

Legacy Christian Academy



Student – Parent Manual 2017 – 2018

Revised 08/03/2017



Table of Contents

| | |
|---|----|
| WELCOME TO LEGACY CHRISTIAN ACADEMY..... | 6 |
| PHILOSOPHY OF EDUCATION / MISSION STATEMENT | 7 |
| EDUCATIONAL ROLES OF PARENTS & STUDENTS | 8 |
| Responsibilities of Parent(s)/Guardian(s): | 8 |
| Responsibilities of Student(s): | 8 |
| Parental Role-..... | 8 |
| Teacher’s Role..... | 9 |
| NON-DISCRIMINATION STATEMENT..... | 9 |
| STATEMENT..... | 10 |
| ACCREDITATION | 10 |
| DISCLAIMERS..... | 10 |
| ACADEMICS..... | 10 |
| CURRICULUM | 10 |
| TEXTBOOKS / SUPPLEMENTAL MATERIALS | 10 |
| TECHNOLOGY – ACCEPTABLE USE | 11 |
| PARENT – TEACHER COMMUNICATION..... | 13 |
| GRADING / REPORT CARDS..... | 13 |
| Diploma Options | 13 |
| Course Requirements..... | 14 |
| Graduation Requirements | 15 |
| ADMINISTRATIVE PROCEDURES..... | 15 |
| ADMISSIONS..... | 15 |
| REGISTRATION PROCEDURE | 16 |
| INTERNATIONAL STUDENTS..... | 16 |
| TRANSFERRING TO LCA..... | 16 |
| PROBATIONARY ENROLLMENT | 16 |
| CHANGE OF ADDRESS OR PHONE NUMBER | 17 |
| ATTENDANCE | 17 |
| Absence / Tardiness / Leaving School..... | 17 |
| Tardiness-..... | 18 |
| Leave of Absence- | 18 |
| Medical Excuses- | 18 |

| | |
|--|----|
| Release of Student- | 19 |
| ARRIVAL AND DISMISSAL PROCEDURES | 19 |
| Arrival Procedures- | 19 |
| Dismissal Procedures- | 19 |
| Reminders- | 20 |
| PARKING LOT MAP | 20 |
| GENERAL SCHOOL POLICIES | 20 |
| ADMINISTRATIVE | 20 |
| Student Custody and Guardianship- | 20 |
| Access to Records- | 20 |
| Transfer of Records-..... | 21 |
| School Visitors-..... | 21 |
| Volunteer Opportunities-..... | 21 |
| SCHOOL COMMUNICATIONS | 21 |
| Telephone Use / Messages for Students and Faculty | 22 |
| Inclement Weather / School Closings-..... | 22 |
| Field Trips | 22 |
| PARENT-TEACHER ORGANIZATIONS (Family & Friends of Saints FFOS) | 23 |
| FUNDRAISING..... | 23 |
| FINANCES | 23 |
| TUITION POLICIES..... | 23 |
| TUITION PAYMENT OPTIONS | 24 |
| REGISTRATION | 24 |
| LATE REGISTRATION..... | 24 |
| LATE PAYMENTS..... | 24 |
| TUITION AND FEES SCHEDULE 2017-2018..... | 24 |
| Tuition Rates | 25 |
| CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES | 25 |
| PARTICIPATION | 25 |
| TRANSPORTATION OF STUDENTS | 26 |
| SUPERVISION OF STUDENTS | 26 |
| ATHLETIC POLICY & PROCEDURES | 26 |
| Philosophy of Sportsmanship- | 26 |

| | |
|--|----|
| Sports Programs Offered | 26 |
| Parents’/Guardians’ Responsibilities- | 27 |
| STUDENT RESPONSIBILITIES & BEHAVIOR | 27 |
| CODE OF CONDUCT..... | 27 |
| DISCIPLINE..... | 28 |
| Disciplinary Measures | 29 |
| SEXUAL HARASSMENT | 29 |
| BULLYING | 29 |
| STUDENT REGULATIONS AND PROCEDURES | 30 |
| Students and Student Property- | 30 |
| Care of School Property-..... | 30 |
| Dress Code Policy-..... | 30 |
| Rationale - | 30 |
| General Information | 31 |
| Elementary School Dress Code Policy..... | 32 |
| Optional Clothing available from Flynn & O’Hara..... | 32 |
| Dress Down Days..... | 33 |
| Game Days | 33 |
| High / Middle School Dress Code Policy (Grades 6-12) | 33 |
| Optional Clothing available from Flynn & O’Hara..... | 34 |
| Dress Down Days..... | 34 |
| Game Days | 34 |
| Hygiene | 35 |
| Makeup/Jewelry | 35 |
| LUNCHROOM REGULATIONS | 35 |
| HEALTH, SAFETY & WELFARE | 36 |
| Prevention of Child Abuse | 36 |
| Accidents and First Aid..... | 36 |
| Illness | 37 |
| MEDICATION ADMINISTRATION OVERVIEW | 37 |
| Religious Exemption..... | 38 |
| FIRE / EMERGENCY DRILLS..... | 38 |
| STUDENTS WITH SPECIAL NEEDS | 38 |

EXTENDED CARE PROGRAM..... 38
Extended Care Charges 38
PAYMENT 39



WELCOME TO LEGACY CHRISTIAN ACADEMY

Dear Families,

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

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

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

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

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

Sincerely,

The Faculty, Staff, and Administration of Legacy Christian Academy

PHILOSOPHY OF EDUCATION / MISSION STATEMENT

Education-

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

Service-

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

Character-

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

Faith-

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

Vision-

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

Mission-

With the Bible as the foundation of our faith and all learning, LCA shall honor and serve God by providing a Christ-centered educational environment that is an extension of the Christian home that is accessible to a broad cross-section of the Christian community, that meets the needs of students with varying scholastic aptitudes through a balanced emphasis on

academic excellence and continual spiritual growth and service, and in doing so is widely recognized and respected.

What We Believe-

Man is created in God's Image (Genesis 1:27)

Need of Salvation (Ephesians 2:10)

Christ's return to establish His Kingdom.

Renewal of Man's mind (Romans 12:2)

EDUCATIONAL ROLES OF PARENTS & STUDENTS

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

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

Responsibilities of Student(s):

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

Parental Role-

Parents/Guardians are expected to support the school's mission and commitment to Christian

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

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

Parents/Guardians are encouraged to participate in programs, which are developed for the education of their student(s). The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, and actively involved in the Parent-Teacher Organization. (PTO)

Teacher's Role-

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

NON-DISCRIMINATION STATEMENT

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

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

STATEMENT

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

ACCREDITATION

Legacy Christian Academy is accredited through American Christian Teachers & Schools (ACTS).

DISCLAIMERS

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

ACADEMICS

CURRICULUM

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

TEXTBOOKS / SUPPLEMENTAL MATERIALS

The care of all textbooks and supplemental materials are the responsibility of the student.

Replacement of lost or damaged books and materials will be at the expense of the student/family.

| Text Books Fees per Student: | | | |
|-------------------------------------|---------------------|-------------------------|--------------------------|
| K3 & K4 | Kindergarten | Grades 1st - 5th | Grades 6th - 12th |
| \$ 225.00 | \$ 225.00 | \$ 250.00 | \$ 300.00 |

TECHNOLOGY – ACCEPTABLE USE

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

Using school facilities for internet access is a privilege, not a right. Inappropriate use which includes, but not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in the cancellation, denial, suspension and/or revocation of those privileges and also subject the user to other disciplinary actions. Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for internet are:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal personal information of others without authorization.
3. Users are reminded that email is not be accessed at school by students.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or internet exist.
5. Any attempt to log onto the internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by school administration or system administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to school computers, networks and/or systems.
6. LCA makes no warranty of any kind, whether expressed or implied, for internet service. This includes the loss of data resulting from delays or service interruptions caused by its

own negligence or user errors or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7. Examples of Unacceptable Uses – Users are not permitted to:
 - a. Use of technology in cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrasses, or annoy any individual.
 - b. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - c. Create any site or post any photograph, image, video, or likeness of any student or employee without the expressed permission of the individual, individual's parent/guardian, and the school administrator.
 - d. Attempt to circumvent system security.
 - e. Violate license agreements, copy disks, CD-ROMs or other protected media.
8. Users must immediately report damage or change to the school's hardware and/or software.
9. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
10. Violation of the above policy will be dealt with by school administration. Violation of this policy may result in any or all of the following:
 - a. Loss of use of the school network, computers, and software including internet access.
 - b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

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

PARENT – TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-Teacher conferences are recommended certain times of year, but can also be scheduled throughout the school year if necessary. Parents/Guardians should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by school administration.

GRADING / REPORT CARDS

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

Academic Grading Scale

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

Diploma Options

Students graduating from Legacy Christian Academy will be awarded a diploma depending on the courses successfully completed. Mandatory credits required are:

| <i>General Diploma:</i> | <i>Academic Diploma:</i> | <i>Honors Diploma:</i> |
|--------------------------------|-----------------------------------|---|
| 27 total credits | College Bound 27 total credits | College Bound 27 total credits & 3.2 GPA |
| 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 | 4 - Math |
| 1 - Physical Education | 4 - Science | 4 - Science |
| 10 - Electives | 2 - Foreign Language | 2 - Foreign Language |
| | 1 - Physical Education | 1 - Physical Education |
| | 5 - Electives | 5 - Electives |

Vocational Diploma: 22 credits

The courses attained will be individually prescribed to each student's specific needs. 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 Legacy Christian Academy. Four credits are required for graduation. **Bible credits are granted for Bible instruction. Personal devotions, youth meetings, church services (although vital to spiritual growth) do not constitute Bible instruction.** Each high school student must complete a minimum of 20 **community service hours**, as a component of the Bible curriculum, each school year.

Math Courses

Most colleges recommend Algebra-I, Algebra-II, and Geometry as core high school math courses. If the student is interested in attending a four-year college, one or more additional math courses higher than Algebra-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.

Social Studies

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

Foreign Language

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

Elective Courses

Every elective course should involve some instructional aspect. Most colleges ask for a list of extracurricular activities; these extracurricular activities should not be found on a transcript as an

elective credit. Strive to have a balance of extracurricular activities and elective courses.

Physical Education

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

Health is a half credit toward the Physical Education requirements.

Graduation Requirements

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

- Graduation credit requirements will be reviewed and announced at a later date.

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

ADMINISTRATIVE PROCEDURES

ADMISSIONS

Age for Admission to Kindergarten

Children who will have reached the age of five years by **October 31st** may be admitted to our Kindergarten Program.

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

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

Requirement for School Admission: Pre-Kindergarten – Grade 12

1. Submit **Application** with Fee \$100 per Student (NEW Students Only)

2. Schedule an **Interview** with the Admissions Office / Admissions@LegacyChristian-Academy.com *Please bring current report card & previous academic years' report cards as applicable, & current standardized test scores & previous years standardized test scores, as applicable.
3. Return **Registration Form** with Fee \$50 per Student (\$100 per Student after April 1st)
4. Return **Family Information Form**
5. Return **Tuition/Fees & Tuition Worksheet**
6. Sign & Return **Enrollment Contract**
7. Sign & Return **Transcript Release Form** (1st – 12th Graders)
8. Create a **FACTS Tuition Management Account** / visit the LCA website for FACTS link
9. Bring **Original Birth Certificate** (LCA will make a copy to keep on file & return original)
10. Proof of custody as applicable
11. Sign & Return **Medical Authorization/Release Form** (Signatures required on both pages)
12. Sign & Return **Network & Internet Permission Slip** (6th – 12th Graders)
13. Return **Notarized Religious Exemption Certificate** if applicable

REGISTRATION PROCEDURE

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

INTERNATIONAL STUDENTS

LCA is currently working to gain the authorization under Federal law to enroll nonimmigrant students.

TRANSFERRING TO LCA

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

PROBATIONARY ENROLLMENT

All students will be on probation for their first nine (9) weeks of school. In an effort to foster continued growth, the school embraces the challenge to educate students with special needs according to the

resources available within/to the school. Probationary enrollment may also be used for students coming from other countries and from other educational programs inside the United States. This is put into place when LCA may have limited information about a student's previous educational experiences, their abilities, or have a concern about behavioral or emotional issues. Scheduled conferences and a parental/guardian agreement will be necessary for these students.

CHANGE OF ADDRESS OR PHONE NUMBER

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

ATTENDANCE

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

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

- Students that miss ten or more days of school during the year, whether excused or unexcused, and have not satisfactorily completed the required work, may be considered for retention. Documentation of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.
- Students with 28 days of absences will be permanently dismissed from the school. However, administration will review evidence presented of mitigating medical circumstances and make a determination on whether an exception will be approved.

Absence / Tardiness / Leaving School

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

1. Call or email the school office the morning of the student's absence, explaining the reason.
2. A written excuse explaining the reason for absence may be presented upon the student's return, if a call or email was not made on the day of absence. Written excuse must be signed by the parent/guardian.

3. Persistent absences may cause serious academic problems (including, but not limited to course failure) and could result in the dismissal of the student. The administration and/or teacher will review the matter with the parent(s)/guardian(s) before a final decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
4. Except in cases of emergency as determined by the school administrator, a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from a school administrator.

Tardiness-

- The tardy student will normally be subject to appropriate disciplinary action by a school administrator or teacher.
- A student who is tardy should report to the school office to receive a Tardy Slip.
- A student who arrives late with an excused reason (i.e. doctor note or dentist note) is still considered tardy.
- The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness will be brought to the attention of school administration so that the parents/guardians may be contacted.

Leave of Absence-

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

Medical Excuses-

Medical appointments should be scheduled outside of school hours. When this is not possible, students are expected to present a written note to the teacher the day before the appointment. Students are to be picked up in the school office at the required time and signed out by their parent/guardian or designated adult. Students are responsible for making up missed work due to outside appointments. Students who do not feel well in the morning should not come to school until they feel better. Students with temperatures of 99 degrees or higher are to be kept home until their temperature has been normal for 24 hours without medication. Sending a sick student to school hampers learning and spreads illness. If a student becomes ill or is injured at school to the extent they can no longer fully participate in school activities, parents/guardians or emergency contacts will be asked to pick the student up from school as

soon as possible. In extreme or life-threatening situations, students will be taken directly to the hospital by ambulance and parents/guardians will be contacted immediately.

Release of Student-

Students may not leave school grounds for any reason during the day without permission from their parent/guardian. If it is necessary to leave during the school day, the student must report to the school office and be signed out by the adult picking up the student. If the student is returning to school on the same day, the student must be signed back in at the school office. If parents/guardians are going out of town and leaving another responsible adult in charge of their student, the school office must be notified in writing. The written notification should include the name, address, and phone numbers, along with any other necessary information regarding the temporary guardian and contact information for the parents/guardians while they are out of town.

ARRIVAL AND DISMISSAL PROCEDURES

LCA has established the following procedures to ensure maximum safety and efficiency.

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

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

Arrival Procedures-

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

Dismissal Procedures-

Please use the **SOUTH Entrance** to enter the pick-up lines. Teachers/Staff will be “on duty” beginning at **3:15 pm. until 3:30 p.m.** each afternoon. **Parents/Guardians should display the LAST NAME of their STUDENT on their passenger side sun visor.** LCA will provide these name signs, if you lose this sign, you are responsible to replace it. This will efficiently assist us to have your student(s) ready for pick-up. If students are **not** picked-up by 3:30 p.m. they will be escorted to **After Care** which is available until 6:00 p.m. The cost is \$5 per hour for the first student and \$2.50 per hour for the second + students.

Reminders-

Please send in a note or call the school office when a student is riding home with someone other than an assigned carpool or bus route. We will not allow a student to go with someone unless we have been appropriately advised. Parents/Guardians are asked to follow these parking guidelines to help with safety and prevent accidents.

PARKING LOT MAP

(See Appendix A)

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

Student Custody and Guardianship-

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

School communication with the appropriate guardian is essential. Accordingly:

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

Access to Records-

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their student during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records. If the education records of a student contain information on more than one student, the parents/guardians are limited to the specific information about their student only. Student records shall be open to authorized school personnel only. The school administration may elect to charge for the cost of photocopies of a student's educational records to parents/guardians. This documentation will be stamped "unofficial".

Transfer of Records-

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

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

School Visitors-

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

Volunteer Opportunities-

Please let us know some of the areas that you would be interested in helping LCA.

Page 2 of the Family Information Form provides this list for parents/guardians to express their interests / talents.

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

SCHOOL COMMUNICATIONS

LCA will send regular communications/reminders using email and Facebook to make parents/guardians aware of activities and events throughout the school year. An up-to date calendar will be posted on the LCA website during the school year. www.LegacyChristian-

[Academy.com](https://www.academy.com) Certain information will physically be sent home with students in their backpacks, but often Middle and High School students neglect to deliver these items. Parents/Guardians will be made aware of such times via email, and the School Office will keep extra copies of this information for your convenience.

Telephone Use / Messages for Students and Faculty

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

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

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

If a student brings a cell phone or other electronic media device to school it should be turned off and remain in his/her locker or book bag during the school day. It is not to be kept in a student's desk or on his person. It is not to be used until after school hours. Equipment will be confiscated by the adult in charge and may be picked up in the school office and signed out after school.

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

Inclement Weather / School Closings-

- LCA makes its own decisions regarding delayed openings, early dismissals, and school closures. Announcements for closings, etc., will be posted on the LCA website, LCA Facebook page, and Text ALERT messages.

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

Field Trips

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student will receive a permission slip from their teacher. It must be signed by their parent/guardian, and then returned to their teacher, prior to the student participating in the activity. *Those students who fail to turn in all required materials by the set date will not be allowed to go on the field trip. Students who are absent or do not attend the field trip for any reason will not receive a refund.*

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

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

FUNDRAISING

Please submit all ideas and suggestions for fundraising programs to the Fundraising Committee. All fundraising programs must be approved by school administration.

FINANCES

TUITION POLICIES

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

processing fee.

TUITION PAYMENT OPTIONS

Monthly Payment Plans **MUST** be paid using a FACTS Tuition Management Plan. Options are listed below:

| | | |
|-------------------------------------|-----------------------------|--|
| Plan A – Payment in Full | (Pay directly to LCA) | (5% Discount off Tuition if Paid by July 1 st) |
| Plan B – Payment by Semester | (Pay directly to LCA) | (Payments in August & January) |
| Plan C – 10 Monthly Payments | (\$45 Annual Cost to FACTS) | (September through June) |
| Plan D – 12 Monthly Payments | (\$45 Annual Cost to FACTS) | (September through August) |

REGISTRATION

Families that **Register on or before April 1st will pay \$50 per student** and are expected to fulfill their tuition obligations according to the tuition policy and payment options stated above. (Families that pay their tuition IN FULL on or before July 1st will receive a 5% discount.)

LATE REGISTRATION

Families **Registering after April 1st will pay \$100 per student** and are expected to fulfill their tuition obligations according to the tuition policy and payment options stated above.

LATE PAYMENTS

If a check is returned to LCA for Non-Sufficient Funds (NSF), the individual will receive a **NSF Charge of \$50**. In the event two checks are returned for NSF, the family will need to pay all future transactions with CASH or Cashier Check. If **FACTS** is not able to process your tuition payment due to Non-Sufficient Funds (NSF), a **\$30 Late Fee** will be applied to your FACTS account. FACTS will deduct this charge from your account 5 days after the failed attempt. FACTS will reattempt to process the tuition payment 15 days after the initial attempt.

TUITION AND FEES SCHEDULE 2017-2018

| | |
|---|--------------------------|
| Application Fee for New Students ONLY | \$100 per Person |
| Registration Fee (On or Before April 1st) | \$ 50 per Person |
| Late Registration (After April 1st) | \$ 100 per Person |

- The Application Fee is due prior to the Student's Interview
- The Registration Fee is due with Enrollment or Re-Enrollment Paperwork

- All Fees are non-refundable

Tuition Rates

| Tuition Rates | | | | |
|---------------|-----------|-------------|------------------|-------------------|
| | Discounts | K3, K4 & K5 | Grades 1st - 5th | Grades 6th - 12th |
| 1st Student | | \$ 5,000 | \$ 5,500 | \$ 6,000 |
| 2nd Student | 5% | \$ 4,750 | \$ 5,225 | \$ 5,700 |
| 3rd Student | 10% | \$ 4,500 | \$ 4,950 | \$ 5,400 |

| Text Books Fees per Student: | | | |
|------------------------------|--------------|------------------|-------------------|
| K3 & K4 | Kindergarten | Grades 1st - 5th | Grades 6th - 12th |
| \$ 225.00 | \$ 225.00 | \$ 250.00 | \$ 300.00 |

| Bus Route Fee: | | | |
|-------------------------|-----------|------------|--------------|
| | 1 student | 2 Students | 3 Students + |
| Front Royal / Strasburg | \$600/yr. | \$800/yr. | \$1,000/yr. |

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements (2.0 GPA with NO Failing Grades) and adhere to the code of conduct will be given the privilege of participating in these activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a Sports Health Form and fee is required. When a student is requesting a waiver from participating in Physical Education classes, a parent/guardian is required to submit a written statement from their student's physician that states any activity restrictions. The statement is expected to include a specific time frame for these restrictions.

TRANSPORTATION OF STUDENTS

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

SUPERVISION OF STUDENTS

All students through the age of 12, who are not picked up at the end of the school day or immediately after the conclusion of a school-sponsored activity will be sent directly to After Care. If the activity does not take place on school property, or is on school property, but ends after 6:00 p.m., parents/guardians are to pre-arrange immediate pick-up. The school is not responsible for supervising students after an activity ends off site, or concludes on campus after 6:00 p.m.

ATHLETIC POLICY & PROCEDURES

Philosophy of Sportsmanship-

All athletic programs will be run with cooperation among faculty, administration, parents/guardians, and athletes. Students will demonstrate respect in all aspects of the sports program and in physical education class. Athletes and parents/guardians are expected to adhere to school policies at all times. Cooperation is expected. The group goal is good sportsmanship.

Sports Programs Offered

\$75 per Sport (for full-time LCA students)

Fall Sports:

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

Winter Sports:

| | |
|--------------------------|------------------|
| Girls Varsity Basketball | 9th – 12th Grade |
| Girls JV Basketball | 9th – 10th Grade |

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

Spring Sports:

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

Parents’/Guardians’ Responsibilities-

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

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

STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

These basic components include:

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

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

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

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

DISCIPLINE

Because it is impossible to foresee all problems which arise, this manual empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of the school, even though not specified. In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting. In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the school administrator of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but

there is no requirement for progressive discipline.

Disciplinary Measures

The following are some approved disciplinary measures:

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

SEXUAL HARASSMENT

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

BULLYING

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

School personnel will not tolerate any bullying on school grounds or at any school-sponsored activity. In addition, LCA expects any student or parent/guardian who becomes aware of an act of bullying report it immediately to school administration.

Consequences for students who bully others may include:

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

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

STUDENT REGULATIONS AND PROCEDURES

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

Students and Student Property-

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

Care of School Property-

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

Dress Code Policy-

Rationale -

1 Peter 3:3-4 – “Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self and unfading beauty of a gentle and quiet spirit which is of great worth in God's sight.”

Dress code is in effect for all school activities and functions on school days from 7:00 a.m. to 4:30 p.m. The administration reserves the right to decide if the student's dress and appearance are proper and to prohibit objectionable styles and jewelry. If a student does not follow the dress code, his or her parents or guardians will be called, the student must change, and all classes missed will be counted as unexcused absences. The student will also receive a warning for dress code violation. After three violations a student will be required to purchase their clothing through the uniform store.

General Information (applies to both boys and girls)

- Unless otherwise directed while attending school sponsored events (field trip, school programs, sports celebrations and banquets) students must wear LCA apparel.
- While attending a school-sponsored event after school hours (athletic events overnight trips, etc.) either as a participant or a spectator, students are allowed to wear clothing other than the school dress code unless otherwise directed. However, students are still expected to maintain the same standards.
- Any SOLID color, LCA embroidered POLO SHIRT (except neon colors) will be accepted.
- Tops MUST have the LCA logo embroidered on them.
- POLO SHIRTS and OPTIONAL LCA Approved TOPS and SWEATERS can be purchased through Flynn & O'Hara Uniform Company.
- POLO SHIRTS and ASSORTED SPIRIT WEAR (including outerwear) may be purchased through the Boosters at Legacy Christian Academy.
- Pants that are worn to school that do not conform to the school's dress code will result in a warning. After the initial warning disciplinary action will be taken and students may be required to purchase their pants through Flynn & O'Hara Uniform Company.
- All students 3rd grade and above are not required to tuck in polo shirts; however, all other shirts must be tucked in and pants and shorts must be worn with a brown or black belt.
- LCA's logo is not to be covered during school hours unless the student is wearing school-approved outerwear, including spirit outerwear purchased through the Boosters. Embroidered sweaters, cardigans and fleeces may be purchased from Flynn & O'Hara (www.flynnohara.com). Solid color cardigans may be worn over the polo shirts.
- Walking shorts are permitted for all students. Cargo shorts are permitted for boys 6th grade through 12th grade, khaki, black, gray or navy.
- Sunglasses, hats, caps and the like are not to be worn during the school day. They must be placed in the assigned lockers or classroom cubbies upon arrival to school and not removed until after the school day has finished. If hooded spirit wear is worn, hoods must be kept off the head during the school day.

Elementary School Dress Code Policy

Elementary students in K5 – 5th grades are expected to wear the approved school logo shirts for all normal daily activities. Bottom button of Polo shirt must be buttoned at all times. Approved bottoms are available at any uniform vendor (Flynn & O’Hara, Land’s End, Old Navy, Sears, JC Penny’s, Children’s Place, French Toast Connection, Sears). Slacks, walking shorts, skorts, capris and knee length (top of knee) or longer skirts/kilts must be of uniform fabric and style. Bottoms may be worn in Khaki, Dark Navy, Gray and Black. (Unacceptable substitutes: cargo pants, jeans, low-riders, baggy or skinny). School jumpers and kilts are available from Flynn & O’Hara and are available in LCA’s plaid pattern, Khaki and Navy. Hem length for skirts/kilts, skorts, and jumpers must touch the knee when standing even when leggings or tights are worn, please note leggings may only be worn under skirts/kilts, skorts or jumpers. Girls are encouraged to wear shorts under skirts, kilts and jumpers. Students may choose what shoes they’d like to wear as long as they do not cause a distraction in the classroom (nothing that flashes, etc.). All shoes must be closed-toed (except sandals with a back strap for girls); tennis shoes are permitted. Socks must be visible above the ankles/shoes for all students. “Flip-flops” or shoes without a back strap are not acceptable for boys or girls.

Optional Clothing available from Flynn & O’Hara

Please note ALL tops (sweaters, button down shirts, polo’s, vest, etc...) must have the LCA logo.

V-neck Sweater with Contrasting Trim:

- Navy & White Trim
- Maroon & White Trim

V-neck Sweater:

- Navy
- Wine

V-neck Sweater Vest

- Navy
- Wine
- Navy & White Trim
- Maroon & White Trim

Button-Down Shirt (Peter Pan collar for Elementary Girls Jumper

recommended. Peter Pan collar shirts do not need to be embroidered if

- White
- Blue
- White and Blue Stripe

Polar Fleece Full Zip or Pull Over ¼ Zip

- Navy
- Maroon

Long Pleated Kilt

- LCA Plaid Pattern
- Khaki
- Dark Navy

Hair Accessories – Any item (Headbands, Pony Streamers, Scrunches, Bows etc.)

- LCA Plaid Pattern
- Solid Khaki
- Solid Navy
- Solid Maroon

Dress Down Days

On Dress down days students are encouraged to dress in LCA Spirit Wear, which may include LCA's athletic jackets, sweatshirts, and any LCA team/group apparel. For special activity days and Spirit Week, students shall dress according to the dress standard prescribed for that day. Students are not permitted to wear halter style tops or sheer or see-through blouses without a full tank top under top. Sleeveless tops are permitted provided the top is three fingers wide on the top of the shoulder. Sweat pants, athletic shorts and/or yoga pants are not permitted.

Game Days

With the Administration's permission, students participating in an athletic sport may wear their jersey with short or long sleeve plain t-shirt under the sleeveless jerseys. No exceptions.

High / Middle School Dress Code Policy (Grades 6-12)

The following guidelines for male and female students have been prepared in a desire to promote Christian modesty and personal grooming that is conducive to the learning environment. Students are expected to wear approved school dress code clothing for all normal daily activities. Bottom button of Polo shirt must be buttoned at all times. Approved dress code bottoms are available at any uniform vendor (Flynn & O'Hara, Land's End, Old Navy, Sears, JC Penny's, French Toast Connection, Sears). **Slacks, walking shorts, skorts, capris and knee length (top of knee) or longer skirts/kilts must be of a uniform fabric and style.** Boys are permitted to wear Cargo shorts. Dress Code bottoms may be worn in Khaki, Gray, Dark Navy and Black. (Unacceptable substitutes: jeans, low riders, baggy or skinny). Jumpers and kilts are only available from Flynn & O'Hara in LCA's plaid pattern, Khaki and Navy. Girls are encouraged to wear shorts under skirts and kilts. Please note leggings may only be worn under skirts/kilts, skorts or jumpers. All shoes must be closed-toed (except sandals with a back strap for girls); tennis shoes are permitted. Socks must be visible above the ankles/shoes for all students. "Flip-flops" or shoes without a back strap are not acceptable for boys or girls.

Optional Clothing available from Flynn & O'Hara

Please note ALL tops (sweaters, button down shirts, polo's, vest, etc...) must have the LCA logo.

V-neck Sweater with Contrasting Trim:

- Navy & White Trim - Maroon & White Trim

V-neck Cardigan Sweater:

- Navy - Wine

V-neck Sweater Vest

- Navy - Wine - Navy with Maroon & White Trim

(Vintage) Letterman's Sweater

- Navy - Maroon

Neck tie for males / Neck tie or Neck Tab for Ladies

- LCA Plaid Pattern - Navy - Maroon

Button-Down Shirt

- White - Blue

Polar Fleece Full Zip or Pull Over ¼ Zip

- Navy - Maroon

Varsity Jacket

Blazer

- Navy - Maroon

Long Pleated Kilt

- LCA Plaid Pattern - Khaki - Dark Navy

Hair Accessories – Any item (Headbands, Pony Streamers, Scrunches, Bows etc.)

- LCA Plaid Pattern - Solid Khaki - Solid Navy - Solid Maroon

Dress Down Days

On Dress down days students are encouraged to dress in LCA Spirit Wear, which may include LCA's athletic jackets, sweatshirts, and any LCA team/group apparel. For special activity days and Spirit Week, students shall dress according to the dress standard prescribed for that day. Students are not permitted to wear halter style tops or sheer or see-through blouses without a full tank top under top. Sleeveless tops are permitted provided the top is three fingers wide on the top of the shoulder. Sweat pants, athletic shorts and/or yoga pants are not permitted.

Game Days

With the Administration's permission, students participating in an athletic sport may wear their jersey with short or long sleeve plain t-shirt under the sleeveless jerseys. No exceptions.

Hygiene

- Hair must be neatly trimmed and groomed. For boys, conservative, traditional, and neat haircuts are acceptable. Boy's hair length on the sides may not be any longer than half way down the ear, the back of the hair is not permitted to surpass the top of the collar, and the front of the hair is not to be below the top of the eyebrows.
- Only natural hair coloring: no pink, blue, green, unnatural red, etc. No fake hair pieces should be worn to school.
- Good hygiene habits must be practiced daily (deodorant applied, teeth brushed, etc.)
- Clothes are to be wrinkle free, neat, and clean. Items should not be frayed, tattered, or have holes in them.
- Girls are not to wear clothes designed for boys and boys are not to wear clothes designed for girls.

Makeup/Jewelry

- Students should wear as little jewelry as possible for safety reasons.
- Earrings should not be large hoops (no larger than a quarter) or dangle more than one inch from piercing of the ear. There are to be no more than two earring holes in each earlobe.
- No gothic or extreme jewelry fashions.
- Makeup and nail polish are to be natural (no black) colors and are to be worn by girls only.
- No facial piercing, no body piercing and no visible tattoos.
- Boys are permitted to wear minimal jewelry which includes one watch, one bracelet, and one ring per hand. Necklaces for boys are permitted as long as they are hidden beneath shirts, no exceptions. Boys are not permitted to wear earrings.

LUNCHROOM REGULATIONS

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

During lunch students are to:

- Talk quietly

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

HEALTH, SAFETY & WELFARE

Prevention of Child Abuse-

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

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

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

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

Accidents and First Aid-

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

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

Illness-

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

In the event a student becomes ill, the school will contact the parent/guardian by phone. When arriving for the student please report to the school office. If a parent/guardian cannot be reached, the school will call the emergency contact person listed on the student's emergency form. Please keep emergency phone numbers up-to-date. **It is the parent's/guardian's responsibility to arrange for PROMPT PICKUP of a student deemed too sick to remain in school.**

If your student has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the school office. **(Medical Forms with "Action Plans" for Allergies & Asthma, and Authorization for Epi-Pen & Inhaler are available on the LCA website.)**

MEDICATION ADMINISTRATION OVERVIEW

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

1. After the first dose of any medication has been given at home.
2. When the parent/guardian provides and transports the medication to and from school and medication is given to the school office.
3. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication.
4. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's/guardian's responsibility to notify the school of any changes to the original prescription.
5. When the appropriate Medication Authorization Form has been completed, signed and accompanies the medication.
6. For any medication, parents/guardians must document the number of tablets or dosages to be secured for administration by school personnel. If tablets are to be divided, the parent/guardian is responsible for dividing the tablets in order to achieve their student's proper dosage.

No medication will be administered unless the school has received a signed copy of the

Medication Authorization Form (available on the LCA website). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

Religious Exemption-

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

FIRE / EMERGENCY DRILLS

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

STUDENTS WITH SPECIAL NEEDS

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

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

EXTENDED CARE PROGRAM

LCA offers an Extended Care Program on days when the school is in session for students who are currently enrolled in the school's academic program. Parents/Guardians must Sign-In their student(s) when entering Before Care and Sign-Out their student(s) when exiting After Care.

Extended Care Charges:

First Child - \$5 per hour, Each Additional Child - \$2.50 per hour.

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

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

PAYMENT

School Administration will **track** the **time and charges** incurred for Extended Care. An invoice will be sent via email each month showing the weekly time and charges from the previous month. Payment is due within 30 days of invoice date.

Payments: Make checks payable to **LCA**.

Drop off payments at the School Office or mail to:
P.O. Box 1326, Stephens City, VA 22655.

At this time LCA **does not** have Extended Care available when school is closed for inclement weather.

If LCA **opens late** due to inclement weather, there is **no Before Care**.

If LCA **closes early** due to inclement weather, there is **no After Care**.