



# Parent/Student Handbook

## 2019 - 2020



# Table of Contents

Message from the Superintendent.....	3
Section 1: Foundations... ..	4
Section 2: Records/Academic Program... ..	13
Section 3: Parent Communication .....	24
Section 4: Attendance/Tardiness.....	28
Section 5: Discipline .....	32
Section 6: Discipline Procedures.....	37
Section 7: Student/Family Expectations... ..	49
Section 8: Uniform Dress Code .....	62
Section 9: Student Activities... ..	69
Section 10: Health Services... ..	73
Section 11: Athletic Program... ..	82
Section 12: Miscellaneous.....	92

*Disclaimer: Administration reserves the right to adjust policies as needed.*

Additions and/or changes from last year's handbook are noted by a gray highlight over the new material.

*It is the intention of LCA to practice equal employment opportunity without regard to an individual's race, color, national origin, or disability in application of any policy, practice, rule, or regulation.*

# MESSAGE FROM THE SUPERINTENDENT

## Welcome to the 2019-2020 school year!

Whether this is your first year at Legacy, or you and your family have had students here for many years, I am so glad that you are choosing to partner with Legacy for a unique and meaningful educational experience. We are so pleased to be able to work with like-minded families as well as godly men and women who use their talents to teach and work with your student to help them understand the world and its complexities in light of Biblical truth. It truly is a privilege to be able to teach within that framework.

Legacy's administrative team has been working diligently all summer to prepare for this next year and we are anticipating a tremendous school year. You will find new faces as well as familiar, beloved faces as you make your way back into school and each member of our faculty and staff is eager to greet you and get to know you and your whole family.

The information in this booklet will help you have a successful year. As we do life together in the Legacy community, it is essential that we establish standards of behavior and expectations of excellence in everything we do. These standards have been developed over years of experience and by a team of people who want each student to be able to come to school in a safe, loving and orderly environment. It is essential that every family read this booklet and familiarize yourselves with the rules and guidelines that will help your student have the best school year possible.

The theme for this school year is ABIDE IN THE VINE, from John 15. You will hear and see that phrase repeated throughout the year as we invest in our students to help them see what God has done for them through Jesus Christ. As we walk through life together, seeking Jesus in all that we do and say, we have the assurance that God walks with us, and guides and directs our steps.

With that being said, let's get started, and I personally look forward to getting to know you and your family in the days and weeks ahead.

Abiding in the vine,



Greg Scheck  
Interim Superintendent

# Section 1

## FOUNDATIONS

### Applicable Biblical Principles & Character Qualities Related to This Section:

Since **God has established laws whereby the universe is ordered**, these laws are a foundation for all we do. God instructs us on how to guide and order our families (Eph. 5:21-33); He has also designed a certain order for the church outlined in the epistles of Timothy and Titus. He has further established the universal principle of sowing and reaping (Gal. 6:7-10) and has given us guidelines on responding appropriately to civil government (Rom. 13:1-7). **God holds each one of us accountable for our thoughts, words, and actions** according to 2 Cor. 5:10, so the foundational principles of our organization should help believers fulfill the purpose He has for our lives.

Some of the policies in this handbook are direct applications of biblical teaching and some of them are pragmatic rules that help us live together and learn effectively. Our intent is that all of our policies are consistent with biblical teaching, but that does not mean that each policy is a direct application of biblical truth.

### MISSION

Legacy Christian Academy partners with Christian families to educate students in a Christian Worldview and to develop character so they become innovative and wise world-changers.

### VISION

In order to develop students who will influence their culture both locally as well as the world at large, Legacy Christian Academy provides an academically challenging education that is foundationally rooted in the Word of God. We provide our students with opportunities to use their God-given skills and talents for personal growth as well as for future impact as they go out into the world beyond our borders.

### WHAT IS A CHRISTIAN SCHOOL?

Years ago, when our country was first founded, most of the schools were started by churches. In these schools, young people were taught to read, mostly so that they would be able to read and understand the Bible. When they were taught history, much of the history was about how God has worked through the ages, how people came to America for religious freedom, and how God had worked in America up to that time. Science was taught as a study of God's wonderful creation. The

illustrations and examples in mathematics were taken from the Bible or the religious life of the people.

Then there was a major change in our country. Many people felt that the government should operate schools. Laws were passed requiring all towns of a certain size to start schools operated by the governments of those towns. At first this didn't seem so bad, because most of the teachers were Christians, and they often taught God's Word, as well as the other subjects. Soon, however, many non-Christians began to teach in the public schools, and much of their teaching was directly opposite of what the Bible teaches. Humanism, the idea that man doesn't need God and can work out his problems without Him, began to dominate the educational system in our country.

In recent years, many Christians have recognized the fact that what their children were being taught in the public schools was the opposite of what they were trying to teach them at home. These concerned parents began starting Christian schools in which their children would receive an education where Jesus Christ is proclaimed as Lord in all areas of life and all subjects in the curriculum. Hundreds of Christian schools have been started across America, and thousands of young people are being taught to look at Reading, Science, History, Math, and the other subjects from a Christian and biblical worldview.

At Legacy Christian Academy, we want to help parents and churches develop young people who act like Jesus and think like Jesus. One of the ways we work toward that goal is to teach the various subjects through a Christian and biblical worldview.

## **BRIEF HISTORY OF LEGACY CHRISTIAN ACADEMY**

Legacy Christian Academy is an inter-denominational, co-educational ministry. Our name is new as of July 2016, but we are not a new school, and we are proud of and thankful for the legacy of the schools from which we came.

Xenia Christian Day School was founded in 1967, and graduated its first class in 1983. In 1993, the school became part of the Dayton Christian School System, and the name was changed to Xenia Christian School. In 1999, Xenia Christian School moved to its current location on the site of the former Ohio Soldiers' and Sailors' Orphanage. The property is shared with various ministries including Athletes in Action, Heart to Honduras, International School Project, National Church residences, Christian radio stations WFCJ and WEEC, and others.

Legacy Christian Academy is now an independent Christian school with a renewed focus on serving the educational needs of our local communities.

Legacy Christian Academy (PK grade 12) is chartered by the State of Ohio, Department of Education, and is accredited by the Association of Christian Schools International (ACSI) as well as AdvancED.

# STATEMENT OF FAITH

The school's Statement of Faith defines the core Biblical doctrines and standards of the school. LCA is by choice a non-denominational school, enrolling students and hiring faculty and staff of varied Christian denominations. LCA recognizes that the responsibility for instructing students in denominational differences that are outside the Statement of Faith resides primarily with their parents, and secondarily with their local church.

## The Bible

We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God. The sixty-six canonical books of the Old and New Testament alone are verbally inspired and inerrant and are the final authority for faith and practice. Since we believe that the Scriptures are the very Word of God, the Bible is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises (2 Timothy 3:16; 2 Peter 1:20-21).

## God

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, 37-38).

## Jesus Christ

We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26, 9:12); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9); His bodily 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 19:11-16).

## Human Condition

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because all men have sinned and fall short of the glory of God and that men are justified on the single ground of personal faith in Jesus Christ based on His all-sufficient substitutionary death for our sins. It is only by God's grace through faith we are saved (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6; 2 Corinthians 5:21).

## Creation

We believe in the creation of man and of the entire space-time universe by the direct act of God (Genesis 1:26-28; 5:1-2).

## Life after Death

We believe in the resurrection of both the saved and the lost: those who are saved unto eternal life and those who are lost unto eternal damnation (John 5:28-29).

## The Unity of Believers

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

## Sanctity of Life

We believe that all human life is sacred, created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Genesis 1:26-28; Psalm 139:13-16).

## Human Sexuality and Marriage

We believe that God has uniquely created us male and female, and we affirm that God's plan and benevolent intentions for human sexuality are realized within the context of marriage between one man and one woman. We affirm the goodness of sexuality in the context of marriage, the importance of purity, fidelity, and the sacredness of marriage (Genesis 1:26-27; Genesis 2:23-24; Matthew 19:4-5).

## Christian Living

We believe in the continuing ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18; 1 Corinthians 3:16, 6:19-20).

Legacy Christian Academy makes no distinction concerning an individual's race or ethnic background because we acknowledge that there can be no preferential treatment with God (Rom. 2:11).

## BIBLE TRANSLATION STATEMENT

We believe the original manuscripts of the Bible to be verbally inspired and the only infallible, authoritative, and inerrant Word of God. We believe the Word of God has been providentially preserved through the ages and reliably translated into English. While many good translations exist, for ease of instruction, the only two versions approved for memorization are the English Standard Version and the King James Version. However, if other Christian textbook publishers or authors use translations that we feel are true to the original texts, they will not be excluded from our curriculum. All Bible verses quoted in this Parent/Student Handbook are from the English Standard Version.

## DOCTRINAL POSITION

Even though we have many denominations represented on our staff and in our student body, we have experienced great unity at Legacy Christian Academy. God has blessed this ministry because we have strived to place Jesus Christ at the focal point of everything we do. We all believe in the central message of the Word of God, as stated in our Statement of Faith, and stand solidly behind the Statement of Faith that appears on every student and teacher application and is stated here in the Parent/Student Handbook. We do not compromise on the central doctrines of the Word of God, yet those of us who belong to the body of believers may have some distinctives that are peculiar to our particular denominations. When these particular issues are raised in our school system, we refer the students to parents and their local church for guidance and instruction.

## SCHOOL WIDE EXPECTED STUDENT OUTCOMES

### ACADEMIC PREPAREDNESS:

1. Are able to think critically, analyze information, and draw conclusions across multiple subject areas; and can apply these skills and subjects to demonstrate verbal, written, and technological competence.
2. Are trained to think and behave as adults.
3. Value intellectual inquiry and have the skills to solve problems, make wise decisions, and demonstrate higher order thinking skills for college, the marketplace and their own Christian development.

### SPIRITUAL FOUNDATION:

4. Have a vibrant relationship with Jesus.
5. Are prepared to give an answer to anyone who asks to give the reason for their hope.
6. Evidence the fruit of the Spirit.

## SOCIAL INTERACTION:

7. Practice peacemaking in their relationships with God, with others, and with the world around them.
8. Cultivate integrity in their character and in their behavior.
9. Are developing courage in the face of adversity.

## FOUNDATIONAL CHARACTER QUALITIES

1. Acceptance: Realizing and treating all people as made in God's image (Jas. 2:1).
2. Attentiveness: Listening with my ears, eyes, and heart (Prov. 4:20-21).
3. Carefulness: Taking one step at a time to do a job right (Eph. 5:15).
4. Contentment: Satisfied with what the Lord has given me and where He has placed me (1 Tim. 6:6).
5. Courage: Meeting opposition with confidence (Josh. 1:7a).
6. Creativity: Doing something in a new way (Gen. 1:31a).
7. Dependability: Doing what I said I would do (Eccl. 9:10).
8. Diligence: Working hard to accomplish a task (Prov. 22:29).
9. Discernment: Seeing things as they really are (Heb. 5:14).
10. Faith: Believing and acting on what God says He will do (Heb. 11:1).
11. Forgiveness: Treating someone as though he/she never hurt me (Col. 3:13).
12. Friendliness: Eager to share myself with others (Prov. 18:24).
13. Generosity: Sharing what I have with a cheerful spirit (2 Cor. 9:7).
14. Helpfulness: Being ready to serve at any time (Isa. 41:6).
15. Honesty: Having truthful words and ways (Eph. 4:25).
16. Honor: Showing deep respect for God and others (Heb. 12:9).
17. Humility: Giving credit to God and others for the achievements in my life (Prov. 16:19).
18. Initiative: Making the first move without being asked (Prov. 6:6-8).
19. Integrity: Doing the right thing even when only God knows (James 4:17).
20. Joyfulness:
21. Kindness: Having tender and gentle words and ways (Eph. 4:32).
22. Love: Meeting another's needs sacrificially (John 15:12).

- 23. Meekness: Being peaceable and gentle even when I don't get my own way (Tit. 3:2).
- 24. Peaceable:
- 25. Purity: Living a holy life (1Thess. 4:3).
- 26. Obedience: Doing what I am told without challenge, excuse, or delay (Heb. 13:17).
- 27. Orderliness: Having everything in its place (1 Cor. 14:40).
- 28. Patience: Waiting with a joyful spirit (Jas. 5:8).
- 29. Perseverance: Doing a job when it gets tougher than expected (1 Cor. 16:13).
- 30. Promptness: Being on time (Gal. 4:4).
- 31. Respect: Esteeming and honoring those God puts over me (1Thess. 5:13).
- 32. Responsibility: Doing what I know I ought to do (1 Cor. 4:2).
- 33. Self-control: Doing something even when I don't feel like it (1 Cor. 9:25a).
- 34. Tactfulness: Being able to do or say the right thing at the right time in the right way (Eccl. 8:5).
- 35. Tenderheartedness: Feeling the joys and hurts of others (Eph. 4:32a).
- 36. Thankfulness: Being grateful and saying so (1 Thess. 5:18).
- 37. Thriftiness: Wisely using the resources God has given me (Luke 16:10).
- 38. Wisdom: Thinking and doing things God's way (Prov. 4:7).

## FOUNDATIONAL BIBLICAL PRINCIPLES

The following list represents the essential biblical truths that form that backbone of what we teach. These principles are consistent with our Statement of Faith and they serve as the basis for our Character Quality Program. Together they constitute an overview of the biblical worldview, which underlies all we teach in all our curricular and co-curricular activities at Legacy Christian Academy.

### 1 Concerning God

#### A Who God Is

- i God is orderly (1 Cor. 14:33).
- ii God is sovereign (Dan. 4:34-35).
- iii God is faithful (Lam. 3:22-23).
- iv God is wise (Rom. 11:33; Prov. 9:10).
- v God is impartial (Acts 10:35).
- vi God is the Creator (Gen. 1:1-31).
- vii God is the source of all truth (John 14:6).

B What God Does

- i God provides for us (2 Pet. 1:3; Matt. 6:33).
- ii God has established laws, which bring order to the universe (Gal. 6: 7-10).
- iii God values each member of the Body of Christ (1 Cor. 12).
- iv God has given us the gift of language (2 Pet. 1:21).
- v God has ordained several social institutions:
  - a God ordained human authority (Rom. 13:1-7).
  - b God ordained the family (Gen. 2:18; Matt. 19:5-6).
  - c God ordained the church (Eph. 3:6).

2 Concerning Our Response to God

- A God holds all of us accountable for our words, thoughts, and actions (2 Cor. 5:10).
- B God is worthy of our finest efforts (Col. 3:17, 23).
- C We must accept what God has done:
  - i We must accept God's provision for our salvation (Rom. 3:23; Rom. 6:23).
  - ii We must accept the way God made us (Ps. 139).
  - iii We must welcome the chastening of the Lord and the sorrows and hurts of life as necessary steps of growth (Jas. 1:2-4; Heb. 12:7-13).
- D We must saturate our minds with Scripture so that we may cultivate a biblically-informed worldview (1 Thess. 5:21).
- E We must discover God's purpose for our lives (2 Pet. 1:5-7; Eph. 4:22-24).

3 Concerning Our Response to One Another

- A Because we were made in God's image, we must respond to one another with honor and respect (Gen. 1:26-27; Jas. 3:9-10).
- B We must handle our relationships with wisdom, humility, and love
  - i When we fail, we must clear our conscience before God and man (1 Tim. 1:5, 19).
  - ii We must yield our rights to God and defer to one another (Phil. 2:5-8).
  - iii When others fail us, we must forgive them (Matt. 6:12).
  - iv We must avoid sexual impurity (1 Thess. 4:3-8).
  - v We must share our faith with others (Matt. 28:18-20).

4 Concerning Our Response to God's Creation

- A We were made in God's image and given the responsibility to reflect Him well to all creation (Gen. 1:26-27).
- B We were given dominion to rule over the earth under the authority of God (Gen. 1:28).

## AFFIRMATIONS OF FAITH AND SCRIPTURE

“Because we believe Jesus to be the Christ, the Son of the Living God, the Savior of the world, we affirm our allegiance to Jesus Christ the Lord and will endeavor to labor on behalf of his Kingdom.”

“Because we believe the Scriptures to be the very Word of the One True God, we affirm our allegiance to the Bible and endeavor always to submit our lives to its authority and direction.”

## Section 2

### RECORDS/ACADEMIC PROGRAM

#### Applicable Biblical Principles & Character Qualities Related to This Section:

**God ordained the family** (Matt. 19:5-6), and we realize the importance of that divine unit. Records that are kept and/or distributed are done so based on that biblical principle. Since **God holds us accountable for our words, thoughts, and actions** (2 Cor. 5:10) our goal is for children to remember that **God is worthy of our finest efforts** (Col. 3:17, 23). Our records should aid students in reflecting how well they have done. LCA realizes that all students should **accept the way that God made them** (Ps. 139), so our records attempt to illuminate for students the strengths God has given them.

Because record keeping is vital to a school, the character qualities of: tactfulness – being able to say or do the right thing at the right time and in the right way (Eccl 8:5); carefulness – taking one step at a time to do a job right (Eph. 5:15); and dependability – doing what I said I would do (Eccl. 9:10) will be the focus. Students should realize the importance of perseverance – doing a job when it gets tougher than expected (1 Cor. 16:13) and its impact on the records we keep.

#### GRADING SYSTEM

Grades are a measure of a student's academic performance. While grades may reflect the character qualities that are an essential part of an LCA education, grades are not a direct measure of character. Academic progress is reported at the end of each academic period. In grades 7-8, tests and major projects constitute at least 40% of a student's grade. In grades 9- 12, tests and major projects constitute at least 50% of a student's grade. Performance and participation classes such as PE, choir, and drama are exempt from this minimum. Grades are not rounded, i.e. 89.9 =B+. Extra credit cannot exceed 1% of the semester or yearly grade.

Letter grades are used in grades 3-12. Grades are available to the student in grades 4-12 and to his/her parents online at [www.legacyknights.org](http://www.legacyknights.org). Students in Kindergarten receive grades of M (Mastered), P (Progressing), or I (Improvement Needed). Students in grades 1-2 receive grades O (Outstanding), S (Satisfactory), or N (Needs Improvement).

Final grades are recorded on the student's cumulative card. High school semester and final grades are recorded on the transcripts that are sent to colleges.

## GRADING SCALE

Letter	Grades 3-12	Letter	Grades 3-12
A+	98.0-100	C+	78.0-79
A	92.0-97	C	72.0-77
A-	90.0-91	C-	70.0-71
B+	88.0-89	D+	68.0-69
B	82.0-87	D	62.0-67
B-	80.0-81	D-	60.0-61
		F	59 and below

## HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate and qualify for an LCA diploma, a student mustv complete three areas. The student must have:

	Class of 2020 and 2021	Class of 2022 and beyond
<b>I. Accumulated the following number of credits <b>plus one semester of Bible for each semester of attendance at LCA.</b></b>		
Courses must include:	21.5	22
English	4	4
Math	4	4
Science (including one biological and one physical)	3	3
Social Studies (must include World and U.S. History, Current Social Problems, and Senior Seminar)	3.5	4
Fine Art	1	1
Health	.5	.5
Speech	.5	.5
Physical Education – PE credit can be waived by participation in two seasons of sports. If waived, do not include in credit count. You must either earn both .25 credits, or waive both .25 credits.	.5 (2 x .25)	.5 (2 x .25)
Electives (* if PE credit is waived) Most colleges require at least two years of the same world language. LCA strongly recommends that students take at least two years of a world language within their electives.	4.5 (5*)	4.5 (5*)

<b>Ila. Complete the yearly mission/service requirement. Must be completed prior to the end of each school year.</b> <b>Summer hours count only toward the following year.</b>	30 hrs.- 9th- 12th	30 hrs./yr.
Iib. Attend Roundtable and Chapel		
Iic. Participate in ESM Week (Enrichment, Service, Ministry Week) each year		
<b>III. Meet the State of Ohio testing requirement:</b> Earn a minimum of 18 points on all 7 Ohio State end of course tests or the equivalent TerraNova 3 alternate tests, with a minimum of 2 points earned on any individual test. OR Earn a non-remediation score on the ACT or SAT. LCA will administer one free ACT for all 11th grade students. Current non-remediation scores are English- 18, Math- 22, and Reading- 22. Homeschool students wishing to receive an LCA diploma must meet all the above requirements, but are excused from Iib. and Iic.		

### **Honors Diploma**

Legacy Christian Academy will recognize students as graduating with an Honors Diploma if the following additional requirements are met:

- Minimum 3.5 unweighted GPA
- Pre-Calculus is completed as one of the student's four required math credits
- A third year of a foreign language is completed (or two years each of two world languages)
- A fourth science credit, including Hons. Chemistry, and at least one other honors level course
- A mission trip through LCA or an approved mission trip through any other organization

## **ACADEMIC RECOGNITION**

### **GPA**

Legacy Christian Academy calculates both an unweighted (4.0 scale) GPA, and a weighted GPA which takes into consideration a .5 point GPA bump for honors, and CCP (College Credit Plus) classes.

### **Rank**

Legacy Christian Academy does not rank students. In a small school with generally high academic achievement, rank is not an accurate or effective indicator of student achievement.

### ***Determination of Valedictorian and Salutatorian***

Legacy Christian Academy honors its top four scholars (two Valedictorians and two Salutatorians). The two students with the highest unrounded, weighted GPAs will be recognized as Valedictorians, and the next two highest unrounded, weighted GPAs will be recognized as Salutatorians. In the unlikely event of a tie, the additional student(s) would also be honored. In addition, to be honored as a Valedictorian or Salutatorian, a student must have attended Legacy Christian Academy for at least four semesters, and taken a minimum of twelve credits on the LCA campus. Valedictorians and Salutatorians must receive a Legacy Christian Academy diploma, whereas those receiving a homeschool certificate of completion are not eligible. Beginning with the class of 2021, Valedictorians and Salutatorians must meet the requirements for an Honors Diploma, as described above. Speakers for graduation are selected from amongst all the members of the graduating class irrespective of their status as either Valedictorian or Salutatorian.

### **EARLY GRADUATION**

Any student desiring to graduate in less than four (4) years must submit a formal written request and plan to the high school administration no later than the end of his/her 9th grade year. The student must have a 3.25 GPA (grade point average) to be considered for early graduation, and must maintain a 3.25 GPA throughout his/her three-year program. For more information about this possibility, see the high school administration. Students who graduate early will not be considered for position as Valedictorian or Salutatorian.

### **HIGH SCHOOL CREDIT**

Credit is calculated by the year for year-long classes and by the semester for semester courses. There is no partial credit for completing a semester of a year-long class.

#### ***High School Credit For Classes Taken In 8th Grade***

Eighth graders, who qualify to take any pre-approved high school credited class, must fully understand that the taken class will count toward high school graduation requirements AND will be counted in the calculation of high school GPA.

#### ***Courses Failed***

Students who earned a final course grade of an “F”, fail that course. Students who fail the following courses must make them up before proceeding to the next higher course: English, Mathematics, Foreign Languages, and Science. A failure in Bible during the school year must be remediated during the summer in order for a student to return in the fall. Two English classes cannot be taken concurrently, so a failure during the school year must be remediated before advancement is possible.

Students who fail English or Bible must take the class during the summer. A Christian curriculum must

be used for remediation for these classes. The courses must be taken for credit and a grade of “P” (passing) will be included in the student’s cumulative file. The grades will not figure into the student's GPA. A student who fails Bible and does not take the summer school class will not be permitted to return to Legacy Christian Academy in the fall and must complete the course before re-admission will be considered. A student who fails English and does not take the summer school class will repeat the English class in the fall. Two English classes cannot be taken concurrently.

If a student fails a required class for graduation as a senior (i.e. Government, Bible 12, English 12, CSP), the student may march with his/her class, but will not receive a diploma until the deficiency has been fulfilled. Students may not march at graduation if they are more than one credit shy of graduation.

## **SUMMER SCHOOL FOR SECONDARY STUDENTS**

Students must have summer school classes approved by the administration prior to enrolling in the classes. Most disciplines must be taken at Legacy Christian Academy during the school year. For example, Science and English classes are not to be taken during summer school at a public school, but Math is a good possibility to take during the summer. A summer school class may be approved if the goal is to accelerate the level of courses taken by a student. It will not be approved if the goal is to avoid taking a certain class at Legacy Christian Academy.

## **CREDIT FLEXIBILITY PROGRAM/INDEPENDENT STUDY**

The Credit Flexibility Program enables students to earn units of high school credit based on a demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction.

Methods of Earning Credit – A variety of methods may be utilized to earn high school credit through the Credit Flexibility Program. If interested, a parent should contact the high school guidance counselor for more details.

## **COLLEGE CREDIT PLUS PROGRAM**

College Credit Plus (CCP) is the State of Ohio's Dual-Enrollment Program. LCA students may apply and enroll at Cedarville University, Wright State University, Sinclair Community College, Clark State Community College and other participating Ohio Universities, through this program. See the LCA website, <http://www.legacyknights.org/academics/ccp.cfm> for complete details. Grades earned through the CCP program will be recorded on high school and college transcripts.

## SECONDARY SCHEDULE CHANGES

Changes will be made if there is a valid reason, if there is no conflict with other classes, if there is room in the class, and if the request is within the designated drop/add time frame (the first five school days of the semester). Other than time allotted for work on outside CCP coursework, students are allowed only one non-academic period. Any exceptions must be approved by the Principal (student athletes must be very careful to monitor their eligibility throughout the drop/add process).

When a student withdraws from a course after the designated drop/add period and within the 5th week of the course, the student's record will indicate either withdrawal passing or withdrawal failing. Classes dropped after the 5th week of the semester will receive a withdrawal failing regardless of the student's grade. Withdrawal passing or withdrawal failing designations are not included in the GPA or class rank calculations. Students may not drop a course after the designated drop/add period. A student may not drop a course for a withdrawal failing designation within the final four weeks of any semester.

## GRADE POINT CALCULATION POLICY

Legacy Christian Academy high school students will have their grade point averages (GPAs) computed on the following schedule:

Freshman: not computed

Sophomore: at the beginning of year only

Junior: at the beginning of year

Senior: at the beginning of year and after first semester. Final GPA's are based on the end of the senior year.

GPA's are computed based on final grades, i.e. final semester grade for semester-length classes or the final grade for year-long classes.

Letter	GPA Value (Unweighted)	Letter	GPA Value (Unweighted)
A+	4.0	C+	2.5
A	4.0	C	2.0
A-	3.75	C-	1.75
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.75	D-	0.75
		F	0.0

- A. Honors Courses offered at the high school level will receive credit on a 4.5 scale. See the current course catalog for an accurate list of Honors Classes.
- B. Legacy Christian Academy will compute and report a transfer student's GPA based solely upon their work completed at LCA. Transcripts from previous schools will be released with a transcript from LCA.
- C. Junior Honor Guard, Valedictorian, and Salutatorian criteria are based on GPA and two years' (4 semesters) enrollment at Legacy Christian Academy. Beginning with the class of 2020, the Valedictorians and Salutatorians must complete the Honors Diploma track.

## **NATIONAL HONOR SOCIETY (GRADES 11/12)**

To be selected to the National Honor Society is a high academic honor. Scholastic achievement does not automatically guarantee a student selection to the Honor Society. Honor Society students are academically high achievers but, additionally, they have distinguished themselves in the areas of leadership and service to the school and community. They have also consistently displayed high Christian character. Students are nominated for membership by members of the faculty and are selected by a committee of faculty members. The major responsibility of the Honor Society members is to demonstrate godly leadership for LCA. Among other things, they provide a peer tutoring service and outreach programs to the local community.

## **TRANSCRIPT RELEASE POLICY**

1. By law any student or parent, or third party desiring student transcripts must have the parent's signed, written consent or that of the student if he/she is of legal age. Transcripts may be released directly to parents or students but will be stamped with such a designation.
2. Legacy Christian Academy will release a transcript only after first securing permission from the business office to make sure the account is current.
3. There will be no fee for transcripts released. Transcripts will be processed within three working days of clearance from the business office.
4. If the account is current, a transcript of a former student will be sent, or a transcript of a present student along with a copy of the student's last quarter grades will be sent.
5. If the account is not current, no transcript or other written details regarding the student's academic record will be sent. Legacy Christian Academy will send a letter to the party desiring the transcripts explaining only that there is an open account and records cannot be released.
6. If an account is open, Legacy Christian Academy will release, by telephone to another counselor, courses the student has taken for scheduling purposes. Legacy Christian Academy will not release the credit each class is worth.

## SPECIAL EDUCATION PROGRAM

Legacy Christian Academy has a Special Education Program for students needing intervention assistance. Students identified with learning disabilities are served in programs for math and language in grades 1-12. The intervention program provides help for students who do not need modification of the critical learning skills but who need support services.

### *Program summaries:*

#### 1. INTERVENTION PROGRAM

A. The intervention program is designed to meet the needs of:

- i. Students with no identifiable learning disability but may need help with skills such as organization
- ii. Students with different learning modalities
- iii. Students having problems with grades, motivation and/or responsibility

B. The students in our Intervention Program have an intervention plan that is written by a teacher who is trained to be an education assistance specialist. Each plan is written to incorporate the participation of the student, parent and the student's teachers. The student's progress is monitored by an education assistance specialist.

#### 2. FUNDAMENTALS PROGRAM

This program is designed with the following elements for students struggling with learning differences, alternate learning modalities, dyslexia, and processing needs:

- A. Curriculum based on student's individual critical learning skill level
- B. Ratio of up to 12 students per teacher in middle and high school fundamentals classrooms
- C. Ratio of up to 8 students per teacher in elementary classrooms and tutoring

3. Jon Peterson Scholarship. According to the ODE website, the Jon Peterson Special Needs (JPSN) provides scholarships to students who are eligible to attend kindergarten through 12<sup>th</sup> grade and have an Individualized Education Program (IEP) from their district.

## TESTING

A school psychologist educationally evaluates each child that is referred. When needed, an Individualized Service Plan (I.S.P.) is written based on all test results (i.e. processing aptitude, achievement and testing).

SCHOOL PSYCHOLOGIST SERVICES - Students may be assessed for:

- Learning style
- Cognitive ability
- Present level of academic performance Advanced learners ADD/ADHD screening
- Intervention or fundamental class placement

## **HOMEWORK**

We believe that meaningful home study is a necessary part of each pupil's educational program when it is related to the educational philosophy and goals of the school. Homework is a purposeful extension of the school day that provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. All students are expected to have their assignments completed and handed in on the date due. In grades 7-12, if late work is accepted, it may be marked down at the discretion of the teacher.

The assignment of homework should be reasonable, and homework is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The quality of homework assignments is recorded by the instructor and included in the evaluation of the student's progress. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care will be taken not to take away from the family unit by requiring too much homework.

### ***Homework Types:***

1. Practice: Most common; given to help students master specific skills; limited to material presented in class.
2. Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
3. Extension: Given to determine if students can transfer a skill or concept to another situation.
4. Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

### ***Teacher's Responsibilities:***

1. Teachers plan meaningful homework assignments in conjunction with their daily lesson plans. The homework assignments clearly lead to the accomplishment of the course's instructional objectives. Students know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.

2. The timely and complete response to the student's homework assignment by the teacher is essential. Homework is evaluated, recorded, and included as part of the student's progress evaluation. Students will be given a qualitative assessment of all submitted homework.

### *Parent/Home Responsibilities:*

Parents recognize the important role of homework to the total instructional program of their child. Parents make themselves aware of the assignments and expectations of the school and the individual teacher. Parents provide a suitable place and environment in the home for the completion of homework assignments. Parents help their child plan and budget the appropriate amount of study time for the completion of the homework assignment. Parents should feel free to consult with the teacher about any question relating to the homework assignment.

### *Guidelines:*

1. The homework assigned on a secondary level (7-12) by the teacher should be within reasonable limits and with an understanding that the student may be assigned homework from multiple teachers. Total secondary home assignments normally require no more than 3 hours (9-12) or 1 1/2 hours (7-8) per night, with weekends counting as one night. Special circumstances may dictate that more or less homework than is normal may be assigned. Honors and CCP courses are taught at the college level and will require homework above this limit for most students.
2. Homework on the elementary level (K-6) is rarely assigned as a class assignment below the third grade, and total home assignments require no more than one hour per night.
3. **Elementary:** No homework, test, major papers, or projects are to be due on Thursdays. Families are to be encouraged to attend church together. Secondary: Grades 7-12 operate on a block schedule, which provides flexibility in budgeting time and navigating their own learning best practice. Homework, projects, and tests may be given or due every day of the week.
4. Inclement Weather Homework Policy – In the event of school closings, Secondary students may be assigned homework and should check online for all of their classes. It will be determined by each individual teacher to decide whether assignments will be needed for their class or not.

## Section 3

### Parent Communication

#### **Applicable Biblical Principles & Character Qualities Related to This Section:**

The biblical principles of God ordaining the family (Gen. 2:8) and God holding us accountable (2 Cor. 5:10) pertain to these policies. Policies in this section are based on the character qualities of tactfulness – being able to do or say the right thing at the right time and in the right way (Eccl. 8:5) and responsibility – doing what I ought to do (1 Cor. 4:2).

#### **CONTACT INFORMATION**

In order that we may maintain a partnership with parent, it is essential that parents keep all of their contact information (home and work phone numbers, cell phone numbers, and email addresses) current with the Main Office. Routine and time sensitive communication depends on correct information.

#### **PROGRESS REPORTS (PK-6)**

Progress reports are sent home at the end of each grading period. There may be a charge for replacement reports.

#### **GRADES AVAILABLE ON INTERNET FOR GRADES 3-12**

Student grades are available on a secure internet site for our parents and students to access. See the LCA website for information regarding FACTS SIS.

#### **PARENT/TEACHER CONFERENCES**

Parents are urged to attend the Parent/Teacher Conferences scheduled for two days in the fall and one day in the spring. Additional parent/teacher conferences may be scheduled at any time throughout the school year as needed. Preschool will have additional conferences in the spring.

## KNIGHTLY NEWS

The Knightly News is a weekly communiqué to parents regarding important announcements and upcoming events. It will be sent, via email, each Tuesday throughout the year.

## BEGINNING OF THE YEAR PARENT MEETING

It is important that all parents attend appropriate transitional meetings at the beginning of the school year.

## ADDRESSING CONCERNS AND RESOLVING CONFLICT (MATTHEW 18:15-17)

One of the core values at Legacy Christian Academy is the Matthew 18:15-17 principle in the spirit of Galatians 6:1. The principle calls for only giving a good report about another believer and not listening to someone give a bad report about a believer unless that believer is present as a witness.

*<sup>15</sup> If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. <sup>16</sup> But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.*

*<sup>17</sup> If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.” Matt. 18:15-17*

*“Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.” Gal. 6:1*

The following definitions and goal are appropriate:

1. Definition of a good report - A commitment to not give or hear something bad about another unless as a witness. “Argue your case with your neighbor himself, and do not reveal another’s secret” (Prov. 25:9).
2. Definition of a bad report - “There are six things that the Lord hates...one who sows discord among brothers” (Prov. 6:16-19).
  - A. Slander - sharing with a design to hurt.
  - B. Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.
  - C. Whisperer - one who secretly or privately passes on evil reports to others.
3. Goal of Matthew 18—Restoration - the mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.

This is the process of how to address concerns when a parent has a concern that relates to a teacher, coach, or staff member. The parent would contact the teacher, coach, or staff member and request to meet on a one-to-one basis. In confronting the fellow believer, one would say “I always want to be able to give a good report about you, and yet something concerns me and I need to understand your position.” If the one-on-one encounter resolves the issue, then it stops and goes no further. If there is no resolution, it does not give the concerned party the opportunity to talk with anyone else about the situation.

If the issue is not resolved, then the party with the concern takes along with them a witness from within the school. If it is a teacher involved, we strongly suggest that the principal goes with them to meet with the teacher.

If after the second encounter, there is no resolution, then the concerned party, along with the teacher or staff member involved and the principal will meet with a representative of the superintendent. Again, the issues are always dealt with the desire of restoration.

## **BIBLICAL COMMUNICATION COVENANT**

The following covenant is one that the school expects every member of the LCA family to adopt and abide by in order to maintain positive communication and support:

1. I understand that the objective of this covenant is to encourage obedience to biblical principles in all of my communications in order to glorify God through building unity and teamwork, through maintaining God-honoring relationships, and through serving as a role model to the students of Legacy Christian Academy.
2. I understand that we (parents, teachers, support staff, administrators, and board members) must work together as a team to train our children to live for Christ.
3. I will speak the truth in love (Eph. 4:15, 25).
4. I will encourage and edify through my communications with others (Eph. 4:29; Rom 14:19).
5. I will avoid gossiping and arguing, but rather strive for a spirit of unity (2 Cor. 12:20; 2 Tim. 2:23-24; 1 Cor. 1:10).
6. I will listen to others, striving to understand them (Jas. 1:19-20).
7. I will not leave issues and offenses unresolved. I will take the initiative to seek forgiveness and reconciliation (Matt. 5:23-24; Matt. 18:15).
8. I will maintain an attitude of kindness, compassion and forgiveness (Eph. 4:32).
9. I will respect others as fellow creations of God, considering them better than myself (Phil. 2:3).

10. I will slander no one, never being condescending or demeaning to them. I will show true humility toward all men (Tit. 3:1-2).

11. I will use contacts with parents, teachers, support staff, administrators and board members as an opportunity to pray for and with them (2 Thess. 1:11; Eph. 6:18).

12. I will let my mind dwell upon those things that are true, honorable, right, pure, lovely, of good repute – those things that are excellent and worthy of praise. (Phil. 4:8).

Therefore, I will follow biblical principles of communication so that we may work together more effectively as a unified team for the good of the children entrusted to our care and training.

## Section 4

### Attendance/Tardiness

#### Applicable Biblical Principles & Character Qualities Related to This Section:

God holds each of us accountable for our thoughts, words, and actions (2 Cor. 5:10).

LCA believes that **God is worthy of our finest efforts** (Col. 3:17, 23) so we should be faithful to attend school on time. The Bible teaches that **God is impartial** (Acts 10:35) so LCA attempts to follow this guideline in the following areas.

#### ATTENDANCE PROCEDURES AND POLICIES

In order to be in compliance with state laws relative to attendance, to help build the character quality of responsibility in students, and to continue to recognize the parents' continuing responsibility for their children, the following guidelines have been established:

1. Excused absences include:

- A. Illness
- B. Death in the immediate family
- C. Medical or dental appointment
- D. When the public school in your district is closed due to a calamity day
- E. Emergency (at administrative discretion)
- F. Suspension
- G. Constructive family & church activities

Since the home is the center of the child's educational program, the school encourages collective family activities which involve the student in fruitful learning experiences.

Students may be excused from school at the prior written request of parents for constructive experiences. Arrangements must be made prior to the absence.

This is not an excused absence for Ed Choice participants.

- H. College visits – Students must provide documentation of date and time of visit in order to be excused.
- I. Other valid situations – which will be determined at the discretion of the building principal with prior approval.

2. Unexcused Absences:

- A. Grades K-6: Parents will be contacted by the administration.
- B. Grades 7-12: Student will receive no credit (a grade of "0") for missed work including tests or exams.

### 3. Partial day Absences

- A. Grades PK: Students absent one hour or more will be counted absent for the half day.
  - B. Grades K-6: Students out of school from one hour up to four hours will be counted absent for 1/2 day. Students out over four hours will be counted absent for the entire day.
  - C. Grades 7-12: Students absent from high school for less than a whole day will be counted absent for the periods missed. If a student misses 15 or more minutes of a class, he/she is counted absent from the whole class. If a student is tardy 15 minutes or more from start of school: tardy to school.
4. Signing In and Out: All students who arrive late or who leave before school is out must sign in or out at the main office.
5. Any student absent after 12:00 noon when a school activity is taking place after school or in the evening (choir concert, etc.), will not be allowed to take part in the activity unless his/her absence during the day was prearranged with the administration. There is a separate policy for athletics – see page Section 11.
6. We ask that parents call the school office at 937-352-1680 before 9:00 am if their child is absent. This enables us to know for sure where the students are and helps provide safety for all of our children. If a phone call is not received, then the state law requires:
- A. A phone call will be made in an attempt to notify the person responsible for that student (parent, guardian, custodian, or other).
    - i. First phone call will be made to the home.
    - ii. Second phone call will be made to place of work of person(s) responsible.
  - B. If the parent does not respond verbally or by note to the attendance person within 3 school days of the absence, the absence will be considered as an unexcused absence and will result in the consequences that come with an unexcused absence.
  - C. After the second occurrence of 6. B., a parental conference will be scheduled.

### MAKE-UP WORK FOR ABSENCES

When a student is absent, the student must work carefully with the teachers to get the work made up as soon as possible, but at least within the number of days absent plus one. However, such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline.

Work or tests assigned prior to the absence, which fall due the date of absence, or the following day, should be turned in or taken the day the absent student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his/her illness; the test could be delayed by one day.

## PICKING UP CHILDREN EARLY

For the safety of the children, we require all individuals picking up children early, including parents, to report to the office first. Teachers will not release a student directly from the classroom except to authorized school personnel.

## ATTENDANCE & TARDINESS - GRADES PRE-K-6

Any student who has been absent more than sixteen (16) days in a semester must have a doctor's note for each absence. Any student, with more than thirty (30) absences in the school year, may be required to repeat the grade the following year at the superintendent's discretion. Parents should contact the school principal if unusual circumstances occur.

Punctuality is very important. If a student comes to school after 8:00 am, that student is to report to the school office for a tardy slip which will permit entrance into class. The building principal will deal with excessive tardiness.

## ATTENDANCE & TARDINESS - GRADES 7-12

A student who misses 8 blocks or more of a given class in a semester may not receive credit for that class unless unusual circumstances warrant. Parents who want to appeal the loss of credit have 30 days after the end of the semester to notify their building principal, in writing, citing the unusual circumstances.

**Attendance at Chapel and Round Table Gatherings is a requirement for all students except LCA Homeschool students, who are strongly encouraged to attend.**

Punctuality is critical to an environment of learning. Any student who arrives to school after 8:00 am must report first to the attendance office to receive an attendance entrance slip before heading to class. An accumulation of more than three (3) tardies during any semester will result in a detention. Lateness that extends past fifteen minutes into any class period results in the student being marked absent for that period. Every subsequent tardy should result in an additional detention.

A hall pass is valid for five minutes after it is written. Students must arrive to the next class/back to class within this time limit, or it will be counted as an unexcused tardy.

## EMERGENCY CLOSING OF SCHOOL

If, for any reason, it becomes necessary to close school, parents may secure details several ways:

1. Parent Alert, an automated phone contact or text message will be sent to every schoolfamily notifying the student body of a school closing or delay as soon as a decision has been made by school personnel.
2. Parents may also check our Legacy Christian Academy website at [www.legacyknights.org](http://www.legacyknights.org) as the front page will display the system notification or the individual schools affected.

Notification will also be posted on the following TV stations: WHIO Channel 7 and WDTN Channel 2/22. These TV stations will also post the information on their respective websites. When there is inclement weather, one of two messages will be conveyed:

1. Legacy Christian Academy is closed;
2. Legacy Christian Academy is delayed so many hours.

If no message is aired, then one can assume that school is scheduled as usual.

If you are dependent upon public school district transportation, you should abide by the publicized closing or delay of that particular school district. If LCA has school but your district is closed/delayed, student attendance from that school district will be handled as an excused absence or tardy.

Students may be responsible for academic assignments on inclement weather school closings. Please see the Inclement Weather Homework Policy on pg. 21.

## Section 5

### Discipline

#### Applicable Biblical Principles & Character Qualities Related to This Section:

The biblical principles that guide us for discipline principles focus on the fact that first of all, **God is sovereign and He does according to His will** (Dan. 4:34-35) whether we agree with it or not. The truths of God's impartiality (Acts 10:35) and **His establishment of certain laws within the universe** also influence these policies. The example in the scripture of **welcoming the chastening of the Lord and the sorrows and hurts as necessary steps to growth** (Jas. 1:2-4; Heb. 12:7-13) is an important example of this law when talking about discipline principles.

The character qualities related to our discipline principles include: **obedience** – doing what I am told without challenge, excuse, or delay (Heb. 13:7); **respect** – honoring and esteeming those that God has put over me (1 Thess. 5:13); **self-control** – doing something even when I don't feel like it (1 Cor. 9:25a); **honor** – showing a deep respect for God and others (Heb. 12:9); and **wisdom** – thinking and doing things God's way (Prov. 4:7).

#### THE PURPOSE OF DISCIPLINE

The purposes of the discipline policies at LCA are:

1. To assist students in developing a lifestyle that is pleasing to the Lord as they strive to become more like Him.
2. To facilitate learning.
3. To apply biblical principles in handling daily problems.
4. To provide a consistent pattern of expectations to which students can respond positively.
5. To encourage in students a positive response to authority systems so that they will be better prepared to yield their will to God's will.
6. To protect and build respect for the personal rights of fellow students and adults.
7. To protect and build respect for the personal property of persons and organizations.
8. To encourage students to accept responsibility for their words and their actions.
9. To establish standards that would support the biblical instruction that is provided in the Christian home of which LCA is an extension.
10. To encourage complete honesty in all matters.

11. To avoid behavior which may tempt a weaker brother.
12. To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

We who administer discipline will strive to approach the individual in the spirit dictated by the Holy Spirit through Paul in Galatians 6:1; "Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted."

## CLASSIFICATIONS OF MAN:

The Bible describes four (4) types of man: the wise, the simple, the fool, and the scorner. The process of discipline involves "putting off" the negative character qualities, and "putting on" the positive Christ-like character.

IDENTIFYING THE WISE -The wise man can be identified in several areas of life. In particular wisdom can be demonstrated in the way a person acts, speaks, and listens as well as in his/her emotions and relationships.

The Wise:

1. Listens to advice and overlooks insults: Prov. 12:15-16
2. Listens to both sides of an issue before making a decision and gives careful thought to his/her ways: Prov .14:8; 18:17
3. Speaks discreetly and is not reckless with his/her words nor expresses him/herself rashly: Prov. 12:18, 23; 13:3
4. Speaks with words of restraint, does not push his opinions without caution, and offers a gentle answer: Prov. 17:27; 15:1; 18:2
5. Guards his/her tongue, does not offer false flattery, but provides honest answers: Prov. 21:23; 24:26; 28:23
6. Acts out of knowledge and commits his/her plan to the Lord: Prov. 13:16; 16:3
7. Understands justice, acts without partiality, maintains order, and attempts to avoid strife: Prov. 20:3; 24:23; 28:2, 5
8. Uses discernment in his relationships with others while building strong relationships with wise companions: Prov. 13:20; 14:13, 15
9. Demonstrates patience with self-control and humility: Prov. 15:18; 27:2; 29:11

## IDENTIFYING THE SIMPLE

### The Simple:

1. Follows others: Prov. 4:15; 19:25; Prov. 21:11
2. Does not foresee consequences; he/she is not cautious: Prov. 22:3
3. Gullible, believing everything he/she hears: Prov. 14:15
4. Takes someone else's punishment seriously. Would not be likely to laugh at someone else's punishment: Prov. 19:25
5. Can respond positively to the Word of God: Ps. 19:7; Ps. 119:130
6. Is easily deceived: Rom. 16:18

## IDENTIFYING THE FOOL

### The Fool:

1. Doesn't believe in God: Ps. 14:1
2. Hides his/her hatred: Prov. 10:18
3. Enjoys mischief: Prov. 10:23
4. Thinks what he/she is doing is right: Prov. 12:15
5. Is a grief and sorrow to his/her parents: Prov. 17:25; 10:1; 19:13
6. Does not respect his/her mother (may carry over to his/her teachers): Prov. 15:20
7. Has no use for his/her father's instructions (may carry over to teachers): Prov. 15:20
8. May give false reports to hurt someone else's reputation: Prov. 10:18
9. Does not understand God's ways: Ps. 91:5-6
10. Lets everyone know all of his/her foolish thoughts: Prov. 13:16; Prov. 29:11
11. Does not flee temptation: Prov. 14:16
12. May try to reform, but keeps going back to his/her foolishness: Prov. 26:11
13. Tends to meddle in other people's affairs: Prov. 20:3
14. Does not respond to counsel: Prov. 1:7; Prov. 1:22
15. He/she has a quick temper: Prov. 12:16

## IDENTIFYING THE SCORNER:

Scorn: a. Disdain; an emotion involving both anger and disgust; also derision; b. An expression of extreme contempt. Archaic: to mock, deride, to scoff.

The scorner:

1. Enjoys scorning or scoffing: Prov. 1:22
2. Dislikes those who reprove him: Prov. 15:12
3. Won't listen to rebuke: Prov. 13:1
4. Heads others into trouble: Prov. 29:8
5. Causes contention, strife, and reproach: Prov. 22:10
6. Is disgusting and vile: Prov. 24:9

## FRAMEWORK FOR DISCIPLINE

We use the following steps in seeking to resolve discipline problems in our school. How far we have to go through the steps or which step the process starts on depends upon how serious or persistent the problem is:

1. Teacher talks to, counsels, and prays with the student.
2. Teacher confers with parent over phone or in person.
3. Disciplinary action is taken, in keeping with the offense.
4. Parent - Teacher - Student conference.
5. Student referred to Principal.
6. Parent - Teacher - Student - Administrator conference.
7. Suspension and/or probation (conditional status) and/or dismissal.

## AM I MY BROTHER'S KEEPER?

The Bible answer to this question is "Yes." For example, we are warned that we should discipline our own actions so we do not cause others to stumble. We are called to follow the example of Christ and to be servants of one another (John 13:1-16); Phil. 2:1-8). We need to express love through encouragement and sympathy, especially when the other person is "down." We ought to help others solve their problems and go out of our way to give friendship, particularly to the lonely.

Leviticus 5:1 states, "If anyone sins in that he hears a public adjuration to testify, and though he is a witness, whether he has seen or come to know the matter, yet does not speak, he shall bear his iniquity." Clearly the Bible teaches that we are all responsible for what we know and to give open and honest testimony when called on to do so.

We are not to be gossipers or to be destructive with our tongue (Col. 3:8). We can badly hurt others (or be hurt ourselves) by criticism and tale bearing. Even as our standards on music, dress, and social relations are obviously out of step with society, Christian concern for others is even more radical – and one in which we all need more of God's grace.

We have a responsibility to respond to the wrongdoing of others. There are times (for example: theft, rape, arson) when it is wrong to ignore what others do. At Legacy Christian Academy, if a wrong harms others or the school, we have a responsibility to react, and even if a person seems only to be hurting himself, we cannot ignore it – we ARE our brother's keeper.

We have no rule at LCA for responding to the wrongdoing of others, but we do have a biblical standard. In Matthew 18:15-17 and Galatians 6:1-4, we are told that we ought to go to the offender, after making our own hearts right before God, and confront him with the purpose of restoration about the wrong. This takes tremendous courage and yet it makes real sense. If sin brings death, true love and true friendship will sacrifice its own comfort to save a brother.

If after going to the offender there is not the correct response, we are told to go again and to take others with us. If there is still not the correct response, we are told to go to the authorities. Since we have twice gone to the offender, there is no question of our motive. If we do not follow through on our responsibilities, we could hurt our brother by allowing him to get deeper into sin, hurt others, if the offense harms them directly, and hurt our way of life at the school.

LCA also has a policy against willfully accompanying and/or assisting a person who is violating LCA policy for suspendible and dismissible offenses. Therefore, a student who chooses to stay at a party where there is underage drinking or other sinful, illegal activity is responsible whether or not he/she participates. The biblical principle is for Christians to stay away from sin and to be careful not to associate with people who are disobedient. Students who find themselves in a situation where these policies are being violated should not participate, should contact their parents as soon as possible, and separate themselves from the activity as soon as possible.

There is a real danger for teenagers in groups to make very poor and often dangerous decisions. And yet, often all that is necessary for the group to avoid problems is for one of the members to speak up and say, "That's not a good idea. Let's do something else." The willful accompaniment policy is LCA's way of encouraging our students to do what is right and good in social situations.

## Section 6

### Discipline Procedures

#### Applicable Biblical Principles & Character Qualities Related to This Section:

There are several biblical principles that guide us in these procedures. **God is orderly** (1 Cor. 14:33) and so we attempt to be orderly in our discipline procedures recognizing that God is not the author of confusion. **God provides for us** (2 Pet. 1:3; Matt. 6:33) and that **He has provided all that we need for a life of godliness** should help us deal with the problems that we face. **God values each member of the body of Christ** (1 Cor. 12) so when we deal with students we recognize that they are part of that body of Christ. God expects us to **handle our relationships with wisdom, humility, and love by deferring one to another and keeping a clear conscience** according to 1 Tim. 1:5 and by recognizing that **we should forgive others** (Matt. 6:12) also because we have been forgiven. The character qualities that guide our discipline procedures are: **forgiveness** – treating someone as though he/she has never hurt me (Col. 3:13); **discernment** – seeing things as they really are (Heb. 11:1); **tenderheartedness** – feeling the joys and hurts of others (Eph. 4:32a); and finally, **wisdom** – thinking and doing things God's way (Prov. 4:7).

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a school is to help students learn to make wise choices, to face poor choices honestly and to see a pattern of consequences for the choices they make.

Student behavior, 24 hours a day, 7 days a week, whether on or off campus, that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of LCA is subject to disciplinary action.

#### PARTNERSHIP WITH PARENTS

Discipline is an area where the partnership between parents and the school is paramount. Parents should only enroll their students in LCA if they share the principles illustrated in the disciplinary policies of the school. In all disciplinary matters, the school will work with the parents in carrying out its policies. Discipline is only effective in the heart and life of a student if the parents and school are working in harmony.

#### CONFESSION AND FORGIVENESS

Students who find themselves in violation of any of the disciplinary policies described in this section should, on their own initiative, confess the situation to their parents and then seek out a teacher, counselor, or administrator to tell them about the situation. If other students are involved in the

violation, the student should speak to them first and encourage them to speak to their parents and then to the school authorities. The disciplinary consequences will be less for students who seek out their parents and the school authorities about an issue because one of the purposes of discipline is to lead the person to repentance.

### ***Infractions***

Legacy Christian Academy subscribes to a behavior management plan that expects behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate. The following rules, regulations and processes are designed to protect all members of the school.

Students who demonstrate problems behaviors (unacceptable conduct) are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction.

### ***Unacceptable Conduct – Level I***

1. Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the Mission of Legacy Christian Academy.
2. Acts of unacceptable conduct at this level may include, but are not limited to:
  - a. Classroom tardiness
  - b. Acting in a manner so as to interfere with the instructional process
  - c. Public display of romantic affection
  - d. Failure to complete assignments or carry out directions
  - e. Violation of dress code
  - f. Littering classroom, hallways, lockers, cafeteria, school grounds, etc.
  - g. Food, or drinks, other than water without teacher permission
  - h. Missing all or a major part of a class
  - i. Use of electronic devices during the school day
  - j. Disruptive hallway activity
  - k. Other unacceptable conduct as determined by the teacher
3. Individual classroom teachers will be responsible for enforcement of conduct involving Level I situations. Classroom teachers will ask students to comply, and may use a variety of actions including, but not limited to:
  - a. Verbal reprimand
  - b. Parental notification and/or conference
  - c. Behavior management contract
  - d. Detention

NOTE: Dress code violations will be reported to the office and must be corrected before student returns to class.

At this level, it is the goal that classroom teachers should establish relationships with students, and should disciple students into proper Christian respect for property, the rights of others, adults and school rules and regulations.

Repeated unacceptable conduct at Level I may be reclassified as Level II, and may be considered as willful disobedience or defiance and referred to the Principal's Office.

### ***Unacceptable Conduct – Level II***

1. Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at Legacy Christian Academy.
2. Acts of inappropriate conduct may include, but are not limited to:
  - a. Academic dishonesty (cheating/plagiarism)
  - b. Misrepresentation of the truth (lying)
  - c. Use of forged notes or excuses
  - d. Fighting
  - e. Abusive language to staff or students
  - f. Trespassing
  - g. Threats against others
  - h. Vandalism (minor)
  - i. Refusal to obey school personnel
  - j. Illegally occupying or blocking in any way, school property with intent to deprive others of its use
  - k. Unlawful assembly
  - l. Habitual acts of disorderly conduct
  - m. Skipping or cutting school
  - n. Missing detention
  - o. Use of tobacco and/or vaping products
  - p. Inappropriate sexual conduct
  - q. Any other acts as determined by the Principal and/or Head of School
3. The basic enforcement procedures to be followed in instances of unacceptable behavior at Level II are:
  - a. The appropriate administrator should confer with staff and investigate the extent of the circumstances.
  - b. The appropriate administrator should notify the parent or guardian of the misconduct. He should meet with the student, and if necessary, the parent or guardian, confer with them about the student's misconduct and effect the appropriate action.

- c. A complete record of the procedures shall be maintained and filed in the principal's office.
- 4. Possible sanctions to be applied in cases of unacceptable conduct at Level II may include, but are not limited to:
  - a. Temporary removal from class
  - b. Suspension/Disciplinary probation (includes suspension from all school activities)
  - c. Referral to outside agency
  - d. In all cases of cheating/plagiarism, an academic penalty will be assessed
  - e. Saturday School
  - f. Restitution of property damages
  - g. Plan of Restoration
  - h. Removal from leadership positions

### ***Unacceptable Conduct – Level III***

- 1. Conduct at Level III is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from Legacy Christian Academy, the interaction of law enforcement authorities and/or action by the Superintendent.
- 2. Acts of unacceptable behavior in this category include, but are not limited to:
  - a. Actions shocking to the conscience
  - b. Assault and battery
  - c. Bomb threats
  - d. Possession, use, or transfer of dangerous weapons
  - e. Sexual immorality/offenses
  - f. Vandalism (major)
  - g. Theft and/or possession or sale of stolen property
  - h. Arson/tampering with fire alarm
  - i. Furnishing, selling or possession of controlled substances (drugs, narcotics, alcohol, tobacco or vaping, or poisons)
  - j. Use of intoxicants
  - k. Electronic bullying or sending of inappropriate material
- 3. Basic enforcement procedures to be followed in instances of unacceptable behavior Level III are:
  - a. The principal should confer with the staff involved, effect the appropriate disciplinary action and, if appropriate, should meet with the student.
  - b. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible. Removal of

- student requires immediate notification of Superintendent.
- c. Where appropriate, the Superintendent or his designee will contact law enforcement authorities.
  - d. A complete written record shall be filed in Superintendent's office.
4. Possible sanctions to be applied in cases of Level III misconduct may include, but are not limited to:
- a. Suspension (includes suspension from all school activities)
  - b. Expulsion (requires Head of School's approval)
  - c. Restitution of property and damage
  - d. Referral to outside agency
  - e. Behavioral analysis plan designed by a multi-disciplinary team
  - f. Plan of Restoration
  - g. Removal from leadership positions

When and where it is appropriate, the administrator will contact law enforcement authorities. Legacy Christian Academy will report all assaults involving firearms, aggravated battery, sexual offenses, carrying deadly weapons, activities regarding marijuana or other controlled substances to local police immediately.

### ***Extenuating, Mitigating or Aggravating***

The philosophy of Legacy Christian Academy confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Inappropriate conduct at Level II and III warrant investigation and counseling with teacher and other staff who have direct responsibility for the student.

Students who marry or become parents may be required to withdraw. Legacy Christian will not admit students who are married or who have children.

Since the purpose of LCA is to partner with responsible Christian families, student dismissal may also be the result of the failure of parents to cooperate/partner with the school faculty, staff, and/or administration.

Legacy Christian Academy may discipline its students for suspendible or dismissible infractions regardless of whether these occur on or off school grounds, whether the issues occur before, during, or after school hours.

### ***Cell Phones/Electronic Devices***

Cell phones must be turned off between the start of the school day and the end of the school day, unless utilized for educational purposes under the direction/supervision of a faculty member. Electronic devices should not be visible during the day. Lack of compliance to this procedure will result in the confiscation of the device. At the end of the day, a student may receive his/her device back for a fee of \$10.00. Repeated violation of inappropriate cell phone usage will result in escalated fines and discipline.

### ***Detention/Saturday School - Secondary:***

- Morning Detention is held Thursday from 7:00 a.m. until 7:45 a.m. \$10 fee
- Saturday School is held from 8:00 a.m. until 11:00 a.m. \$25 fee
- Students are required to be in dress code for detention or Saturday School.
- Failure to show up for a detention or Saturday School will result in additional consequences.
- Being late or missing a detention will result in a Saturday School. Attendance is not optional and discipline will not be served at the convenience of the student. Failure to attend will automatically escalate the student to the next level of school discipline
- Failure to attend Saturday School will result in one-day out-of-school suspension.

### ***Student Dignity Policy***

Legacy Christian Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristics or disability, robs the person of dignity and is not permitted.

Legacy Christian Academy does not condone or allow harassment of others, whether engaged in by students, employees or other family members who may be present. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Any student who believes he or she has been subjected to harassment should report immediately to a teacher, counselor or administrator. Each report will be given serious consideration and investigated. Appropriate actions will be taken to eliminate such harassment. All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

### **Disciplinary Probation - Secondary**

Disciplinary probation is invoked at the discretion of the principal when a student has a serious problem. It provides the student an opportunity to correct his/her problem. If he/she does not improve to a satisfactory level, he/she will be dismissed, or asked to withdraw from the school. The problems for which a student would be placed on probation are:

1. Attitude: A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.
2. Disciplinary: Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school.

Probation will last a minimum of one quarter and may last up to a year. During the probation, the student will be ineligible to participate in any co-curricular activity. Positions of trust and responsibility will be relinquished for the remainder of the school year. At the end of a probation period, the student will be evaluated as to the fulfillment of the conditions set for his/her probation. A recommendation will be to (a) remove student from probation status or (b) continue student on probation status or (c) dismiss or withdraw student from LCA.

### **Expulsion Grades - Secondary**

A student may be expelled by escalating the disciplinary levels. A student may also be expelled for a single “major” violation with approval of the Superintendent. Expulsion is never considered lightly, and its consequences are devastating, yet the responsibility for the safety and well-being of all students sometimes makes it necessary.

***Any student who is dismissed for behavioral reasons from Legacy Christian Academy, and who seeks re-admission in a subsequent school year, must complete a restoration program and be approved for re-admission by an appeals committee. This committee consists of the Superintendent, principal and guidance counselor. If re-admitted, the length of time of the student’s probationary status shall be determined by the student’s response to the school’s shepherding care.***

### **Restoration Process**

Students who have been expelled from Legacy Christian Academy may have the opportunity of returning if they successfully complete the restoration process. For the restoration process to begin the student and/or family must display a repentant heart. This process includes the establishment of specific criteria to be accomplished, a period of intense discipleship with a youth pastor or director from a Bible believing church, daily journal keeping that will be reviewed by selected school personnel, a period of probation upon the return to school, and any other conditions deemed necessary by the

administration. The Restoration Plan will be implemented on an individual basis. LCA reserves the right to deny admission, re-admission, or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, re-admission, or continued enrollment.

### ***Corporal Punishment***

LCA employees will not administer corporal punishment but uphold the biblical standard of corporal punishment administered by parents in a wise and appropriate manner.

### ***Contraband***

The following items are contraband on campus and subject to immediate and permanent confiscation and may result in other consequences: unapproved/illegal substances, alcoholic beverages, tobacco/vaping products, weapons, and media which advocates a lifestyle contrary to biblical Christianity, any item dangerous or annoying which hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school. In cases involving possession of illegal substances, the appropriate law enforcement agency will be notified.

## **THREATS/INTIMIDATION/WEAPONS POLICY**

Legacy Christian Academy has the following policy involving threats, (verbal, graphic, digital, or written), and/or possession of a weapon, explosive, incendiary, or dangerous substance/item on school property or at a school function. Our school's first responsibility is the protection of all of its students. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school will suspend the student pending a hearing to determine the student's continued enrollment. Parents are advised that the school will contact the local police or appropriate authorities, and will note in the student's permanent record that he/she was suspended for possession of a weapon on school premises or at a school function. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle.

If the school determines that a threat of violence is credible or specific, the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to the student's parents and appropriate authorities. Students making such threats will be suspended. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the suspension for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school may still suspend the student pending a parent meeting. These include all cases in which the student was "just joking" (Eph 5:4; Prov 26:18-19). The administration will notify the threatened parties and their parents, even when a threat is not deemed credible.

*Micah 6:8 "...what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God." Even though we act with kindness and mercy in dealing with discipline situations, when it comes to weapons and threats, we act justly, thus having zero tolerance\* with students in this area. We urge you as parents to pray daily that God will build a hedge of protection around each of our families, students, and staff, and that no evil influence of any kind can get through to hinder His work in the lives of these wonderful young people.*

\*Our zero tolerance is in line with Ohio Revised Code RC2923.122 and RC2923.12.

## **THREATS, ACTS OF INTIMIDATION, HARASSMENT, OR SEXUAL HARASSMENT**

If a student has been threatened, intimidated, bullied, or sexually harassed, the student should immediately contact a teacher or school principal who will immediately initiate action concerning the threat. The accused student will immediately be removed pending investigation of the incident.

## **BULLYING/HAZING POLICY**

Bullying or hazing activities of any type are inconsistent with the Bible and are prohibited at all times. At LCA, we do not initiate students into organizations to humiliate them, but instead we induct students in order to honor their accomplishments and character. 1 Thessalonians 5:13 admonishes us to esteem others "very highly in love because of their work." By honoring each other, the Body of Christ at LCA is committed to building up, not tearing down; to building community, not destroying trust. We take very seriously the Scriptural mandate to honor/esteem/venerate others instead of ourselves (Phil 2:3). No administrator, faculty member or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any form of hazing.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. Not every act of irritation or teasing is bullying. In order to be considered bullying, the behavior is repeated, or has the potential to be repeated, over time; it must be aggressive and include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student, or other, organization that causes or creates a substantial risk of causing mental, spiritual or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Members of the Legacy Christian Academy community (employees, parents, students, friends of the school, etc.) shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.

All hazing incidents shall be reported to the principal immediately. Parents of all involved students shall be informed of the hazing. Disciplinary action shall be consistent with LCA discipline policies.

## UNAUTHORIZED LEAVING THE BUILDING

Students must not leave the school building other than at regular dismissal time, except by permission of the school office. A written note, signed by one parent, must be turned in to the school office for approval before the time of early dismissal. Students must sign out in the attendance office when leaving early. A parent's phone call or email is an acceptable alternative to a written note. Students staying for approved after-school activities must have adult supervision and are to remain on the premises until picked up by parents. This includes going to the parking lot without permission.

## INTERNET

The use of the internet, in any Legacy Christian Academy school, must be in support of education and academic research and consistent with the educational objectives of Legacy Christian Academy. Students using the internet at school must complete the Acceptable Use Policy (AUP).

Legacy Christian Academy offers three types of school-use technology depending upon a child's grade level or the duties of a staff member: access to the internet, access to data file storage, and access to a student e-mail account. Access to and use of all three is operated and controlled by LCA policy and monitored through filter systems, system checks/logs, and direct access to each account. These resources are intended only for the educational use of the student or staff member and will be accessed and monitored by the school system. Misuses can be subject to denial of use, school system disciplinary procedures, or in some cases, evidence turned over for lawful persecution.

### USE OF THE INTERNET

As Legacy Christian Academy looks at the internet, we desire to look at it holistically, seeking to filter its possibilities, as in all of life, through a biblical filter system where technology is not the thing to be esteemed, but a means to study the Creator and the world He has created for us. Our hearts need to be guarded in all of life's experiences (2 Cor. 10:5), but especially where research, visual images, and data retrieval imprint lasting impressions on developing minds and spirits (Matt. 12:35, Luke 6:45). We seek not a device of temptation but a tool to be used wisely, embracing only the parts that will not defile our heart and soul (Matt. 15:18-19) as we eagerly train young men and women after God's own heart (1 Thess. 3:13). It is our resolve to use the internet with the same attitude Paul had in writing to the Romans, "...but I want you to be wise as to what is good and innocent as to what is evil" (Rom. 16:19). LCA uses a filtering and monitoring system to attempt to screen inappropriate sites and materials.

The educational value of appropriate information on the internet is substantial. The internet is composed of information provided by institutions and people all over the world and therefore also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. LCA does not condone or permit the use or storage of this type of material for students or its staff. While software in use can help screen undesirable information, it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibility when using the internet. It is vital to work together to support students in responsible use of this vast reservoir of information.

Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories, and the media center. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students and staff members are expected to use the resources in a manner consistent with our Christian values and will be held responsible for their use. LCA strongly encourages parents to discuss with their children their own expectations for their child's internet use.

***Internet activities which are permitted and encouraged:***

1. Investigation of specific topics being studied in school.
2. Investigation of opportunities outside of school related to community service, employment, or further education.

***Internet activities which are not permitted:***

1. Searching; viewing or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching or viewing sexually explicit, profane, violence promoting, or illegal materials is not permitted).
2. Copying, saving, or redistributing copyrighted materials (users should assume that all material is copyrighted unless explicitly noted).
3. Subscription to any services or ordering of any goods or services.
4. Sharing of the student's home address, phone number, or other information.
5. Playing games, using chat sites, or maintaining social interaction sites unless specifically assigned by a teacher.
6. Any activity that violates a school rule, or a local, state, federal law.

If a student or staff member has any questions about whether a specific activity is permitted, they should ask a teacher, administrator, or supervisor. Accidental access of inappropriate material may happen and should it occur, it should immediately be reported so appropriate steps can be taken to block the site in the future.

### ***USE OF DATA STORAGE***

School-provided storage space is intended for the educational, not personal use, of its students and employees. It will be monitored for appropriateness by specific school personnel. Executable files are not permitted in storage space on the school's file system without prior permission by the I.T. department. File content will be deemed appropriate by school policy and at the discretion of an administrator or supervisor.

### ***RELIABILITY***

Legacy Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. LCA will not be responsible for any damages you suffer. This includes non-deliveries, misdirected-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via the internet is at the user's own risk. LCA specifically denies responsibility for accuracy of information obtained through the internet.

### ***EXCEPTIONS OF TERMS AND CONDITIONS***

All terms and conditions as stated in the Acceptable Use Policy are applicable to any every student of Legacy Christian Academy. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and misunderstandings of all parties.

## Section 7

### Student/Family Expectations

#### Applicable Biblical Principles & Character Qualities Related to This Section:

We are made in God's image and He has given us dominion over the planet (Gen. 1:28). God has ordained the church (Eph. 3:6) and the church should be a part of our lives. The scripture teaches that we must respond to one another in honor and avoid sexual impurity (1 Thess. 4:3-8) in our lives. Another important principle is God's ordination of human authority (Rom. 13:1-7); therefore, He holds us accountable to that human authority and that accountability will help us in living our lives according to God's expectations.

The character qualities involved are **self-control** – doing something that you really don't feel like (1 Cor. 9:25); **patience** – waiting with a joyful spirit (Jas. 5:8); **love** – meeting another's needs sacrificially (John 15:12); **helpfulness** – being ready to serve at any time (Isa. 41:6).

#### CODE OF CONDUCT

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Heb. 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Rom. 12:18), and the building of personal responsibility fosters a sense of achievement. Both responsibility and achievement are necessary ingredients to the development of self-control (1 Cor. 10:31, Eccl. 9:10, Rom. 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Legacy Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we do try our best to discipline in a way that is biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through our partnership in a program that includes clear disciplinary procedures, and the cooperation of students and parents in that program is crucial. (Please be aware that the administration reserves the right to make discipline decisions on an individual basis.)

Our goal should always be to obey the Scripture that says, "And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him" (Col 3:17). In the best interest of the entire school community, certain guidelines of conduct must be maintained by

all students of Legacy Christian Academy, both on and off campus, so that we might all live and work happily together.

## COVENANT OF CHRISTIAN CULTURE

The Christian life is one of control – not merely self-control, but Christ-control. True joy is found in submitting to Him and taking His yoke (Matt, 11:28-30). It is by outward control that we learn self-control. By submitting to the authority of home, school, and church we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of God's Word as revealed in the Bible.

Legacy Christian Academy recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful to one's body (1 Cor. 6:19) or is offensive to others (Rom. 14:13). Practices detrimental to a Christian's character and body are not permitted and may subject the student to immediate dismissal. Exposure to movies, videos, music, television and literature should be carefully guided and supervised by parents in accordance with Philippians 4:8 "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." Christian conduct is expected of students at all times (both on and off campus). Remember, you are representing our Lord's standards 24 hours each day, seven days a week. LCA partners with Christian parents who desire to have their children responsible to their parents and to their school for their behavior regardless of location or time, including internet usage, such as Facebook, Twitter, Instagram, Snapchat, etc. (on and off campuses, twenty-four hours a day, 7 days a week, 365 days a year).

At the start of each academic year, students in grades 7-12, if they desire to attend LCA will be required to sign the Resolve and Decide Covenant. It states, "The following list is not a comprehensive one of all God expects from us but, at Legacy Christian Academy, these are "bottom line" standards associated with Christian culture which are expected of all students:

1. To observe Biblical morality in all relationships.
2. To preserve personal purity.
3. To refrain from the possession, use, sale, and/or distribution of any alcoholic beverages, tobacco, tobacco products, drug substances, drug-like substances, and/or drug paraphernalia.
4. To approach the school and its program in a positive Christian attitude; refraining from negativism either in action, word, or appearance, and following the principle of giving a good report (Matt. 18).
5. To commit to a growing relationship with Jesus Christ by spending regular time in His word, maintaining a prayer life and actively attending church.

## CHURCH ATTENDANCE

Believing that our role at LCA is to assist the home and church in the task of training young people, we feel that it is of utmost importance for all of our students and parents/guardians to be in regular attendance at their church. We do not feel that we are working in harmony with the home if the family is not active in regular church attendance. Church attendance is required for continued attendance at LCA.

## COURTESY AND RESPECT

Students should practice courtesy and consideration in their association with teachers, school employees, fellow students, and visitors. Respect should be given to their person and property (Eph. 4:28-32). Students should respect the authority of teachers, administrators and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (Heb.13:17 and 1 Thess. 5:12-13). Profanity, vulgar, or abusive speech and actions will not be tolerated. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to a student's moral and spiritual development (Eph. 4:29).

## SOCIAL CONDUCT

Our present society is moving away from godly standards that have controlled the relationships between men and women in the past. The natural desires of man are being allowed to run their course with a minimum of control. The Bible says that the natural heart of man is deceitful and desperately wicked (Jer. 17:9). It is our desire as a school to uphold high standards of conduct, appropriate boy-girl relationships, and positive interactions between students. Christian teens are faced with many moral decisions, so Legacy Christian Academy discourages steady dating and public displays of romantic affection. Wholesome, God-glorifying relationships are encouraged. Students are to avoid public displays of romantic affection. Holding hands may be permitted in grades 9-12.

## DANCE PHILOSOPHY

In light of the above section on Christian Conduct, and in order to build a sense of community that honors the Lord and to increase the sense of wholesome fun in school social settings, appropriate dance may be allowed. The responsibility of the family and the school is to instruct our students on godly and appropriate behaviors in family, church, academic, athletic, social and other settings. We recognize that appropriate styles of dance can be a valuable part of art, worship, celebration, and exercise. Unfortunately, many forms of dancing are closely associated with things that undermine godliness. Dance is often sexually provocative, occurs in unhealthy environments, or accompanies

lyrics that do not reflect our commitment to a pure and godly lifestyle. The school discourages participation in this type of dancing. Expression of dance when performed in an appropriate manner that honors God, promotes holiness and community can be encouraged. The school recognizes dancing may be an appropriate expression of celebration and community both in and outside of school settings; i.e., weddings and worship, exercise and choreography, community building, and artistic dance forms like ballet, folk, or ethnic dance. School chapel and ministry events may incorporate dance that encourages worship and honor of God. School social events may include dance, but dance will not be the sole activity of the social event. Dance at school social events should encourage community building and healthy fun, and should not encourage students to engage in inappropriate physical contact, public displays of affection, sexually provocative dance moves, or require that couples be paired for dancing. Because of this responsibility we will adhere to the following policy on appropriate dance in Legacy Christian Academy sponsored activities.

## **SOCIAL EVENT POLICY**

The LCA student and guest both must agree to abide by all rules and regulations of the Legacy Christian Academy as set forth in the LCA Parent/Student Handbook and also agree to abide by the specific rules to the social event regarding the inclusion of any dancing activity. “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him” (Col. 3:17; 1 Cor. 6:19-20; 10:31-32).

1. All aspects of the event (including music, band, DJ selection, location, supervision etc.) shall be approved by the principal. Music must be wholesome and must be screened for content and style. The administration will determine the protocol for assuring compliance to this policy.
2. Students may not be allowed entrance to the social event if they arrive later than the designated start time unless prior permission has been granted. If anyone leaves the building at any time without permission of the person in charge, he/she must leave the premises and may not be allowed to return. Also, when a student signs out or leaves the event, he/she is no longer under LCA supervision. Parents may be notified when their student leaves, if the students leave prior to the end of the event.
3. The expectations for dress will be provided by the principal’s office in conjunction with the announcement of the event.
4. No inappropriate or sexually suggestive dancing will be permitted; no bodily contact with one another with the approved exceptions (i.e. hands to hands/arms/shoulder/back as appropriate to ball room or square dancing). There will be no dancing that could be considered by the chaperones as having the potential to cause an injury. Students will not engage in inappropriate physical contact or public displays of affection. Students who do not cooperate with this rule will be sent home and their parents will be called.

5. Events shall be adequately supervised by the administration, faculty and staff. The principal or a designee shall have final say over the appropriateness of any aspect of the event.
6. Students in grades 9-12 are permitted to attend the event. Eighth grade students or younger and students age 21 and older are NOT permitted to attend high school social events unless special exception is made by the principal.
7. Like all extracurricular events at LCA; if anyone is absent from school during the day of an event (other than an absence approved by the administration), he/she may not attend the event in the evening.
8. The LCA administrators reserve the right to make the final decision as to whether or not any LCA students and/or guest have permission to attend the event and whether to ask an individual to leave the event.

NOTE: While LCA cannot, and has no desire to, police or be involved in parties or events hosted by individual families or groups, we encourage parents to be prudent in all aspects of such events, especially as regards chaperoning and ending at such a time as to respect curfews set by other parents and legal curfews in our jurisdictions.

## ACADEMIC INTEGRITY

Students are required to do their homework and are not to copy homework or give/receive help on tests or homework unless the teacher has granted this privilege on a particular project. Since honesty is a Christian virtue that should be displayed by all students, LCA considers cheating a serious offense. During a test, quiz, or exam, it is the student's responsibility to avoid every appearance of cheating. Allowing someone else to use your work is cheating. All books and papers must be out of sight. Cell phones must not be out. (In fact, a teacher may ask that all cell phones be left in a designated place in the classroom during a test.) No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.

Plagiarism is also a serious offense and will not be tolerated. Plagiarism is the use of another writer's ideas or words without giving the writer credit for them. Copying information from the internet and submitting it as one's own work is an example of plagiarism. A student will receive a zero for the first case of plagiarism. A second incident will result in serious consequences and possible dismissal from school.

## STUDENT-FACULTY RELATIONSHIPS

It is understood that every student at Legacy Christian Academy should develop and maintain an attitude of respect for each teacher and for fellow students. The proper method of addressing a

teacher is to use the term "Miss", "Mrs.", "Mr.," and all replies should be given respectfully. This standard is applicable on the athletic field and throughout the school day, including all school programs and activities sponsored by Legacy Christian Academy.

In responding to adults, it is appropriate for students to respond respectfully with such phrases as "Yes, Sir", and "No, Ma'am." Mannerly expressions such as "Please", "Thank you", and "Excuse me" are to be used. Physical expressions such as hugs should be limited.

It is expected that boys will respond as gentlemen with sensitivity and proper etiquette (holding doors for girls and allowing young ladies to go first when going through a door).

## **CARE OF PROPERTY**

Legacy Christian Academy belongs to God. The way the property is maintained and cared for is important in affecting the Christian testimony of the school and of its students. Thus, willful damage, waste, defacing of or destruction to school property will not be tolerated. All damage must, of course, be paid for, whether willful or accidental.

No signs, banners, plaques, pictures, posters, or other objects may be hung on walls of any buildings without explicit permission from the school office. No furniture may be moved from any room without the permission of the principal.

If a student willfully destroys school or private property, suspension and subsequent dismissal may be necessary. If a student happens to damage something by accident, he/she should report it to a teacher immediately.

## **STUDENT WITHDRAWAL**

When a parent withdraws a student from school, regardless of the reason(s), the parent must complete a student withdrawal form obtained from the office. A withdrawal penalty of one month's tuition will be assessed per child. EdChoice families will be personally responsible for this fee; it is not covered by EdChoice. Teachers will collect textbooks and other instructional materials loaned to the student.

## **ARRIVAL AND DEPARTURE**

Arrival and departure times are the busiest times of the day on our campuses for vehicle and pedestrian traffic. Following traffic and safety guidelines at all campuses will help ensure the safety of our students and assist in providing a smooth flow of traffic.

## TRAFFIC RULES

1. Do not park and/or leave your vehicle unattended in any FIRE LANE or NO PARKING ZONE.
2. Park only in designated parking areas described by your campus traffic flow plan. School administrators will communicate this plan to you periodically.
3. Obey all campus speed limits and traffic signs, including stop signs and crosswalk markings.
4. Allow buses to have the right of way; do not park in bus loading zones.
5. Obey crosswalk and car pool monitors, whether they are staff, teachers, volunteers, or student safety patrols.
6. Arrive on time for drop-off and pick-up.
7. Wait in the correct place for your pick-up and/or drop-off.
8. Avoid using your cell phone while driving your vehicle on campus. Safety needs your full attention.
9. Please make sure that anyone who picks up or drops off your children for you is aware of the traffic rules on your campus.

## ELEMENTARY SCHOOL - PRE-K--6

No student is to be on school premises before 7:15 a.m. Elementary students arriving prior to 7:45 will report directly to Room 109. No student may remain on school premises after 3:20 p.m. unless staying after for an activity and are under the supervision of a teacher, coach, or advisor. Any child staying after must report to the office. After school, bus students are to go directly to their buses.

## SECONDARY - 7 -12

Students are not to be on the school premises prior to 7:15 a.m. Secondary students arriving prior to 7:45 a.m. will report to the auditorium until dismissed for class. No student may remain on school premises after 3:30 p.m, unless they are reporting to a school activity and are under the supervision of a teacher, coach, or advisor.

## PARKING/DRIVING ON CAMPUS – HIGH SCHOOL

Automobiles must be parked at regularly assigned places in the parking area and may be used only in accordance with the regulations listed. The administration reserves the right to deny a student the privilege of driving.

1. All cars are to be locked.
2. No students are permitted in parking area or cars during school hours without administrative permission.
3. Cars are not to be used during school hours without permission of parents and the school office.
4. Students will obey all traffic signs and speed limits when driving on campus.
5. Students will respect the property rights of the school's neighbors.
6. A fine of \$15.00 is levied for the screeching of tires, reckless operation, improper parking, excessive noise and/or excessive speed around and on the school property.

## PUPIL TRANSPORTATION

Transportation is provided by some local school districts in accordance with State Transportation Aid for non-public schools. Many families form and utilize car pools. Some after-school care facilities provide transportation as well.

Safe, proper, and acceptable student behavior on school buses is essential for students using such transportation. Misbehavior may result in detentions or loss of bus privileges for a period of time. LCA students are expected to abide by these guidelines whether they ride public transportation or public school buses.

For all bus stops, the parents need to have the student at the pick-up spot no later than five minutes prior to the scheduled pick-up time. For drop-off sites, the parent is to be present at the stop no later than five minutes prior to the scheduled drop-off time. It is important that parents are on time to pick up their student(s) because the bus must maintain its schedule for other stops and families. Repeated tardies at bus stops can lead to a loss of bus privileges.

Each pupil is assigned a designated place of safety at the bus stop. Students must proceed to this designated area so the bus driver can account for each pupil at the designated place of safety before leaving the drop-off area. In addition, behavior at the school bus stop must not threaten life, limb, or property of any individual.

Students must leave or board the bus at locations to which they have been assigned unless they have written and signed parental and administrative authorization to do otherwise. LCA cannot authorize students to ride buses belonging to other school districts.

## LUNCH PERIOD

Students are not permitted to leave the campus for lunch. All lunches will be eaten in the cafeteria unless exceptions are communicated by the administration. Written parent permission may be submitted to allow their own child to go off campus for lunch with the pastor of their church. Parents may take their own child/children out for lunch. In both of these exceptions, consideration needs to be taken to be back on campus on time for the class period following lunch.

1. All food is to be eaten in the lunchroom.
2. Tables are not to be moved.
3. Each student is to clean his/her area when concluding lunch.
4. Courtesy and good manners are to be in evidence at all times.
5. All trash is to be placed in the trash containers.
6. Outside eating in designated areas is permissible with adult supervision.

## LIBRARY

1. As a general rule, students come to the library in class groups accompanied by their teachers.
2. A student going to the library during school hours must have a Library Pass signed by his/her classroom teacher. (The teacher should check with the librarian to be sure that the library is free during that period.) If the student is coming to the library during study hall, the pass must also be signed by the study hall monitor. This pass must be given to the librarian when the student enters the library. The pass must be signed by the librarian and carried back to the teacher/study hall monitor when the student leaves the library. If a student leaves the library before the end of the period, he/she is to report back to the study hall or classroom.
3. Books are checked out at the circulation desk. Each student may check out three books for a period of one week (K-6) or three weeks (7-12). A fine (5¢ for K-6; 10¢ for 7-12) is charged per day on books not returned by the due date.
4. Reference books are to be used only in the library.
5. The library is a place for study and reading. The librarian may permit limited talking.
6. No food or drink (other than bottled water) is to be consumed by students in the library during school hours. Block B students are permitted to have a snack.
7. Students who abuse their library privileges will be restricted from the use of the library.
8. Students using computers in the library must sign in on the clipboard on the circulation desk. Library computers are used for research, and computer time is a resource that must be shared with others.

## HALL PASSES (GRADES 7-12)

Students are NOT to be in the hall during class at any time without a Hall Pass. A student must report to assigned class before a pass to visit another teacher is valid. If a teacher detains the student after class, he/she is to sign a tardy pass for the student.

## GYM/WRESTLING ROOM RULES

1. Gym shoes are to be worn during gym classes and other gym activities. This is for the safety of students and for the preservation of the gym floor surface.
2. There will be no one in the gym/wrestling rooms unless supervised by a teacher or coach.
3. Students will remain in the gym/wrestling area until the assigned Physical Education class is over.
4. No food or drink, other than water, is allowed in the gym/wrestling room during the school day.

## WEIGHT ROOM RULES

Students will only be permitted to use the Weight Room when supervised by a designated coach or an adult approved by the Athletic Director. Equipment in the Weight Room will be cleaned after use according to appropriate Athletic Department guidelines.

## PLAYGROUND RULES (ELEMENTARY)

Recess is an important break for youngsters to constructively channel their energies. They are expected to participate unless excused by their parents or teacher. A doctor's recommendation is required to miss more than three consecutive days of recess. The keynotes of a good playground are safety and sharing. Any activity which could be dangerous to one's self or others will not be permitted. Playground equipment, balls, etc., must be shared. Every playground supervisor must be shown respect. Discipline problems will be referred to the principal. All students at recess should be aware of and abide by the following rules as well as engage in what's deemed "Acceptable Play":

### RECESS RULES

1. Demonstrate Respect, Responsibility, Caring and Empathy, Cooperation, Honesty, Fairness
2. Remain outside the entire recess period, unless permission is given to go inside
3. Stay within playground boundaries and refrain from going close to the fence
4. Do not use climbing equipment when it's wet
5. Take turns on climbing equipment
6. Request help from teacher for support with conflict resolution

7. Follow adult directions the first time asked
8. Promptly line up when a staff member blows the whistle and put away any equipment
9. Do not approach or play with neighborhood pets

#### **ACCEPTABLE RECESS PLAY**

1. Blacktop games like four square, hopscotch, jump rope, volleyball or other net game
2. Games on the field like soccer, relay races, kickball, Frisbee
3. Using climbing equipment the way it is intended to be used
4. Basketball
5. Tetherball
6. Playing tag or chase without tackling or pushing
7. Reading, talking with friends
8. Drawing with chalk on black top or sidewalk

#### **UNACCEPTABLE RECESS PLAY**

1. Playing football, baseball, softball, dodge ball or ultimate Frisbee with tackling
2. Running through other organized games or close to climbing equipment
3. Standing or sitting on top of climbing equipment
4. Kicking/pulling a child on the monkey bars or pushing a child off equipment
5. Tying jump ropes to self, other children or to equipment, using rope as whip
6. Wrestling/play fighting/teasing/hitting even if playfully
7. Digging in the dirt or mulch/playing in puddles/throwing dirt, rocks or mulch
8. Climbing trees or fences

### **MISSIONS/SERVICE REQUIREMENT (GRADES 9-12)**

#### **REQUIREMENTS**

Each 9-12 grade student must meet a minimum 30 hours of missions/service hours by the first Monday after the first Friday in May. The missions/service requirement must be met in order for the student to graduate or to return to LCA the following school year. Reporting will be done by the student turning in the "Missions/Service Requirement" form which has been signed by the adult supervisor.

#### **PURPOSE OF MISSIONS SERVICE**

Jesus gave the Great Commission to His disciples (Matt. 28:19-20; Acts 1:8). It is a conviction of Legacy Christian Academy is that young people need to receive experience and training in missions in order to:

1. Gain a worldview of missions.

2. Consider seriously missions and other Christian vocations as a career.
3. Become involved in the services to a local church and Christian family.

The purpose of the missions/service requirement for Legacy Christian Academy is in harmony with this conviction. It is our desire to help our students gain a Christian worldview, to be encouraged to experience a close walk with God and to bring glory to Him through their ministry.

#### **LIST OF APPROVED MISSIONS/SERVICE MINISTRIES**

1. Sunday School (teacher/aide)
2. Church Visitation
3. Special Church Projects
4. Hospital Volunteer
5. Nursing Home
6. Resident Home
7. Crisis Pregnancy Center
8. Gospel Mission
9. Vacation Bible School
10. Bible Clubs
11. Literacy Program
12. Church Choir
13. Playing a Musical Instrument at Church or Church-sponsored Activities
14. Youth Group Leadership
15. LCA Day of Service
16. Church Maintenance or Custodial
17. Evangelism Program (e.g. Evangelism Explosion)
18. Camp Staff
19. Church Baby-sitting
20. LCA Staff Baby-sitting
21. Church Drama or Ensemble
22. Tutoring
23. AWANA/Royal Ranger Type Groups Leadership
24. Mission Trips Sponsored by Church, LCA, or Approved Agency
25. Operation of Church Sound or Video System
26. Helping Senior Citizens
27. Teacher Aide (outside of school hours)
28. Computer Work for Church
29. Right to Life
30. Babysitting without compensation

This list is not an exclusive list. If a ministry is not on the list, prior approval can be obtained from the high school administration.

## TEXTBOOKS/MATERIAL/EQUIPMENT

All textbooks/materials/equipment are loaned to students for their use during the school year.

Textbooks are to be kept covered (grades 5-12) and handled carefully. Students will be required to pay for lost or damaged school issued books, materials, or equipment.

## UNITY AND HARMONY

Legacy Christian Academy constructively pursues unity and harmony among all students, staff and faculty, regardless of race, color, ethnic origin, or denominational background.

LCA further recognizes that:

1. The world will know that we are His disciples by our love for one another (John 13:34-35).
2. Each person is fearfully and wonderfully made (Ps. 139:14), created in the image of God (Gen. 1:26).
3. In God's family there are no differences in worth (Gal. 3:28) since Christ died for all (Rom. 1:16).

All the educational leaders at Legacy Christian Academy are challenged to reflect Jesus Christ and be spiritual leaders first and academic leaders second. Thus, no individual should ever be put down because of their color, race, national origin, mental ability, physical characteristics, gender, or denominational differences. Bigotry, prejudice, and/or insensitivity to the needs of others will be addressed as quickly as they occur. Ethnic jokes, name calling, actions or apparel that communicate any of the above is unacceptable at Legacy Christian Academy.

We must be reminded that a sense of dignity or the lack thereof is influenced by what others think, say, and do as it relates to the individual. Our desire, as one being conformed to the image of the Lord Jesus Christ (Rom. 8:29), is to look at the heart of man and not on outward appearances (1 Sam. 16:7).

The unity and harmony that we exhibit as a body at Legacy Christian Academy will allow the world to see a dynamic difference in us. Scripture teaches in John 17:21 that the world will be drawn to believe that Jesus is Lord by our oneness together as believers. Unity is such a joy and our prayer is that it will be evident throughout his/her ministry.

## CUSTODY ISSUES

For all custody issues involving students, the appropriate principals must have copies of the legal documents. The principal must be notified in writing with documentation of all legal changes in custody provisions. It is the parent/custodian's responsibility to notify the school of any and all changes.

## Section 8

### Uniform Dress Code

#### Applicable Biblical Principles & Character Qualities Related to This Section:

Since **God holds us accountable for our words, thoughts, and actions** (2 Cor. 5:10) our goal is for children to remember that **God is worthy of our finest efforts** (Col. 3:17, 23). Our dress should reflect our Christian walk and character. Clothes can be seen as a badge – a visual tool of communicating our faith and trust in God. **Because we were made in God's image, we must respond to one another with honor and respect** (Jas. 3:9-10). Our dress should give an appearance that reflects our mission and message. Complying with a dress standard can effectively communicate a respect and honor for the sense of school community. **We must yield our rights to God and defer to one another** (Phil. 2:3-8). The spirit of deference is critical when details of group guidelines are considered. Although everyone does not agree with every detail, each one yields to the common standard for the sake of unity within the body.

Because there is such a divergence of opinion and perspective on appropriate dress, the school recognizes that not all will agree with the standards of the institution. May the following character qualities help us all to maintain a spirit of unity and community: meekness – being peaceable and gentle even when I don't get my own way (Tit. 3:2); contentment – satisfied with what the Lord has given me and where He has placed me (1 Tim. 6:6); acceptance – realizing and treating all people as made in God's image (Jas. 2:1); self-control – doing something even when I don't feel like it (1 Cor. 9:25a); and morality (purity) – living a holy life (1 Thess. 4:3).

#### GENERAL STATEMENT OF PHILOSOPHY

**As followers of Jesus**, families associated with Legacy Christian Academy choose to live in Christian community. When members live in community, they distinguish themselves as a unified body. One area that can reflect this spirit of community is the way the school family chooses to dress.

**What we choose to wear** is often thought of as a personal right or entitlement. Thinking of it this way can make the topic of dress code a highly emotional issue. However, when we enter into true community, we automatically commit to give up certain rights or personal preferences in order to uplift the body. At LCA, we have some families who choose a more conservative style of dress while other families select a less conservative approach. As a student at Legacy Christian Academy, we ask that you set aside your personal preference to honor the standard of the community. As faculty at LCA, we commit to encouraging the body by keeping students accountable to the community's standard.

**Legacy Christian Academy promotes excellence** in academics, character, and conduct. There are many factors that contribute to our school culture, and one is a uniform dress code standard. At LCA, we want to be about the work of education while ministering to the heart of the student.

We desire to honor Jesus Christ in all areas of education and encourage a school culture that promotes modesty, responsibility, alertness, and excellence. **God is worthy of our finest efforts.**

**Teaching children** to conform to a standard of dress helps establish an atmosphere of order and respect for each other while minimizing distractions. It establishes habits conducive to future success in life. We want our uniform policy to help students develop **attitudes of respect for themselves and consideration to those around them.**

**Compliance to dress code** is a shared responsibility. Please assist your child in adhering to the following guidelines. The principal in charge of dress code will have the final decision concerning any questionable clothing and reserves the right to require any student who does not meet dress code to change clothing before attending classes.

## STATEMENT OF BIBLICAL PRINCIPLES

1. Our dress should reflect our Christian walk and character. The objective: clothes are a badge by which we communicate. There should always be cleanliness, neatness and modesty.
2. Our dress should enhance our good works and be the proper accompaniment of godliness. The objective: to give priority to the spiritual drive over the physical and psychological drives. (2 Tim. 2:20-25)
3. Our dress should be characterized by modesty, which means reserved, moderate, chaste and decent. It should therefore be appropriate and sensible. The objective: through modesty winning some to Christ, by modesty emphasizing inner qualities. Modesty, in effect, mirrors the inner being through outer appearance.
4. Our dress should give an appearance that reflects our mission and message (messengers on a pilgrimage, messengers in a priestly role and ambassadors for Christ (2 Cor. 5:20, 1 Pet. 2:11). We must be mindful that the testimony of our Lord Jesus Christ is extremely important and in the eyes of the world, Christians are expected to live by a higher standard.

## DRESS CODE - DAILY WEAR

MONDAY – THURSDAY	
Preschool	
<ul style="list-style-type: none"> <li>▸ Jeans, pants, or shorts (Modest length. If a child wears leggings, they must be worn with a tunic top or a dress.)</li> </ul>	
<ul style="list-style-type: none"> <li>▸ Shirts (no tank tops, halter tops, or shirts with offensive writing/pictures)</li> <li>▸ Skorts; skirts or dresses (with shorts, tights, or leggings underneath)</li> <li>▸ Tennis shoes (Velcro) or closed-toe shoes (no flip-flops)</li> </ul>	

MONDAY – THURSDAY			
Grades K-6		Boys	Girls
Shirts	Polo	<ul style="list-style-type: none"> <li>▸ LCA logo polo shirt in navy, light blue, gray, black, or white OR</li> <li>▸ Any solid color polo shirt</li> </ul>	<ul style="list-style-type: none"> <li>▸ LCA logo polo shirt in navy, light blue, gray, black, or white OR</li> <li>▸ Any solid color polo shirt</li> </ul>
	Turtleneck	<ul style="list-style-type: none"> <li>▸ Long-sleeved, solid color only</li> </ul>	<ul style="list-style-type: none"> <li>▸ Long-sleeved, solid color only</li> </ul>
	Oxford	<ul style="list-style-type: none"> <li>▸ White, French blue, or light blue</li> <li>▸ Button-down collar; long or short sleeve</li> <li>▸ All but top two buttons must be buttoned</li> </ul>	<ul style="list-style-type: none"> <li>▸ White, French blue, or light blue</li> <li>▸ Button-down or rounded collar; long or short sleeve</li> <li>▸ All but top two buttons must be buttoned</li> </ul>
Pants		<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>	<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>
	Shorts	<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>	<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>
Skirt/Skort			<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill) skirt/skort</li> <li>▸ Plaid skirt</li> </ul>
Polo Dress			<ul style="list-style-type: none"> <li>▸ Long or short-sleeved</li> </ul>
Jumper			<ul style="list-style-type: none"> <li>▸ Khaki, navy, or plaid</li> </ul>

<b>Sweaters</b>	<ul style="list-style-type: none"> <li>▸ Any solid color cardigan or zipper sweater</li> <li>▸ Uniform shirt must be worn under sweater</li> </ul>	<ul style="list-style-type: none"> <li>▸ Any solid color cardigan or zipper sweater</li> <li>▸ Uniform shirt must be worn under sweater</li> </ul>
<b>Sweatshirts / ¾ Zips</b>	<ul style="list-style-type: none"> <li>▸ Crewneck sweatshirt in navy, gray, or black</li> <li>▸ ¾ Zip - Dri-weave or fleece in navy, gray, black</li> </ul>	<ul style="list-style-type: none"> <li>▸ Crewneck sweatshirt in navy, gray, or black</li> <li>▸ ¾ Zip - Dri-weave or fleece in navy, gray, black</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>▸ Closed toe and heel shoe or boot</li> <li>▸ No sandals, flip-flops, or Crocs</li> </ul>	<ul style="list-style-type: none"> <li>▸ Closed toe and heel shoe or boot</li> <li>▸ No sandals, flip-flops, or Crocs</li> </ul>
<b>Socks/Tights</b>	<ul style="list-style-type: none"> <li>▸ Any color/variety</li> </ul>	<ul style="list-style-type: none"> <li>▸ Any color/variety</li> </ul>

<b>MONDAY – THURSDAY</b>			
<b>Grades 7-12</b>		<b>Boys</b>	<b>Girls</b>
<b>Shirts</b>	<b>Polo</b>	<ul style="list-style-type: none"> <li>▸ LCA academic logo polo shirt in navy, light blue, gray, black, or white</li> </ul>	<ul style="list-style-type: none"> <li>▸ LCA academic logo polo shirt in navy, light blue, gray, black, or white</li> </ul>
	<b>Oxford</b>	<ul style="list-style-type: none"> <li>▸ White, French blue, or light blue LCA academic logo shirt</li> <li>▸ Button-down collar; long or short sleeve</li> <li>▸ All but top two buttons must be buttoned</li> </ul>	<ul style="list-style-type: none"> <li>▸ White, French blue, or light blue LCA academic logo shirt</li> <li>▸ Button-down collar; long or short sleeve</li> <li>▸ All but top two buttons must be buttoned</li> </ul>
<b>Pants/Shorts</b>		<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>	<ul style="list-style-type: none"> <li>▸ Khaki or navy chino (twill)</li> </ul>
<b>Skirt</b>			<ul style="list-style-type: none"> <li>▸ Khaki or navy twill, or uniform plaid</li> <li>▸ Plain front or pleated</li> </ul>
<b>Sweaters</b>		<ul style="list-style-type: none"> <li>▸ Navy, gray, or black LCA academic logo sweater</li> <li>▸ Uniform shirt must be worn under cardigan or zipper sweater</li> </ul>	<ul style="list-style-type: none"> <li>▸ Navy, gray, or black LCA academic logo sweater</li> <li>▸ Uniform shirt must be worn under cardigan or zipper sweater</li> </ul>

<b>Sweatshirts / ¾ Zips</b>	<ul style="list-style-type: none"> <li>▸ LCA academic logo crewneck sweatshirt in navy, gray, or black</li> <li>▸ LCA academic logo ¾ Zip - Dri-weave or fleece in navy, gray, or black</li> </ul>	<ul style="list-style-type: none"> <li>▸ LCA academic logo crewneck logo sweatshirt in navy, gray, or black</li> <li>▸ LCA academic logo ¾ Zip - Dri-weave or fleece in navy, gray, or black</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>▸ Closed-toe and heel shoes or boots</li> <li>▸ Grades 7-12 may wear sandals (no beach wear, flip-flops, or slides)</li> </ul>	<ul style="list-style-type: none"> <li>▸ Closed-toe and heel shoes or boots</li> <li>▸ Grades 7-12 may wear sandals (no beach wear, flip-flops, or slides)</li> </ul>
<b>Socks/Tights</b>	<ul style="list-style-type: none"> <li>▸ Any color/variety</li> </ul>	<ul style="list-style-type: none"> <li>▸ Any color/variety</li> </ul>

### FRIDAY – SPIRIT WEAR – ALL GRADES

<b>Jeans-(blue)</b>	<ul style="list-style-type: none"> <li>▸ Traditional fit</li> <li>▸ In good repair; no holes</li> <li>▸ No jean shorts</li> </ul>	<ul style="list-style-type: none"> <li>▸ Traditional fit</li> <li>▸ In good repair; no holes</li> </ul>
<b>Shirts</b>	<ul style="list-style-type: none"> <li>▸ LCA or Knights spirit shirt, LCA team shirt OR class t-shirt</li> </ul>	<ul style="list-style-type: none"> <li>▸ LCA or Knights spirit shirt, LCA team shirt OR class t-shirt</li> </ul>
<b>Hoodies</b>	<ul style="list-style-type: none"> <li>▸ LCA or Knights spirit hoodie or team hoodie</li> <li>▸ May be worn on Fridays only</li> </ul>	<ul style="list-style-type: none"> <li>▸ LCA or Knights spirit hoodie or team hoodie</li> <li>▸ May be worn on Fridays only</li> </ul>

### GENERAL GUIDELINES K-12 – for regular and spirit days as well as special events

1. Students are expected to dress according to uniform/dress code from the time they arrive on campus for school until they leave the campus for the day or begin practice or after-school activities.
2. All garments must have a traditional fit and be modest, neat, and clean.
3. Pants are to be worn at the waist – no sagging. No oversize, tight, or short styles. No cargo pockets.
4. Shorts inseam is to be at least 6" in grades K-6, at least 8" in grades 7-12. Skorts inseam (grades K-6) is to be at least 6".

6. Skirt length is to the top of the kneecap. Slits are acceptable in a straight skirt from the bottom of the hem/skirt up to the knee for walking ease.
7. Students in grades 7-12 must have LCA academic logos (shield & Legacy name) on all polos, oxfords, sweatshirts, ¼ zips, or sweaters worn on Monday-Thursday. Knights logos and team shirts may be worn on Fridays only.
8. Sweatshirts and ¼ zips may be worn with a t-shirt. (A student must have a polo if he/she takes off the sweatshirt or ¼ zip.)
9. T-shirts (long or short-sleeved) or turtleneck shirts may be worn under uniforms and can be any solid color, as long as there is not any writing showing. No thermal underwear may show. Tops must completely cover the midriff even when arms are raised.
10. Jackets, coats, hats, and other outer apparel must be removed in classrooms unless the principal permits students to wear them because of a cold building.
11. Jewelry should be in moderation and good taste. No visible tattoos or body piercing (except for girls' earrings). Boys are not to wear earrings at school or school functions.
12. Hairstyle extremes and non-traditional or unnatural hair colors are not permitted. Boys' hair must be off the collar, above the eyebrow, and with part of the ear showing. Boys are to be clean-shaven (no beards or mustaches).

## **ACTIVITY DRESS CODE: PRE-K-12**

During school activities outside the school day students may wear modest shorts, non-uniform pants, non-uniform shirts, and non-uniform shoes. Extremes are not permitted. Writing/pictures on clothes may not communicate a message that conflicts with school standards. School administration or their designee at any school activity will have the final decision regarding any questionable clothing or dress.

## **HIGH SCHOOL FORMAL EVENTS**

For students 7-12, dress checks will be conducted for JS and Homecoming. Please make plans to attend a dress check before the event.

## **FIELD TRIPS: K-12**

Students are required to wear the LCA school uniform on all field trips. Exceptions: those trips that are planned around recreational activities or activities that may damage the uniform. Dress standards will be established by the principal. These will be communicated in advance so parents can be informed and students can be appropriately dressed.

## Section 9

### Student Activities

#### **Applicable Biblical Principles & Character Qualities Related to This Section:**

Here are some examples of character qualities that you might see applied or emphasized in this section of our handbook. Humility – giving credit to God and others for the achievements in my life (Prov. 16:19); honor – showing deep respect for God and others (Heb. 12:9); thankfulness – being grateful and saying so (1 Thess. 5:18); faith – believing and acting on what God says He will do (Heb. 11:1); creativity – doing something in a new way (Gen. 1:31a); and initiative – making the first move without being asked (Prov. 6:6-8).

#### **SPIRITUAL EMPHASIS DAY/WEEK**

Spiritual Emphasis Week provides students the opportunity to focus on God’s Word and to deepen their relationship and walk with their heavenly Father. This spiritual emphasis is designed to encourage students to “set your affection on things above, not on things on the earth” (Col. 3:2) and to seek eternal values as most important in view of their ultimate accountability to God. It is a time set aside to teach evangelistically and challenge students in their walk of discipleship (equipping the student).

#### **ENRICHMENT SERVICE MINISTRY WEEK**

ESM Week is a one week, hands-on educational experience that allows innovation and freedom that includes guest speakers, mission and educational trips (Costa Rica, Israel, Italy, Washington DC, Boston, and more), along with career and ministry practicums. This week is paired with Spring Break to give maximum flexibility in mid-March.

#### **DAY OF SERVICE**

All-school student participation service to our community. It is a one day event to help teach our students to have a heart of service.

## GRANDPARENTS' DAY – Elementary

This is a special day to show honor and respect for the generations that have gone before (Deut. 6:2). The school's mission and purpose will be communicated to the grandparents, and grandparents are recognized for the vital part they play in our ministry. A special time with the grandson or granddaughter helps increase the bond between generations.

## FIELD TRIPS

Field trips will be scheduled throughout the school year as opportunities for learning present themselves. Field trips are designed to provide hands-on experiences as an extension of the classroom curriculum. These experiences give opportunity for the student to connect with real-life experiences as an outgrowth of his/her formal classroom studies.

## CELEBRATION OF HOLIDAYS

1. Halloween – As a Christian school, we do not commemorate Halloween. It is our policy that no witches, goblins, black cats, etc., be made or displayed by faculty or students.
2. Veteran's Day – All teachers are encouraged to explain the meaning of Veteran's Day and to have a special prayer emphasis for our country.
3. Thanksgiving – This wonderful holiday of gratitude will be commemorated and celebrated in ways deemed appropriate by classroom teachers. Special chapels and programs are encouraged. Special emphasis is to be given to the place of praise and thanksgiving in a Christian's life. Harvest parties with pumpkins, corn stalks, food, etc. are part of the school's Thanksgiving season. Secondary students conduct a food drive to provide Thanksgiving baskets for needy families.
4. Christmas – Our Christmas celebration needs to be as distinctively Christian as possible. There is a wide variety of opinion about Santa Claus, Christmas trees, presents, etc., within the Christian community. While we are not legislating our policy/procedures for the homes represented in the school, understanding that each family may celebrate Christmas as they deem right and good, the following guidelines will govern the school celebration:
  - a. Christmas trees, bells and decorations will be allowed in the school but fire regulations must be strictly followed.
  - b. We will seek to avoid references to Santa Claus, reindeer, and other cultural issues that may distract from Christ. However, in the spirit of Romans 14:19-22, students will not be harassed for wearing Santa Claus socks or pins, etc.

- c. Every faculty member is to place the strongest emphasis on the birth of Jesus Christ as one of the greatest events in salvation history.
- 5. Friendship (Valentine's) Day – Cards may be exchanged if done for the whole class. Teachers may plan class parties.
- 6. Martin Luther King Jr. Birthday – All teachers are encouraged to commemorate Martin Luther King's birthday and to lead a special prayer emphasis for an end to discrimination in our country.
- 7. Presidents' Day – All teachers are encouraged to commemorate Presidents' Day and to lead a special prayer emphasis for our country.
- 8. Easter – Easter is another spiritual opportunity for us to celebrate in a distinctively Christian manner. The death, atonement, burial, and resurrection of our Lord Jesus Christ are the reasons for our enthusiasm. Easter chicks, eggs, bunnies, etc., are not to be the focus of our celebration of this great event, although students will not be corrected if they participate in an extra-biblical cultural expression of Easter. Great emphasis is to be placed on the reality of our risen Savior who triumphed over death for us all.

## **DRAMA ELIGIBILITY**

Drama productions follow the same academic eligibility requirements as athletics for grades 7-12 (See Section 11). All members of a drama cast will pay an activity (participation) fee.

## **STUDENT CLUBS AND ORGANIZATIONS**

All organizations of students shall be formed with the permission of the principal. All organizations shall have an adult advisor approved by the principal. Any activity scheduled by a club or organization must be approved by the advisor, who will secure permission from the building administration. Any collection of funds or raising of funds must be approved by the principal prior to the project. All funds are to be handled through the school office. No money is to be spent by any club without the written permission of the advisor and the principal. It is recommended that no student hold office in more than one club.

## CHAPEL AND ROUND TABLE

These times provides opportunities for our students to be challenged from God's Word regarding one's relationship with Christ and the daily walk with Him and in our community. Chapels offer our students the opportunity to be blessed and challenged by community pastors, youth leaders, lay speakers, as well as LCA employees. Students experience a unique blend of worship, biblical literacy, and practical application through student and adult leadership. Chapel and Round Table are vital and integral parts of the Legacy Christian Academy community. This emphasis on spiritual realities of life expresses the heartbeat of Legacy Christian Academy. Students lead in the organization and programming through Chapel Committee, Praise Team, and small groups.

## Section 10

### Health Services

#### Applicable Biblical Principles & Character Qualities Related to This Section:

The following biblical principles deal with the idea of Health Services. **God is the creator** (Gen. 1); **He created man** and therefore He knows what our body needs. **God has established universal principles.** One of these is that **we reap what we sow** even in the area of taking care of our bodies. If we refuse to take care of our bodies, then we may not be as healthy as we would want. **God ordained the family** and the family, according to Genesis 2:18 and Mathew 19, is ultimately responsible for the health of the child. Recognizing that man has the **responsibility of avoiding sexual impurity** (1Thess. 4:3-8) we need to know how to relate to and take care of our bodies.

Character qualities that have to do with this section: **Self-control** – doing something even when I don't feel like it; **Morality** (purity) – living a holy life; **Discernment** – seeing things the way they really are.

#### PURPOSE

Legacy Christian Academy's health services contributes to the goals of the education system and healthcare system by providing screenings and referrals, administering medications and treatments, providing first aid, providing health counseling and education, and supporting students to acquire self-management skills. The purpose of health services is to ensure that all students are healthy and ready to learn, to provide for the well-being and safety of all our students, and to comply with regulations set forth by the Ohio Department of Health.

#### IMMUNIZATION POLICY

In accordance with ORC 3313.671 (K-12th) and ORC 5104.014 (PK), all new students PK-12th are required to submit a current immunization record, from a physician office or county health department, prior to the 15th day of school. Students who fail to meet this deadline will be withheld from attending school until one is submitted. It is the parent's responsibility to ensure that this documentation is submitted. Immunization requirements are changed frequently by the Ohio Department of Health. Please see the health services web page to view the current immunization requirements for school attendance.

Parents who chose to exempt their child from receiving immunizations will need to provide the clinic with a school issued immunization exemption form on an annual basis by the 15th day of school. The exemption form is available upon request to the school nurse.

*Please be advised that legislative policies regarding the permissiveness of immunization exemptions is currently being reviewed, and the school policies regarding this issue may be subject to change.*

## HEALTH RECORDS

### PHYSICALS

All Pre-K students, in addition to the immunization record, are required to have documentation of a current physical examination completed within the last year, and must be updated every 13 months. This documentation must be submitted prior to the start of school. The school issued student health form is available on the health services web page. It is recommended that all students entering school for the first time have a health record completed by their physician.

### MEDICAL CONDITIONS AND REQUIRED INDIVIDUAL HEALTH FORMS

Please have a physician complete forms for any of the following that pertain to your student. All forms are available on the health services web page ([SNAP](#)), or upon request. **Students must have an Emergency Action plan submitted if they require emergency medication during school hours, after school events, and field trips/ministry trips.**

#### Allergy

FARE-Allergy Action Plan Allergy IHP LCA Medication Form

#### Asthma

Asthma Action Plan Asthma IHP LCA Medication Form

#### Diabetes

Diabetic Medical Management Plan Diabetes Quick Reference Emergency Plan LCA Medication Form

#### Epilepsy

Seizure Action Plan Seizure Description Form LCA Medication Form

### MEDICAL TREATMENT

If a student has any health/medical condition that requires special school/classroom accommodations or medical treatment, please contact the school nurse. The parent/guardian shall provide the clinic with the physician, or other appropriate health care provider's written treatment order or note. The treatment order must include what accommodation and/or procedure is necessary, the frequency and duration of the accommodation/treatment, the medical condition or rationale regarding the reason why the student requires the accommodation/treatment, and any other special instructions. The physician, or health care provider's, name and contact information must be on the order.

***The parent/guardian is responsible for providing all necessary supplies for the procedure/treatment. If the student does not have the necessary supplies available at school, the parent/guardian will be contacted to bring supplies, or to pick the student up.***

**\*\* The clinic does have a nebulizer, however a mask and tubing must be provided \*\***

## **EMERGENCY MEDICAL AUTHORIZATION (EMA)**

Medical information and Emergency Medical Authorization (EMA) is included in the on-line enrollment, and we are also requiring a hard copy form. The form will be available in the clinic and from your student's teachers during Meet the Teacher Night. If your student has a medical condition that you would like to address personally, please contact the school nurse. Parents are advised at the beginning of the year to notify the school secretary of any address, phone number, or emergency contact changes throughout the year. The school secretary will inform the clinic when changes to the EMA occur. No student will be released from school to a person who is not listed on the EMA unless the parent sends or emails written permission to the main office or clinic. If at any time you will be out of the city and your child is under someone else's care, the building secretary is to be notified, in writing, of this information.

## **MEDICATION**

These regulations are in accordance with Section 3313.713 of Ohio Law regarding administration of medications to students at school, and strict compliance will be enforced to provide a safe setting for your child. All after school activities and field trips are considered an extension of the school day and are therefore subject to the medication policies.

**\*\* It is illegal for students to carry any medication on their person or property**, with the exception to emergency medications that have been approved by a physician and school nurse as a self-carry medication. If a student needs to carry an inhaler, glucometer, or EpiPen, the appropriate paperwork needs to be completed by the prescribing physician and parent.

- Any student who has medications on their person or in their locker or effects without permission by a physician and school nurse is susceptible to school discipline.
- All medications to be given during school hours will be stored and locked in the clinic. **Medications must be brought to the clinic in the original container, unopened, and non-expired;** by a parent, or by a student that has received prior approval by the nurse. Medications brought to school in baggies will be discarded.

**\*\*Please DO NOT send in medications with elementary students. Parents or older siblings must bring them into the clinic**

***Every student who has a prescription and/or non-prescription medication must have a completed medication authorization form that includes:***

- The student's full name, grade, and address- **Only one student name per form**
- Parent/Guardian phone numbers
- Name of the Medication- **Only one medication per form**
- Medication Dosage
- Time and Frequency of medication administration
- Special instructions for administration and storage
- Dates the medication administration will begin and end
- Adverse reactions that should be reported to the physician
- Physician name, address, phone number, and signature for prescription medications
- Prescriber authorization and School Nurse approval for self-carry medications, if applicable
- Parent/Guardian Signature, and date

**\*\*Medications and authorization forms are only valid for the current school year.\*\***

#### **PRESCRIPTION MEDICATION:**

The school nurse will not store or administer prescription medications until the following criteria has been met.

- The first dose of any new medication must be given at home.
- Prescription medications are to be brought directly to the clinic by a parent, or by a JH or HS student that has received prior approval by the school nurse.
- The medication must be in the original container, and attached with a pharmacy label.
- The school Medication Authorization form completed and signed by the parent and physician.
- All controlled medications classified as schedule 2,3,4, and 5 must be brought to the clinic by a parent, and the medication count must be verified and signed by the parent and the school nurse.
- Narcotic medication will not be stored or administered at Legacy Christian Academy. Students taking narcotic medication should remain at home, until they are no longer requiring the medication during school hours.
- Any changes regarding a prescription medication will require a new Medication Authorization form signed by the physician, and a correct labeled container from the pharmacy.

#### **NON PRESCRIPTION MEDICATION (OVER THE COUNTER):**

"Medication" pertains to prescription medications and all over the counter medications (including cough drops). JH and HS students may carry their own cough drops after they have submitted a Medication Authorization form to the clinic. ***\*Multiple students in one family may share an over the counter medication, however each child requires an individual Medication Authorization form. \****

For your convenience the clinic will stock the following medications:

- Caladryl Lotion
- Children's Motrin® oral suspension liquid (2-11 years)
- Children's Tylenol® oral suspension liquid (2-11 years)
- Extra Strength Tylenol (12 years and older)
- Halls Cough Drops (5 years and older)
- Neosporin
- Motrin IB (12 years and older)

***Parents choosing to permit their student to receive any of the aforementioned medications during school hours must complete and submit the product-specific Medication Form that will be available on the health services web page or upon request. It is the responsibility of the parent/guardian to complete the student information and parent/guardian signature.***

- ***If the parent/guardian chooses a medication, other than the aforementioned, then a supply of that medication is to be given to the school nurse according to the following requirements:***
- ***The medication is to be brought in the original, unopened, and non-expired container with a completed Medication Authorization form signed by the parent/guardian.***

#### EMERGENCY MEDICATIONS:

Such as Epinephrine auto injectors (ORC 3313.718), Inhalers (ORC 3313.716), and Glucagon (ORC 3313.7112) are required to have a medication authorization form, and appropriate Emergency Action Plan (EAP) signed by a physician, and an Individualized Health Care Plan (IHP), and will be stored in the clinic. The student, upon permission of the physician, and approval of the school nurse may carry an Epinephrine auto injector and/or Inhaler.

\*In compliance with ORC 3313.718, and for the safety of the student, a backup Epinephrine auto injector is required, to be stored in the clinic. This same practice is highly recommended for Inhalers as well.

***\*\*The school nurse will not administer medications under the following conditions:***

- hand written notes, or email messages, requesting medication administration or changes to RX medications
- Verbal requests for administration by phone call
- Medications brought in baggies and not the original container
- Medications brought to school without the medication authorization form
- Medications that have expired or non-prescription medication containers which have been previously opened
- Requests for a dosage more than the recommended dosage printed on the label

- Medications that are not FDA approved, such as herbal remedies, essential oils, or experimental medications.
- Prescription medications that do not have a parent and physician signature on the authorization form
- Non-Prescription medications that do not have a parent signature on the authorization form
- A dose larger than the suggested dose on the Manufacturer's label will require a parent and physician signature on the Medication Form.
- Any Medication Authorization form that has been altered in any way (electronically, information crossed out or added) will be discarded.

***\*\* The school nurse reserves the right to refuse to administer any medication if there are any unanswered questions, incomplete documentation, or by self-conscious decision. \*\****

The school will assume no responsibility for liability in association with administration of medications at school.

#### MEDICATIONS FOR FIELD TRIPS:

Only required prescription medication and/or emergency medication will be sent with the designated teacher on a field trip. The school nurse will email a medication permission form to the parent(s) prior to the trip. This required form gives the school nurse permission to send a single dose of the student's medication with the teacher. A parent is encouraged to go with their student and administer his/her medication, when at all possible. Epi-pens, inhalers and essential prescription medications may be provided by the clinic, when the Field Trip Medication Permission Form has been submitted. All medications will be kept in a locked container and administered by an employee that has been trained in medication administration and approved by the board.

#### OVERNIGHT TRIPS AND MINISTRY TRIPS DURING THE SCHOOL YEAR:

Medication requirements for ministry trips must be coordinated with the Ministry Trips Director and school nurse. All medications will be given to the trip director, and will be stored in a locked container. The medication will be administered by a school employee who has been trained in medication administration. Students may carry his/her own emergency medications upon physician and school nurse approval, and when an Emergency Action Plan has been submitted.

#### MEDICATIONS FOR AFTER SCHOOL FUNCTIONS AND DAYCARE:

Any medication that needs to be taken during an after school function (after school care, athletic function, etc.) must have the appropriate paperwork on file in the nurse's office. The medication must be stored in a locked container.

## HEALTH SCREENINGS

Health Screenings, listed below will be provided by the school nurse for all PK, K, 1st, 3rd, 5th, 7th, 9th graders and any students new to the school. If your child is not in the aforementioned grades and you wish for your child to participate in the screenings, please contact the school nurse. If your child fails any of the screening exams a referral for a more extensive exam from a physician will be emailed to you.

Hearing	Grade PK, K, 1, 3, 5, 9
Vision	Grade PK, K, 1, 3, 5, 7, 9
Blood Pressure	Grade 9

Specific parent or teacher referrals may be addressed at any age level. All screenings will be done on all students in the above grade levels unless a specific written request is made by the parent or guardian that the screening be omitted.

## EXCLUSION FROM SCHOOL FOR ILLNESS

The clinic is designed for short-term assistance until the student can either return to class or be sent home. If a student becomes ill at school, we request that you arrange transportation to pick up your child within 1 hour. Please know that it is not within the school nurse's scope of practice to provide you with any diagnosis. In order to provide for the well-being and safety of all our students, we ask that you exclude your child from school for the following symptoms, until symptom free for 24 hrs without requiring medication.

- Oral temperature  $\geq 100^{\circ}$
- Vomiting
- Diarrhea
- Severe coughing
- Eye discharge, pain, or redness
- Suspicious rash with undetermined origin
- Difficult or rapid breathing

If your child has seen his/her physician and has been diagnosed with a communicable disease, he/she needs to be on antibiotic, antiviral, antifungal, or anti-parasitic medication for 24 hours, or otherwise noted by physician before returning to school. In some cases, when a communicable disease is affecting multiple students we may ask that you exclude your child from school for 48 hours.

## COMMUNICABLE DISEASES

### COMMUNICABLE DISEASE EXCLUSION (THIS IS NOT A COMPLETE LIST)

The following is a list of common communicable diseases, but is not a complete list. There are some diseases/conditions that the school nurse is required by law to report to the Ohio Department of Health. If you have any questions, please ask the school nurse for more detailed information and assistance. In the event of an outbreak of a disease at school such as flu or MRSA, the school administration and the school nurse will work closely with the local and state health departments and CDC to make decisions and strategies about protecting the health of the students, teachers, and staff.

**Chicken Pox** - Excluded from school until all lesions are crusted over.

**Conjunctivitis** - (Pink Eye) -Excluded from school, may return 24 hours after medication has begun.

**Fifth Disease** - Student may return as physician directs or when fever has subsided.

**Head Lice** - Excluded from school until treated very few to no nits. Parents are to notify nurse if their child has lice.

**Influenza** - Excluded from school until fever-free for 24 hours

**Impetigo** - May return 24 hours after treatment has begun and all lesions (sores) are gone.

**Measles** - Excluded from school for four days following the onset of rash, and a physician's note is submitted which designates a return date.

**Mononucleosis** - Student may return as physician directs.

**Meningitis, Bacterial**-excluded until at least 24 hrs. of effective treatment and a physician's note is submitted which designates a return date.

**Meningitis, Viral**- excluded until fever-free for 24 hours, and a physician's note is submitted which designates a return date.

**MRSA** - excluded until at least 24 hrs. of effective treatment, and with written permission from the physician. All affected areas must be covered.

**Pin Worms**- excluded from school, may return 24 hours after medication has begun.

**Ringworm** - Excluded from school until 24 hrs. of affective treatment is completed. Excluded from contact sports until lesions are gone

**Strep Throat** – Excluded until 24 hrs. of appropriate antibiotic therapy is completed.

**Whooping Cough (Pertussis)**- Excluded for at least 5 days after initiation of antimicrobial treatment has begun, and a physician's note is submitted which designates a return date.

\*\* Please email or call the school nurse if your child has been diagnosed with a communicable disease/illness. This helps the school nurse track patterns of illness and alert other families if needed. Your child's identity will remain confidential.

Parents may assist in the health program by:

1. Meeting the immunization requirements on time.
2. Carefully observing children for signs of disease and sickness and keep them home when ill.
3. Promptly sending in statements concerning a child's illness.
4. Providing a sound health program for your children at home:
  - a. adequate rest
  - b. outdoor recreation
  - c. balanced diet
  - d. good study hours
  - e. regular medical examinations
  - f. encourage the importance of good hand washing to prevent illness
  - g. Providing necessary health records or information (allergies, disease, handicaps, medications)

## Section 11

### Athletic Program

#### Introduction

This section of the Student Handbook contains Legacy Christian Academy's policies and procedures governing student-athletes, their parents, and the expectations for athletic competition. This handbook also contains important information about the Ohio High School Athletic Association (OHSAA) of whom we are members.

Legacy Christian Academy recognizes the value of interscholastic athletics in the character development of young people and of the discipleship opportunities it brings for student athletes. Participation in athletics at Legacy Christian Academy is not a right, but a privilege which is regulated by Legacy Christian, OHSAA, and the National Federation of State High School Associations (NFHS).

#### ATHLETIC MISSION

Legacy Christian Academy strives to provide a high quality competitive program that builds Christian character, promotes Christ-like behavior, enhances the educational growth, and builds on the mission and the vision of the school.

Athletics is an essential component of the educational experience. Athletic competition is an educational activity that provides outstanding opportunities to teach life lessons and to learn Christ-like behavior.

Legacy Christian Academy has employed coaches who not only agree with the athletic mission, but also incorporate Biblical principles, lessons, and devotions while leading their teams. They are responsible to coach in such a way that the student athlete has the opportunity to develop and grow physically, spiritually, and mentally.

The interscholastic athletic program at Legacy Christian Academy strongly encourages the participation of all its students. The goal is to involve as many students as possible while at the same time maintaining high standards of excellence. By participating athletically, students learn to work effectively together in groups, developing team spirit, building Christ like characteristics, while fostering a healthy desire to excel.

#### ATHLETIC TEAM PHILOSOPHY

Legacy Christian Academy has standards or expectations for each level of team to achieve the Athletic Mission. Elementary level team's goals are to learn the sport and the skills associated with the sport

through practice and through competition. Junior High-level teams are to continue the learning process of each sport. The goals are to improve knowledge and skill through practice and competition. Each student-athlete will have similar, but not equal opportunity to improve in competition. The Junior Varsity (JV) team's goals are to prepare the student-athlete for the Varsity level through practice and competition. Although playing time for each student-athlete may not be equal, they will all be given the opportunity to improve their knowledge and skill set. The Varsity level teams strive to compete at their highest capability possible. The team works together to do their best in each competition which means some student athletes will have more opportunity to compete than will others.

## **OHSAA MISSION**

The Ohio High School Athletic Association's mission is to regulate and administer interscholastic athletic competition in a fair and equitable manner while promoting the values of participation in interscholastic athletics as an integral part of a student's educational experience. The OHSAA represents its member schools by recognizing and promoting academics, the safety of participants, good citizenship, and lifelong values as the foundation of interscholastic athletics.

## **STUDENT ATHLETE EXPECTATIONS**

We encourage our athletes to commit themselves verbally and behaviorally to be testimonies of Christ and of Legacy Christian Academy:

1. Student Athletes are expected to honor God in all they say and do. They must conduct themselves as representatives of Christ and of Legacy Christian Academy.
2. Student Athletes are expected to respect all coaches, teachers, officials, opponents, peers, and especially teammates. Failure to be respectful could result in loss of playing time or immediate removal from the team. Disrespect will not be tolerated.
3. Student Athletes will be supportive and encouraging towards every teammate. Celebrate each other's accomplishments.
4. Student Athletes are expected to practice and play hard everyday to improve as individuals, and as a team.
5. Student Athletes are expected to attend every scheduled practice, scrimmage, game, and all other team related activities. They are expected to be on time, dressed, and ready for the event.
6. Student Athletes are expected to care for any equipment and uniform. Any damaged or lost equipment/uniform will be replaced at the Student Athlete's expense.

7. Student Athletes are expected to acknowledge that playing on a Legacy Christian Academy team is an honor and a privilege. It is not a right.
8. NOTE: Coaches have the right to recommend to the Athletic Director the dismissal of Student Athletes from the team roster for conduct considered detrimental to the team. The decision by the Athletic Director to dismiss a Student Athlete from a team is final.

## ATHLETIC CHARACTER QUALITIES

**Attentiveness:** listening with my ears, eyes, and heart (Proverbs 4:20-21)

**Carefulness:** taking one step at a time to do a job right (Ephesians 5:15)

**Clever:** keenly aware of what is called for in a given situation and practical enough to do it (Matt.

10:16)

**Competitive:** striving to succeed in all aspects of life (1 Corinthians 9:24-27) **Confident:** full assurance in God, teammates, coach, and self (Psalm 18:29-42) **Courage:** meeting opposition with confidence (Joshua 1:7a)

**Dependability:** doing what I said I would do (Ecclesiastes 9:10)

**Determination:** refusal to accept anything less than the achievement of a goal (Ruth 1:16-18)

**Diligence:** working hard to accomplish a task (Hebrews 6:10-15)

**Endurance:** forgetting past or current pain to achieve a future prize (Philippians 3:12-14)

**Faithful:** thorough and true to one's word, promises, and commitments (2 Samuel 22:26-28)

**Fearlessness:** boldly embracing God's protection (Psalm 23:4)

**Forgiveness:** treating someone as though he/she never hurt me (Colossians 3:13)

**Hardworking:** routinely giving effort, energy, and toil to accomplish a task (Revelation 2:2-3)

**Honorable:** worthy of high regard because of consistent moral and mature behavior (1 Thessalonians 4:3-5)

**Humility:** judging soberly one's achievement and importance (1 Peter 5:5)

**Integrity:** doing the right thing even when only God knows (Proverbs 20:7)

**Might:** exceptional power and ability to accomplish a God-sized task (Psalm 89:19)

**Perseverance:** doing a job when it gets tougher than expected (Romans 5:3-4) **Respect:** esteeming and honoring those God puts over me (1 Thessalonians 5:12-13) **Responsibility:** doing what I know I ought to do (1 Chronicles 9:27)

**Self-Control:** doing something even when I don't feel like it (Galatians 5:22-23)

**Skilled:** possessing special aptitude useful for God (Proverbs 22:29)

**Strength:** the power or fortitude to remain firm through life's challenges (Psalm 18:32)

**Team-Player:** fully engaged using individual gifts for the common good (1 Corinthians 12:12-26)

**Wisdom:** the power of discerning what is true, right, and just (Proverbs 2:6-11)

**Zeal:** righteous energy, passion, and commitment (Proverbs 23:7)

## COMMUNICATION

The Legacy Christian Academy's Athletic Department views communication as a priority. It is imperative that the lines of communication with all those involved in athletics are open, respectful, and honoring to God. All posts on social media need to be respectful, positive in nature, and not derogatory towards Legacy Christian Academy, any coach, any teammate, any official, or any opponent. Social media has become an accepted and normal form of communication, but it is not to be used in a negative way.

## SCHOOL ATTENDANCE

School attendance is required for participation in practices and competitions. If the student athlete is absent from any class time, the parent must contact the athletic office for a possible exemption in order to participate in a practice or a competition on the day of an absence.

## PARTICIPATION FEES

A participation fee will be charged to a student's account when participating on an athletic team. The participation fee will be assessed after the student has made the roster of a team. Students ineligible to play in games due to grades or to an OHSA rule will be required to pay the participation fee if they have chosen to still be a member of the team. The only exemption that will be granted after billing, will be to students who have received season-ending injuries during the pre-season. Financial aid is available for participation fees. Please send the payment to the business office or contact the business office for more information.

## ELIGIBILITY REQUIREMENTS

1. Student Athletes must be registered at Legacy Christian Academy or registered in the alternative or home school program at Legacy Christian Academy.
2. Student Athletes must be passing courses totaling 5 credit hours and carry at least a 2.0 GPA.
3. Student athletes must be registered on Final Forms for each sport in which they are participation. They must be current in their registration which includes: Student Athletes must have a current Emergency Medical Authorization (EMA) form on file in the school office.
  - The accepted OHSAA physical form. This form must also be on file in the Athletic Office.
  - Updated health history and medical profile
  - The OHSAA Student Athlete Eligibility read and signed
  - The OHSAA required video concerning cardiac arrest viewed and form signed (Lindsey's Law)
  - The Athletic Syllabus read and signed
  - The concussion acknowledgement read and signed
  - The IMPACT testing consent signed and the test current for the student athlete
  - The OSHAA Authorization ready and signed

\*Both the parent and the student athlete must complete the Final Forms registration in order for the student athlete to be eligible to participate.
4. Student Athletes and their parents must attend an OHSAA required preseason meeting which is held at the beginning of each season.
5. Legacy Christian Academy complies with the restrictions and requirements of the OHSAA regarding international student participation on our interscholastic teams.

## STATEMENT OF RISK

Participation in interscholastic athletics can lead to an injury to the Student Athlete. Most injuries are minor in nature, but it is possible that a severe injury could occur. Participants have a responsibility to help reduce the chance of any injury. They must obey safety rules and must immediately report physical problems to their coaches. Legacy Christian Academy and their staff take every precaution to prevent any injury, but such a risk does exist. All Student Athletes and their parents, by agreeing to be bound by the rules and statements set forth in this handbook, acknowledge this risk.

## INJURIES

### *Insurance*

Legacy Christian Academy does not provide insurance to cover injuries incurred by a Student Athlete while participating in a practice or contest with a school team. The OHSA does provide a Lifetime Catastrophic Accident Insurance. Information on this can be found on the OHSA website (ohsa.org) under the heading of “important documents”.

### *Concussions*

Head injuries of Student Athletes are a great concern at Legacy Christian Academy. The State of Ohio has recognized the growing awareness nationally of the dangers of head injuries to Student Athletes and has passed legislation requiring specific procedures to be followed by coaches and athletic trainers when a head injury occurs. All Legacy Christian Academy coaches and the athletic trainer will adhere to all requirements of Ohio law regarding head injuries and will work with Student Athletes and their parents to respond to these injuries in the safest, most appropriate manner possible.

### *Protocols to Return to Practice/Competition Following an Injury*

Accurate and confidential records will be kept of all Student Athlete injuries. These records can help in later treatment and can help coaches as they refine training, practice, and contest routines.

If an athletic trainer is present when an injury occurs, the student-athlete will be referred to them for treatment and documentation. If a trainer is not present when an injury occurs, the coach who is present will provide treatment and will complete an injury report. Documented information will be:

- Student Athlete’s name
- Sport in which they were participating
- Date of injury
- Where/How the injury occurred
- The immediate treatment that was given (i.e. ice bag)

If necessary, a signed note from the Student Athlete’s treating physician clearing the athlete to return to play must be turned in to the athletic office. A parental or verbal release will not be accepted. Regardless of a treating physician’s signed release, the athletic trainer has the final say on returning to play.

## VACATION POLICY

It is extremely discouraged for Student Athletes to take vacations during their athletic season. When an absence due to a vacation is unavoidable, an athlete must:

1. Contact their head coach prior to the vacation.
2. Be willing to assume the consequences related to their status on the team as set by the rules of the head coach.

Student Athletes participating in the fall are expected to be available for practices/contests prior to the start of the school year – beginning Aug 1st. Student Athletes participating in the winter are expected to be available for practices/contests during the winter breaks. Student Athletes participating in the spring are expected to be available for practices/contest during the school breaks in the spring.

## CALAMITY DAY POLICY

If a “calamity day” is called on the day of a scheduled athletic practice or contest, the following will take place:

1. Junior High practices will be canceled.
2. High School practices can take place with the Athletic Directors permission, but cannot be mandatory.
3. Any contest can take place as long as both schools participating in the contest agree to continue as scheduled.

## DUAL SPORTS POLICY

A Student Athlete who wants to play two interscholastic sports in the same season must:

1. Choose which sport is the primary sport.
2. A Student Athlete who wants to participate in another LCA extra-curricular activity must follow the same procedure.

## CO-ED TEAMS/SPORTS

Legacy Christian Academy does not sponsor Co-Ed sports for high school teams that have or allow contact. Participation on boys’ or girls’ teams is according to gender at birth.

## SCHOOL-SPONSORED/NON-SCHOOL-SPONSORED TEAMS

A school-sponsored team is a team that has received administrative approval and functions within the guidelines of the school board and administrative team. Each school-sponsored team is entitled to the use of facilities and budgeted financial assistance.

A non-school-sponsored team is a team that has chosen to function outside the guidelines of the school board and administrative team. A non-school-sponsored team may not use the school name and is not guaranteed school resources. When a non-school-sponsored team is functioning as a feeder team, school facilities/equipment may be available with administrative approval. The non-school-sponsored team will not have priority over our school-sponsored teams.

## INTERSCHOLASTIC TEAMS

Legacy Christian Academy offers the following interscholastic teams:

### FALL

- High School and Junior High Boys & Girls Cross Country
- High School Boys & Girls Golf
- High School Boys & Girls Soccer
- Junior High Co-Ed Soccer
- High School and Junior High Girls Volleyball

### WINTER

- High School and Junior High Boys & Girls Basketball
- High School Cheerleading
- High School Boys & Girls Swimming
- High School Boys & Girls Bowling
- High School Boys Wrestling

### SPRING

- High School Boys & Girls Tennis
- High School and Junior High Boys & Girls Track & Field
- High School Boys Baseball

## TRANSPORTATION

Families are responsible for the transportation of student athletes to and from athletic practices and events.

## PROSPECTIVE STUDENTS

It is important that LCA's athletic programs are above reproach in all our dealings. No special treatment, inducements, or communications are to be given to any prospective student-athlete that would not be given to any other prospective student who is not an athlete.

## PARENTAL EXPECTATIONS

Parents are expected to help reinforce the importance of commitment to the interscholastic sport of which their Student Athlete is a member. Parents need to help control the total number of commitments that are made in order to avoid unnecessary pressure. Please read through the Student Athlete's Expectations and help reinforce the stated guidelines.

Parents are expected to respect the position of the coach. Chatter or complaining among parents is not productive. Any questions or concerns regarding their Student Athlete, the team, or the program need to be directed to the coach first. This conversation should take place at a convenient time, but not before, after, or during a contest. If a parent, after speaking with the coach, feels there is not a resolution, they should meet with the Athletic Director.

## SPECTATOR EXPECTATIONS

Legacy Christian Academy expects all spectators to maintain high standards of good sportsmanship while attending all athletic competitions. It is important that spectators associated with Legacy Christian Academy maintain a proper testimony of the school, of themselves, and most importantly of Christ.

Spectators are expected to cheer for their team, not against the opponent. They must respect the officials judgments at all times. They must use positive language, and not make derogative statements. Any behavior outside of this can be considered unacceptable and can result in the spectator asked to leave the contest.

## ATHLETIC BOOSTER CLUB

Our Athletic Booster Club contributes much time and money to our program each year. They provide funds to the athletic program which enhance and improve Legacy Christian Academy's athletics over and above the athletic budget. All requests or ideas for use of their funds must be funneled through the Athletic Director to the Athletic Booster Club. These funds are monitored by the Athletic Department.

## DONATIONS OF MONIES AND MATERIALS

Realizing that Legacy Christian Academy as a whole, is not only grateful for but dependent on giving for all aspects of the school budget, Legacy Christian Academy will accept gifts designated to the Athletic Department. Any gifts that are given to the athletic program (equipment or cash) must be received by the Principal or the Athletic Director. Our coaches are not permitted to accept or distribute gifts. It is important to understand that any new level of programming provided by the gift does not raise the established standard, nor does it commit Legacy Christian Academy to replacement when the gifted materials wear out.

## Section 12

### Miscellaneous

#### LOST AND FOUND

The Lost and Found department of the school is operated from the office. After two weeks, unclaimed items will become the property of the school and will be disposed of.

#### LUNCH PROGRAM

Hot lunches are provided at each campus. Students may purchase a school lunch or bring a lunch from home.

Each child in the school has a personal meal account that is accessed with a personal identification number (PIN). Prepaid accounts for students mean that parents can deposit money into their child's account in any amount ahead of time. Students may pay cash; however, we encourage parents to prepay monies into their students' account. See the Legacy Christian Academy website [www.legacyknights.org](http://www.legacyknights.org) for options.

Students may qualify for free or reduced meals through the National School Lunch Program. The Legacy Christian Academy business office handles all free and reduced applications and processing.

#### PROSPECTIVE STUDENTS

Prospective students are encouraged to visit our school. They should make arrangements with the building administration in advance. All visitors must report to the school office for a Visitor's Pass. If a current student is making a prospective student's request for a friend, the current student should take the responsibility of acquainting the visitor with our standards of dress and conduct. Parents of prospective students are also welcome to visit classes but should call the school office in advance to schedule a visit.

#### GUIDANCE

The Guidance Office is a resource for high school students. One of the goals of the guidance department is to provide information concerning life after high school whether it be college, vocation, military service, or another form of further education. Application forms for college testing, parent's confidential statements, scholarships, requests for transfer of test scores, and transcripts are all available in the Guidance Office. Work permits, however, are available at the school office.

## COUNSELING

Teachers and administrators assist the students toward spiritual growth and knowledge of their daily walk with God. Students are welcome to request their assistance in biblical counseling to assist them in academic or personal problems.

## LOCKERS

Lockers are furnished to all 7-12 students and are school property. No student should ever enter another student's locker. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers without administrative approval and anything posted inside must be morally and ethically acceptable to the administration. Food, other than sack lunches, is NOT to be kept in the lockers. The administration reserves the right to check the lockers at any time. The student assigned to the locker is responsible for the damages done to the locker. Students are encouraged to use school provided locks on their lockers. Students are not permitted to modify the locker doors or locks. Large athletic bags may be placed on top of student lockers during the school day but must be removed by 3:15 pm daily.

## EMERGENCY DRILLS

### *Tornado:*

State law requires tornado drills at certain times during the school year. At the sounding of the alarm, students are to march (single file) to the designated shelter area. Teachers will make students aware of the exact area. Quiet MUST prevail during the entire drill. Students are to remain in their designated group area until dismissed by their teacher.

### *Fire:*

Legacy Christian Academy will execute monthly fire drills. When the fire alarm system sounds, each student should leave the room and walk in single file to the designated place as outlined by the plan for that room. Quiet MUST prevail during the entire procedure. Students are to stay together in their particular area outside with the teacher. Students are to remain in their group until dismissed by their teacher. If at any time a student is not with an assigned class when an alarm sounds and exits the building without being with an assigned class, he/she must notify the closest teacher or staff person immediately so the student's attendance and safety role can be verified.

### ***Disaster/Crisis/Lockdown/ALICE:***

Disaster and crisis drills are conducted periodically in addition to fire and tornado drills. The appropriate response to the various drills or actual scenarios differs and students must remain quiet during the drills in order to be able to hear and then promptly comply with the instructions of the school personnel.



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**[legacyknights.org](http://legacyknights.org)**

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