes, essays, completed projects, research papers, samples of daily work from throughout the year, etc., may elect to have a content area teacher from LCA review the coursework and approve the grade, which will be placed on the student's LCA transcript during their senior year. Parents will be billed \$300 per 6 credit hours. Additional fees may apply if the teacher determines additional work must be assigned to meet the content requirements for a graded high school course.

Non- accredited elective credits will transfer in as pass/fail which has does not affect HOPE eligibility or LCA GPA.

**Transfer Credits from Non-accredited Settings (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.

Transferred credits may not be added to the student's LCA transcript until the student's senior year.

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 [75 hours to receive .5 units (one semester) or 150 hours to receive one unit (full year)]
- Guidelines for testing including copies of tests and answer keys
- Guidelines for research papers and / or Final Exams
- 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 ensure 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**

**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.

### **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 7<sup>th</sup> and 8<sup>th</sup> 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 quarter grade report of 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:

- No student with a failing grade will be allowed to participate in athletics unless there is a plan for academic improvement in place with upper school administration.
- 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.

**Sign Out for Athletic Events**- Student-athletes must sign out with an administrative assistant before leaving school early for an off-campus game, practice or other event.

## 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 5<sup>th</sup> absence (TM) or the 3<sup>rd</sup> absence (UM) and a parent conference will be mandatory after the 7<sup>th</sup> absence (TM) or the 4<sup>th</sup> 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 15<sup>th</sup>. (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

	<b>Approval</b>	<b>Reason</b>	<b>Documentation</b>	<b>Make-up Allowed</b>	<b>Deadline</b>
<b><u>Excused</u></b>	*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 are allowed the same number of days absent to complete make-up work.  Morning Session may be assigned to facilitate make-up credit.
	*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	
<b><u>Unexcused</u></b>	*Failure to provide written note *Other unapproved absence	None	None	YES (Refer to teacher syllabus)	
<b>Students may be required to attend Morning Session (7:30) to complete missing work.</b>					
<b><u>School Related</u></b>	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 2<sup>nd</sup>-7<sup>th</sup> 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 or 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, 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, or 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:

- 1) 1st offense: Student will receive a warning, and the phone will be sent to the office to be returned at the end of the school day.
- 2) 2nd offense: Student will receive a detention, and the phone will be sent to the office and returned at end of day. The teacher or staff will document the infraction in Renweb.
- 3) 3rd offense: Student will receive up to three detentions and the phone must be claimed by the student's parents. The teacher or staff will document the infraction in Renweb.
- 4) 4th offense: Student will forfeit the privilege to have a phone on campus the remainder of the semester or may be required to leave it in the front office each day. The teacher or staff will document the infraction in Renweb.

**Recording, photographing and/or posting any school related activities on the internet without administrative approval will result in disciplinary action. Photos of extracurricular activities may be posted on personal websites or social media 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.**

### Discipline

#### 1. Philosophy

- a. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his/her life.
- b. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He* (God) *for our profit, that we might be partakers of His holiness.*
- c. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: "*because the Lord disciplines the one he loves, and he chastens everyone he accepts as his son..*" (Hebrews 12:6)
- d. Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Lanier Christian Academy should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.
- e. The student must at all times conduct herself/himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.



## IMPORTANT: LANIER CHRISTIAN ACADEMY STUDENTS MUST

- a. Show reverence for God and His Word.
  - b. Show proper respect for the administration, faculty, and staff.
  - c. Show respect for all persons and their property.
  - d. Show respect for themselves
2. Detention/Suspension System.
- a. The Bible clearly teaches the concept of submission to authority. In Hebrews 13:17 the writer (by inspiration of the Holy Spirit) reminds us, “*Obey them which have the rule over you, and submit yourselves; for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief; for that is unprofitable for you.*” Obedience is doing what God says immediately with the right heart attitude. The behavior of a student affects his/her relationship with the school either positively or negatively, but the more important issue is his/her relationship with God. This verse also explicitly defines the school’s responsibility to God in teaching and maintaining discipline. We must “give account.”
  - b. The ideal situation would be for students to be self-disciplined; but for times when this is not the case, external discipline may be necessary. The discipline system in the upper school is designed to simply change behavior that is not appropriate. The school recognizes that some behaviors that result in discipline at school are perfectly acceptable in other settings. (Chewing gum may be the most common example). It is our hope that the desired change will take place at the lowest possible level in the progression. The normal progression would include a verbal warning, a documented notification of prohibited behavior via Renweb and or a teacher penalty (silent lunch), detention, in-school suspension, and finally dismissal. At each level above the warning stage parental notification and/or conference would occur.
  - c. Infractions are issued by the teacher for talking, disrupting class, showing disrespect to a fellow student, or being unprepared for class. Infractions must be documented in RenWeb and the administrator notified via email in order to be counted in the discipline progression. The teacher may choose to include a teacher level penalty such as silent lunch or teacher detention. Three documented infractions in a 9-week period will result in an administrative detention. For more severe offenses, the student may be immediately referred to the administration for disciplinary action.
  - d. *Discipline Progression (Administrative Level)*

The upper school utilizes a progressive discipline system. The severity of the discipline administered changes based on the discipline record of the student. This allows students to make some mistakes and learn from them at the earliest levels. However, if a student does not exhibit self-discipline at the lower levels the discipline is increased. A record of detentions will be maintained throughout the year. Eighteen weeks from the time a detention is assigned, it will be dropped from the progression count.

- 1) Detentions one through three within eighteen weeks will be served before school from 7:20-7:50.
- 2) Multiple detentions may be assigned for more serious infractions or for a fourth detention within eighteen weeks and a parent conference will be held.
- 3) A fifth detention within an eighteen-week period will result in a one-day in-school suspension.
- 4) An additional detention will result in a two-day in-school or out of school suspension with a principal/parent conference required. The student may be placed on a behavior contract at the conference.
- 5) Further detentions may result in expulsion.

\*The progression of discipline is at the discretion of the administrator.

e. **Steps for Resolution and Reconciliation:**

**After any discipline incident the goal is for the student to be reconciled to the classroom teacher according to the following guidelines.**

- 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.
- f. Skipping a scheduled detention may result in an additional detention being assigned for the first offense. Subsequent offenses of skipping may result in a suspension.
- g. In school suspensions will be served in school from 8:00 am – 3:35 p.m. The suspension will be served as soon as possible at the discretion of the administration. In-school suspension students must go to the upper school office immediately upon arrival. The student will be required to pay an ISS fee to defray the cost of hiring a suspension supervisor. UM® students may be required to serve ISS on a Tuesday or Thursday.
- h. When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the suspension supervisor. Homework assignments for the next day may be requested from the student's teachers by the suspension supervisor. All students who have received a suspension will be barred from extracurricular events during the time within which the suspension is administered. Further action will be at the discretion of the principal.
- i. A student who receives four or more detentions in a given school year will be ineligible for a position in student leadership the following school year.
- j. A student who has repeated disciplinary infractions at any level even after appropriate disciplinary actions are taken, may be placed on a behavior contract. Any infraction after the behavior contract is in place may result in dismissal.
- k. A student expelled from Lanier Christian Academy will not be considered for readmission until after one-half calendar year after they have completed the restoration/readmission process, but not after the beginning of the semester and may not be on campus or at any extra-curricular event without administrative approval.

3. Offenses

Listed below are the usual penalties for various offenses. The actual penalty is at the discretion of the principal.

- a. Cell Phone Policy: Students may have cell phones during the school day, but they must be silenced and put away. Phones should not be used without permission from the school office or teacher. Use of phones without permission from the school office or teacher will result in the following penalties:
- 1) 1st offense: Student will receive a warning, and the phone will be sent to the office to be returned at the end of the school day.
  - 2) 2nd offense: Student will receive a detention, and the phone will be sent to the office and returned at end of day. The teacher or staff will document the infraction in Renweb.
  - 3) 3rd offense: Student will receive up to three detentions and the phone must be claimed by the student's parents. The teacher or staff will document the infraction in Renweb.
  - 4) 4th offense: Student will forfeit the privilege to have a phone on campus the remainder of the semester or may be required to leave it in the front office each day. The teacher or staff will document the infraction in Renweb.

- b. Level 1 (Offenses that will result in a verbal or documented warning at the discretion of the teacher)
  - 1)Chewing gum in academic buildings
  - 2)Violating the standard of dress
  - 3)Talking during class/disrupting class
  - 4)Disrespect to a fellow student or teacher
  - 5)Being unprepared for class.
  - 6)Campus driving violations.
  
- c. Level 2 (Offenses that may result in Detention)
  - 1)More than two documented infractions for any of the above offenses
  - 2)Bringing electronic devices unrelated to academic work or bringing non-educational related materials
  - 3)Using headphones, earbuds, etc. is not permitted unless directed by a teacher
  - 4)Loitering on any school property
  - 5)Being involved in unsafe activities on school property
  - 6)Using inappropriate language
  - 7)Violating dress code repeatedly
  - 8)Copying homework
  - 9)Repeated campus driving violations
  
- d. Level 3 (Offenses that may result in Detention, ISS or Suspension)
  - 1)Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages.)
  - 2)Physical contact with members of the opposite sex, such as hugging or kissing
  - 3)Severe use of inappropriate language, such as obscenities, vulgarity, or profanity
  - 4)Horseplay, bullying, rough housing, or other forms of rowdy behavior
  - 5)Violation of computer/Internet policies/ Student Personal Technology policy
  - 6)Direct disobedience.
  - 7)Disrespect to those in authority.
  - 8)Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words.
  - 9)Intentionally being in an unsupervised area; avoiding faculty/staff supervision, i. e. during class, school assemblies, drop off/dismissal, or any school-related function.Lying, cheating, forgery, plagiarism (using another person’s thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception.
  - 11)Cheating on a quiz will result in detention and a zero on the quiz.
  - 12)Unauthorized absence from class while on school premises.
  
- e. Level 4 (Offenses that may result in Suspension or Expulsion)
  - 1)Fighting (provoking a fight or failure to avoid a fight)
  - 2)Leaving the school premises without permission from the office
  - 3)Lying, cheating, forgery, plagiarism (using another person’s thoughts, ideas, or words without giving the author proper credit), or other forms of intentional deception
  - 4)Possession or use of pepper spray or mace
  - 5)Possession of weapons, chemicals, or explosives (Any object used with the intent to injure or harm may be considered a weapon.)
  - 6)Use of inappropriate language, vulgarity, profanity, or sexually oriented communication
  - 7)Willful misuse of or damage to computer hardware/software
  - 8)Bullying
  - 9)Cheating on a test (Suspension and zero on the test)
  - 10) Cheating on an exam (multi-day suspension and zero on the exam)
  
- f. Offenses Enforceable by LCA On or Off School Grounds that may result in Suspension or Expulsion:
  - 1)Any illegal or criminal behavior

- 2)Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- 3)Possession or use of tobacco products, e-cigarettes or any similar device
- 4)Possession of, or viewing of pornographic material
- 5)Stealing
- 6)Publicly and knowingly disparaging the testimony of Lanier Christian Academy either by word or deed
- 7)Repeated or severe bullying
- 8)Using the Internet for blasphemy, pornography, inappropriate language, or harassment
- 9)Fighting, provoking a fight, failing to avoid a fight.
- 10)Communicating threats of harm to one or more students or to the school community.

- g. Offenses Enforceable by LCA On or Off School Grounds that will result in Automatic Expulsion:
- 1)Any illegal or criminal behavior.
  - 2)Use, distribution, or possession of alcoholic beverages.
  - 3)Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
  - 4)Participation in any immoral sexual behavior.
  - 5)Possession of a firearm on school property is a felony and will result in dismissal.

#### 4. Drugs and Alcohol

Lanier Christian Academy believes the buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at LCA. The administration reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend Lanier Christian Academy will be revoked.

**NOTE:**

- 1)A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.
- 2)A student who has been expelled must have prior administrative approval to be on campus or at any LCA sponsored event.
- 3)For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers and any other school-owned property.

### **SPIRITUAL RESTORATION PROGRAM**

**Purpose:**

- 1) Some infractions of the LCA guidelines may require expulsion. Readmission is not usually possible but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program.
- 2) The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

**Guidelines for Spiritual Restoration Program:**

- 1) The student is repentant and has voluntarily made every effort possible to make amends:
  - a) With God,
  - b) With his/her parents,

- c) With the school,
  - d) With his/her church,
  - e) With any others affected by the offense,
- 2) The student initiates the process by presenting to the principal a written request to be admitted to the restoration program.
  - 3) The student must complete the new student admissions application.
  - 4) The student agrees to the following:
    - a. Active involvement in a local, Bible-believing church,
    - b. Active participation in the youth program of this church,
    - c. School-directed counseling at additional cost,
  - 5) A member of the administration will monitor the program on a regular basis.
  - 6) A mentor/student relationship is to be established between a specified faculty member and the student.
  - 7) The period of time before readmission is considered will normally be one semester or 18 consecutive weeks. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than nine weeks.
  - 8) After readmission, the student will be on probation for a year (as any new student).

### 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 at a cost of \$10.00. 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 without permission from the office during the school day to get books, lunches, or gym bags with the exception of their lunch period. 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. Students are not permitted to loiter in the parking lot at anytime during the day including after school.**

### 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** may lose points from their grade. **High school students who fail to dress out more than 7 days in one semester without a medical excuse may fail the course. LCA will contact parents of middle school students who fail to dress out more than 5 days in one semester without a medical excuse. Refer to each individual class syllabus.**

## 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 Dual Enrollment or AP 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 5 TM/3UM absences per course.
- o No more than 5TM/3UM check-outs.
- o No more than 4 tardies to class for any class.

**Senior Lunch Privilege** - Seniors may have off-campus lunch privilege on select days. Administrative and parental permission must be obtained before this privilege is granted. 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. This privilege may be revoked. 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 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. 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.

**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 emailed to parents of students in grades K-5 after the end of each quarter.

**Progress Reports (Grades 1-5)** - Progress reports will be emailed to parents of students in grades 1-5 during the fifth week of each quarter.

<b>K – 5 Grading System</b>			
<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
74-79	C	85-91	S - Satisfactory
70-73	D	75-84	N - Needs Improvement
0-69	F	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. Hours for Tuesday/Thursday UM work at home days:

GRADE LEVEL

Kindergarten/First	2-4 Hours
Second-Fifth	4-6 Hours



**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 (5<sup>th</sup> grade)** – This award is given to a student with the highest cumulative average in academic subjects during the 4<sup>th</sup> and 5<sup>th</sup> 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 or early dismissals 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.

**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.

**Christian Character Awards** – Each student is awarded a Christian character certificate selected specifically by the classroom teacher that best exemplifies the student’s spiritual growth during the year.

### Attendance

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

**Attendance Expectations** - A TM student is allowed up to ten (10) absences per semester. - A UM student is allowed up to six (6) absences per semester. These absences include excused and unexcused combined, but do not include school-related absences. Students absent exceeding the maximum absences (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 TM 5<sup>th</sup> and UM 3<sup>rd</sup> absence and a parent conference will be mandatory after the TM 7<sup>th</sup> and UM 4<sup>th</sup> absence during a semester. Students will be placed on an Attendance Contract as necessary. Send in doctors notes and other reasons for absence so that accurate records can be maintained. Please check attendance on RenWeb regularly.

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

Please see the chart for absence details.

	<b>Approval</b>	<b>Reason</b>	<b>Documentation</b>	<b>Make-up Allowed</b>	<b>Deadline</b>
<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.  Morning Session may be assigned to facilitate make-up credit.
	*Family travel or function *Religious activity *College visit *Court *Other as approved	3 Class Days 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)	
<b>Students may be required to attend Morning Session (7:30) to complete missing work.</b>					
<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 detention on Wednesdays from 2:50-3:35. Parents will be notified by email prior to the detention date.

### **Lower School Discipline**

!.Philosophy

- a. Discipline is an essential part of the Christian life. Without proper discipline, a Christian will never achieve God's will in his/her life.
- b. The purpose of Christian discipline is to produce Christ likeness. Hebrews 12:10 says that our earthly fathers *chastened* (disciplined) *us after their own pleasure* (as it seemed good to them); *but He* (God) *for our profit, that we might be partakers of His holiness.*
- c. Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. Consider what the Scripture says: "*because the Lord disciplines the one he loves, and he chastens everyone he accepts as his son..*" (Hebrews 12:6)
- d. Discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of Lanier Christian Academy should withdraw their

children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.

- e. The student must at all times conduct herself/himself in a manner becoming a Christian. This includes times when he may disagree with a decision or action taken by a teacher or administrator. A griping, complaining and/or disrespectful attitude is inappropriate. Teachers and administrators are open to listen to the student's side if it is presented at the proper time (between classes or after school) and with the proper attitude.

## 2. IMPORTANT: LANIER CHRISTIAN ACADEMY STUDENTS MUST

- a. Show reverence for God and His Word
- b. Show proper respect for the administration, faculty, and staff
- c. Show respect for all persons and their property
- d. Show respect for themselves

### 3. The following types of conduct, and others will be managed by the classroom teacher and entered in RenWeb:

1. Chewing gum
2. Violating the standard of dress
3. Talking during class/disrupting class
4. Disrespect to a fellow student or teacher/adult
5. Disobedience
6. Being unprepared for class.

### 4. The principal will manage the following types of conduct (and others as the need arises):

- a. Bringing electronic devices unrelated to academic work or bringing non-educational related materials.
- b. Using headphones, earbuds, etc. unless directed by a teacher.
- c. Mutilation, destruction of property, or activity that may result in mutilation or destruction of property. In addition to any disciplinary action taken, the student must also pay for any damage done.
- d. Physical contact with members of the opposite sex.
- e. Using cellular phones or other electronic devices during the school day without permission or taking such items on field trips without permission
- f. Using inappropriate language, such as obscenities, vulgarity, or profanity
- g. Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- h. Repeated violation of dress code
- i. Repeated disrespect or disobedience
- j. Violating LCA computer/Internet policy/Student Personal Technology policy repeatedly
- k. Using the Internet for blasphemy, pornography, inappropriate language, or harassment
- l. Lying, cheating, forgery, plagiarism (using another person's thoughts, ideas, or words without giving the author proper credit) or other forms of intentional deception.
- m. Stealing
- n. Bullying with words or actions
- o. Leaving the school premises without permission from the office
- p. Possession or use of pepper spray or mace
- q. Possession of knives or pocket knives
- r. Possession of weapons, chemicals, or explosives. (Any object used with the intent to injure or harm may be considered a weapon)

### 5. The following consequences may occur when a student chooses disobedience:

- a. Warning/reminder of expectations
- b. Tally/name written down
- c. Lose a privilege/walk or run laps at recess
- d. Perform community service
- e. Silent fruit break/ silent lunch
- f. Detention
- g. Office referral

#### 6. Disciplinary Probation

- a. A student who receives below Satisfactory in conduct for two or more nine weeks in a school year will be on disciplinary probation for the following year. Students whose behavior warrants an in-school suspension may be placed on probation for the following school year. Dismissal may result if the child does not demonstrate a change in action and attitude.
- b. A student may be placed on disciplinary probation during a school year as deemed necessary by the administration.

### **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** – Dress Code

**Appendix G**– Bell Schedule

**Appendix H**– Code of Honor for Volunteers

**Appendix I**- 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

<b>Purpose</b>	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. <b>The network is not for any private, commercial or business, or political use.</b>
<b>Passwords</b>	If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. <b>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.</b>
<b>Privilege</b>	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. <b>Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.</b>
<b>Prohibited Activities</b>	<p>Involvement in any activity prohibited by law</p> <p>Transfer or storage of large files without permission</p> <p><b>Changing the desktop background photos.</b></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><b>Using the network or Internet access for personal or entertainment purposes without approval or permission</b></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>
<b>Professional Liability</b>	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.
<b>Policy Changes</b>	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 class 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
- Death in immediate family
- College Visit (3 days)
- Court
- Family travel or function
- Other as approved

**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**

7/19SKH



## 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.*

**Required form for each family - write in additional student names, if necessary.**

### Parental Supervision Statement

One of the major goals of Lanier Christian Academy is to aid parents in making disciples of the students at LCA. We also wish to provide our students with a high-quality academic education, which we understand in terms of real spiritual, intellectual, and emotional growth. Among other things, this demands that we require our students and their parents to adhere to high standards of personal integrity and provide proper supervised instruction and assistance throughout the week.

Georgia Law (O.C.G.A. & 20-2-690.I) requires that every parent, guardian or other person(s) residing within this state having control or charge of any child(ren) between six and sixteen years of age shall enroll and send such child to a public school, a private school, or a home school program. As this is the parents' responsibility to ensure adequate supervision, Lanier Christian Academy will be held harmless should any reports of truancy arise as a result of improper supervision.

I/We \_\_\_\_\_ hereby attest that \_\_\_\_\_  
Parent(s) or Legal Guardian Student(s) Name

will be properly supervised by \_\_\_\_\_.  
Individual's Name/Relationship

In addition, we understand that it is our parental responsibility as given by God to be actively involved in our child's education by assisting/checking assignments for satisfactory completion. If adequate supervision should cease to exist, parent(s) shall notify Lanier Christian Academy of change in status. I/We understand enrollment may be jeopardized. After careful review of supervision status, should LCA Administration deem necessary to terminate enrollment for inadequate supervision, parent(s) or legal guardian will remain financially bound until tuition account is paid in full.

\_\_\_\_\_  
Parent(s) or Legal Guardian Date

## Appendix F – 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.**

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

<b>NON UNIFORM DRESS</b>	<ul style="list-style-type: none"> <li>○ <b>Spirit Wear – students are allowed to wear LCA logoed spirit wear tops with LCA bottoms every Friday.</b></li> <li>○ Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of LCA.</li> <li>○ 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.</li> <li>○ Shorts – Boys and girls may wear modest walking shorts (maximum of three inches above the knees). All shorts must be hemmed. No athletic shorts.</li> <li>○ 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.)</li> <li>○ 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.</li> <li>○ No flip flops, athletic sandals, or slippers may be worn.</li> <li>○ <b>The following are NOT permitted: Leggings or jeggings as pants, decorations, cargo pants, extra pockets, zip off knees, or zip pockets.</b></li> <li>○ <b>Special Days: The administration reserves the right to vary guidelines for special occasions.</b></li> </ul>
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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 G – 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
<b>MS</b>	MS Lunch	11:10	11:35	4	4	10:45	11:35
	MS 4	11:40	12:35	<b>MS</b>	MS Lunch	11:40	12:05
<b>HS</b>	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	<b>HS</b>	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	8:55
2	2	9:00	9:55
3	3	10:00	10:55
<b>MS</b>	MS Lunch	11:00	11:25
	MS 4	11:30	12:25
<b>HS</b>	HS 4	11:00	11:55
	HS Lunch	12:00	12:25
5	5	12:30	1:20
6	6	1:25	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 \_\_\_\_\_