



**LEGACY**  
CHRISTIAN ACADEMY

## **LCA-HSP Diploma Program Policy and Guidelines Handbook**

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## **LCA-HSP Vision Statement**

LCA's School and Home Instructional Program exists to assist and support home-schooling parents as they educate their children to know God and to love him with all their heart, soul, mind, and strength (Deuteronomy 6:4-9) thus guiding them to embrace and live out God's will for their lives.

## **LCA-HSP Mission Statement**

The School and Home Instructional Program was developed for self-motivated parents/guardians who desire to educate their children at home. With the purpose of helping parents with this God given responsibility and to enhance and supplement their efforts, the program will partner with home-schooling parents to prepare their children for life by articulating a vision of academic excellence, facilitating entrance into higher education and the workplace, establishing systems of mutual accountability, and urging students and parents alike to live for the glory of God.

## **History of Legacy Christian Academy**

LCA was established in 2014 by community members focusing on the vision of a Christian school that would be different from any other school out there. Not only would this school provide high quality and Christ-centered education, but it would strive to unite and mobilize the body of Christ to better serve our community.

LCA is located in Stephens City, Virginia, with academics for Pre-Kindergarten through Grade 12.

## **Legacy Christian Academy's Vision Statement**

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

## **Legacy Christian Academy's Mission Statement**

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

## **School Colors and School Mascot**

Navy, Maroon, & White  
Saints

## **LCA-HSP Diploma Program Benefits**

The purpose of LCA-HSP is to support families who have chosen home schooling as the primary means of education for their children. Our program is designed to aid such families in the following ways:

- Assistance in evaluating curriculum and instruction
- Assistance in plotting a high school education plan in preparation for college or career
- A high school diploma from LCA
- Participation in the graduation ceremony
- Official cumulative school records
- Two portfolio evaluations, one per semester, completed each year
- Standardized testing
- The option of participating as a part-time student at LCA
- Students can participate at no additional cost in one to two LCA's fine arts classes
- Athletic participation in LCA's sports programs with a fee providing that two classes are Taken at LCA. Students taking less than 2 classes may participate in our Home School Sport Program, but here are additional fees associated with this program.
- Field trips
- School photos
- College counseling provided
- Chapels
- Senior trips

## **LCA-HSP Diploma Program Tuition & Fees Description 2014-2015**

**Application Fee:** \$100 per student. Application fee applies to all students entering LCA-HSP for the first time.

**Registration Fee:** \$50 per student. Registration fee applies to all students who enroll at LCA, Full-Time Students & LCA-HSP Students. *(All registration fees are non-refundable.)*

**Late Registration Fee:** \$75 per student after July 1st.

### **Tuition Rates for LCA-HSP Diploma Program:**

**1<sup>st</sup> Student** \$300/ year

**2<sup>nd</sup> Student** \$200/ year

**3<sup>rd</sup> Student** \$100/ year

Any additional students in the family are free. The eldest student is always considered the “first student,” and families with more than one student should list all students in order of grade on the Family Information form. *(These fees are not pro-rated and are non-refundable.)*

Two fine arts classes (last period of the day – block schedule) will be **free** for students enrolled in LCA-HSP Diploma Program. (Fine arts classes include Yearbook, Drama, and Chorus.)

### **Tuition Rates for Classes Taken on Campus at LCA**

LCA-HSP and LCA-HSP Diploma Program students are afforded the opportunity of attending 1, 2, or 3 classes at Legacy Christian Academy. Students planning to take 4 classes or more must enroll at LCA as a Full-Time Student.

**Class Fee:** \$600/annually per class

(Core classes include Bible, English, Foreign Languages, Lab Sciences, Math, and Social Studies).

**Text Book Fee:** \$50/annually per class

### **Additional Fees**

**Athletic Fee: \$75 per Sport** (Students must take 2 classes at LCA and be eligible to participate. Students taking less than 2 classes may participate in our Home School Sport Program, but here are additional fees associated with this program.)

*(Athletes may be required to pay money as a team participant, including but not limited to overnight trips, team shoes, team warm-ups, team polo shirts, etc.)*

**Graduation Fees: \$75** *(if applicable)*

**Yearbook Fee: \$60/Yearbook** *(optional)*

### **Payment Options:**

**LCA-HSP students must use FACTS Management** for automatic payments to be withdrawn from your checking or savings account with one of the following options:

**Yearly** (one-time payment to LCA)

**Semester** (August & January payments directly to LCA)

**10 Month Plan** (August to May term – \$43 annual fee to FACTS)

**12 Month Plan** (July to June term – \$43 annual fee to FACTS)

## **Admission Policy and Procedure**

### **Criteria for Admission**

1. Both parents/guardians must be in agreement that home schooling is the best alternative for the student they are seeking to enroll and must accept fully the God given responsibility for the education of their student(s). Parents/Guardians must view home schooling as a major commitment and prioritize time to administer and complete the home school program.
2. Because LCA-HSP Diploma Program is a high school credit program, providing assistance in plotting a high school educational plan and a diploma upon completion, students who are transferring credits must have thorough documentation of courses they have completed.
3. Students can enter the LCA-HSP Diploma Program in 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grades provided that they have thorough documentation of completed courses. Students **may not** enter the LCA-HSP Diploma Program for the first time in 12<sup>th</sup> grade.

### **Registration Procedure**

Early registration is prior to **June 1st** for the upcoming school year. **It is advised that families register early for LCA-HSP and no later than July 15th; admission is not guaranteed after this date.** Parents wishing to enroll their children in the LCA-HSP Program should follow the procedure listed below.

1. Print a LCA-HSP Diploma Program Registration Packet from the LCA website. [www.LegacyChristian-Academy.com](http://www.LegacyChristian-Academy.com)
2. Complete and return the LCA-HSP Enrollment Contract and LCA-HSP Financial Worksheet with Registration Fees.
3. Provide the necessary medical forms, if needed.
4. New families should schedule an interview with the LCA-HSP Coordinator and both parents/guardians and the student should be present at this meeting. Previous school records and/or portfolios should be brought to this meeting. *\*No transfer student will be accepted in LCA-HSP Program who has not exited the preceding school by following appropriate procedures as directed by that school.*
5. Students who have not taken an achievement test within the last 12 months will be required to take a diagnostic test administered by LCA. **The fee for this test is \$30 and must be paid prior to the testing date.**
6. Submit Course Description Forms for individual students. **These forms must be received in the school office by July 15th.** The July 15th deadline is important as it allows reviewers an opportunity to inform parents/guardians of any changes that need to be made to the curriculum prior to the start of the school year.

### **Financial Obligations**

Families must stay current with their financial obligations, or services will be discontinued. School records will not be released until all obligations have been satisfied.

### **Classes taken on Campus at LCA**

Free participation of one or two fine arts classes offered at LCA is a benefit of the LCA-HSP Diploma Program. These classes are offered last period. With LCA using a Block Schedule, two fine arts classes may be selected (Day 1/Day 2). Additional core classes are available for a fee. Consult the current Tuition & Fee Description for costs. All LCA-HSP students taking classes at LCA should consult the LCA Student-Parent Manual to review rules of conduct and dress code policies. All LCA-HSP students must sign in and out at the office upon arrival and departure from classes. **LCA-HSP students are only supervised during scheduled class times; therefore, students may not linger on campus beyond scheduled class hours. Once class is over, students are expected to leave campus unless otherwise approved by LCA administration.**

The **Classes Added Form** must be filed for any free or paid class a student wants to take at LCA. Full-time day students are given first opportunity for all classes. LCA-HSP Diploma Program students will be admitted to classes in the order in which school class forms were received until the class is closed.

### **Compliance with State Laws**

Parents/Guardians are expected to abide by all state home schooling laws. See Appendix for a summary of the home schooling laws in Virginia and West Virginia.

### **Diploma Options**

Students graduating from the LCA-HSP Diploma Program will be awarded a diploma depending on the courses successfully completed. Mandatory credits required are:

<b>General Diploma: 27 total credits</b>	<b>Academic Diploma: College Bound 27 total credits</b>	<b>Honors Diploma: College Bound 27 total credits and 3.2 GPA</b>
4 - Bible	4 – Bible	4 – Bible
4 - English	4 – English	4 - English
3 - Social Studies	3 – Social Studies	3 - Social Studies
5 - Math & Science	4 – Math	5 - Math
1 - Physical Education	4 – Science	5 - Science
10 - Electives	2 – Foreign Language	2 – Foreign Language
	1 – Physical Education	1 – Physical Education
	5 – Electives	3 – Electives

### **Vocational Diploma: 27 credits**

The courses attained will be individually prescribed to each student's specific needs. Please be aware that diploma requirements are LCA-HSP Diploma Program's requirements. Students should consult future prospective colleges for their recommendations for incoming freshmen in regards to specific majors.

### **Course Requirements**

#### **Bible**

Each student must complete a Bible course for each year that they are enrolled in LCA-HSP Diploma Program. Four credits are required for graduation. **Bible credits are granted for Bible instruction. Personal devotions, youth meetings, church services (although vital to spiritual growth) do not constitute Bible instruction.** Each high school student must complete a

minimum of 20 **community service hours**, as a component of the Bible curriculum, each school year. A Community Service Form (see Appendix) must be completed at the end of each school year and submitted to the LCA-HSP Coordinator.

### **Math Courses**

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

### **Science Courses**

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

### **English**

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

**All compositions included in the portfolio must be critiqued and graded by a competent adult.**

### **Social Studies**

At least one credit should be completed in US History, one credit in World History, and one credit in US Government. Other Social Studies courses may then be used to supplement this academic category. Regular, written work should be assigned, graded, and brought to both the mid-year and end of year review.

### **Foreign Language**

The required two credits of Foreign Language must be of the same language. Consult a college catalog since some colleges are requiring three or four language units. Students who are wishing to earn these credits by learning American Sign Language (ASL) should verify that the class and textbook is of high school level. Not all colleges recognize ASL as a foreign language. Consult college catalogs first if you choose to consider ASL as a foreign language component.

### **Elective Courses**

**Every elective course should involve some instructional aspect.** Most colleges ask for a list of extracurricular activities; these extracurricular activities should not be found on a transcript as an elective credit. Strive to have a balance of extracurricular activities and elective courses. Students can participate at no additional cost in LCA's elective fine arts classes (Yearbook, Drama, and Chorus).

**Driver's education** is an acceptable elective for one credit once the classroom and behind-the-wheel phases are completed. The course provider needs to supply you with an assessment of grades that you can submit to the LCA-HSP reviewer for credit assessment.

**Computer:** Although LCA-HSP has not specified a requirement of a computer or technological elective, parents/guardians might want to consider the benefits of including such an elective.

### **Physical Education**

To earn half a credit in Physical Education the student needs to be involved in physical activity for 2 hours a week for 30 weeks. A full credit will require 4 hours a week for 30 weeks. Please keep a log of hours and attach the log to the Quarterly Report.



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

**Health** is an acceptable course for half credit toward the Physical Education requirements.

### **Honors Designation for Selected Courses**

In general, an Honors course must include work completed at a level consistently above what is generally required in a typical high school course, and must cover a broader scope than the topics normally encountered. An honors designation will only be considered in Math, English, Social Studies, and Science. If an honors course is requested, evidence of the additional work that will be completed (resource materials, readings lists, number and scope of papers required, etc.) must be presented on the Course Description Form due July 15th.

### **Calculating Credits**

**Complete documentation of course work is mandatory before credits can be awarded. Seniors must complete all credits two weeks prior to graduation if they are participating in graduation ceremonies. All credit work and portfolio reviews for underclassmen must be completed by June 30.** Please include all logs and course work in your portfolio for evaluation.

**LCA-HSP Diploma Program students may choose one of the following methods to complete a full year's course (1 credit class):**

1. The student must complete at least three-fourths of a standard high school level textbook. Tests published by the publishers should be taken. The Quarterly Reports must be submitted on a timely basis showing progress towards the goal of finishing at least three-fourths of the text by the year's end. A portfolio of the student's works including quizzes, tests, daily work, writing samples, etc. should be kept. **Please note: completion of three-fourths of the book is considered the acceptable minimum; efforts should be made to thoroughly complete the course material presented in the book. Covering three-fourths of a book does not mean stopping on page 300 of a 400-page book. It does mean covering some concepts more in depth than other concepts.**
2. The student may take a high school or college-level course at a private school or college, or be taught by a competent tutor. The LCA-HSP family must provide documentation of successful completion of the course and a final grade, as well as provide documentation of regular progress on the Quarterly Reports. College courses constitute half a credit for one semester of work and one full credit for two semesters of work in the same discipline of study. *All community college courses should be pre-approved by the LCA-HSP Coordinator prior to registration to ensure that the courses will be counted for proper credit.*
3. The students must document 120 hours of work in an elective subject (music, art, carpentry, physical education, etc.) The majority of the documented hours should include instruction. A daily log should be recorded and reviewed by the LCA-HSP Coordinator quarterly. Please include other relevant information when documenting this method of study – resources used, assignments completed, special projects completed, etc. The number of hours required for one-half credit must be sixty hours or more.

### **Minimum Credits**

All LCA-HSP Diploma Program students must take at least four academic courses during each of their high school years.

### **Maximum Credits**

No more than eight credits can be earned during the school year. This assessment does not include summer course work.

### **Early High School Credits:**

Requests for high school credits earned prior to 9<sup>th</sup> grade are approved on a case-by-case basis. Documentation of tests, quizzes, papers, projects, etc. must be made available to the LCA-HSP Coordinator. Science classes requested for approval must have a lab concept associated with the courses completed. Only core academic courses of high school level will be considered (English, Math, Science, History, or Foreign Language).

### **Grading**

Parents determine how grades are earned for their students. The method of evaluation of course work must be described on each Course Description Form. **Although homework and daily assignments may be taken into consideration when determining a quarterly grade for high school students, in no case should homework be weighted more than 50% of the grade. Additionally, high school students striving to earn an Academic or Honors Diploma are required to take semester and final exams.** A typical final grade is usually calculated by the following method: 20% first quarter, 20% second quarter, 10% mid-semester exam, 20% third quarter, 20% fourth quarter, and 10% final exam. **It is required that legitimate, objective grades that can be validated by the coordinator will be issued. LCA-HSP Diploma Program will not endorse a transcript that deviates significantly when comparing assigned grades with actual standardized test scores.** All grades on the quarterly reports must follow the LCA-HSP Diploma Program grading scale.

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

\*Honors classes should add two points to the final grade.

### **Required Forms and Deadlines**

A copy of all required forms is found in the Appendix. Some of them need to be duplicated.

#### **Course Description Form: Due July 15th**

Course Description Forms for each subject must be submitted by July 15th. This deadline is important as it gives reviewers an opportunity to inform parents of any changes that need to be made to the curriculum prior to the start of the new school year. Copies of the Course Description Forms should be filed in the portfolio with the respective subject.

#### **Quarterly Report Form: Due dates will correspond with LCA quarter dates**

Certain elements must be included in each quarterly report. They are as follows: the subject, the material covered during the quarter and the grade assigned. The parent must sign and date the report acknowledging that the information contained therein is true and accurate to the best of their knowledge. Specific objective details must be listed on the quarterly report for a summary of progress (i.e. page numbers, chapters, units, concepts). Grades given by an outside teacher should also be recorded on this form. These specific details are used in reviewing portfolios. A summary of the all the material covered in the quarter should fit on one Quarterly Report Form. This report must be received by the LCA-HSP Coordinator at the end of each quarter. Copies of the quarterly reports should be included at the front of the portfolio.

We acknowledge that parents/guardians have the right to determine their family's school calendar. We also realize that circumstances arise which can cause your home school calendar to change. Therefore, if your family's school calendar differs drastically from the LCA-HSP Diploma Program's calendar, and you find you will not be able to meet the quarterly deadlines, please submit your request for an extension in writing/email to the LCA-HSP Coordinator **before** the end of the quarter. **An adjusted calendar must accompany this request.**

#### **LCA Class/Athletics Add/Drop Form:**

Students planning to take classes at LCA should file this form no later than July 15th. Full-time day students are given first opportunity for all classes. LCA-HSP students will be admitted to classes in the order in which the forms are received until the class is closed.

Students withdrawing from an LCA class will be charged a withdrawal fees as per contract.

#### **Home School Classes Add/Drop Form: Due no later than the end of the first quarter**

This form is filed for added/dropped home-school classes. All credit courses must be finalized by the end of the first quarter. After the approval of the curriculum, any changes to the curriculum must be submitted immediately in writing.

#### **Grade Report Form: Due with last quarterly report**

A completed Grade Report for all students must be completed at the same time as the last quarterly report. A percentage grade for each subject must be included for all senior high students.

#### **Transcript Request Form: Allow two weeks to complete**

When transcripts are needed please complete a Transcript Request Form and return it to the LCA-HSP Coordinator.

### **Portfolios**

Parents are required to maintain a portfolio of each child's work for review by the LCA-HSP Coordinator. We request that all students maintain this portfolio in a three ring binder with dividers for each subject; however, any other organized method may be used. Copies of the Course Description Forms should be filed with the respective subject. Copies of the Quarterly Reports should also be included at the front of the portfolio. **All papers need to be graded and dated. All tests must be labeled as closed book or open book.** Portfolios **MUST** include tests, quizzes, compositions, daily work (not all daily work but enough to give an adequate representation of the work completed), logs, and reading lists. Portfolios may include pictures, creative materials, and any other instructional materials deemed necessary to demonstrate academic growth.

### **Portfolio Evaluations**

#### **Frequency and Location**

Two portfolio evaluations, one per semester, will be conducted for all LCA-HSP Diploma Program students. These reviews may be held at the home, at the LCA-HSP Coordinator's office, or at a mutually agreeable location. **Seniors must complete all course work and schedule their final portfolio review at least two weeks prior to graduation if they are participating in the graduation ceremonies. All credit course work and portfolio reviews for underclassmen must be completed by June 30. Course work completed after June 30 will be shown on the transcript in the year after the course was completed.**

### **Evaluation Meeting**

The evaluation meeting will consist of comparing Course Description Forms and Quarterly Reports with documentation recorded in the student's portfolio. The LCA-HSP Coordinator will provide assistance, encouragement, and suggestions for improvement in the home schooling endeavor, if needed. **Complete documentation of course work is mandatory before credits can be awarded.**

### **Academic Probation**

If the LCA-HSP Coordinator determines upon review of the home school program and portfolio that instruction is not regular and thorough, a Notification of Deficiency Form will be issued and the student will be placed on Academic Probation. Upon receipt of this notification, parents will have 30 days to provide evidence that the deficiency is being corrected. **During this thirty days period of Academic Probation, students will meet with the LCA-HSP Coordinator on a weekly basis to verify the progress being made in the deficient subject area.** If the deficiency is not corrected within 30 days, a De-enrollment Form will be issued, the student will be removed from LCA-HSP, and no monies will be refunded.

### **Sports Participation at LCA**

For students to participate in interscholastic sports at LCA they must adhere to the rules established by the Delaney Athletic Conference:

1. Successfully complete five classes from the previous school year.
2. The participant cannot be 19 years old on or before August 1 during the current school year.

**Please use the Class/Athletics Add/Drop form to sign up for an LCA Sport.**

- **\$75 Athletic Fee - per Sport**

Because of uniform expenses, athletic fees are non-refundable when students withdraw from a team.

Interscholastic Athletics for 6-12 grade students include:

	<b><u>Fall</u></b>	<b><u>Winter</u></b>	<b><u>Spring</u></b>
<b>Boys</b>	Soccer	Basketball	Varsity Baseball Middle School Flag Football
<b>Girls</b>	Volleyball	Basketball Cheerleading	Soccer

### **Requirements for Graduation**

#### **Diploma Options**

LCA-HSP Diploma Program students must meet the appropriate diploma requirements as outlined in the Policy and Guidelines Handbook. Please be aware that diploma requirements are LCA-HSP Diploma Program's requirements. Students should consult future prospective colleges for their recommendations for incoming freshmen in regards to specific majors. **A General Diploma will be issued to any LCA-HSP Diploma Program student (regardless of the courses outlined in their portfolio) who achieves minimal competency on achievement testing.**

### **Community Service**

Each high school student must complete a minimum of 20 community service hours, as a component of the Bible curriculum, each school year. A Community Service Form (see Appendix) must be completed at the end of each school year and submitted to the LCA-HSP Coordinator.

### **Completion of Course Work**

All course work must be completed and evaluated, community service hours documented, and the fourth Quarterly Report and the LCA-HSP Diploma Program Grade Report must be received by the LCA-HSP Coordinator two weeks prior to graduation if a senior is participating in the graduation ceremonies. All credit course work and portfolio evaluations for seniors not participating in the graduation ceremony must be completed by June 30th. Additionally all financial obligations must be met in order to receive a diploma.

### **Testing**

Achievement tests are used as aids for both the parents/guardians and the LCA-HSP Coordinator and to determine academic progress of their students. They are administered each year for LCA-HSP and LCA-HSP Diploma Program students, and are required to be taken by both LCA-HSP and LCA-HSP Diploma Program students. **High school students achieving minimal competency on achievement tests will be issued a GENERAL DIPLOMA despite the listing of courses found in the student's portfolio.**

### **Acceptable School Conduct**

While on campus, All LCA-HSP students are expected to comply with all LCA rules of conduct and dress code policies as outlined in the LCA Student-Parent Manual. Dress codes also apply to students in attendance for school sponsored field trips, PE, and athletics.