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Disclaimer: Policies are subject to change as needed.
MESSAGE FROM THE SUPERINTENDENT

Thank you so much for being part of Christian education and our school!

I love what is going on here at Legacy Christian Academy. We have had a full, eventful, blessed transition the past nearly two years!

We are thankful for our legacy that reaches back to the Ohio Soldiers’ and Sailors’ Orphanage, Emmanuel Christian Day School, and Dayton Christian School. This book is loaded with remnants and offshoots of the Dayton Christian philosophy, and we are grateful for their leadership, faith, vision, and pioneering spirit!

But, we are also excited for what the Lord has called us to and how He has opened the flood gates for our launch! We are growing and serving more students and families every year!

I believe the value of Christian education, complete with Christian teachers, His Word, His principles, His promises, is a blessing, a light (too often under the bushel), that is “value add” big time!! Add the innovations of faithful and wise educators, best practice, amazing coaches, super fine arts mentors, extra-curricular activities, a ton of good people, great friends, and you have a Body of Christ powerhouse!

Priceless!

So, we want to take these blessings and these resources and combine them (Force Multiplier) in just the right way: with parents and the Church, lots of prayer, and the armor pieces in place and ready to go--to make these an amazing—no, better than this, no—10 times better school that cannot help but attract good people, grow, and make a huge difference (see Daniel chapter 1).

Can I put anymore superlatives on this page!!!!??

So, here is the standard, the culture we want to create. Now, let’s work together and fight for the perfect school. Okay, there is no such thing. But, I want us to believe that through our efforts, and through our unity, and by the culture we build, we will come so much closer than most people can imagine. And that means doing things decently and in order, consistently, striving for excellence, being mission driven, spurring one another to love and good deeds, attaining great achievements, prioritizing character, and actually being a light on the hill where the $100,000 question is, “How do they do it?”

Let’s work through the rules, the codes, the attitudes, the grateful heart required, and be the Body of Christ, willing vessels, to do and be what is asked of us to make our culture one of progress, and great achievement. Let’s be the Body that works out our salvation by putting on each armor piece in meaningful ways and bathing everything we do in prayer!!

I am talking about us! The Legacy Christian Academy Knights!!

In His Grip,

Dan L. Bragg, Ed.D
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 “family 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, partnering with Christian families, provides a Bible-centered, quality educational program to equip, train, and disciple students to follow Christ and impact culture.

Legacy Christian Academy is developing programs, strategies, and methodologies within the context of biblical principles, that produce students with a Christian worldview.

PURPOSE

We partner with Christian families to help them fulfill their God-given responsibility to educate their children, thereby strengthening the Body of Christ. (Deut. 6:4-7; Eph. 6:4)

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 through 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

A Statement of Faith is a list of our basic beliefs. Each Legacy Christian Academy faculty and staff member, as well as each student’s family, must agree to the following Statement of Faith:

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. Since we believe that God has spoken in the Scriptures, 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 through His shed blood (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 sacrificial death for our sins. It is only by God’s grace through faith alone we are saved (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6).

Creation

We believe in the creation of man 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: they who are saved unto eternal life and they 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 and 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 found 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 neither supports nor endorses the World Council of Churches, National Council of Churches, or any other world, national, or regional organization which gives Christian recognition to unbelievers or which advocates multi-faith union.

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.

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).
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).
15. Honesty: Having truthful words and ways (Eph. 4:25).
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 (Jas. 4:17).
20. Kindness: Having tender and gentle words and ways (Eph. 4:32).
21. Love: Meeting another’s needs sacrificially (John 15:12).
22. Meekness: Being peaceable and gentle even when I don't get my own way (Tit. 3:2).
23. Morality (Purity): Living a holy life (1 Thess. 4:3).
25. Orderliness: Having everything in its place (1 Cor. 14:40).
26. Patience: Waiting with a joyful spirit (Jas. 5:8).
27. Perseverance: Doing a job when it gets tougher than expected (1 Cor. 16:13).
28. Promptness: Being on time (Gal. 4:4).
29. Respect: Esteeming and honoring those God puts over me (1 Thess. 5:13).
30. Responsibility: Doing what I know I ought to do (1 Cor. 4:2).
31. Self-control: Doing something even when I don’t feel like it (1 Cor. 9:25a).
32. Tactfulness: Being able to do or say the right thing at the right time in the right way (Eccl. 8:5).
33. Tenderheartedness: Feeling the joys and hurts of others (Eph. 4:32a).
34. Thankfulness: Being grateful and saying so (1 Thess. 5:18).
35. Thriftiness: Wisely using the resources God has given me (Luke 16:10).
36. 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:
         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).
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 illumine 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.

**GRADING SCALES**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grades 3-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>92-97</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
</tr>
<tr>
<td>B</td>
<td>82-87</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
</tr>
<tr>
<td>C</td>
<td>72-77</td>
</tr>
<tr>
<td>C-</td>
<td>70-71</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
</tr>
<tr>
<td>D</td>
<td>62-67</td>
</tr>
<tr>
<td>D-</td>
<td>60-61</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>
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. 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.

**HIGH SCHOOL GRADUATION REQUIREMENTS**

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

1. Accumulated twenty-five (25) credits toward graduation plus one semester of Bible for each semester of attendance at LCA. Courses must include:
   - A. English 4 credits
   - B. Math (including Algebra 2) 4 credits
   - C. Science (including one biological and one physical science) 3 credits
   - D. Social Studies (defined more specifically in the course catalog) 3 credits
   - E. Electives 4½ credits
     - i. Most colleges require at least two years of the same foreign language. Legacy Christian Academy strongly recommends that all students take at least two years of a foreign language within their electives.
     - ii. The State of Ohio requires 1 credit of fine arts anytime during grades 7-12, Legacy Christian Academy requires that a fine art be taken during grades 9-12, as this is considered part of a "college-prep" curriculum.
   - F. Health ½ credit
   - G. Speech ½ credit
   - H. Physical Education (2 semesters) ½ credit

2. Met the state of Ohio testing requirement:
   - A. Students through the class of 2017 are required to pass all five sections of the Ohio Graduation Test (OGT)
   - B. Students in the class of 2018 and beyond are required to earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

3. Completed the yearly missions/service requirement. (20 hrs. 9th grade/30hrs. 10-12th grade)
The remaining credits must include one or any combination of foreign language, fine arts, business, career-technical science, or social studies courses not otherwise required. Students must also complete two semesters of fine arts taken any time in grades 7-12.

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.

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 both the high school GPA and class rank. The student who takes Algebra I for high school credit as an eighth grader must have taken pre-algebra as a seventh grader and will still be required to meet the math requirements for graduation.

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 7-12 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, or Clark State Community College through this program. See the LCA website, http://www.legacyknights.org/academics/ccp.cfm for complete details.

HIGH SCHOOL/JUNIOR HIGH 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, if the request is within the designated drop/add time frame (the first five school days of the semester), and if it does not reduce a student’s semester schedule to less than five
credits. (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

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

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>GPA Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman:</td>
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<tr>
<td>Sophomore:</td>
<td>at the beginning of year only</td>
</tr>
<tr>
<td>Junior:</td>
<td>at the beginning of year</td>
</tr>
<tr>
<td>Senior:</td>
<td>at the beginning of year and after first semester. Final GPA's are based on the end of the senior year.</td>
</tr>
</tbody>
</table>

2. 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.

<table>
<thead>
<tr>
<th>Letter</th>
<th>GPA Value (Unweighted)</th>
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3. 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.

4. 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.
5. Junior Honor Guard, Valedictorian, and Salutatorian criteria are based on GPA and two years’ (4 semesters) enrollment at Legacy Christian Academy.

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 the first two transcripts released. After that, transcripts will cost $5.00 per release. 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 System 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

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 20% (two letter grades) for each day that an assignment is late.

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.

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

2. Teacher's Responsibilities:
   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.

   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.

3. 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.
should feel free to consult with the teacher about any question relating to the homework assignment.

4. Guidelines:
   A. 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.
   B. 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.
   C. Pupils who are having difficulty and who require more individual help than the teacher can give should be referred to the Student Educational Assessment Office for study and possible placement in one of the different programs available. In cases where a different placement is not applicable, volunteer help might be considered.
   D. 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.
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 their child’s school office and the Admissions Office. Routine and time sensitive communication depends on correct information.

**PROGRESS REPORTS (PK-3)**

Progress reports are sent home at the end of each grading period. There is a replacement charge for lost report cards.

**GRADES AVAILABLE ON INTERNET FOR GRADES 4-12**

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

**PARENT/TEACHER CONFERENCES**

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

**BEGINNING OF THE YEAR PARENT MEETING**

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

**ADDRESSING CONCERNS (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.

“15 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. 16 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. 17 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.
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.
   H. Other valid situations – which will be determined at the discretion of the building principal with prior approval.

2. Unexcused Absences: Missing school without parental permission.
   Grades K-6: Parents will be contacted by the administration.
   Grades 7-12: Student will receive no credit (a grade of “0”) for missed work including tests or exams.

3. Grades PK: Students absent one hour or more will be counted absent for the half day.
   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.
   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 10 or more minutes of a class, he/she is counted absent from the whole class. If a student is tardy 10 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 concerts, athletic events, etc.), will not be allowed to take part in the activity unless his/her absence during the day was prearranged with the administration.

6. We ask that parents call the school office 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. If, however, a student misses only the day a test is given, or an assignment is due, he/she is responsible to make up the work on or by the first day he/she returns.

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 - HIGH SCHOOL

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 - ELEMENTARY AND JUNIOR HIGH

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.

TARDINESS - GRADES PRE-K-6

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.

TARDINESS - GRADES 7-12

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 to school during any semester will result in a detention. Lateness that extends past ten minutes into any class period results in the student being marked absent for that period. After the first period of the day, every third (3rd) tardy to any class within a semester results in an after school detention.

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 school family 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 as the front page will display the system notification or the individual schools affected.
3. 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.
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 Thes. 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).

**DISCIPLINE POLICIES**

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.
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 gossips 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. One has to do with the fact that 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. Realizing that 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 all of 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).

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 AND CONSEQUENCES

DETENTION: (High School and Junior High)

Students may be assigned detentions at the discretion of the teacher, principal, or his/her designee. Detention is a consequence for infractions that occur at school and school-sponsored functions. Infractions usually resulting in detention include: excessive tardies, dress code violations, or disruptive behavior.

1. Reasons for Detention:
   A. A student will serve their first detention when he/she has received warning slips, and will serve another detention on every 3rd warning slip thereafter.
   B. A student will also serve detention when he/she has 3 unexcused tardies for any class in a semester.
   C. A student can be assigned a detention for any blatant disrespect shown to a staff member.
   D. A student who receives two (2) bus write-ups in any one semester.
   E. A student who receives three (3) dress code violations.

2. Length: Forty-five (45) minutes per detention. A detention session is held weekly when school is in session from 7:00-7:45 a.m.

3. Student Responsibilities:
   A. Be on time. If a student is late, it is counted as though he/she had missed. If he/she misses he/she will be assigned to the next two detentions.
   B. Bring pen or pencil and notebook paper.
   C. Do project(s) assigned.
   D. Bring $10 fee - if fee is not brought in, then the fee must be paid to the school office by 8:00 am on the first school day after the detention

4. Teacher Responsibility:
   A. No student is to serve a detention until the teacher has informed the parent of the infraction.

5. Detentions accumulated during the 4th grading period must be served before the final report card is issued.

6. After a student has earned three detentions in one semester, it may result in increased disciplinary measures. Detentions for grades 7-12 are typically served on Thursday mornings.
HIGH SCHOOL SATURDAY SCHOOL

1. A student will receive Saturday School from an administrator:
   A. For accumulating three detentions during the semester.
   B. For skipping detention.
   C. At administrative discretion.
2. Saturday School will be held at the High School from 8:00-11:00 am (student does not serve on the Saturday of the week he/she earns the Saturday School).
3. Student Responsibilities:
   A. Be on time (tardiness or skipping may result in a suspension).
   B. Bring pen or pencil and notebook paper.
   C. Do project(s) assigned.
   D. Bring $25 fee - if fee is not brought in, then the fee must be paid to the school office by 8:00 am on the first school day after the detention or the student will be suspended (out of school) until the fee is paid. The student's fee ($25) is used to help bear the cost of the monitor. We suggest the student earn this money.

HIGH SCHOOL/JUNIOR HIGH/ELEMENTARY OUT OF SCHOOL SUSPENSION

Infractions which may result in a suspension include lying, cheating, plagiarism, forgery, fighting, flagrant disrespect, abusive language including profanity, possession and/or consumption of alcohol or tobacco, willfully accompanying and/or assisting others who are violating the behavioral expectations of the school, reckless endangerment of self or others, possession or use of pornography, gambling, skipping class, leaving campus during school day without permission of the office, defacing school property, false alarms, inciting panic, misuse of technology, hazing, wrong pictures /writing /language /threats /intimidation /harassment or any other serious violation of biblical morals or that which hinders the effectiveness of the spiritual, curricular, co-curricular, or extracurricular mission of the school.

Suspended students may not attend classes or any other school activity including home and away athletic events but may complete their missed academic work for full credit. Students will have an opportunity to express their side of the issue prior to suspension. Suspended students will also receive a period of disciplinary probation in most instances.

Student Responsibilities during Detention Period:

1. Complete assigned project and give to the administrator before returning to school.
2. Have student-parent-administrator conference after project is completed but before returning to school.
3. Student is not to be on school property or at school activities while on suspension.
DISMISSAL

Dismissal from school may occur at the recommendation of the principal. Dismissal will be the usual consequence for the following infractions:

- Abusing, supplying, selling, or possessing illegal drugs or drug paraphernalia
- Representing a substance as an illegal drug
- Stealing
- Assault or battery
- Threatening the safety of other students
- Possession of a weapon, explosive, or dangerous substance
- Destruction of school or personal property
- Serious violation of any state, federal, or city ordinance
- Fornication, homosexual immorality, any other sexual immorality, indecent exposure, or improper language and/or media, all of which are in conflict with our understanding of God’s Word
- Repeated offense of any suspendible infraction
- Commission of any suspendible infraction while on disciplinary probation
- Committing a second, similar suspendible offense within the same school year
- Any other action which seriously impairs the effectiveness of LCA’ spiritual, curricular, co-curricular, or extracurricular mission of the school

Students who marry will be asked to withdraw. Legacy Christian Academy will not admit students who are married or who have children.

The student and his/her parents may have an opportunity to express their side of the issue to the principal or superintendent in writing.

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

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

A student who has been dismissed or asked to withdraw may be considered for admission after a minimum of one semester from the date of dismissal or withdrawal.
PROBATION (Grades K-12)

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. Academic: A student is placed on academic probation for the next grading period if:
   A. He/she fails three subjects
   B. He/she fails two subjects, one of which is Bible

2. Attitude: A rebellious spirit which is unchanged after much effort by the teachers or a continued negative attitude and bad influence upon other students.

3. Disciplinary: Continued deliberate disobedience to a teacher or of school rules, or committing a serious breach of conduct inside or outside of school.

During the probation, the student will be ineligible to participate in any co-curricular activity. Positions of trust and responsibility may 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.

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 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 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.
CELL PHONES/ELECTRONIC DEVICES

Cell phones/electronic devices 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. Violation of this policy may result in the cell phone/electronic device being confiscated and a fine of $5 being assessed.

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 will be asked to sign the Covenant of Christian Culture. 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 is 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 own work and are not to give or 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 a.m. 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.

HIGH SCHOOL 7-12
Students are not to be on the school premises prior to 7:15 a.m. High school and junior high 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, and/or excessive speed around and on the school property.
7. Ohio law states that drivers under 18 years of age may only have their own family members as passengers.
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.
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.
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/MULTIPURPOSE 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 playing in the gym unless supervised by a teacher or coach.
3. Students will remain in the gym area until the assigned Physical Education class is over.
4. No food or drink is allowed in the gym 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 student must meet minimum hours of missions/service requirements each year (Freshman-20 hours; Sophomore-30 hours; Junior-30 hours; Senior-30 hours). 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. Church Maintenance or Custodial  
16. Evangelism Program (e.g. Evangelism Explosion)  
17. Camp Staff  
18. Church Baby-sitting  
19. LCA Staff Baby-sitting  
20. Church Drama or Ensemble  
21. Tutoring  
22. AWANA/Royal Ranger Type Groups Leadership  
23. Mission Trips Sponsored by Church, LCA, or Approved Agency  
24. Operation of Church Sound or Video System  
25. Helping Senior Citizens  
26. Teacher Aide (outside of school hours)  
27. Computer Work for Church  
28. Right to Life  

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
School Uniform Dress Code Grades K-12

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

<table>
<thead>
<tr>
<th>MONDAY – THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool</td>
</tr>
<tr>
<td>• Jeans, pants, or shorts (Modest length. If a child wears leggings, they must be worn with a tunic top or a dress.)</td>
</tr>
</tbody>
</table>
- **Shirts** (no tank tops, halter tops, or shirts with offensive writing/pictures)
- **Skorts; skirts or dresses** (with shorts, tights, or leggings underneath)
- **Tennis shoes** (Velcro) or **closed-toe** shoes (no flip-flops)

<table>
<thead>
<tr>
<th>Grades K-6</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td>• <strong>Polo</strong> <strong>LCA logo polo shirt</strong> in navy, light blue, gray, black, or white <strong>OR</strong> • <strong>Any solid color polo shirt</strong></td>
<td>• <strong>LCA logo polo shirt</strong> in navy, light blue, gray, black, or white <strong>OR</strong> • <strong>Any solid color polo shirt</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Turtleneck</strong> • Long-sleeved, solid color only</td>
<td>• Long-sleeved, solid color only</td>
</tr>
<tr>
<td></td>
<td><strong>Oxford</strong> • White, French blue, or light blue • Button-down collar; long or short sleeve • All but top two buttons must be buttoned</td>
<td>• White, French blue, or light blue • Button-down or rounded collar; long or short sleeve • All but top two buttons must be buttoned</td>
</tr>
<tr>
<td></td>
<td><strong>Pants</strong> • Khaki or navy chino (twill)</td>
<td>• Khaki or navy chino (twill)</td>
</tr>
<tr>
<td></td>
<td><strong>Shorts</strong> • Khaki or navy chino (twill)</td>
<td>• Khaki or navy chino (twill)</td>
</tr>
<tr>
<td></td>
<td><strong>Skirt/Skort</strong></td>
<td>• Khaki or navy chino (twill) skirt/skort • Plaid skirt</td>
</tr>
<tr>
<td></td>
<td><strong>Polo Dress</strong></td>
<td>• Long or short-sleeved</td>
</tr>
<tr>
<td></td>
<td><strong>Jumper</strong></td>
<td>• Khaki, navy, or plaid</td>
</tr>
<tr>
<td></td>
<td><strong>Sweaters</strong> • Any solid color cardigan or zipper sweater • Uniform shirt must be worn under sweater</td>
<td>• Any solid color cardigan or zipper sweater • Uniform shirt must be worn under sweater</td>
</tr>
<tr>
<td></td>
<td><strong>Sweatshirts / ¼ Zips</strong> • Crewneck sweatshirt in navy, gray, or black • ¼ Zip - Dri-weave or fleece in navy, gray, black</td>
<td>• Crewneck sweatshirt in navy, gray, or black • ¼ Zip - Dri-weave or fleece in navy, gray, black</td>
</tr>
<tr>
<td></td>
<td><strong>Shoes</strong> • Closed toe and heel shoe or boot • No sandals, flip-flops, or Crocs</td>
<td>• Closed toe and heel shoe or boot • No sandals, flip-flops, or Crocs</td>
</tr>
<tr>
<td></td>
<td><strong>Socks/Tights</strong> • Any color/variety</td>
<td>• Any color/variety</td>
</tr>
</tbody>
</table>

**MONDAY – THURSDAY**

<table>
<thead>
<tr>
<th>Grades 7-12</th>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td>• <strong>Polo</strong> <strong>LCA logo polo shirt</strong> in navy, light blue, gray, black, or white</td>
<td>• <strong>LCA logo polo shirt</strong> in navy, light blue, gray, black, or white</td>
</tr>
<tr>
<td></td>
<td><strong>Oxford</strong> • White, French blue, or light blue <strong>LCA logo shirt</strong> • Button-down collar; long or short sleeve • All but top two buttons must be buttoned</td>
<td>• White, French blue, or light blue <strong>LCA logo shirt</strong> • Button-down collar; long or short sleeve • All but top two buttons must be buttoned</td>
</tr>
<tr>
<td></td>
<td><strong>Pants</strong> • Khaki or navy chino (twill)</td>
<td>• Khaki or navy chino (twill)</td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
<td>Khaki or navy chino (twill)</td>
<td>Khaki or navy chino (twill)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Skirt</strong></td>
<td>Khaki or navy twill, or uniform plaid</td>
<td>Plain front or pleated</td>
</tr>
<tr>
<td><strong>Sweaters</strong></td>
<td>Navy, gray, or black LCA logo sweater</td>
<td>Navy, gray, or black LCA logo sweater</td>
</tr>
<tr>
<td></td>
<td>Uniform shirt must be worn under cardigan or zipper sweater</td>
<td>Uniform shirt must be worn under cardigan or zipper sweater</td>
</tr>
<tr>
<td><strong>Sweatshirts / ¼ Zips</strong></td>
<td>LCA logo crewneck sweatshirt in navy, gray, or black</td>
<td>LCA logo crewneck logo sweatshirt in navy, gray, or black</td>
</tr>
<tr>
<td></td>
<td>LCA logo ¼ Zip - Dri-weave or fleece in navy, gray, or black</td>
<td>LCA logo ¼ Zip - Dri-weave or fleece in navy, gray, or black</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Closed-toe and heel shoes or boots</td>
<td>Closed-toe and heel shoes or boots</td>
</tr>
<tr>
<td></td>
<td>No sandals, flip-flops, or Crocs</td>
<td>Girls in 7-12 may wear sandals (no beach-wear type or flip-flops)</td>
</tr>
<tr>
<td><strong>Socks/Tights</strong></td>
<td>Any color/variety</td>
<td>Any color/variety</td>
</tr>
</tbody>
</table>

**FRIDAY – SPIRIT WEAR – ALL GRADES**

<table>
<thead>
<tr>
<th><strong>Jeans</strong></th>
<th>Traditional fit</th>
<th>Traditional fit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In good repair; no holes</td>
<td>In good repair; no holes</td>
</tr>
<tr>
<td><strong>Shirts</strong></td>
<td>LCA or Knights spirit shirt, LCA team shirt OR class t-shirt</td>
<td>LCA or Knights spirit shirt, LCA team shirt OR class t-shirt</td>
</tr>
<tr>
<td><strong>Hoodies</strong></td>
<td>LCA or Knights spirit hoodie or team hoodie</td>
<td>LCA or Knights spirit hoodie or team hoodie</td>
</tr>
<tr>
<td></td>
<td>May be worn on Fridays only</td>
<td>May be worn on Fridays only</td>
</tr>
</tbody>
</table>

(Monday-Thursday uniform dress is also an option on Fridays.)
(Game day dress for athletes is regular uniform M-TH or spirit wear on Fridays.
No special “game day dress.”)

**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”.
5. 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.
6. 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.

7. **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.)

8. **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.

9. **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.

10. **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.

11. **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**

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. Junior and senior high school 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

Chapel provides opportunities for our students to be challenged from God’s Word regarding one’s relationship with Christ and the daily walk with Him. 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 is a vital and integral part 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.
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, 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, beginning the 2016-2017 school year, 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.

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

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 ≥100°
- 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 effective 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
5. Providing necessary health records or information (allergies, disease, handicaps, medications)
Section 11
Athletic Program

Applicable Biblical Principles & Character Qualities Related to This Section:

**God is impartial and does not show favoritism.** The principle that God provides for us (2 Pet. 1:3) indicates that He has provided everything we need for life and godliness. **God values each member of the body of Christ** (1 Cor. 12). This is important in the area of athletics. As we acknowledge that all members of a team are responsible for that team’s success.

**God ordained human authority** (Rom. 13:1-7) is a biblical principle that applies directly to athletics as we affirm that the referees are human authorities that oversee our games and activities. We should realize that **God does hold us accountable for our actions** (2 Cor. 5:10) and therefore, we should give our finest efforts (Col. 3:17).

The Bible deals with our responses to one another. **We must yield our rights to God**; even our right to “win a game or not win a game.” **We must share our faith with others** (2 Cor. 5:19-20) realizing that on the athletic field we have a great opportunity to demonstrate our Christian testimony.

**OPEN LETTER TO FANS AND PARTICIPANTS**

I love sports! At Legacy Christian Academy, our sports program combines hard work, skill development, teamwork, Biblical principles, and life development lessons that prepare us for life while at the same time creating so many benefits for you and our school.

Putting a quality Athletic Program is itself a team endeavor, and the Body of Christ could/should be the best at it! Our Athletic department, the Athletic Booster club team, coaches and parents pull together a first-class program that is on one hand extra-curricular, but on the other hand, key to what we do here at LCA!!

Our mission statement and athletic character qualities really point us, guide us, and teach us, toward the Biblical framework of discipleship, mentoring. Our coaches use those Biblical teachable moments whether in victory, loss, stresses, and joys of what we are doing. To me, this is boots on the ground-- the “real deal” stuff -- and that is why I love it so much!

So thank you for being a part! Make this an LCA highlight, spotlight, marketing niche that will make a big difference to you, this community, and create growth spots and greater opportunities for the future spread of the gospel and the understanding of Jesus Christ and His Word! And you thought you just wanted to play basketball (or fill in the blank)… oh no, it’s way bigger than that!!

In His Grip,

Dan L. Bragg, Ed.D
Legacy Christian Academy, Superintendent
GOALS OF THE SCHOOL SYSTEM’S ATHLETIC PROGRAM

The goal of Legacy Christian Academy is to use athletics as a unique tool that will glorify God as we develop Biblical character qualities, equip athletes intellectually, physically, socially, and spiritually in Christ so that they may use their gifts and talents to impact the world for Christ. We desire to involve as many students as possible in the athletic program while at the same time maintaining high standards of excellence. We are a member of the Ohio High School Athletic Association. Each athletic program is under the direction of the athletic director and principal.

The purpose of our athletic program is to support the ministry goals of Legacy Christian Academy. In order to do this everyone involved in the program (including coaches, student athletes, parents, and school personnel) is to carry out his/her duties biblically. This means that we must consciously think and perform God’s way through the empowering of the Holy Spirit. If we want to develop Christian values and character in the student-athlete, each adult in the program must be filled with the Holy Spirit and not controlled by the sinful nature (Ephesians 5:18). This is not something that just comes naturally; being filled with the Spirit is an act of obedience. Thus, our approach to athletics must stem directly from our Christian philosophy of education. Our primary goal of Christian athletics is to develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his or her mind and body (1 Thess. 5:23).

Our goals must be guided by our personal and educational philosophy:

1. to be Christ-centered and reflect a Christian worldview.
2. to be committed to the total development (spiritual, physical, mental, emotional, and social growth) of the student-athlete.
3. to strive for excellence in the entire athletic program including areas such as leadership, behavior, facilities, and financial support.
4. to provide an opportunity for unity in the body of Christ: student-body, parents, patrons, friends of the school, and the community.

INTERSCHOLASTIC COMPETITION

Legacy Christian Academy offers the following interscholastic teams:

FALL

High School & Junior High Boys/Girls Cross Country
High School & Junior High Boys/Girls Golf
High School Girls Soccer
High School & Junior High Boys Soccer
High School & Junior High Girls Volleyball
ATHLETIC PARTICIPATION REQUIREMENTS

All athletes must have a current physical on file in the Athletic Office before participating in interscholastic sports. Physicals are to be completed prior to the season in which the student is participating and expire after one calendar year. Physical forms can be acquired and/or completed online at: http://www.ohsaa.org/medicine/physicalform.htm. In addition to a physical, the athlete must complete and turn in an Emergency Medical Authorization form (EMA) to the Athletic Office prior to starting any practice for a sport. Forms may be found at RenWeb.com or in the school offices.

All participating athletes must be registered as a student at LCA. In order to participate in any athletic contest, each athlete must meet all academic requirements (OHSAA and LCA).

In addition to the policies in this handbook the coach of each individual sport may give their athletes a copy of rules and procedures concerning their particular sport. These rules and procedures will be approved by the Athletic Director and will not conflict with the policies of the school system. Parents will receive these rules and procedures on/or before the athletic seminar held at the beginning of each sport’s season.

ACADEMIC ELIGIBILITY OF ATHLETES

QUARTERLY ELIGIBILITY:
All athletes (grades 7-12) must meet the Ohio High School Athletic Association (OHSAA) requirement of passing courses totaling five credit hours contributing toward graduation in the grading period immediately preceding the beginning of the season. A student-athlete not meeting the OHSAA standard will be ineligible for the entire grading period. All student-athletes must also
meet the LCA standard which requires a 2.0 GPA or better in the prior quarter to maintain their eligibility.

FOREIGN EXCHANGE/INTERNATIONAL STUDENTS

LCA complies with the restrictions and requirements of the OHSAA in regard to international student participation on our interscholastic teams.

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 particular team. Students ineligible to play in games due to grades will be required to pay a participation fee if they have chosen to still be a member of the team. The only refund exception that will be granted after billing has commenced will be to students who have received season-ending injuries (during the pre-season) prior to the start of regular season games.

ATTENDANCE

SCHOOL ATTENDANCE:
A student-athlete absent after 12:00 noon will not be allowed to take part in an athletic event (practice, competition, conditioning, etc.) unless the absence was prearranged with the administration or was for a medical appointment. Attendance or absences during the week have no bearing on Saturday games or practices.

TEAM ATTENDANCE:
We recognize the time demands of the society that we live in. We also recognize that excellence requires commitment. Legacy Christian Academy strongly encourages involvement in church, family, and ministry. It is important as families to discuss a student-athlete's involvement in these areas before the child joins an interscholastic team to prevent over commitment and time pressures.

All student-athletes are responsible to attend all practices and events. All absences, excused or unexcused, may have natural consequences such as loss of physical conditioning, changes in strategy, revisions in line-up, etc. Unexcused absences will result in disciplinary action determined by the coach. There may be practices and competitions during school holidays (Christmas, Easter break, etc.). Coaches will set their attendance policies in conjunction with the athletic director for these holidays.
ATHLETIC CHARACTER QUALITIES

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

**Carefulness:** taking one step at a time to do a job right (Eph. 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 Cor. 9:24-27)

**Confident:** full assurance in God, teammates, coach, and self (Ps. 18:29-42)

**Courage:** meeting opposition with confidence (Josh. 1:7a)

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

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

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

**Fearlessness:** boldly embracing God’s protection (Ps. 23:4)

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

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

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

**Humility:** judging soberly one’s achievement and importance (1 Pet. 5:5)

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

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

**Perseverance:** doing a job when it gets tougher than expected (Rom. 5:3-4)

**Respect:** esteeming and honoring those God puts over me (1 Thess. 5:12-13)

**Responsibility:** doing what I know I ought to do (1 Chron. 9:27)

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

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

**Strength:** the power or fortitude to remain firm through life’s challenges (Ps. 18:32)

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

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

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

WHAT IT MEANS TO WIN IN CHRISTIAN ATHLETICS

Winning for the Christian school means so much more than outscoring the opponent. In Christian athletics, winning means doing everything – practice and warm-up as well as competition – in a way that honors the Lord (Col. 3:17) and doing everything heartily, as unto the Lord (Col. 3:23). Winning, then, is measured by a different standard – not just the scoreboard but in the heart of the coach and athletes.

Winning and losing is based not on a temporal perspective, exhibited in the won-loss record, but on an eternal perspective. This is evidenced by achieving victory in the spiritual realm through
demonstrating a Christ-honoring testimony, persevering in difficult situations, winning or losing the contest with grace, and treating others with respect.

EXAMPLES OF SPIRITUAL VICTORY:
1. demonstrating the fruits of the Spirit during stressful situations
2. developing a deeper personal relationship with God
3. putting others first – physically, emotionally, spiritually
4. being a “team player,” promoting team building in word and action
5. submitting willingly to the rules of the game and officials who enforce the rules
6. understanding that God is good and perfect in every situation including those beyond our control
7. making good health and diet choices out of respect that we are God’s creation

EXAMPLES OF ACTIONS WHICH MAY RESULT IN DISCIPLINE:
1. using crude or obscene language
2. belittling or mocking an opponent
3. making the final score the sole focus as a team or an individual
4. intentionally breaking the rules of the game to gain an advantage in the contest
5. exhibiting disrespect to the authorities of the game, whether officials or coaches
6. setting individual goals above the team
7. becoming angry to the extent of losing one’s temper or becoming uncontrolled

DISCIPLINE

Athletes are to be held accountable for their attitudes and behaviors displayed in practices and competitions. We believe that our athletes are representatives of our school and our Lord to the outlying communities on and off the playing field. Many times the only exposure that people have with our school is through their observations of our athletic teams. When disciplinary action is necessary (on or off the field), it will be dealt with promptly. After consultation with the athletic director, the player’s coach will meet with the student-athlete and explain the disciplinary action(s). Any violation of the student covenant will be reported to the principal. Parents will be contacted informing them of the circumstances and resulting discipline.

SUBSTANCE ABUSE POLICY

Athletes involved with substance abuse will be disciplined by the school administration. Coaches must report all such activity to the athletic director and the principal. Coaches will support the disciplinary consequences of the school.

Ohio state law 2925.06 prohibits the sale of anabolic steroids for other than lawful purposes and 3313.752 requires the board of education of each school district to post a warning in locker rooms
in any school above the sixth grade about the serious health problems associated with anabolic steroids. Use/sale/distribution/ possession of anabolic steroids will be considered as substance abuse. Knowledge of the same will be subject to discipline procedures.

INJURIES

In case of an injury during an athletic contest, parents should never enter the playing area until asked to do so. LCA coaches have met the state requirements regarding sports medicine and Adult CPR. However, they are not trained medics and are not able to offer a diagnosis. If a medical emergency occurs at a contest, the coach will seek to contact the parents immediately. If the parents cannot be reached, the coach will seek the best possible medical attention. If the student-athlete needs to be transported to a medical facility and a parent is not at the event, a coach or an adult (preferable school personnel or a team parent) should accompany them.

ATHLETIC EQUIPMENT

The athletes shall care for the equipment issued to them. They are to comply with the instructions of the coach as to how equipment and clothing should be stored and cleaned. All athletic equipment and uniforms should be worn only on the athletic field and not in the school or in the community unless special permission is granted. Any lost or stolen equipment/uniform shall be reported to the coach at once. Lost and misused items will be replaced at the student-athlete’s expense. A lien against report cards and a possible fine will be levied for uniforms and equipment that has not been returned by the designated due date.

ATHLETIC BOOSTER CLUB

Our Athletic Booster Club contributes much time and money to our program each year. All requests or ideas for use of booster club funds must be funneled through the athletic director to the booster club. The booster club provides the athletic program with many extra purchases that enhance and improve the programs over and above the athletic budget. Booster club monies will be monitored by the Finance Office.

DONATIONS OF MONIES AND MATERIALS

Realizing that Legacy Christian Academy as a whole is not only grateful for but dependent upon giving for all aspects of the school budget, LCA will accept gifts designated to the athletic department. Any gifts that are given to our athletic program (equipment or cash) must be received by the principal or athletic director. The principal is responsible for the scope and direction of the athletic program, and the principal and the athletic director channel each gift to the programs as they see fit. Our coaches are not permitted to accept or distribute gifts. It is important to note that
LCA provides some financial support for equipment and uniforms for its athletic programs. Receipt of gifts and cash may provide for additional team or individual support over and above what LCA provides. It is important to understand that the any new level of programming provided by the gift does not raise the established standard, nor does it commit LCA to replacement when the gifted materials wear out.

**DRESS FOR ATHLETIC EVENTS**

With the understanding that our student-athletes represent our school, each team should strive to dress appropriately. The appearance of a team communicates a great deal about our values. Examples of appropriate appearance might include School uniform, a shirt and tie, or some other similarity of dress that identifies our athletes as a unit. Any team that wants to deviate from established dress code standards during a school day must have prior principal permission.

**CALAMITY DAY**

If a “calamity day” is called on the day of an athletic contest or practice, the scheduled athletic event or practice is considered canceled unless the athletic director and principal determine it possible to play. The athletic director will contact the respective coaches, cheerleading advisor, etc. regarding the status of practices and games. Coaches should immediately post/communicate updated information by the standard source of communication a coach has set up for players and parents to receive the update after 1:00 p.m.

**TRANSPORTATION**

In general, families are responsible for transportation of student athletes to and from athletic practices and events. If a coach is asked to provide transportation, the parents must sign a release form.

**PROSPECTIVE STUDENTS**

It is important that our athletic programs are above reproach in all our dealings. We do not recruit athletes, but we do recruit students. 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.

**TUITION ASSISTANCE/FINANCIAL AID/SCHOLARSHIPS**

Because of our desire to provide a Christian education for as many students as we possibly can, all students or prospective students are offered the same opportunity to participate in our tuition
assistance program. According to OHSAA guidelines we cannot offer to student-athletes anything other than what is offered to all students. Our tuition assistance program is administered by our Admissions Office. Our tuition assistance program is available to all students based upon need.

OPEN FIELD/GYM GUIDELINES

The purpose of open field/gym is to provide our students with an “off-season” opportunity to be involved in a sport that they enjoy. It is to be loosely structured but well supervised by a Legacy Christian Academy contracted person. No coaching can occur at open field/gym in accordance with OHSAA sport regulations.

“Open” field/gym means that the opportunity is open to all students at LCA and their guests. It is not designed just for present athletes on a particular team.

CO-ED TEAMS/SPORTS

Legacy Christian Academy will not sponsor co-ed sports that have or allow male/female contact. Participation on boys’ or girls’ teams is according to gender at birth. LCA does sponsor co-ed sports such as tennis and golf.

SCHOOL-SPONSORED/NON-SCHOOL-SPONSORED TEAMS

A school-sponsored team by definition 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 by definition 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 number of contests should not exceed the number of contests played by a school-sponsored team. The non-school sponsored team will not have priority over our school-sponsored teams.

WEDNESDAY/SUNDAY PLAY POLICY

Since Legacy Christian Academy is an extension of the family and a support to the local churches, and since many of our school churches meet on Sundays and mid-week, our commitment is to honor this by encouraging our students to regularly attend and be involved in their churches (Heb. 10:24-25).
Therefore, teams sponsored by the Legacy Christian Academy will not typically schedule any regular season athletic contest on Wednesdays or Sundays. The exception to this policy would be postseason varsity tournament contests which are scheduled by the OHSAA (not LCA) and special exemptions (granted by the administration) for specific national tournaments sanctioned under OSHAA. Should either of these be the case, LCA will honor the OHSAA/national post-season contract and will play the prescheduled Wednesday or Sunday contest(s).

Practice Guidelines - All teams must finish practice during the season within the assigned times on school days. All Wednesday practice for high school teams must be completed by 6:30 p.m. All sports below junior varsity level will have no Wednesday practices.

EDUCATIONAL OPTION FOR PE CREDIT

Legacy Christian Academy offers students the opportunity to receive the required physical education credits through an educational option that can include sports participation, other physical activity, and aerobic requirements. Any student-athlete who has not completed his/her PE requirements is encouraged to complete the educational option PE credit during his/her sport’s season.

According to ODE guidelines, high school students have the voluntary option to exempt themselves from the high school Physical Education credit requirement by participating, during high school, in OHSAA sanctioned interscholastic athletics or cheerleading for at least two full seasons. Eligible students shall not be required to complete any Physical Education course as a condition to graduate. However, the student shall still be required to accumulate the minimum 25 credits to obtain a high school diploma.

If a student participates in only one full season of an approved activity, the student cannot be excused from .25 units of Physical Education. There is no provision in Ohio law or this school policy that would permit any type of partial excuse/waiver. The two full seasons of athletics as well as the additional one-half unit of credit (60 hours of instruction) must have taken place after August 24, 2010 (the date of the policy approval).

This policy requires active participation “for at least two full seasons.” If a student is removed or if he/she quits the activity, that particular season cannot be used to meet the two-season requirement. Sports seasons and Physical Education credits cannot be paired to meet the Physical Education graduation requirement. In the case of a transfer student, the receiving district is not obligated to honor the Physical Education waiver earned at Legacy Christian Academy. The student may need to earn the required Physical Education credits as required by the new district. Legacy Christian Academy will only honor the full, officially documented Physical Education waiver granted by another school district.
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 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 locks on their lockers. Students are not permitted to modify the locker doors or locks.

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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