



**LOGANVILLE CHRISTIAN ACADEMY**

**FAMILY HANDBOOK  
2018-2019**

*Loganville Christian Academy exists to prepare students academically, spiritually,  
and socially for God's call on their lives.*

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## STATEMENT OF FAITH

WE BELIEVE there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30, John 1:1, John 1:14).

WE BELIEVE in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious, atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, 1 Peter 1:18–19), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11, Zechariah 14:4).

WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, John 5:24, Romans 3:23, Romans 5:8–9, Ephesians 2:8–10, Titus 3:5).

WE BELIEVE in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28–29, John 3:18).

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, Romans 12:5, 1 Corinthians 1:10, 1 Corinthians 12:12–13, Galatians 3:26–28).

WE BELIEVE in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14, 1 Corinthians 3:16; 1 Corinthians 6:19–20, Ephesians 2:1, Ephesians 4:30).

WE BELIEVE that gender identity is defined by biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level (Genesis 1:27).

WE BELIEVE that marriage is an exclusively heterosexual institution involving one man and one woman (Genesis 1:28; Genesis 2:24; Matthew 19:5; Ephesians 5:31).

WE BELIEVE that homosexuality is a violation of the Scripture (Romans 1:24–27).

WE BELIEVE that premarital or extramarital sexual intimacy, heterosexual, homosexual, or bisexual, violates Scripture. (1 Corinthians 6:18–20; Exodus 20:14, Hebrews 13:4, 2 Timothy 2:22).

WE BELIEVE that the sanctity of human life begins at conception and that an unborn child at any stage of development is fully human and should be treated as such. (Jeremiah 1:5).

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Loganville Christian Academy's faith, doctrine, practice, policy, and discipline, our Trustees provide the final interpretive authority on the Bible's meaning and application for the principles of Christian education at Loganville Christian Academy.

## PRINCIPLES OF CHRISTIAN EDUCATION

**WE BELIEVE** that prayer is vitally important to undergird the oneness we have in Christ as a Loganville Christian Academy family.

**WE BELIEVE** parents are the primary educators of their children spiritually, physically, socially, and emotionally.

**WE BELIEVE** that the Christian school should partner with the parent to provide a Christian education for the child. Compromises will not be made when philosophy is based on Scripture.

**WE BELIEVE** that the Bible and religious training are a part of every aspect of the Christian school program.

## GOVERNANCE

Loganville Christian Academy is an independently run school. The governing body of the Academy consists of an executive board, supported by trustees, who will see that the mission of the school is promoted in all aspects of school life. This body sets policies for the school that are carried out by qualified administrators, faculty, and staff.

## USE OF FACILITIES

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological gender shall only be used by members of that biological gender. Gender identity is defined as the biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological gender.

## ACCREDITATION

Loganville Christian Academy is committed to fostering a quality Christian education informed by a biblical worldview that provides students with answers for life and living.

The school is a member of **GISA** (Georgia Independent School Association) and holds dual accreditation with **ACSI** (Association of Christian Schools International) and **SACS** (Southern Association of Colleges/Schools). In turn, the school is a member of **GAPSAC** (Georgia Private School Accreditation Council).

## ENROLLMENT & RE-ENROLLMENT ELIGIBILITY

Loganville Christian Academy is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike, as defined by biblical criteria. If the student's conduct or the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, engaging in, condoning, or supporting sexual immorality as defined in the school's statement of faith.

## FINANCIAL INFORMATION

### GOAL

LCA participates in the Georgia Goal Program. This education expense credit was passed into law in 2008 to provide families in our state with access to better educational opportunities for their children. Please see the financial administrative assistant for more information regarding how you can assist us with helping families in need.

### PROGRAM SUPPLY FEE

Upper School elective courses may require an additional fee.

### REGISTRATION FEE

The registration fee is paid annually for each student and is nonrefundable.

### PROPERTY FEE

A fee will be incurred for damaged or lost textbooks, library books, lab equipment, or other school issued materials.

## SUSTAINING FEE

Tuition and registration fees cover approximately 90 percent of all operating costs for LCA. The remaining 10 percent of the budget is reliant on fundraising. In an effort to provide flexibility, a sustaining fee of \$125 per family is due September 15 and April 15. Parents may offset some of their entire family fee by participating in and raising money in various fundraising events during the school year. Families who raise \$250 in the Fun Run are eligible to have their spring sustaining fee waived. Families who secure an Sporting Clays Tournament sponsor are eligible to have their fall sustaining fee waived. Families who secure a Corporate 300 sponsor can choose to have their fall or spring sustaining fee waived. For more information on waiving your sustaining fee, please contact the Financial Office.

## TECHNOLOGY FEE

Each student is required to pay a non-refundable technology fee. This fee helps provide access to wireless and wired networking throughout campus, use and access of Renweb, email, student file storage and Chrome Café Help Desk support and training. For lower school, this includes sustainability and support of iPad devices. For upper school, this includes iLearn and specialized curriculum software. System wide it includes upgrades, repairs, maintenance and ongoing-costs to support the use of technology at LCA.

Beginning in the 2018-19 school year, LCA will begin phasing in a new technology fee structure, which will include school issued device for upper school students.

- \$150 for middle school students
- \$150 for middle school and high school students using a current standardized device\*
- \$300 for middle school students; including rising 6<sup>th</sup> grade students
- \$350 for high school students
- 

\*all students utilizing a device acquired through the Standardized Device Contract will be grandfathered in to the 2017-18 school technology fee rate of \$150. All newly enrolled students will have school owned and issued devices and fall under the new fee structure.

## WITHDRAWAL FEE

It is assumed that a student is enrolling for the entire year. Faculty and staff hires and budgets are set accordingly based upon enrollment numbers. Students who withdraw before fulfilling their financial contract must submit a thirty-day written notice. All paid fees are forfeited and a two-month withdrawal fee will be assessed. Report cards and/or transcripts are released to the parent or other schools only when the student's account is paid up to date and all school property is returned in good condition.

# GRIEVANCE PROCEDURE

**Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established” (Matthew 18:15–16).**

**“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted” (Galatians 6:1).**

In order to model scriptural principles, LCA adheres to the biblical standard for dealing with conflict. Simply stated: conflict must be dealt with at the lowest level. The best chance for clarifying the situation or bringing resolution is to meet with the one most directly involved. Sideways conversations or airing of grievances with individuals or the school as a whole will not be tolerated.

When a concern arises, parents are asked to address the situation only with the parties involved. A concern about the teacher or classroom should be addressed with the specific teacher in private. If a student is struggling with another student in class, parents are asked to encourage the student to reason with the offender and speak with the teacher. If the problem persists, parents of the involved students are also encouraged to talk with one another to help mediate the difficulties of their children.

For concerns regarding the Lower School or Upper School programs, parents are asked to contact the respective principal. The administrator should only be contacted after speaking with the principal.



Parents are strongly encouraged to resist the urge to gossip with one another regarding a frustration, problem, or concern with another student, teacher, or the school as a whole. This provides an avenue for the enemy to create division and dissension and is not in keeping with the strong culture we endeavor to support at LCA.

## COMMUNICATION

### SICK LINE

Parents are asked to email the LCA Sick Line by 10:00a.m. each time their student will not be at school. Emails can be sent to: [sickline@lcalions.com](mailto:sickline@lcalions.com). By keeping the school informed of your student's whereabouts, you enable us to count excused absences correctly, keep track of illnesses and their possible impact on the school environment, as well as ensure a student's absence from school in the event of an on-campus emergency.

### PAW PRINTS

Paw Prints is the weekly newsletter sent via email to parents in an effort to keep them informed of the happenings that week. It is sent on Monday. Paw Prints, the LCA Family Calendar, and the school's website should be relied on as the source of the most up-to-date information. It's our desire to reduce the amount of email communication for your family by encouraging you to depend on these resources for your content.

### SCHOOL CLOSING

In the event of a possible school closing due to weather, announcements will be heard on all major TV news stations as well as Christian radio stations when possible. We will also update families via social media as well as Parent Alert. We will send an email when appropriate.

### SOCIAL MEDIA



**Instagram:** @lca\_lions, lcalionssports



**Twitter:** @LCA\_Lions, LCA Lions Sports



**Facebook:** LCA Lions, Loganville Christian Academy Athletics

### PARENT TEACHER FELLOWSHIP

The purpose of the PTF is:

- To acquaint parents with the school's philosophy of Christian education as an extension of the Christian home.
- To support and encourage teachers, staff, and parents.
- To promote cooperation between the aforementioned groups in every phase of student development, as the students are prepared academically, spiritually, and socially for God's call on their lives.

## DAILY SCHEDULE

### Lower School

*Monday, Tuesday, Thursday, Friday*

7:45–8:04 a.m.	Drop Off
8:05 a. m.	School Begins
2:50 p.m.	Dismissal
3:00 p.m.	Carpool Ends After Care Begins

*Wednesday (Late Start)*

8:45–9:04 a.m.	Drop Off
9:05 a.m.	School Begins

### Upper School

*Monday, Tuesday, Thursday, Friday*

7:45–7:59 a.m.	Drop Off
8:00 a. m.	School Begins
3:00 p.m.	Dismissal
3:10 p.m.	Carpool Ends After Care Begins (6 <sup>th</sup> – 8 <sup>th</sup> grade)

*Wednesday (Late Start)*

8:45–8:59 a.m.	Drop Off
9:00 a.m.	School Begins

Students may arrive on campus as early as 7:45 a.m. on any school day. Students must be supervised. PreK–1st grade students are to be dropped off in the Village – Lower School Lunchroom. 2nd–5th grade students are to be dropped off in The Lodge – Gymnasium. There is no additional charge for parents who still need to drop off at 7:45 a.m. on Wednesday mornings.

Students in grades PreK–5th who are not picked up by 3:10 p.m. will be taken to the Extended Care room for supervision, and additional charges may apply.

## EXTENDED CARE PROGRAM

LCA is happy to provide our Extended Care Program as a benefit to parents who work and are unable to drop off or pick up their child during normal school arrival and dismissal times. Our qualified staff will provide a structured and quiet time for your student to complete any homework and then transition the students into time filled with socializing with one another by enjoying the playground, creating a craft, or playing a board game. Our hope is to provide security and peace of mind that your child is well-cared for while you work.

### **JumpStart is available:**

7:00–7:45 a.m. on Monday, Tuesday, Thursday, and Friday  
7:45–8:45 a.m. on Wednesday

### **After Care is available:**

3:00–6:00 p.m. every day

A registration fee is due upon enrollment into the program.

Rates do not include additional events, late pickup (\$15.00 per quarter hour) or early release school days (\$15.00 additional.)

The monthly plan remains the same regardless of absences or weeks in a month (excluding December.)

Thank you for understanding that if a student withdraws during the year, financial accounts must be cleared before school records and report cards will be released.

Registration is available at <http://lcalions.com/beyondthebell/>.

## HEALTH

### ILLNESS

Students should stay home if there is fever, vomiting, diarrhea, a very frequent cough, strep throat, pinkeye, persistent pain (ear, stomach, etc.), or a widespread rash. To prevent the spread of illness, we ask that students not return to school for at least 24 hours until they have been:

- Fever-free of temperature over 100.0
- On antibiotics (even for pink eye)
- Free from vomiting or diarrhea. This includes being able to tolerate food and drink without reoccurrence.

Students that become ill during school hours will be sent to the clinic. If deemed necessary, parents will be contacted to pick up their student. Students will remain in the clinic until pick up. Students checking out of school early due to illness must receive a pass from the clinic prior to checking out in the Upper School office. Please notify the school immediately if your child is diagnosed with any communicable disease or possible symptoms of such.

### COMMUNICABLE DISEASES

Parents will be notified promptly via email if their child is exposed to a communicable disease at school and suggested follow-up treatment or next steps will be noted.

### NOTIFICATION

In order to enhance communication, an email will be sent to you via RenWeb when your student comes to the clinic. Even visits for minor difficulties will be documented so that you can track your child's illnesses and clinic usage. Parents/guardians are asked to update their contact information in RenWeb and/or update medical information via Magnus, as needed.

### CLINIC PASSES

Students are required to sign in and out of the Clinic to record their visit. Upon signing out, a printed pass will be issued to the student to give to his/her student upon returning to class.

### AED

LCA has multiple Automatic External Defibrillators (AED) that can be used for extreme crisis situations. These are located in the US building outside the lunchroom, in the foyer of the Lodge, and there are two mobile units that travel with all athletic teams. One of the mobile units is held in the Lower School office. Students are not to touch these unless otherwise instructed to do so by an adult.

## DISASTER

LCA has a written crisis management plan in case of a major disaster or emergency. The school holds regular all- school emergency drills.

In an actual emergency, parents will be notified via email, text alert, or phone call as to whether their student needs to be picked up at the school or an alternative location. In an emergency, your child will be released only to those people authorized by you as Emergency Contacts in RenWeb.

## ATTENDANCE

### ABSENCES

Parents are asked to help keep absences to a minimum by abiding by the school vacation calendar and scheduling medical and dental appointments after school hours.

High school students that have exceeded eight unexcused absences in any one class period for a semester may be subject to loss of credit for the course. If absences are excessive, an appeal for credit must be submitted in writing to the Upper School principal no later than two-weeks prior to the end of a semester. Students that do not file and receive an approved appeal will be in danger of losing credit for the course.

### EXCUSED

Excused absences are permitted for the following reasons: personal illness, emergency family matter, death or serious illness of a family member, impossible or hazardous conditions to student safety/health, family graduation or wedding, medical appointment when one cannot be scheduled after school, or court appearance.

A planned absence requires a three-day advanced written notice or approval from the respective principal or the absence will be treated as unexcused. Trips are not considered excused unless prior permission is granted by the respective principal. These absences should only occur for a “once in a lifetime” trip or educational event.

For absences due to illness lasting longer than three days, a written note from a physician may be required.

Parents must notify the school by note, phone call, or email either prior to or upon the student’s return to school in order for the absence to be considered excused. Notification must include the date, reason for the absence, and a phone number for verification of absence.

Junior and Senior students are allowed three excused absences for college visits in the school year. These days do need to be preplanned and preapproved through the LCA college admissions advisor.

### UNEXCUSED

Unexcused absences include, but are not limited to, trips, family vacations or family visits not approved in advance by the respective principal, babysitting, oversleeping, or an absence during the week of standardized testing when not for illness.

### TARDIES

Students who arrive after class begins (US – 8:00 a.m./9:00 a.m. and LS – 8:05 a.m./9:05 a.m.) must report to the office for a late pass before going to class. LS students must be accompanied by their parent. When a carpool is late, the driver must come into the office. Only the family’s children who caused the carpool to be late will be counted tardy. Excessive tardies will be addressed by the administration and may result in consequences. Upper School students that miss more than twenty-five minutes of class are considered absent for that period.

## **A T T E N D A N C E**

### CHECK-IN / CHECK-OUT

Checking out of school early is reserved for illness or excused appointments. Siblings of athletes affected by the early release of athletes will be also allowed to check out. All missed work for siblings falls under the excused absence policy.

No student may leave campus without parental permission and signing out with the respective office. A student who reenters school the same day must sign in at the office and receive an check-in slip to go back to class.

### EXCUSED APPOINTMENTS

Parents who do not check their student in or out of school in person must contact the school via note, email, or phone call giving permission for a student to check out of school. The reason and time should be stated in the note as well as a phone number for verification.

### SCHOOL EVENTS

Student fans who have a participating sibling in a school event may receive an excused check-out to attend that event. All missed work will be due upon return to school.

Other student fans may receive an excused absence with prior approval from the respective principal. Student fans who check-out without said permission will receive an unexcused absence.

# NON-DISCRIMINATORY POLICY

Loganville Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, or other school-administered programs.

## GENERAL INFORMATION

### CHILD ABUSE OR NEGLECT

Georgia law concerning child abuse reporting has requirements for volunteers at independent schools. The law makes “child service organization personnel” mandatory reporters of suspected child abuse. “Child service organization personnel” are defined as:

Persons employed or volunteering at a business or organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children. O.C.G.A. §19-7-5(b)(5).

This definition extends the mandatory reporting requirements to all employees—not just certain designated employees—and all volunteers, including parents, coaches, community volunteers, and board members of independent schools. The new law states: “If a volunteer has reasonable cause to believe that a child is abused, a report may be made orally, in writing, or by electronic means to the respective principal or administrator. Any person making a report or causing a report to be made in good faith “shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed.” O.C.G.A. §19-7-5(f).

### DRUG FREE ENVIRONMENT

LCA is a tobacco, drug, and alcohol-free environment. Use or possession of any kind is not permitted on the premises by either students or adults. No one will be allowed to smoke while on the LCA school property.

### GIFTS

LCA is blessed with many generous parents and grandparents. Unless a gift is personal in nature (massage, candy, restaurant gift cards, etc.), it is assumed to be considered school property.

### LOST AND FOUND

The best way to ensure the return of your student’s belongings is to put his/her name on any items that could become separated from him/her during the school day, i.e. coats, sweaters, lunch boxes, etc.

If an item is found by a student or adult he/she should:

- Check the item thoroughly to determine to whom it belongs.
- Upon finding the identification, return it to the student.
- If there is no identification, take the item directly to an administrative assistant where they will be placed in lost and found.

Items that are not claimed by the last Friday of each month will be donated to charity.

### MUSIC

The use of music on campus whether at an athletic event, a dance, or in the classroom should be: free of profanity, a description of an unbecoming lifestyle, or any insinuation of a lifestyle unbecoming of a Christ-follower. Please note that even a “clean” portion of a song containing objectionable lyrics may not be played.

### PET FREE ENVIRONMENT

Students, faculty, staff, and parents are asked to refrain from letting pets walk or run (whether loose or leashed) at LCA in order to maintain the beauty of our campus.

## PUBLIC DISPLAYS OF AFFECTION

Warmth and friendship are hallmarks of LCA; however, public displays of affection are not in keeping with the educational atmosphere and tone LCA wishes to maintain. Consequences for these displays may result in disciplinary action. Therefore, students are expected to refrain from public displays of affection at school. Upper School students may hold hands at LCA venues outside of school hours.

## SCHOOLVEHICLE SAFETY

The safety of our students while traveling in LCA vehicles is of our utmost concern. The following guidelines are expected to be adhered to while students are traveling in LCA vehicles.

- Students will follow the directions of the driver.
- Students will remain properly seated and keep hands to themselves.
- Students will wear seat belts in the school van at all times.
- Students will not extend head, arms, or objects out of the windows.
- Students will ensure that the vehicles is returned clean by throwing away all trash.

## SEARCH AND SEIZURE POLICY

Lockers, desks, and parking areas are school property, and students are allowed to use them as a matter of privilege, not right. Lockers, as well as automobiles parked on school property, are subject to unannounced searches by school authorities.

LCA adheres to a strict honor code that applies to all students. If there is a reasonable basis to believe that a student has violated this honor code, the school reserves the right to search and examine the digital data in a student's cell phone or computer at any time and without warning.

## SEASONAL EMPHASIS

Loganville Christian Academy will recognize certain seasons that are compatible with biblical principles. Classroom decorations will honor Christ during the Christmas and Easter seasons. Halloween will not be recognized with the exception of harvest or autumn themes. Parents are asked not to send in Halloween candy or items depicting Santa or the Easter Bunny, etc.

## WATER BOTTLES

Students are encouraged to keep a water bottle in class.

## PROSPECTIVE FAMILIES

Preview Days will be scheduled throughout the school year for prospective parents. Prospective students may shadow LCA classes with prior approval from the principal. Students shadowing classes will be assigned a student host after checking in with the respective administrative assistant.

# LUNCH

## ORDERING CATERED LUNCHESES

Optional catered lunches, provided daily by local restaurants, may be purchased in advance by using LCA's online lunch ordering system. This system is accessed by logging into your ParentWeb account on Renweb and payments must be made electronically at the time the lunches are ordered.

- If your student is out sick on a day a lunch has been ordered, no credit will be given.
- Catered lunches should not be ordered on field trip days. No credits will be issued if you order lunch for your child on a field trip day and lunches cannot be saved for the next day.
- Catered lunch orders may be placed in two-week segments.

## FORGOTTEN / EMERGENCY LUNCHESES

- Parents may drop off a lunch ahead of the child's lunchtime: LS with Mrs. Morton in the LS office and US with Mrs. Hewatt in the front US office.
  - This should be the exception and not the rule. We are not equipped with personnel to manage multiple drop-offs of lunch consistently.
  - If a lunch has not been obtained ahead of the child's lunchtime, he/she should notify a member of the lunchroom team so that an Emergency lunch may be received.
- Students without lunches will have the option to purchase a school-provided lunch for which the parents will be

billed \$3.50 per lunch. Parents will be notified of such charges.

## GUESTS

Guests are welcome to join students at lunch starting the 3<sup>rd</sup> week of school.

- Prior approval by the Upper School principal is required for non-LCA students to attend lunch.
- Guests should receive a visitor's pass from the office before proceeding to the lunchroom.
- Guest tables are provided for the adult/student only. Guests may choose to eat at student tables if the child would prefer to eat with friends.
- If a guest has more than one student dining at the same time in two different lunchrooms, they may check one of the students out (with the lunch staff) but must bring the student back by the time their lunch period is over so that they can return to class.

## LUNCHROOM GUIDELINES

- Students in grades 2-12 have access to microwaves. However, please exercise wisdom in what is packed and be sure that your Lower School student has practiced using a microwave at home.
- Please remember to include plastic utensils and napkins when packing lunches from home. We strongly encourage that students in grades 3-12 be given the responsibility to pack his/her healthy lunch daily.
- Students need permission from the adult on duty in order to leave the lunch room.
- In order to maximize classroom instruction, lunch is not served on Early Release days.
- Students may not "order in" for lunch. Parents are also asked not to do this for students (i.e., Pizza Hut delivery for your child's lunch one day). Drinks may be brought from home or can be purchased at school. Students who choose not to purchase a drink at lunch will need to bring his/her water bottle every day.
- Students may not check out for lunch.
- Birthday celebrations for Lower School students are coordinated with each student's teacher and celebrated in the classroom.
- Lower School and Middle School students may not bring toys, games, electronics, or homework/classwork to lunch.
- If your child has food allergies, a completed Allergic Reaction Emergency Health Care Plan form must be completed and uploaded to Magnus.
- Due to potential allergies, the Lower School students may not share or trade food of any kind.

## USDA RECOMMENDATIONS FOR LUNCHES

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>	<b>Ages 6-12<sup>1</sup></b>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>2 fruits/vegetables</b> juice, <sup>3</sup> fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>5</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>6</sup> or yogurt <sup>7</sup>	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1½oz. 1½ oz. 1½ oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.

# **LOWER SCHOOL GUIDELINES**

## **LOGANVILLE CHRISTIAN ACADEMY**



# INSTRUCTIONAL PROGRAM

## GRADING SCALE

PreK–1st grade specials, PE, art, technology, and music are graded by the scale O, M, P, N, and NE.

- O = Outstanding; exhibits superior skills
- M = Meets requirements; exhibits skills
- P = Progressing, but needs support
- N = Needs improvement, experiencing difficulty
- NE = Not evaluated at this time

Students in grades 2–5 will receive numerical grades for all subjects except the specials' classes listed above based on the following scale:

- A = 100–90
- B = 89–80
- C = 79–75
- D = 74–70
- F = 69 or below

## HOMEWORK ASSIGNMENTS

Homework is considered to be an integral part of retaining important information. It may be assigned to provide necessary reinforcement or expansion of content.

In an effort to support church attendance, homework is typically not assigned to Lower School students on Wednesday nights. However, a test or assignment may be due on a Thursday if sufficient notice is given by the teacher.

## LATE WORK / ABSENCE POLICY

Beginning in fifth grade, 20 percent will be taken off the assignment's grade the first day and 10 percent each additional day it is late. This policy is in place in order to adequately prepare students for 6th grade.

The responsibility for initiating any makeup work (whether due to absence or otherwise) belongs to the student.

## HELP CLASS / TUTORING

Teachers are available for after school help at least two days per week until 3:30 p.m. The parent, student, or teacher may request help during this time. Help class is designed to remediate a specific concept and is not intended to replace an outside tutor.

Students who have a deficit in a subject area may be required to secure a private tutor. This expense is covered by the parent.

# AWARDS

## CHARACTER AWARDS

Throughout the year our teachers observe their students to determine a distinguishing characteristic in which to honor the student. Each student receives an award at the end of the year for the character quality they have displayed throughout the year.

## DUKE TIP

Each year, Duke University recognizes 4th and 5th grade students who are in the top 5 percent of their class through their Duke University Talent Identification Program. Each of these students scored at or above the 95th percentile on the Iowa Test of Basic Skills in the area or areas of mathematics and/or reading. Once the student is qualified, parents have the option of completing the application process with Duke University.

## HONOR ROLL / MERIT ROLL

The Honor Roll is awarded to students in grades 2–5 who have demonstrated superior achievement in academic excellence by maintaining all A's in all subjects.

The Merit Roll is awarded to students who have demonstrated academic achievement by maintaining all A's/B's in all subjects.

## PERFECT ATTENDANCE

Students receiving this award have exhibited the character quality of punctuality. In order to qualify for this award, a student must be present every school day, having shown high esteem for other people and their time.

## PRESIDENTIAL EDUCATION AWARD

This award is given to 4th through 5th grade students who earn a 4.0 grade point average (all A's) for the entire school year. This prestigious award includes a certificate signed by the President of the United States.

## PHYSICAL FITNESS AWARD

Physical Fitness is an avenue in which we may express our appreciation to God for what He has given us in the area of physical talent and care for the body He's given us (1 Corinthians 4:7). Students will receive an award for meeting challenging standards.

## **CONFIDENTIALITY**

All students' records are kept confidential and in locked, fireproof files. Information in these files will be released only upon receipt of written permission from the student's parents. Alumni files are kept as a permanent record of the students' efforts and are property of LCA. The student's academic file will be transferred to another school after receiving a written request from said school and once all outstanding financial balances are paid.

## **CONFERENCES**

Teachers schedule conferences semi-annually. Conferences are held following first and second trimester grading periods. Students in grades PreK through 5th will be dismissed early on conference days. It is important that both parents are present for conferences and that childcare for younger siblings is secured.

Parents may also request a conference with their child's teacher throughout the school year.

### ***Requesting a Parent-Teacher Conference***

- Parents are asked to follow these guidelines in setting a time to meet a teacher during the school year:
- Call the school office or send a note to your child's teacher.
- Allow the teacher or administrative assistant an opportunity to arrange a conference time.
- Confirm that you are able to attend the conference.
- Please be prompt for the scheduled visit.

## **RETENTION POLICY**

Any student who fails language arts or math one (1) of three (3) trimesters must complete the following in order to be eligible for advancement to the next grade:

- Receive tutoring in the failed subject or subjects by a certified teacher in that subject area. Tutoring may be required prior to a specified date. A verification letter must be sent from the tutor to the principal, stating that the criterion was completed.
- Complete a recommended curriculum over the summer in the failed subject or subjects.
- Test for verification of mastery of subjects.
- The prescribed plan for remediation must be approved by the school. Any student failing two or more courses will warrant retention.

## **STANDARDIZED TESTING**

Students participate in standardized testing each spring. This instrument is used as an evaluation tool, not only of each student's progress but also to give input to our school-wide program. Those students having an unexcused absence during this week will not be able to make up these tests.

## **STUDENT SUPPORT TEAM**

The Student Support Team (SST) process is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the SST paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the SST meeting, and a plan will be implemented specifically for the student to help with his/her area of need. The SST team will follow up as needed and communicate with teachers, parents, and administration.

## **BARTON READING AND SPELLING SYSTEM**

The Barton Reading and Spelling System is a one-on-one research based, Orton-Gillingham influenced tutoring method that will help a student of any age who struggles with learning difficulty in the areas of reading, spelling and written expression. Tutoring sessions are a minimum of 60 minutes twice a week, totaling 120 minutes per week, but there may be circumstances where we are able to schedule more time per week. Fees associated with this program are the responsibility of the parent.

## **SUMMER REMEDIATION**

Summer tutoring may be recommended or required for students who have academic weaknesses and are not performing on grade level. In some cases, tutoring may be required for placement to the next grade. Students who are required to attend summer school and/or tutoring will be tested for mastery of the concepts and skills before placement in the next grade level. The expense of tutoring will be the parent's responsibility.

## **SUMMER REQUIREMENTS**

Each student is required to complete the summer work as listed on the LCA website. The completed work is to be returned the first day of school and will be recorded in the first trimester grades.

## **TEXTBOOKS**

LCA provides all textbooks and lab equipment to students. Students are expected to care for their books in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student's responsibility to return materials and textbooks to issuing teachers. Students will be responsible to clean out their desks and cubbies at the end of the year. Students must return textbooks and materials assigned to them as well as clear any outstanding fines or fees to receive any grade reports or transcripts.

## **CLASSROOMS OBSERVATIONS**

The following process should be followed for a classroom observation:

- Call the school office with your request. Visits should not be longer than a thirty-minute period of time. Visits are limited to one per trimester unless prior approval is granted by the principal.
- The Lower School administrative assistant will coordinate a time compatible with the teacher and class schedule and will inform the principal.
- Please be prompt for the scheduled visit.

- Parents should check in and secure a visitor's pass prior to visitation.
- Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until a free time in the teacher's schedule allows for discussion.
- Classroom visits may not be scheduled for the day prior to or the day following a school holiday, during the first and last week of school, or during achievement testing and/or exams.

## **CURRICULUM NIGHT**

In an effort to maintain open communication between the home and school, LCA sponsors a Curriculum Night each fall. Parents are required to be in attendance at this very important event.

## **VISITORS / VOLUNTEERS**

Any person entering the campus should receive a visitor's pass from the respective school office. Parents are encouraged to be an active participant in their child's education. If interested in volunteering in the classroom, please check with your child's teacher. All volunteers, chaperones, and field trip drivers who attend an overnight field trip must have a cleared background check prior to interacting with students.

## **CO-CURRICULAR ACTIVITIES**

### **FIELD TRIPS**

Field trips are an essential part of the learning experience. Students arriving back on campus from a field trip prior to 2:15 p.m. are expected to remain in class until the end of the school day.

### **JOURNEY PROGRAM**

The Journey Program exists to encourage and provide academic enrichment through a series of nurturing and stimulating activities in an informal and relaxed setting. The program was developed to meet the needs of 2nd–5th grade students who demonstrate an extraordinarily high degree of intellectual, academic, creative, and/or artistic abilities. During the screening process, students will be evaluated in four categories: 1) mental ability, 2) academic achievement, 3) creativity, and 4) motivation. To qualify for placement into the Journey Program, a student must meet the eligibility criteria in at least three of the four categories and must score at or above the 95 percentile on the Kauffman Brief Intelligence Test (K-BIT) Second Edition, a nationally-used intelligence survey test.

### **LS CHAPEL**

Students worship in an environment where they can freely praise the Lord, recognize that God's Word is relevant for today, and build relationships that will last. These worship venues alternate for primary (PreK–2nd) and upper elementary grades (3rd–5th).

The chapel program teaches character values twice a month. Our 5<sup>th</sup> grade Leadership Academy students may have the opportunity to help lead the musical worship portion.

### **MEDIA CENTER**

Students in grades PreK–2 will visit the media center on a weekly basis. Students in grade 3 will visit the media center bi-weekly. Students in grades 4–5 will have opportunities before and after school hours to visit the media center. Selections borrowed from the library may be taken home and returned at their next visit. Students are responsible for lost or damaged items.

### **RECESS**

Students enjoy daily recess time. Parents are encouraged to be sensitive to weather conditions and send their student(s) to school properly dressed for recess. Raincoats, ponchos, and/or umbrellas are encouraged for rainy weather. Students will go outside unless the temperature and/or wind chill is below 40 degrees or it is raining. We will move inside when the air quality is above 200 ppm and stop all outside activity when the heat index is above 104 degrees.

Wrestling or martial arts fighting, even if pretend, is not allowed because it can lead to injury. Students may play flag football or two-hand-touch football but no tackle football. Electronic toys may be played on special days. (This will be left up to the discretion of each individual classroom teacher.)

## LEADERSHIP ACADEMY

The Leadership Academy is a student-service oriented organization made up of students in 4th and 5th grades, established to promote leadership and the best possible communication between students, staff, parents, and community. Students are given opportunities to gain experience in leadership and responsibility. To be considered for Leadership Academy, each student must have a servant's attitude, a strong Christian walk, at least an 80 percent grade average, a supportive school spirit, good citizenship, and a good working relationship with his/her classmates and teacher.

# EXTRACURRICULAR ACTIVITIES

LCA seeks to provide extracurricular opportunities for students. Class offerings may vary from year to year.

## BEYOND THE BELL

**Piano Studio:** LCA provides private lessons by utilizing private instructors. The program coordinator is Lindsey Gherardini. Registration is available during LAUNCH as well as on the website at [www.lcalions.com/beyondthebell](http://www.lcalions.com/beyondthebell). Fees are the responsibility of the parents.

**Martial Arts:** Martial Arts trains students with practical and traditional techniques of self defense. Registration is available during LAUNCH as well as on the website at [www.lcalions.com/beyondthebell](http://www.lcalions.com/beyondthebell). Fees are the responsibility of the parents.

**Dance Studio:** Dance Studio offers a Christ-centered ballet program for Lower School students. Registration is available during LAUNCH as well as on the website at [www.lcalions.com/beyondthebell](http://www.lcalions.com/beyondthebell). Fees are the responsibility of the parents.

## PLAYLCA

PlayLCA is a program that provides exposure to multiple sports with an emphasis on fundamental skills in an environment that is safe, fun and education. All PlayLCA programs will focus on age-appropriate skill development using a "skills over schemes" coaching strategy. PlayLCA is open to community students as well. Information on the seasonal programs and how to register can be found at [www.lcalions.com/playlca](http://www.lcalions.com/playlca).

## ATHLETICS

LCA currently sponsors boys' and girls' intramural basketball, soccer, cross country, boys football, and girls' volleyball in the Lower School. Lower School students are also encouraged to actively support the Upper School athletes by attending games and becoming a part of the Cubs Club. Christian Black Belt is offered on campus after school through arrangements made with an outside program. Fees are paid directly to the program that is contracted.

## FINEARTS

LCA recognizes the significant role of fine arts in the extracurricular program and offers the following after-school opportunities for Lower School students: piano (fee paid to contractor)\*, band, Christmas drama, and chapel worship leaders.

# BEHAVIORAL MANAGEMENT

Classroom teachers will implement an age-appropriate system of management to include positive and negative consequences for reinforcement. This management system is clearly explained to students and parents in the beginning of the year. A progression of consequences are developed for a student to recognize their need to change their negative choices. The progression may begin with a verbal warning to be followed by consequences, such as a loss of privilege, (i.e., recess), parental contact, detention, suspension, and/or expulsion. If the negative choices continue, a call home is made, and the next step would be for the student to be sent to the principal's office.

## ***BIRTHDAYS***

If birthday party invitations are handed out in the classroom, every child should receive an invitation. Otherwise, invitations should be mailed. Birthdays are celebrated with an acknowledgement song during snack time. Parents may send in a treat to share with the class at this time. If a parent would like to aid in handing out the snack, a prior teacher contact is beneficial to make timely arrangements.

## ***MISCELLANEOUS***

Cell phone usage is not permitted in Lower School. Students may use their phones after school at 3:00 p.m. to contact their parent. The school reserves the right to search and examine the digital data in a student's cell phone. Unless directed by the students' teacher, personal property including any technology device is to be turned off, kept out of sight, and not used during the school day.

In an effort to keep the campus as clean as possible, Lower School students will refrain from chewing gum at school.

# UPPER SCHOOL GUIDELINES

## LOGANVILLE CHRISTIAN ACADEMY

# INSTRUCTIONAL PROGRAM

## GRADING SCALE

A	=	100–90
B	=	89–80
C	=	79–70
F	=	69 or below

## EXAMS

**Grade 6-7:** These grades has regular chapter tests in English, Math, and Science in semester one and English, Math, and History in semester two.

**Grade 8:** This grade has exams in English, Math, and Science in semester one and English, Math, and History in semester two.

**Grades 9-12:** Semester exams count 15 percent of the semester average for these grades. Students are required to attend all exam periods during the exam week unless they are exempt from the exam or extenuating circumstances have been discussed with the administration.

## CURRICULUM

LCA offers a curriculum based on a Christian perspective of education. The most suitable materials and resources have been selected to aid in accomplishing our objectives. LCA's core curriculum is based on educational goals and objectives that have been developed through reviewing the State of Georgia performance standards, national education guidelines, and selected publishers' curriculum guides. Objectives have been put in place for each subject and grade to aid in holding to this set of standards.

In order to ensure an overall program of excellence, LCA uses a variety of publishers for its curriculum. Textbooks are chosen with much research, thought, and prayer. Both secular and Christian texts are evaluated for their academic soundness and their appropriateness in relationship to our conservative Christian environment.

## OBSERVATIONS

***The following process should be followed for a classroom observation:***

- Call the school office with your request. Visits should not be longer than a thirty-minute period of time. Visits are limited to one per quarter unless prior approval is granted by the principal.
- The principal will coordinate a time compatible with the teacher and class schedule.
- Please be prompt for the scheduled visit.
- Parents should check in and secure a visitor's pass prior to visitation.
- Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until a free time in the teacher's schedule allows for discussion.
- Classroom visits may not be scheduled for the day prior to or the day following a school holiday, during the first and last week of school, or during achievement testing and/or exams.

## HOMEWORK AND CLASSWORK

Students should not be dominated by excessive homework nor should they be void of homework in areas in which they need improvement. Please contact your child's teacher with your concerns/questions in this area.

### ***Late Homework and Classwork***

LCA is committed to preparing students to succeed in life. Therefore, choosing not to complete an assignment is not an option for students. Middle School students will have two days to complete late work for a maximum grade of 70. Upper School students will have one day to complete late work for a maximum grade of 50. Completion assignments gone over in class with the answers revealed to the student may be made up and awarded credit at the teacher's discretion. Late policies for papers, projects, and major assignments are covered in the teachers' syllabi.



### ***Make-Up Work Due to Absence***

The responsibility for make-up work belongs to the student. To receive an excused absence, parents must notify the school office via note, phone, or email within twenty-four hours.

Students are allowed to make up any work missed for a maximum grade of 100 if submitted within the stated timeframe. Work will be made up within the same number of days that were missed plus one. A zero will be recorded in place of the grade until the work is submitted.

Extenuating circumstances will be reviewed by the Upper School principal. Work that was assigned prior to the illness still needs to be completed by the original due date. Homework, papers, and projects that were assigned prior to the illness are due when the student returns to school. If the student is absent the day that a test is given, he/she is expected to make up the test the day that he/she returns to school.

### **HELP CLASS**

Teachers are available for after school help two days per week until 3:30p.m. The parent, student, or teacher may request help during this time. Help class is designed to remediate a specific concept and is not intended to replace an outside tutor.

### **STUDENT SUPPORT TEAM**

The Student Support Team (SST) process is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the SST paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the SST meeting, and a plan will be implemented specifically for the student to help with his/her area of need. The SST team will follow up as needed and communicate with teachers, parents, and administration.

### **NILD**

The goal of NILD Educational Therapy is to help students develop tools for independent learning in the classroom and in life. The focus is individualized interventions in order to address the underlying causes of learning difficulties. To participate in NILD, certain qualifications must be met and testing is required to be accepted into the program. Fees of the program are the responsibility of the parent.

### **PRIVATE TUTORING**

Students who have a deficit in a subject area may be required to secure a private tutor. This expense is covered by the parent.

### **CONFERENCES**

Communication is extremely important between the teacher, student, and parent. Previous information about a student's past educational experiences or present struggles can enhance the effectiveness of the teacher with the student.

Conferences are held on an "as needed" basis throughout the school year. Parents are strongly encouraged to resist the urge to talk with the teacher prior to the beginning of the school day when dropping off the student or directly following school when picking up the student unless an appointment has been scheduled. If you need a five-minute conference to check on your student's overall progress, to discuss a test grade, etc., then please schedule an appointment.

#### ***Requesting a Parent-Teacher Conference***

Parents are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the school office or send a note to your child's teacher.
- Allow the teacher or secretary an opportunity to arrange a conference time.
- Confirm that you are able to attend the conference.
- Please be prompt for the scheduled visit.

### **MINIMUM REQUIREMENTS**

All students are required to schedule seven periods per day per semester. Students taking courses for credit at LCA must observe the following guidelines:

- All courses, including English, foreign language, math, social studies, Bible, and science, must be taken at LCA unless approval is granted by the principal.

- Students may receive credit for selected courses through independent study with prior written permission granted by the Upper School principal.
- In extenuating circumstances, students may take a course for credit during summer school if the Upper School principal agrees it would benefit the student's academic plan and if the student meets established criteria decided upon by the administration. (Courses must be approved according to LCA standards, and documentation of the high school credit for the course must be sent to the Upper School office.)

Students may not take courses through summer school or correspondence work in order to get ahead and/or avoid taking certain classes at LCA.

## HONORS COURSES

Students successfully completing Honors level courses receive four numerical points added to the final semester average of 75 and higher.

## AP COURSES

Students successfully completing AP level courses receive eight numerical points added to the final semester average of 75 and higher. College credit is based on end of the year test scores. Not all colleges accept college credit for AP courses. Check with the college to ensure credit. Students taking AP courses are required to take the AP exam during the AP testing period in May. The AP Exams cost is \$92 per test; the fee may increase slightly year by year. The cost of the AP Exam will be added to the student's account at the beginning of the first semester.

## DUAL ENROLLMENT

These courses are designed for Upper School students who wish to take academic college courses to receive both high school credit and postsecondary credit. These courses are taught on a college level and are more rigorous than a high school class. College credit is awarded through the college of enrollment. Students receive a grade for the class that is added to their college transcript which can be transferred to a college of their choice. Depending on the school and degree of study, students have the opportunity of receiving full credit for the course completed. These classes are paid for by the State of Georgia. Students will have six numerical points added to the final semester average of 75 and higher. Students taking these courses are required to take the final exam.

Placement in Honors, Dual Enrollment, or AP courses requires a teacher recommendation and an average of 85 in prerequisite courses.

## GEORGIA VIRTUAL SCHOOL

Georgia Virtual School is a program of the Georgia Department of Education's Office of Technology Services. The program is fully accredited and operates in partnership with Georgia parents and schools to offer high school level courses across the state.

- Georgia Virtual has a full high school curriculum with Advanced Placement® and college prep level courses.
- Georgia Virtual offers a limited middle school curriculum for summer use only.
- All Georgia Virtual courses are taught by Georgia certified, highly qualified teachers.
- Georgia Virtual offers courses free of charge to all Georgia public school students who are taking the courses as a part of their state reported school day. A limited number of state funded seats are available to private and home school students in the state.
- Students are required to complete all GA Virtual course work in accordance with the GA Virtual academic calendar.

Students have the opportunity to participate in a variety of academic, elective, and AP courses during the school day.

## DROP / ADD POLICY

At the beginning of each semester, certain days are set aside for students to drop or add courses for the semester/year. The student and parent should consult with the principal concerning any schedule changes. Under certain circumstances, seniors may be required to notify colleges about spring semester course changes.

## TEXT BOOKS

LCA provides all textbooks and lab equipment to students. Students are expected to download digital copies of their textbooks at the beginning of each school year. They are also asked to delete these titles when finished with the course. Students do have access to “hard” copies of the textbook if needed. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student’s responsibility to return materials and textbooks to the issuing teachers.

Students must return textbooks and materials assigned to them as well as clear any outstanding fines or fees to receive any grade reports or transcripts. Students will be required to purchase selected novels for personal annotations.

## CONFIDENTIALITY

All students’ records are kept confidential and in locked, fireproof files. Information in the files will be released only upon receipt of written permission from the student’s parents. Alumni files are kept as a permanent record of the student’s efforts and are property of LCA. The student’s academic file will be transferred to another school after receiving a written request from said school and all balances are paid.

## STANDARDIZED TESTING

Students participate in standardized testing. These instruments are used as an evaluation tool, not only of each student’s progress but also to give input to our school-wide program. Those students having an unexcused absence or tardy during this week will not be able to make up these tests.

## COLLEGE APPLICATION

Every senior is required to apply and be accepted to at least one college in which he/she is eligible for enrollment.

## EXAMPOLICY

At LCA, final exams have a two-fold purpose. First, exams are meant to assess cumulative knowledge of the coursework by providing mastery. Secondly, they are meant as a teaching tool in preparation for college courses in which a student may only have (2) assessments: a mid-term and a final. We believe it is important for students to practice preparing for cumulative exams by taking at least one final exam per semester.

- Grades 9–10: Students may earn one (1) academic and one (1) grit exemption per semester.
- Grade 11: Students may earn 2 (two) academic exemptions per semester.\*
- Grade 12: Students may earn 3 (three) academic exemptions per semester.\*

\*At least 1 (one) exam must be taken each semester as a means for preparation for college.

### ***All exemptions require the following:***

- Students must not have received any zeros for failing to turn in an assignment. (If a teacher drops one homework grade, this would allow for grace for a missed assignment.)
- No more than three (3) nonmedical/non-school related absences. Illness related absences must be confirmed by a written note from a doctor or parent and do not count toward overall attendance requirements.

### ***Academic Exemption:***

- 93 grade average prior to Honors, AP, or Dual Enrollment points being added

### ***Grit Exemption:***

- 85 grade average prior to Honors, AP, or Dual Enrollment points being added

## FAILED COURSES

### **Grades 6–8**

Failure in any core course may warrant retention. Tutoring may be required for students exhibiting a weakness in foundational skills in core subjects. In some cases, the student’s progress may decide promotion and/or placement since a firm foundation and a good grasp of core skills are necessary to be successful academically.

### **Grades 9–12**

Students failing either semester of any subject must make up the course prior to the following school year. Course credit can be obtained from an accredited institution, such as LCA, Faith Academy, and Georgia Virtual School (<http://www.gavirtualschool.org/>). Final approval for course completion must be obtained from the principal.

## ACADEMIC PROBATION

A student may be placed on academic probation if one or more of the following stipulations are applicable:

- The grade point average falls below 2.0.
- A course is failed for one semester.
- Any time a subject average falls below 70.

At this point, a conference will be arranged for the student, parents, teachers, and Upper School principal. During the conference an agreement will be made, specifying the duration of the probation and the actions necessary for the student to end the probationary period. Agreements may differ for each situation. At the end of the probationary period, another conference will be held to determine if the probation will end or be extended. If the probationary period is not successful in improving the student's academic performance, enrollment may be in jeopardy.

## **A W A R D S**

### HONOR / MERIT ROLL

The Honor Roll is awarded to students who have demonstrated superior achievement in academic excellence by maintaining 90 percent or above in all subjects. The Merit Roll is awarded to students who have demonstrated academic achievement by maintaining 80 percent or above in all subjects. Students receiving academic adaptations or modifications may not be considered for these awards.

### GPA / ACADEMIC FERVOR

The student with the highest academic average in each subject area is honored at the end of the year program. In addition, one student in each subject is honored for exhibiting a strong work ethic and a love for the subject.

### PERFECT ATTENDANCE

Students must exhibit the character quality of punctuality. They must be present every school day, thereby showing high esteem for other people and their time.

## **C O M M U N I T Y S E R V I C E**

The goal of LCA's community service program is to develop a daily lifestyle of service by providing opportunities for leadership outside of academics and athletics. This allows students' spiritual gifts and talents to be used to impact our community for Christ.

Middle School and High School students are strongly encouraged to participate in community service. Students who choose to participate may select almost any area of service and should record their community service hours in iLearn. Students who record their community service will have a reference document that can be reviewed when completing and submitting college applications.

Various organizations, such as Beta Club and NHS, require a minimum number of community service hours per year. For those students who are a part of those organizations, recording requirements may differ than this recommendation. Be sure to contact the club sponsor for specific details.

## **S E N I O R T R I P**

Seniors in good standing behaviorally and academically are eligible to participate in the Senior Trip. This trip is an opportunity to continue the social training that is a part of the LCA mission. A senior that has been placed on academic or behavioral probation during the summer prior to their senior year, or during their senior year, is not eligible to attend this trip.

## CO-CURRICULAR ACTIVITIES

### NATIONAL HONOR SOCIETY

Selection to the National Honor Society is a privilege bestowed on rising juniors and seniors in the spring and fall. Membership in the NHS is granted by the faculty as an honor to the candidate.

Any disciplinary record can result in nonselection. Students with a 93 average will be considered for membership.

Students qualify on the basis of the following four criteria. Deficiency in any of the four criteria may result in nonselection.

**Scholarship:** Full-time LCA students with an overall average of 93 or higher will be considered for membership.

**Service:** The student is willing to serve a minimum of 30 hours in the school and the community. The student gladly renders any requested service at the school and is willing to represent the class or school. The student shows courtesy in assisting teachers, students, and visitors. These hours will be verified each semester by an LCA advisor; failure to complete and submit hours will lead to probation.

**Leadership:** The student takes the initiative in promoting school activities and has a positive influence on peers in upholding school ideals. The student shows a positive attitude and inspires positive behavior in others.

**Character:** The student has a positive attitude toward school, faculty, peers, and studies. The student takes criticism well and accepts recommendations graciously. The student shows the qualities of honesty, integrity, reliability, courtesy, and respect.

### BETA CLUB

Membership in LCA's chapter of the National Beta Club is granted to students beginning the first semester of the ninth grade with a transcript reflecting an average 90 or above. \*This club emphasizes scholarship, leadership, and service. Beta Club members are expected to serve a minimum of twenty (20) school and community service hours each year to remain an active member. Failure to complete or submit hours can result in probationary status.

\*A fall induction ceremony will recognize all rising high school students.

### JR.BETA CLUB

Membership to Junior Beta Club is granted to students in the second semester of sixth grade through the eighth grade. An average of 90 in English, math, science, social studies, and Bible is required each semester for membership.

### STUDENT GOVERNMENT

Student government is a service-oriented organization made up of students in grades 6–8 and 9–12. This organization has been established to promote leadership and the best possible communication between students, staff, parents, and the community. Council members gain experience in efficient self-government and fiscal responsibility while providing opportunities to build and maintain school spirit.

Elections are held each Spring. Candidates should exhibit a servant's attitude, a strong Christian testimony, a supportive school spirit, and a strong working relationship with their teachers and peers.

### CHAPEL

Students in grades 6–8 and 9–12 participate separately in chapel services. LCA sponsors additional opportunities for spiritual training such as retreats, conferences, outreach, and community service.

## EXTRACURRICULAR ACTIVITIES

LCA recognizes the importance of extracurricular activities to the school experience and currently sponsors the following Upper School sports programs:

- Fall: Football, Competition Cheerleading, Spirit Cheerleading Volleyball, Cross Country, Softball, Clay Targets
- Winter: Boys Basketball, Girls Basketball, Spirit Cheerleading, Swimming,

- Spring: Boys Baseball, Golf, Boys Soccer, Girls Soccer, Tennis, Rodeo, Track & Field

The school's desire is to grow the athletic program and to include an intramural program in the Lower School.

## ATHLETICS

The LCA Athletic Department endeavors to use athletic competition to train young people in how to more faithfully reflect their Creator. The drive is to win, but the goal is excellence, joy, and growth in Christlike character. We desire to instill a positive self-image, commitment to personal and team goals, and to develop each athlete in skills and knowledge of sports.

The Athletic Department's philosophy, procedures, expectations, and general information can be found in the Athletic Policy Manual.

## SPORTS PHYSICALS

All students must have a valid sports physical form on file before they can try out for or participate in any sport. LCA will offer a sports physical that will be done on campus by a physician at the beginning of the school year. Students also have the option of obtaining their sports physical by their private physician. The completed and physician signed Sports Physical Form then must be uploaded into Magnus.

Students without a sports physical on file will not be eligible to try out for any sport. Blank sports physical forms can be downloaded from RenWeb and used for physicals. Contact sports require an impact test. Contact the Athletic office for details.

## FINE ARTS

LCA recognizes that the arts are essential to every child's education. As a result, LCA offers a number of cocurricular classes in visual and performing arts as well as extracurricular programs in the form of private music lessons. Private lessons will occur before or after school hours.

Cocurricular Classes: includes in class and out of class assessments.

## VISUAL ARTS

The visual arts curriculum is both vertical and horizontal in approach. Curriculums formulate a balanced and age appropriate art experience for all students. Through the implementation of a cross-curriculum-based approach, the instructor intentionally connects art history and art making to math, science, history, and writing. The visual arts are taught from a biblical perspective, relating art production to art history, criticism, and aesthetics.

## BAND

### **Beginning Band:**

This is the introductory band class and is available to all students in grades 6–12. Students in the beginning band will learn how to maintain and take care of their instruments as well as read and play music.

### **Concert Band:**

The Concert Band is the premier musical group at LCA. Concert Band members have had at least one year of instruction on a band instrument and can play all their required All-State Scales by memory. The Concert Band performs at least twice a year at Christmas and the Fine Arts Festival in the spring.

### **Marching Band (The Marching Lions):**

The Marching Lions is a performance ensemble composed of the students in the Concert Band. The Marching Lions have after school practices on Tuesdays and Thursdays and perform at all home football games. Marching band is available to all 7th–12th grade concert band members.

### **Color Guard:**

The Color Guard is a component of the Marching Lions and is open through audition to all students in grades 7–12. The Color Guard members enhance the performance aspect of the Marching Lions by spinning and tossing flags as a part of the half-time show. Auditions for next year's Color Guard are held in April.

## THEATRE

The theatre program is designed to allow students who are interested in acting and staging to participate in productions. The Upper School curriculum includes a variety of theatre courses

### **Piano Studio:**

LCA provides private lessons by utilizing private instructors. The program coordinator is Lindsey Gherardini. Registration is available during LAUNCH as well as on the website at [www.lcalions.com/beyondthebell](http://www.lcalions.com/beyondthebell). Fees are the responsibility of the parents.

**LOGANVILLE CHRISTIAN ACADEMY**



# STANDARD OF DRESS

LCA's expectations exist to prepare students for a culture in which they will adhere to a standard of dress in most any profession they undertake. From Chick-fil-A's work uniform and name badge to the khaki pants and red shirt that set a Target employee apart, most every major organization has an expectation of dress that represents them and projects professionalism. Our school is no different.

The standard of dress at LCA is consistent with those of an excellent academic environment. We are not trying to keep up with cultural fashion trends, our guidelines do not indicate a theological stance or moral statement, nor are they intended to be a line in the sand between modest/not modest. This is not a "what would Jesus wear?" question. The question being asked here is, "What would an LCA student wear?"

Enforcement of this standard of dress is based on cooperation between students, parents, and the school. All students benefit from attending an educational institution with high expectations in each of their areas of influence. It is our hope that LCA students will embrace this standard and encourage their peers to do as well.

Thank you for joining us in portraying consistency by adhering to this standard.

## OVERALL APPEARANCE

- All clothing will be neat and clean [not torn, cut, patched or worn out] and should not be worn in a sloppy manner.
- Proper undergarments will be worn with all clothing and may not be visible at any time. This includes bralettes.
- Male students will not have any piercings.
- Female students may have no more than three piercings in each ear. Earrings will not have a chain connecting them. There will be no other body piercings.
- There will be no tattoos on any student including henna tattoos.
- Hair should be neat and well groomed. Hair may be colored, but should only be in natural colors. (No blues, greens, purples, etc.)

For Male Students:

- Hair should not extend below the collar

- For students in 6th-12th grade: baseball/trucker hats may only be worn on Fridays, must be an LCA issued hat (no other hats are permitted) and may be worn by BOTH male and female students.

### ***Monogramming / Embroidery***

- If items are purchased through Lands' End, monogramming is available at the time of purchase.
- Monogramming is also available through LCA. Forms are available in the front offices where items may also be dropped off.
- Embroidery of a navy blazer is available through LCA. Forms are available in the front offices where items may also be dropped off.

## STUDENT DAILY UNIFORM EXPECTATIONS

School uniform from any vendor of your choosing. For those who prefer a traditional uniform store, LCA is a Lands' End School and school uniform options are pre-selected in LCA's School Store on their site.

Regardless of where school uniforms are purchased, the following guidelines must be followed:

### ***Shirts:***

- Cotton polo – solid white, navy, yellow (all grades) as well as gray or hunter green (6th-12th only.) Polo shirts are to be plain colored without manufacturer logos or contrasting threading.
- T-shirts, tank tops, camisoles worn under uniform tops will be solid white or black with no graphics.
- Students in 9th-12th grade also have the option of a white, yellow, blue or pinstriped oxford shirt.

### ***Pants/Shorts/Skorts:***

- Navy or khaki shorts must fall midway between the inseam and the top of the knee (all the way around.)

- Female students may wear skorts with the same length requirements as shorts.

***Sweatshirts/Jackets/Blazers:***

- All solid navy, white, black or gray sweaters, sweatshirts, hoodies or fleece purchased outside the school store should have the LCA logo visible on them. Solid is defined as a garment that has no contrasting color/thread whatsoever.
- A LCA uniform oxford or polo is to be worn underneath sweaters or sweatshirts.
- Students in grades 9-12 also have the option of a navy blue blazer with the LCA crest embroidered on it.

***Coats:***

- LCA Letter jackets or any coat with the LCA logo may be worn inside.
- In exceptionally cold weather, students may wear a non-uniform heavy coat/jacket to and from the parking lots, during recess for travel outdoors between classes and at other outside times. Once indoors, however, all heavy coats should be removed and stored.

***Tights/Leggings:***

- If chosen, solid black, white, gray, or navy full-length leggings/tights may be worn Monday-Thursday by females under a uniform skort only.
- Must be without rips or holes.

***Shoes:***

- Shoes should be practical and not excessively worn out.
- Female students should not wear high heels with uniforms.

***Accessories:***

- Any color belt may be worn.
- Any color scarf may be worn.
- Closely shaven facial hair is acceptable for male students. • Blankets are not to be used in the classroom.

***Student Spirit Wear Standard of Dress:***

Friday will be a spirit wear day unless otherwise specified. Other days will be deemed spirit wear days at the discretion of the leadership. Students may wear uniform shirts or a spirit wear shirt accompanied with bottoms as detailed below. Only a spirit wear shirt specific to LCA may be worn on these days. Clothing must meet the following appearance expectations:

- Students may wear jean/jean shorts, khaki pants/khaki shorts, or uniform bottoms. Jeans should be plain but may have frays as long as skin does not show through. Jean and khaki pants/shorts may be any brand but shorts must meet length requirements.
- Hats purchased from the Prideland Store may be worn.
- Warm up pants, sweat pants, PE shorts and team shorts purchased from the Prideland Store or issued by an athletic team may be worn on spirit wear days **as long as they meet the length requirement.** \*No other warm up pants, leggings, jeggings, joggers, sweat pants or other shorts are not permitted.

**EXTRACURRICULAR EVENT STANDARD OF DRESS**

***General Casual Clothing:***

- Students should use discretion when selecting their clothing for extracurricular activities. Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate is not permitted at LCA extracurricular activities.
- For any casual day given at LCA, during the school day, students will be expected to adhere to this policy.
- No warm up pants, leggings or sweatpants may be worn on casual days.
- No spaghetti straps or off-the-shoulder shirts should be worn on casual days.

**Overnight Trips (ALPHA, Senior Trip, Class Trips, etc):**

- Spirit Wear and Casual Wear guidelines apply based on trip and as communicated.
- One piece or tankini swimsuits (with no midriff skin showing.)

***Field Trips:***

- School uniforms will be worn unless otherwise stated on the permission slip.
- One piece or tankini swimsuits (with no midriff skin showing.)

***After School Activities / Athletic Practices:***

- Guidelines for length and clothing expectations outlined under Spirit Wear apply here, but a length of 6” from the top of the knee is permitted for shorts at athletic practices. Spirit wear shirts are not a requirement for after school activities unless otherwise instructed by a coach.

## PLATFORM EVENT RECOMMENDATIONS:

A platform event is an occasion such as a ceremony, induction, awards program, banquet, concert or senior chapel. Thank you for considering the following suggestions:

### GUYS

- Khaki or dress pants with a golf shirt or dress shirt (tie optional). Shirts should be tucked in when appropriate. If a shirt is tucked in, a belt should be worn.

### GIRLS

- Dress, skirt, or dress pants/blouse (\*should be professional in nature.)
- Hemline and/or a slit in the dress/skirt should be no shorter than 4” above the top of the knee.

## ***Upper School Physical Education / Weight Training:***

- LCA logo'd PE shirts and shorts or sweatpants must be worn for class daily. These are purchased through the Prideland Store.
- Sneakers must be worn.
- Dressing out is part of the student's PE/Weight Training grade.

## ***Formal Event Standard of Dress***

At LCA, formal events provide an opportunity for social training as well as the building of vital community and camaraderie amongst our students. The standards provided here are not merely suggestions, but provide the basis for all those attending a homecoming or prom event.

It should be noted that LCA does not (nor can we) enforce this dress standard anywhere other than at the event itself. Though we are aware that social media often depicts students in dress contrary to various sections of this standard prior to the event, when those students arrive to the event, they've usually altered the outfit to comply with the standard of dress as stated. It is not the school's responsibility to monitor what a parent allows their student to be photographed in prior to the event and should not be the gauge for whether the guidelines are being complied with at the event itself or enforced by our leadership team. Thank you for your understanding.

## **Homecoming (9th-12th) and Prom (11th-12th)**

### GUYS

- Suit or dress pants with a dress shirt and tie (Homecoming)
- Suit or tux (Prom)
- Jeans, tennis shoes (other than Converse), baseball hats, or other casual wear are not permitted.

### GIRLS

- Cocktail-type dress (Homecoming)
- Formal dress (Prom)
- Strapless and halter dresses are permitted but must ensure a modest bustline
- Cleavage should be minimized rather than maximized by undergarments
- Halter dresses may require that a piece of fabric be added to ensure a modest bust line.
- Hemlines/slits may be no shorter than 4” above the top of the knee.
- Back of dress may not be lower than 1-2” below the bra line.
- The majority of the back should be covered by the dress.
- See-through material or keyholes in the midriff, sides or bust line are not permitted.
- Two piece dresses are not permitted unless a bodysuit is worn underneath. Body suit cannot be nude/flesh colored.

## DRESS EXPECTATION ENFORCEMENT:

Since no dress expectation list is all-inclusive, the school must deal with dress that violates the spirit as well as the specifics of the expectations. All faculty and staff are expected to monitor dress code and appropriate consequences will be

dispensed for non-compliance. Consequences could include:

- detention
- loss of exam exemption
- parent call to retrieve correct clothing
- sent home from event
- other consequences at the discretion of the LS/US Principal.

Thank you for doing your best to ensure that no enforcement of these dress expectations is necessary.

## TECHNOLOGY

Loganville Christian Academy recognizes that access to technology in the school, home, and community environment provides students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21st century.

A structured digital environment that is safe yet demanding will support students and teachers as they explore uses of technology, thereby enhancing students' engagement with content and promoting the development of self-directed and responsible life-long learners and biblically-aligned digital citizens.

The Technology Handbook, which includes LCA's Use of Technology policy will be published by August 3, 2018.

## THE HONOR CODE

In the Loganville Christian Academy community, lying, cheating, defaming others, and intentionally damaging the property of others cannot be tolerated.

### Lying

A person lying or purposely misrepresenting the truth violates the Honor Code.

### Cheating

A person giving or receiving unauthorized help on a test or a graded assignment or a person submitting the work of another as his/her own violates the Honor Code.

### Defaming Others

A person writing or speaking with malicious intent to injure a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm.

### Intentionally damaging the property of another

A person deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code. When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.).

Loganville Christian Academy reserves the right to suspend and, when circumstances warrant, dismiss students whose behavior is disrespectful, disruptive, immoral, or illegal. LCA also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus. Participation in a prank will be seen as trespassing and may result in disciplinary and/or legal action.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. LCA will, however, separate the student from the school when it is determined that continued enrollment may damage the community or the ability of the school to pursue its goals.

## PLAGIARISM

Plagiarism is the use of someone else's material or ideas as if one's own. It may occur in any field of activity, from the

sciences and business to artistic endeavors such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes. Because it involves unwarranted use of another's work, plagiarism is a form of stealing; because it involves misrepresenting someone else's work as one's own, plagiarism constitutes a form of lying.

Plagiarism is a form of cheating because the student shortcuts the educational processes involved in theme writing. Any student who helps another student gain an unfair advantage is also guilty of the offense.

Consequences of plagiarism could include failure of the assignment, suspension, or expulsion. Consequences are determined at the discretion of the administration and department involved. Disciplinary action may be taken.

## **DISCIPLINE**

The purpose of the discipline procedure at Loganville Christian Academy is to direct students toward self-control. Attending Loganville Christian Academy is a privilege. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The key to conduct is respect for administration, staff, and fellow students. A student's honesty, repentance, and cooperation in the discipline process say much about whether he/she wants to be at LCA and whether he/she is willing to accept responsibility for his/her behavior. If a student is unwilling to accept responsibility or exhibits behavior(s) harmful to the school, he/she will be dismissed.

Common sense should guide students' actions. Students are expected to know and abide by the school rules and policies at all times. The goal and intent of the discipline system is to create an environment in which respect for fellow students, faculty, and staff is both cultivated and encouraged. In acknowledgment of this, it is the belief of the administration that healthy and effective discipline is both punitive and restorative. The latter component is intended to help students accept responsibility for their actions. Students will be counseled from a biblical process of responsibility and conflict resolution.

Examples of infractions could be:

Disrespect to another person, classroom disturbance, Standard of Dress violations, and repeated tardiness to any class period.

Creating an environment of intimidation, fear or threat (even in a joking manner)

Making hand gestures or motions depicting a weapon or use of a weapon

Making statements that indicate harm to a person or the facility

Since the lifestyle of a student is considered a reflection of the school and its standards, school policies apply to behavior both on and off campus while a student is enrolled at Loganville Christian Academy. Therefore, Loganville Christian Academy has the responsibility to review and, if necessary, deal with any student's behavior, inclusive of social media posts, off campus.

The following expected positive behaviors are to be displayed by students:

- Listen
  - No talking out in class or talking while the teacher is talking
- Respect
  - Arrive to class on time
  - Show respect to peers by not putting others down or intentionally causing embarrassment
  - No food or drink, other than water, may be brought into the classroom
- Show Self-Discipline
  - Respect others' personal space
  - No horseplay
  - No public display of affection
  - Respect property
  - No infliction of any kind of pain, verbally or physically, nor any bullying of another student.
  - Throwing objects is dangerous and unacceptable behavior.
- Be Prepared
  - Necessary materials, pencils, books, and homework should be brought to class daily.

## **BULLYING**

Physical, verbal, and cyber bullying will be dealt with swiftly and definitively when it is reported. Bullying is defined as a deliberate negative action from one person(s) toward another person(s) that is repeated over time.

## BEHAVIOR MANAGEMENT

Classrooms teachers will implement an age-appropriate system of management to include positive reinforcement.

## PRINCIPAL OFFICE VISIT

If a student is sent to the principal's office for disciplinary reasons, the student may progress through the following steps:

**First visit:** Detention is served, call home

**Second visit:** Two detentions are served, call home; parent conference

**Third visit:** In-school or out-of-school suspension; student is on probation; parent conference

**Fourth Visit:** Expulsion

When behaviors are extreme or chronic, consequence and/or procedure may be altered.

## DETENTIONS

Detentions may be given by any faculty member of LCA including classroom teachers, lunchroom workers, media specialists, etc. Detention will be given for excessive negative behavior, excessive tardies to class, or infractions of rules. The length of the detention will be one hour. Detentions will be served before or after school or on a Saturday as determined by the principal. Upper School students may lose their final exam conduct exemption for the semester for any assigned detention.

## REPEATED DETENTIONS

If a student has received four detentions over the course of the semester, a parent conference with the Upper School principal is required. A further detention will possibly lead to suspension. Any subsequent detentions will then be evaluated by the principal and administrator and may lead to expulsion.

## SUSPENSION GUIDELINES

### **In-School Suspension**

Serious discipline infractions or repeated violations of the behavioral guidelines may result in the student serving a suspension. Students in an in-school suspension will report to the office at 8:00 a.m. The student will work on assignments throughout the school day under faculty supervision. In-school suspension will end at 3:00 p.m. If the infraction directly relates to the student's class work, an academic penalty may be applied to the work which the student misses and must make up. A parent must meet with the principal to reinstate the student prior to his/her return to class.

### **Out-of-School Suspension**

An out-of-school suspension is considerably more serious than an in-school suspension. In most cases, a suspension away from the school will be levied only after the student has served an in-school suspension within the same school year. If the infraction directly relates to the student's class work, a penalty may be applied to the work which the student misses and must make up. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with the principal to reinstate the student prior to his/her return to class.

**Note: Suspensions are recorded on the student's records and will be reported to colleges/universities when required.**

### **Probation**

Students may be placed on disciplinary probation for a specified period of time for any of the offenses previously mentioned or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant disciplinary transgression will likely result in dismissal or expulsion. Probationary status may also jeopardize the student's right to participate in and/or attend LCA activities.

### **Indefinite Suspension/Expulsion**

A student involved in any of the following more severe behaviors may be placed on indefinite suspension by the principal, pending a final decision by the administrator, which could include expulsion. The principal has the responsibility to involve the appropriate law enforcement agency when necessary. An expelled student may or may not be permitted to apply for readmission at some subsequent date, depending on the transgression.

## **MISCELLANEOUS**

LCA encourages students to seek help, wisdom, prayer, and direction from LCA staff for issues that they may need

assistance with. The ministry of LCA exists to help students. Students that are genuinely seeking help will have that “seeking” taken into consideration by administration if they are struggling with an issue that could result in discipline. It is certainly better and more desirable for a student to seek out help rather than to attempt to hide the issue that they need assistance with.

### **Readmittance Policy after Student Expulsion**

Expulsion from LCA is considered permanent. In extenuating circumstances readmittance may only be considered following a two-year absence from the expulsion date. A decision

### **LOCKERS**

Students will be issued a locker during the Open House time. Students are responsible to keep their lockers neat and well organized. Food items are not to be kept in the lockers overnight. The only adhesive that should be used on the lockers is the “Command” style strips. Student lockers are subject to periodic inspections by school officials. All lockers will be thoroughly cleaned at the end of each semester.

### **SENIOR LUNCH**

Seniors may be allowed to leave the LCA campus for lunch on days that are predetermined by the Upper School principal. Students must have written permission from their parent on file to attend the special, off-campus lunch. Seniors will be given a time to return to campus.

Failure to report back to campus on time will result in the forfeiture of the next senior lunch privilege.

### **SNACK PURCHASES**

LCA offers snacks at Upper School and Middle School break and at lunch, which may include fruit, yogurt, chips, cookies, popcorn, ice cream, etc. Snack choices will change periodically. These purchases are optional and are left to the discretion of the parents.

### **FORGOTTEN LUNCHES / HOMEWORK**

When it becomes necessary for a student’s lunch/homework to be dropped off at school, parents are asked to leave the items with the Upper School secretary. Please exercise wise judgment if forgotten items become a habit for the student. One aspect of training responsible students is allowing them to experience the consequences of not following through with their responsibilities. Parents may not deliver forgotten items directly to the classroom or locker.

### **CONTACTING YOUR STUDENT**

Should a parent have an emergency and need to reach his/her child during the school day, they should contact the school, and we’ll get the message to the student.

### **VALUABLE PERSONAL PROPERTY**

#### **Middle School Student Procedure**

- Phones may be left in the student’s car between 8 a.m.–3 p.m. or turned into his/her first period teacher
- Phones may NOT be kept in book bags, lockers, or on their person.
- If a student checks-in after 1st period, the phone is turned in to Mrs. Cole.
- If a student checks-out early, the phone may be picked up from Mrs. Cole.
- Students may not access their cars during the school day without a team-member escort.

#### **Upper School Student Procedure**

- Phones may be left in the student’s car between 8 a.m.–3 p.m. or turned into his/her teacher at the start of each class period.
- Students are allowed to check their phones between classes, at break, and at lunch.
- Phones may NOT be kept in book bags, lockers, or on their person.
- If a student checks-in after 1st period, the phone is turned in to his/her teacher when he/she arrives to class.
- If a student checks-out early, the phone may be picked up from his/her teacher as he/ she leaves class.

#### **Consequences:**

- A student found to be in possession or in use of his/her phone at times when the phone is to be turned in will be issued a \$30 fine. For Middle School students, the phone will be turned into the office. For Upper School students, the phone will be turned into the teacher of the current class.
- Parents will be contacted.
- The phone will be returned to the student/parent once the fine of \$30 has been paid.
- \*\*All monies collected for abuse of the cell phone policy will be donated to United Hope for Children.

- The phone charge must be paid in person; it will not be placed on the student's account.

## STUDENT DRIVING

In a continuing effort to maintain a campus free of weapons, alcohol, drugs, or anything posing danger or risk to students and faculty, parents and students need to know that vehicles parked on the school campus before, during, or after the school day or at school related activities are subject to periodic inspections by school officials.

Other rules which apply to students driving and parking on the school campus are as follows:

Speed limit is 10 mph in the school area and 25 mph on the campus drive.

Reckless driving will not be tolerated.

Students will park vehicles in designated areas and must have an LCA parking tag displayed.

Sitting in vehicles in the parking lot during school is not permitted.

Students may not return to their vehicle during the school day without being accompanied by an LCA adult.