LEGACY
CHRISTIAN ACADEMY

2026-2027
Student and Family Handbook

Rev 2026-07

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

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

Legacy Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, financial aid, athletic and other school-administered programs. Legacy Christian Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Legacy Christian Academy administration and to abide by its policies.

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MESSAGE FROM THE HEAD OF SCHOOL

Dear students and families,

I am thrilled to welcome you to Legacy Christian Academy this year!

I hope that your time at Legacy will be full of memorable experiences and strong relationships that shape the rest of your life. A Legacy education is academically rigorous and thoroughly permeated with the truths of God's Word. It is my prayer that Legacy students grow each year in their relationship with the living God through Jesus, God's Son, and that they ultimately choose to follow Him for the rest of their lives.

Guidelines - like the ones you will find outlined throughout this handbook - are important to maintain a school atmosphere of cooperation, mutual respect, personal integrity, spiritual growth, and learning. Tremendous personal growth is possible during a student's time at Legacy, and the guidelines in this handbook are intended to allow students to safely grow and mature in knowledge, character, wisdom, and leadership.

May the Lord hold us together in unity as we seek to understand Him, ourselves, His world, and our role as His stewards this year at every grade level.

May God's name be praised,

L. Emery Nickerson II, PhD
Head of School

SECTION 1: FOUNDATIONS

God has established laws whereby the universe is ordered, and 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 expectations in this handbook are direct applications of biblical teaching, and some are pragmatic rules that help us live together and learn effectively. Our intent is that all expectations are consistent with biblical teaching, but that does not mean that each expectation is a direct application of biblical truth. Many expectations are simply institutional practices and patterns.

WHAT IS A CHRISTIAN SCHOOL?

Years ago, when our country was first founded, most schools were started by churches. In these schools, young people were taught to read, mostly so 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. Over time, 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 many of these public schools.

At the same time, many Christian parents observed that what children were taught in the public schools was the opposite of what Christian parents taught 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 now exist, providing Christian parents and thousands of young people an option for Christ-permeated education, understanding all academic subjects from a biblical worldview.

At Legacy Christian Academy, we want to help parents and churches develop young people who act like Jesus and think like Jesus. Everything we do is filtered through the lens of our mission: *Equipping Leaders for Christ*.

BRIEF HISTORY OF LEGACY CHRISTIAN ACADEMY

Legacy Christian Academy is an inter-denominational, independent, co-educational ministry. Our current name was born in July of 2016, but our history as a Christian school serving families and churches in Greene County stretches back much further.

Our school was founded as *Xenia Christian Day School* 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 shortened to *Xenia Christian School*. In 1999, Xenia Christian School moved to its current location on the site of the former Ohio Soldiers' and Sailors' Orphans Home. The property is shared with various ministries including Athletes in Action, Samaritan's Purse, Legacy Village, National Church Residences, Christian radio stations WFCJ and WEEC, and others.

In 2016, our school formally separated from the Dayton Christian School System and became Legacy

Christian Academy, chartered by the Ohio Department of Education and dually accredited by the Association of Christian Schools International (ACSI) and Cognia.

MISSION, VISION, AND PHILOSOPHY OF CHRISTIAN EDUCATION

MISSION

The mission of Legacy Christian Academy is *Equipping Leaders for Christ.*

VISION

Legacy graduates are academically, personally, and spiritually equipped to continue their education in college, participate productively in the marketplace, and influence their culture for Christ by leading in their family, church, community, and vocation.

Commensurate with their individual talents (Matthew 25:14-30), graduates humbly steward their gifts and resources for God's glory (I Chronicles 29:11-13) in service to Christ (Colossians 3:23-24), pursuing relationship with God (Mark 12:29-30, John 17:3), bearing the fruit of Christian character (Mark 12:31, Galatians 5:22-23), demonstrating godly excellence in all areas (Philippians 4:8), and leading so others might follow Christ by imitating their example (Philippians 4:9).

PHILOSOPHY OF CHRISTIAN EDUCATION

Legacy Christian Academy partners with Christian families in their responsibility to teach children to know God (Deuteronomy 6:4-7, Psalm 78:1-8) and to walk in a manner worthy of Him (Colossians 1:10), assisting parents in raising their children in the discipline and instruction of the Lord (Ephesians 6:4). In service to God's kingdom and for the growth of His church, all LCA volunteers and employees – faculty, coaches, staff, and administrators – are ministers of the gospel, preparing Legacy students for a life of ministry (Ephesians 4:11-12).

LCA views academic, personal, and spiritual development as simultaneously essential and inextricably linked in the process of equipping leaders for Christ. As a result, LCA integrates biblical truth, character development, discipleship, student leadership, service mindset, and the pursuit of truth, goodness, and beauty into all academic and co-curricular programs. Additionally, to equip Christian leaders of the highest caliber, LCA embraces developmentally appropriate academic rigor within a relational learning environment, challenging students both independently and collaboratively to think critically, solve problems, and communicate clearly and creatively.

All LCA community members – students, parents, volunteers, employees, and directors – bear responsibility to follow Christ daily (Luke 9:23-24), submitting to God as stewards under His leadership (Psalm 24:1). This daily responsibility to follow Christ extends to leading others by example and instruction in acting wisely (Ephesians 5:15-16), doing justice, loving kindness, and walking humbly with God (Micah 6:8). LCA community members commit to regularly reading and studying the Bible (Psalm 119:11, 105), maintaining an active prayer life (I Thessalonians 5:17), participating in a local church that agrees with the LCA statement of faith (Hebrews 10:24-25), and sharing the gospel of Jesus Christ with those who do not know Him (Matthew 28:19-20).

STATEMENT OF FAITH

Legacy Christian Academy's Statement of Faith defines the core Biblical doctrines and standards of the school. LCA is a non-denominational school, approaching doctrinal matters from a broadly evangelical protestant perspective. Additionally, Legacy approaches the doctrine of Creation from a six-day literal interpretation of the scriptures. LCA recognizes that the responsibility for instructing students in denominational differences that are outside its Statement of Faith resides primarily with parents and secondarily with the local church.

God

We believe there is one God (Deuteronomy 6:4), eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30, 37-38), and God alone is worthy of worship (Luke 4:8).

The Bible

We believe the Bible, comprised of the sixty-six canonical books of the Old and New Testament alone, is the only verbally inspired Word of God, infallible, authoritative, and inerrant in its original writings. Since we believe that the Scriptures are the very Word of God and the final authority for faith and practice, 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).

Jesus Christ

We believe Jesus Christ is both fully human and fully divine (John 10:33, Philippians 2:6-11). We believe in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:34-35); His sinless life (Hebrews 4:15, 7:26, 9:14); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Colossians 1:14; Hebrews 2:9); His bodily resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11-16).

Human Condition

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because all humans have sinned and have fallen short of the glory of God. Those who repent and believe in Jesus Christ are justified based on His all-sufficient substitutionary atonement for their sins, yet it is only by God's grace, through faith, that people are saved (Romans 3:10, 23; John 3:16-19, 5:24; Ephesians 2:8-10; Titus 3:5-6; 2 Corinthians 5:21).

Creation

We believe in the creation of the entire space-time universe, the creation of all kinds of living things, and the creation of humans in God's image – all by the direct act of God as described in the Bible (Genesis 1- 2).

> **Human Sexuality and Marriage:** We believe that God has uniquely created humans male and female, two distinct, complementary genders that together reflect the image and nature of God. We consider rejection of one's biological sex as a rejection of the image of God in that person. We affirm that God's plan and benevolent intentions for human sexuality are realized within the context of marriage between one genetic man and one genetic woman. We affirm the goodness of sexuality in the context of marriage, as well as the importance of purity, fidelity, and the sacredness of marriage (Genesis 1:26-27; Genesis 2:23-24; Matthew 19:4-5).
>
> **Sanctity of Life:** We believe that all human life is sacred, created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born children, 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).

Christian Living

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

The Unity of Believers

We believe in the spiritual unity of believers in the Lord Jesus Christ. We believe the universal church is composed of all Christians, those who have salvation through faith in Jesus Christ's substitutionary atonement for their sins, and we believe regularly gathering with a local body of believers for accountability and encouragement is essential for the Christian life (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28, Hebrews 10:24-25).

Life After Death

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

SCHOOL-WIDE EXPECTED STUDENT OUTCOMES

STUDENTS ARE CHALLENGED AND ENCOURAGED *SPIRITUALLY* SUCH THAT THEY:

1. **Know and love God.**
   (Deuteronomy 7:9, 10:12, 11:1, 13, 22; Joshua 23:11; Nehemiah 1:5; Matthew 22:37; John 14:23, 17:3; Romans 8:28; 1 Corinthians 8:3; Philippians 3:10; 1 John 5:2-3)
2. **Love their neighbors as themselves, respecting others and themselves as image bearers of God.**
   (Genesis 1:26-27, 9:6; Leviticus 19:18; Psalm 100:3; Isaiah 64:8; Matthew 5:43-48, 19:19, 22:39; Romans 13:9-10; Galatians 5:14; James 2:8)
3. **Pursue a growing relationship with God through an active prayer life, the study and application of Scripture, and service in God's church and world.**
   (1 Thessalonians 5:17; Matthew 4:4; Mark 10:43-45; Luke 18:1, 21:36; Romans 12:12; Ephesians 6:18; Colossians 4:2; 1 Peter 4:7)
4. **Internalize a biblical worldview and are prepared to give an answer to anyone who asks to give the reason for their hope.**
   (Matthew 6:19-24; Romans 12:2; Colossians 2:8; 1 Timothy 6:6-8; 1 John 2:15-17; 1 Peter 3:15)

STUDENTS ARE CHALLENGED AND ENCOURAGED *ACADEMICALLY* SUCH THAT THEY:

5. **Value and seek knowledge, wisdom, and understanding.**
   (Proverbs 1:1-7, 9:10; Job 28:28; Daniel 2:20-21, 12:3; Ecclesiastes 7:19; Luke 2:52; 2 Timothy 3:15)
6. **Gain competence and fluency in oral and written communication; creative expression; and biblical, global, historical, mathematical, scientific, and technological literacy.**
   (2 Chronicles 9:22; Daniel 1:4, 17-20; Matthew 12:36; Acts 7:22)
7. **Think critically, analyze and evaluate information, solve problems, and draw conclusions and applications across multiple subject areas.**
   (1 Kings 4:29; 1 Chronicles 12:32)
8. **Apply the research process, discerning truth from error.**
   (1 John 4:6; Malachi 3:16-18; Ecclesiastes 12:13-14; 1 Corinthians 4:5)

STUDENTS ARE CHALLENGED AND ENCOURAGED *PERSONALLY* SUCH THAT THEY:

9. **Develop consistent Christian character evidenced by integrity, the fruit of the Spirit, peacemaking in relationships, wise decisions, godly leadership, and a heart of respect for authority.**
   (Psalm 25:21, 26:11-12; Proverbs 10:9, 11:3-6, 28:18; Isaiah 33:15-16; Galatians 5:22-23; 1 Peter 3:8-12)
10. **Demonstrate courage and perseverance in the face of adversity.**
    (Deuteronomy 31:6, 7, 23; Joshua 1:6, 9; 1 Chronicles 28:20; 1 John 5:4-5)
11. **Develop time management skills, study skills, and personal organization habits.**
    (Proverbs 10:4; 1 Kings 11:28; Ecclesiastes 9:10; Romans 12:11; Colossians 3:23-24)
12. **Maintain emotional, physical, spiritual, and social health and well-being.**
    (1 Thessalonians 3:13, 5:23; Philippians 1:6, 4:4-9; Jude 24)

FOUNDATIONAL CHARACTER QUALITIES – THE WAY OF A KNIGHT

Members of the Legacy community – students, parents, faculty, staff, coaches, and administration – seek to supplement their faith with virtue and godly character so that they might live as effective and fruitful leaders for Christ, just as the apostle Peter instructs all believers to:

> “make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these qualities are yours and increasing, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ.” (2 Peter 1:5-8)

However, there is danger in pursuing virtue void of faith. Neither human virtue nor the pursuit of such virtue grants us favor with God or can save us from death – the consequence of our sin (Romans 3:23, 6:23). It is only by God’s grace, through faith, that people are saved (Ephesians 2:8-9). Ironically, as we pursue godly virtue and character, we can also easily grow in pride, basking in the glory of our own virtue instead of praising God for the work of His Spirit in and through our lives. Such a heart attitude of pride, even when directed at good things like character and virtue, does not please God. Rather, true godly character begins with repentance from our sin and a desire that God’s name be glorified through our life. Godly virtue, then, emanates *from* saving faith, as we imitate God’s character (Ephesians 5:1) and humbly work out our own salvation “with fear and trembling” (Philippians 2:12).

Therefore, with careful and introspective attention to heart attitudes, Legacy Christian Academy seeks to develop and honor the foundational character qualities listed below throughout its academic, personal, and spiritual growth programs.

THE WAY OF A KNIGHT

1. **Compassion -** Showing concern, mercy, and God’s love to those around me; treating others as I want to be treated (Galatians 6:10, 1 John 3:17).
2. **Courage** - Persevering in doing right when difficulty or evil demands compromise from God’s way (Joshua 1:9, James 1:12).
3. **Encouragement** - Building others up as God commands by expressing joy in their success and actively working toward unity (Ephesians 4:29, 1 Thessalonians 5:11).
4. **Humility** - Considering others more important than myself; submitting as God’s servant to do his will (Proverbs 11:2, Philippians 2:3).
5. **Integrity** - Unifying my thoughts, words, and actions with God’s values, even when only God sees; being honest and speaking the truth (Proverbs 11:3, Colossians 3:9).
6. **Joyfulness** - Rejoicing with contentment in every circumstance because of the peace God provides (Psalm 5:11, Philippians 4:4).
7. **Justice** - Demonstrating God’s love by standing up for what is right, advocating for those in need, and serving as a champion for the vulnerable (Psalm 106:3, Micah 6:8).
8. **Obedience** - Following instruction, from God and any authority He has placed over me, with a right heart attitude and without challenge, excuse, or delay (Hebrews 13:17, 1 John 5:3).
9. **Patience** - Waiting on God for His timing and accepting that His timing is best (Psalm 37:7, 2 Peter 3:9).
10. **Peacemaking** - Using God’s strength to show genuine kindness to all people; pursuing forgiveness and reconciliation, both personally and in mediation between others (Ephesians 4:32, Titus 3:1-2).
11. **Respect** - Honoring others and valuing all people, including myself, as made in God’s image (Matthew 7:12, Romans 12:10).
12. **Responsibility -** Doing what I know I ought to do; stewarding well the resources God has entrusted to me (James 4:17, 1 Peter 4:10).
13. **Self-Control** - Allowing God’s Spirit to guide my thoughts, words, and actions (Proverbs 16:32, 29:11).
14. **Thankfulness** - Expressing gratefulness in all circumstances, knowing that God works all things for good for those who love Him (Psalm 100:4, Romans 8:28).
15. **Wisdom** - Aligning my thoughts, words, and actions with truth found in God’s Word (Proverbs 19:20, James 3:17).

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 Foundational Character Qualities. 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.

CONCERNING GOD

Who is God? God is:

- The Creator (Gen. 1:1-31)
- Sovereign (Dan. 4:34-35)
- The source of all truth (Jn 14:6)
- Personal/Relational (Jn 17:3)
- Love (1 John 4:8)
- Faithful (Lam. 3:22-23)
- Wise (Rom. 11:33, Prov. 9:10)
- Impartial (Acts 10:34)
- Orderly (1 Cor. 14:33

What does God do? God:

- Provides for us (2 Pet. 1:3; Matt. 6:33)
- Has established laws, which bring order to the universe (Gal. 6: 7-10)
- Values each member of the Body of Christ (1 Cor. 12)
- Has given us the gift of language (2 Pet. 1:21)
- Has ordained social institutions of the family (Gen. 2:18; Matt. 19:5-6), the church (Eph. 3:6), and human authority (Rom. 13:1-7).

CONCERNING OUR RESPONSE TO GOD

God is worthy of our finest efforts (Col. 3:17, 23), and He holds all of us accountable for our words, thoughts, and actions (2 Cor. 5:10). We must accept what God has done in creating us as unique and inherently valuable individuals (Ps. 139) and providing for our salvation (Rom. 3:23, 6:23). 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).

We must saturate our minds with Scripture so that we may cultivate a biblically informed worldview (1 Thess. 5:21) and discover God's purpose for our lives (2 Pet. 1:5-7; Eph. 4:22-24).

CONCERNING OUR RESPONSE TO ONE ANOTHER

Because we are each made in God's image, we must respond to one another with honor and respect (Gen. 1:26-27; Jas. 3:9-10). We must handle our relationships with wisdom, humility, and love.

- When we fail, we must clear our conscience before God and man (1 Tim. 1:5, 19).
- We must yield our rights to God and defer to one another (Phil. 2:5-8).
- When others fail us, we must forgive them (Matt. 6:12).
- We must avoid sexual impurity (1 Thess. 4:3-8).
- We must share our faith with others (Matt. 28:18-20).

CONCERNING OUR RESPONSE TO GOD'S CREATION

We are made in God's image and given the responsibility to reflect Him well to all creation (Gen. 1:26-27). God owns His creation (Psalm 24:1), and we were given dominion to rule over the earth under the authority of God (Gen. 1:28).

DOCTRINE, DENOMINATIONS, AND BIBLE TRANSLATIONS

Even though we have many denominations represented on our staff and in our student body, we experience great unity at Legacy Christian Academy, 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 and stand solidly behind the Statement of Faith that appears on every student and teacher application and is stated here in the Student and Family Handbook. We do not compromise on the central doctrines of the Word of God, as outlined in our *Statement of Faith*, yet those of us who belong to the body of believers may have some distinctives that are specific to our particular denominations. When these particular

issues are raised in our school, we refer students to parents and their local church for guidance and instruction.

We believe the Word of God has been providentially preserved through the ages and reliably translated into English. Bible memorization is a component of every grade level at Legacy. While many good translations exist, for ease of instruction, the only two versions used for individual memorization at Legacy are the English Standard Version and the King James Version. Large group Bible memorization at Legacy is in the English Standard Version.

Elementary teachers may also use the New International Reader's Version (NIRV) in class as appropriate for student reading level. Additionally, Christian textbook publishers or authors using other translations true to the original biblical manuscripts will not be excluded from our curriculum.

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 both spiritual and academic leaders. 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. Students who are guilty of communicating racial slurs, ethnic obscenities, or other derogatory remarks – whether in oral, visual, or written form – should expect to receive an immediate administrative referral.

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 ones 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 our school.

HOLY SEXUALITY

Christ-honoring relationships are imperative for servants of Christ. At LCA, we honor Christ in our relationships by submitting ourselves to His plan and purposes. In the area of sexual relationships, LCA recognizes and upholds God's directive that sex be reserved exclusively for a man and a woman and only within the bond of marriage (Gen. 2:21-25; Hebrews 13:4). We believe that sexual activity is legitimate only within the boundaries of the marriage covenant of one man and one woman. God's Word forbids sexual activity outside of marriage which includes adultery, premarital sex, homosexual acts, sexual exploitation, pornography, incest, and any other sexual behavior deviating from God's established pattern (Ex. 20:14; Lev. 18:22-24; 20:13-16; Matt. 5:28; Rom. 1:24-32; 1 Cor. 6:9-11; Gal. 5:19). Students and families agree that it is not acceptable to demonstrate support in any way for any of the behaviors noted above. This includes, but is not limited to, engaging in a relationship which is homosexual in commitment or expression, even if that relationship has not become sexual in practice.

In accordance, students are expected to refrain from inappropriate public displays of affection and cultivate, by God's grace, purity of mind and heart, discretion, and self-control. Because we believe that Scriptures also clearly teach that man was created by a special, immediate, formative act of God, and in the image of God, as male and female, determined biologically at conception, students are also expected to dress in accordance with student appearance standards pertaining to their gender as determined by biological sex, and to use only the corresponding restrooms, locker rooms, and changing facilities.

LCA maintains the biblical Christian position on sexuality and marriage; that is, God has created male and female as distinct sexes which both reflect the image of God (Gen. 1:27). He created the human covenantal relationship of marriage to reflect Christ's covenant promise to the church (Ephesians 5:31-32). Therefore, biblical marriage is a holy institution and defined only as a life-long union between a male and a female. Because all people have been made in the image of God, every human being has dignity, worth, and value regardless of performance or sexuality. Our primary identity is found first and foremost as God's creation and based on our personal relationship with Jesus and identity in Christ (1 Cor. 9-11). Scripture further declares that sexual activity is meant to be limited to the marriage relationship. Scripture condemns any sexual activity – heterosexual or homosexual, extra-marital or premarital – that is not within the bounds of the biblical covenant between a man and a woman. As with any biblical command, the LCA community – its faculty, staff, and students – are expected to abide by these principles. We believe that scripture teaches that any act outside of God's design for our sexuality is harmful to the individuals involved and to the larger school community. At the same time, we recognize that we live in a world shattered by sin and brokenness. This profoundly affects all aspects of our humanity, including our sexuality. It is only by God's grace that we are able to fulfill God's created purpose for marriage and sexuality. We acknowledge that all people have been impacted by sin and our fallen world and that the struggle with a variety of sexual temptations and wounds are a common experience for all Christians. God's heart is to forgive our sin, to heal our brokenness, and to redeem our pain. At LCA, we want to represent God's heart at all times, recognizing the need for healing and spiritual maturity required to honor God within our sexuality. Therefore, we affirm:

1. That our identity must be found in our nature as image bearers of God and as ones redeemed by Christ and not in our sexuality, sexual attractions, ethnicity, socio-economic status, or other cultural markers.
2. That a Christian can be faithful to God's commands to abstain from illegitimate sexual activity while simultaneously struggling with same-sex attractions, sexual addiction, and other sexual temptations.
3. That ultimately, we are all called to surrender our sexual wounds, shame, and sexual desires to the clear teaching of Scripture and to the power of the Holy Spirit.
4. That we will love, counsel, and equip students who struggle with sexual temptation, gender identity confusion, or same-sex attraction.
5. That we will lovingly rebuke, disciple, and discipline those who engage in sexual activity and/or relationships outside of God's design for sexuality within the covenant as expressed in Scripture. Appropriate discipline may include a temporary or permanent time of separation from LCA.
6. That sexuality is a divine order that is rooted in the nature and character of God. This order is fixed and unchanging at birth, reflected in biological reality rather than personal experience (Gen. 1:26-27).
7. That the Bible teaches that humans were created by a special, immediate, formative act of God, and in the image of God, as male and female, determined biologically at conception (Gen. 1:2)
8. That our biology and our sexual makeup matter. They are not secondary to our spiritual makeup and comprise a vital component of a fundamental doctrine of Christian theology – the resurrection of the body. To deny this would be a radical dualist (or even gnostic) position. The God-ordained sex that He gave to each of us at birth should be recognized as a gift (Gen. 1:31).

9. That our masculinity and femininity and how we perceive them have been subjected to the effects of the fall, the confusion of cultural thought and our own sinful natures. Our identity in such matters must be rooted in truth and not our own changing and untrustworthy feelings (Rom. 1:21-27).

Along with a commitment to biblical sexuality, we also hold firmly to Jesus' teaching on love, which is the hallmark of the Christian life (John 13:35). We will not tolerate unloving or disrespectful behavior towards any individuals and will respond with kindness and respect towards those who disagree with us.

We recognize that holding to a biblical view of sexuality and gender is increasingly at odds with the larger American culture. We are committed to following our Savior as He was "a man full of grace and truth" (John 1:14). We will begin by humbling ourselves as leaders, seeking wisdom and discernment with the ongoing desire to represent the love of Jesus Christ in the midst of a rapidly changing culture.

ADMISSIONS PROCESS AND REQUIREMENTS

Families considering a Legacy education for their child(ren) must complete an online application and submit required documents as described on the Legacy Christian Academy website. An interview with an administrator is a required component of the admissions process. Prospective families must meet the following requirements for admission.

At least one custodial parent/guardian must:

- indicate a personal commitment to Jesus Christ (John 3:3, 1 Peter 1:23).
- subscribe to the Legacy Christian Academy Statement of Faith and desire to partner with Legacy in developing their child academically, personally, and spiritually.
- understand that the school's guiding principle is to glorify God in all areas of the school and that our basis for instruction is the Bible.
- demonstrate faithful involvement in a Bible-teaching church that agrees with the Legacy Christian Academy Statement of Faith.
- honor the sanctity of marriage as the legal union between one man and one woman (Genesis 2:23-24, Matthew 19:4-6) and will commit to upholding biblical standards of moral purity (Romans 1:26-27, 1 Corinthians 6:18-20, Galatians 5:19-21, Ephesians 5:3, Colossians 3:5), which would also prohibit cohabitation - unmarried adults living together.
- agree to meet all financial obligations of enrollment.

The prospective student must:

- have a sufficiently positive record of academic, behavioral, and emotional preparedness to facilitate adjustment to Legacy Christian Academy.
- demonstrate faithful involvement in a Bible-teaching church that agrees with the Legacy Christian Academy Statement of Faith.
- have been promoted the preceding year, or the parents/guardians are willing for the student to repeat a grade if deemed necessary by Legacy Christian Academy.
- not have a criminal record (minor traffic violations excluded), and not be under a school suspension or have been served an expulsion from another school in the past twelve months.
- express a personal desire to attend Legacy Christian Academy (required of prospective 6th-12th grade students).

STEWARDSHIP AND GIVING

God owns all of His creation, including all of humankind (Psalm 24:1). So, God owns Legacy Christian Academy and all of its resources and assets, as well as the children who attend Legacy, families who enroll their children at Legacy, and all school employees. Families, school employees, the board of directors, and other community members, then, act as God's stewards in investing His resources here at Legacy (1 Chronicles 29:11-13) for the purpose of *Equipping Leaders for Christ* in the spiritual,

academic, and personal development of children.

The revenue required to fund the mission of *Equipping Leaders for Christ* at Legacy comes from three primary sources: tuition and fees, government programs (e.g. Auxiliary Services, Administrative Cost Reimbursement), and financial giving. Legacy leadership, both school employees and the board of directors, conservatively budgets with the goal to support annual school operations from revenue raised from tuition and fees and government programs. However, financial giving – free-will giving by partners in Legacy's mission – funds student scholarships and special projects that are not fundable within the annual budget. Legacy Christian Academy is a non-profit, tax-exempt, 501(c)3 organization (EIN: 47-4976266). Legally, the school is *XCS, Inc.,* an abbreviation of the former Xenia Christian School. *XCS, Inc,* currently does business as Legacy Christian Academy.

There are three primary seasons during which Legacy formally invites partnership in the form of financial giving each year:

- **Fall**: Fundraising efforts focus on the capital campaign in the fall (currently the *Let the Children Come* campaign), with the goal of whole community participation. These efforts begin with the annual *Fall Festival.* Legacy families are encouraged to invite guests from their professional, church, and friend networks, as well as volunteer, attend, and give financially toward the capital campaign. There are also various business/organization partnership opportunities available.
- **Winter**: Families, individuals, and organizations who participate in Christmas or end-of-year giving are invited to include Legacy Christian Academy in their financial contributions. Beginning in December, 2027, U.S. taxpayers are invited to participate in the Federal Scholarship Tax Credit (FSTC) before December 31, directing a portion of their federal tax liability to scholarships for Legacy Christian Academy students.
- **Spring:** Ohio taxpayers are invited to give to the *Ohio Christian Education Network Scholarship Granting Organization (OCEN SGO).* The OCEN SGO is a non-profit, tax-exempt, 501(c)3 (EIN: 31-1787824) that provides scholarships for Legacy Christian Academy students. Ohio taxpayers can claim a dollar-for-dollar Ohio tax credit for donations to the OCEN SGO up to established state limits. Gifts given up to April 15 can be claimed for the prior tax year.

To designate a gift to Legacy Christian Academy through planned giving or in your will, our legal entity information is:

> XCS, Inc., a corporation organized under the laws of the State of Ohio, doing business as Legacy Christian Academy (Ohio Entity #2449669; US Employer Identification Number 47-4976266).

We encourage you to ask your tax advisor and/or estate planner about the best way to make a gift, as LCA is not able to provide legal advice about how to designate a beneficiary of a will or trust. Questions about the stewardship and giving program at Legacy Christian Academy should be directed to the Director of Advancement or the Head of School.

Financial gifts may be restricted to a specific purpose, or they may be made to the general fund. We are thankful for every financial partner and gift, and we are faithful to honoring donor intent as specified at the time of the gift. Legacy Christian Academy reserves the right to not accept a gift if the donor's intent does not match the mission or priorities of Legacy Christian Academy.

BOARD OF DIRECTORS

Legacy Christian Academy is governed by a board of directors that oversees the school using a policy governance framework. Members of the board give generously of their time, gifts, resources, and professional expertise to advance Legacy's mission and vision. Current members of the board are listed on the school's website. The board's sole connection to the operations of the school is through the head of school.

Concerns regarding school operations should be appropriately directed to members of the faculty, staff, or administration most closely connected to the question or concern, not the board of directors or members of the board of directors, in accordance with policy regarding *Addressing Concerns and Resolving Conflict (Matthew 18:15-17)*.

Individuals interested in serving on the Legacy Christian Academy Board of Directors, or to nominate another person for service, should complete this form. Submitting this form does not guarantee the nominee will be contacted by the board to complete an application. The number of directors is limited by board policy, and the nominating committee of the board considers nominations for open board seats annually.

SECTION 2: ACADEMICS

God holds us accountable for our words, thoughts, and actions (2 Cor. 5:10), so our goal is for students to remember that God is worthy of our finest efforts (Col. 3:17, 23) in all areas, including their academic work. Academic records should aid students in reflecting on how well they have done, as well as their growth and progress. Grades and other academic records do not define a person or determine a person's value. LCA recognizes that all students have inherent value and worth and must accept the way that God made them (Ps. 139). However, students must also realize the importance of personal **responsibility** and persevering with **courage** - even in the face of academic difficulty (1 Corinthians 16:13). Since record keeping is vital to a school, LCA records are kept with **integrity**.

SCHEDULING

ELEMENTARY CLASS ASSIGNMENT (K-5)

Elementary students are assigned to a homeroom by administration. Each placement is made prayerfully, trusting in God's plan. Observations and input from prior grade-level faculty, educational testing and performance data, and social factors may be considered when making class assignments. Due to the multiplicity of factors involved in the careful process of class assignment, once homeroom lists are set by administration, these lists are not generally revised.

MIDDLE SCHOOL SCHEDULING (6-8)

Middle school students must enroll in five, grade-level, core classes; two partial week courses (Spanish and PE/Health); and they must select from available options for one fine arts class. There is limited space available in some fine arts classes, so students are not guaranteed their first choice.

HIGH SCHOOL SCHEDULING (9-12)

Students in grades 9-12 must enroll in at least 6 classes each semester. Grade 9 students must specifically enroll in at least one fine arts class. All middle and high school students must remain enrolled in their grade-level LCA Bible class, as well as an English and Math course each semester. Students who do not meet scheduling requirements through the course registration process may have their schedule adjusted by the Academics and Guidance Office to meet these requirements.

INITIAL DROP/ADD PERIOD (6-12)

Students may go to the guidance office to request to drop or add classes through the Friday of the first full week of each semester. The first day of the semester through Friday of the first full week of the semester is considered the drop/add period. Schedule changes are not guaranteed but will be considered if there is a valid reason. When considering a schedule change, the guidance office will determine if there is a conflict with other classes, if the change will violate enrollment requirements or affect a student's progress toward graduation, whether there is parental/guardian agreement, if there is room in the class, and whether the change would disrupt the balance of class sections. Requesting to change classes to be with another student is not a valid reason to request a schedule change. Students are not permitted to add or drop a class after the drop/add period without permission from the Academic Affairs Committee.

APPEALS TO COURSE REQUIREMENTS (6-12)

Students who wish to enroll in a course for which they do not meet the stated prerequisites or other published enrollment requirements may submit a written appeal to the Academic Affairs Committee. The appeal must clearly detail the compelling reason for the request and demonstrate the student's readiness for the course. The written appeal should be submitted to the Academics and Guidance Office. The Academic Affairs Committee will review all such appeals and will communicate the final decision to the student and parent/guardian.

COURSE CHANGES FOR THE SECOND SEMESTER (6-12)

Recognizing that educational needs and circumstances may change, a student may request to withdraw from a year-long course at the conclusion of the first semester. This process emphasizes a collaborative decision-making approach subject to the following conditions:

1. ELIGIBILITY CRITERIA

To be eligible for a withdrawal at the end of semester 1, the request must meet the following criteria:

- **Consensus:** The student, the parent/guardian, and the Academic Affairs Committee must all agree that a course change is in the student's best interest. Note that some classes may be ineligible for mid-year course changes as described in the Course Catalog.
- **Progression Requirements:** The course change will not prevent the student from meeting all LCA scheduling and graduation requirements.
- **Logistics and Capacity:** Course changes are subject to scheduling logistics and class capacities (e.g., a class is too full to allow another student to join).

2. FINANCIAL RESPONSIBILITY

Students and their parent/guardian remain responsible for any non-refundable costs or cancellation penalties incurred by the school (e.g., textbook fees, exam registration fees) if the course is dropped after established ordering deadlines.

3. PROCESS

1. **Initiation**: The student must complete a Mid-Year Course Change Request Form after consulting with their parent or guardian and affected teachers (those impacted by the drop/add).
2. **Academic Affairs Review:** The Academic Affairs Committee will verify that the student meets the eligibility criteria described above, accept or deny the request, and then communicate that decision to parent/guardian, student, and teachers.

COURSE CHANGES AFTER THE DROP-ADD PERIOD (6-12)

Students wishing to drop a class after the drop/add period within a semester may appeal to the Academic Affairs Committee. Written appeals of this nature should be submitted to the Academics and Guidance Office. If the Academic Affairs Committee approves a student to drop a course after the drop/add period, the student will receive a grade of Withdrawn Passing (WP) or Withdrawn Failing (WF) for the course on the student's transcript, dependent on the student's grade in the course at the time of the committee's decision. WF grades are included in a student's GPA with the same weight as an F.

COURSE CHANGES FOR STUDENT ATHLETES (6-12)

Dropping a course may cause a student athlete to lose athletic eligibility. Student athletes should check with the Athletic Office before considering dropping an academic course.

HIGH SCHOOL COURSE CREDIT

High school credit is awarded by the semester.

Students enrolled in college courses through dual enrollment receive a higher amount of high school credit per semester in accordance with College Credit Plus (CCP) guidelines.

Middle school students may qualify to take certain high school credited classes. Such classes count toward high school graduation requirements AND count in the calculation of high school GPA. Middle school students earning a C in a course may be counseled to repeat the course in high school, and middle school students earning a D or F will be required to repeat. The credit earned in middle school will be reduced to middle school credit if repeated in high school at LCA.

CREDIT FLEXIBILITY PROGRAM

LCA's credit flexibility program allows full-time high school students to design a course of study specific to their individual needs and interests. Credit flexibility is not intended to allow students to opt out of courses typically offered and/or required at LCA. Instead, credit flexibility is intended to enable a student to propose a course of study that goes significantly above and beyond — in depth and/or breadth — the normal expectations of LCA coursework.

A primary distinction of the LCA curriculum is the integration of biblical worldview within every academic discipline and course; therefore, an acceptable credit flexibility proposal must include:

- a detailed plan describing the calendared course of study.
- subject-specific learning objectives including biblical integration.
- a proposed assessment/documentation plan sufficiently demonstrating that the student has met each learning objective.
- due dates for assessment/documentation during each academic quarter.

Students may submit proposals for credit flexibility coursework to the guidance counselor. Proposals must be submitted at least four weeks prior to the beginning of the academic term in which the student is proposing beginning a course of study through credit flexibility. Proposals containing all four required components as described above will be considered by the LCA Credit Flexibility committee. Proposals for high school credit based on past work or accomplishment (i.e. demonstrated proficiency) will not be considered. The LCA Credit Flexibility Committee is an ad hoc committee composed of a guidance counselor, an LCA administrator, and a middle or high school faculty member who teaches in an academic discipline related to the credit flexibility proposal.

The LCA Credit Flexibility committee will evaluate proposals to decide whether a proposed course of study may:

a. Receive high school credit and the amount of credit.
b. Fulfill an LCA graduation requirement (if applicable).
c. Serve as one of the minimum number of courses required of a full-time LCA student during a given semester.

If a student's credit flexibility proposal is denied by the credit flexibility committee, the student may choose to appeal to the high school principal.

If a student's credit flexibility proposal is approved, the student must formally enroll in the course for credit flexibility through the Academics and Guidance Office prior to the beginning of the academic term(s) in which the student wishes to earn credit. A student should not assume that he or she is enrolled in a course based on committee approval alone. Credit flexibility courses are subject to the same drop/add policy as regular LCA courses. Grades for credits earned through credit flexibility arrangements will be reported as Pass/Fail grades on the LCA transcript.

If all objectives for the course are not met in the prescribed time frame for an approved course, then an F will be recorded on the student's transcript.

SUMMER SCHOOL AND EXTERNAL EDUCATION PROVIDERS

Students enrolled at LCA must have summer school or other classes from other high schools or similar education providers approved by the LCA administration prior to enrolling in the class(es). Courses must be taught from a biblical worldview, or – before enrollment – the student must submit an additional plan for independent biblical worldview integration to the Academic Affairs Committee for possible approval. A course will not be approved if the goal is to avoid taking a certain course or instructor at LCA or if the course is not biblically integrated.

A course may be approved if it is for the purpose of remediation, academic exploration, or course sequence acceleration.

COLLEGE CREDIT OPTIONS

There are multiple pathways for students to earn college credit while studying at LCA, either through advanced-study programs leading to credit by examination or through collegiate dual credit programs where a student earns college and high school credit simultaneously. College credit programs (a) allow deeper exploration of interests/giftings than the middle or high school curriculum typically supports and (b) facilitate early completion of collegiate general education requirements, enabling students to enter college as second semester freshmen or even sophomores. LCA strongly encourages students to pursue college credit opportunities offered on the LCA campus during the school day so they can remain fully involved in the LCA school experience. Further, in keeping with the LCA Philosophy of Christian Education and Expected Student Outcomes, where biblical worldview curricular integration is a distinctive value in all courses, LCA encourages students taking dual credit courses to select courses from Christian colleges and universities that also value such integration. Students interested in any of the options below should discuss their interest with the Academics and Guidance Office.

AP PROGRAM

Advanced Placement (AP) Courses teach a college-level curriculum toward objectives set by the College Board. Each AP teacher must submit a syllabus of his/her course to the College Board for approval, ensuring an appropriate, college-level experience. AP courses taught at LCA are additionally integrated with biblical and Christian worldview by LCA instructors. The College Board administers AP exams each May, and students earn a score of 1-5 on each exam. Most colleges and universities offer credit or advanced standing for a score of 3, 4, or 5, but each college/university sets its own policies regarding awarding credit and/or advanced standing. Students may find information regarding a specific college's policies on its website or by using AP Credit Policy Search. Regardless of whether a particular college awards credit for a certain AP exam and score, eligible students benefit from the rigorous, college-level AP course, and have the opportunity to demonstrate high level mastery of college-level content on the AP exam. Eighty-five percent of selective colleges/universities report that a student's AP experience favorably impacts admissions decisions. LCA students enrolled in AP classes are required to take the corresponding AP exam(s) in May. They are excused from second semester LCA exam(s) in AP classes. Additionally, LCA students may request to take an AP exam in a discipline that is not offered as a class at LCA by approaching the Academics and Guidance Office during the first quarter. AP exams offered by the College Board are listed at apstudent.collegeboard.org/apcourse.

CLEP PROGRAM

The College-Level Examination Program (CLEP) offers college-level exams that are accepted by more than 2,900 colleges and universities for credit in a wide variety of academic disciplines. Each college and university sets its own policies regarding whether it accepts a specific CLEP exam for credit, what credit it grants for a specific CLEP test, and what score is required to receive that credit. Earning a satisfactory score on a CLEP exam to receive college or university credit does not result in high school credit at LCA. Information regarding CLEP tests at a specific college or university can be found on the school's website or by using CLEP's Institution Search. Some courses taught at LCA cover most of the material found on a CLEP exam, and motivated students are encouraged to prepare for these exams and register to take the associated CLEP test to test out of the equivalent introductory college course. CLEP tests offered by the College Board are listed at clep.collegeboard.org.

DUAL CREDIT COLLEGE LEVEL COURSES

Dual credit courses and LCA courses may be combined to meet scheduling policy requirements for an LCA student at a particular grade level, but regardless of the number of dual credits selected, LCA high school students must enroll in at least four LCA courses each semester, including their grade-level Bible course. *LCA On-campus, Dual Credit Courses*, as described below, count toward the minimum of 4 LCA courses each semester. Students enrolled in online dual credit classes are expected to attend LCA during the school day and may schedule a study hall to work on their online coursework. With parental approval, students enrolled in three or more online dual credit courses in a semester may

appeal this requirement to the Academics and Guidance Office. Students enrolled in dual credit courses at a local college or university in a face-to-face context may be released from campus to attend their dual credit class(es), but extra attention must be taken during course scheduling to ensure adequate transportation time. Students are responsible for their own transportation.

All LCA students, including students taking dual credit courses at a local college or university in a face-to-face context, must be on-campus for LCA Chapel each week. Students and parents should use discernment in deciding the extent of their involvement with dual credit programs, because not all students who may gain admission to a college or university are prepared for the rigor and/or mature content and classmate interaction in a college course. LCA strongly encourages collaboration with the Academics and Guidance Office and/or LCA administration in making these decisions. For non-religious courses taken at an Ohio college or university, state funding through the CCP program may also be available for qualified students. Students may transfer a course taken for dual credit at a college or university to LCA by having an official transcript sent to LCA or through other official communication. The extent of a student's involvement in a dual credit program does not result in an adjustment to LCA tuition.

LCA On-campus, Dual Credit Course
LCA faculty with appropriate academic credentials may serve as adjunct college professors, offering courses for dual credit during the LCA school day and schedule. Courses available for dual credit are noted as such in their course descriptions. Interested students must gain admission to the college or university listed in the course description to be eligible for college credit. Students who take the course without gaining admission to the college or university listed in the course description and/or without registering for the course before the college/university's deadline will receive LCA high school credit but will not receive college credit.

Christian College or University Dual Credit
Courses taught directly through Christian colleges and universities are available to LCA students who qualify by gaining admission to the specific institution. Courses may be available online or offered in a traditional classroom environment.

Non-Christian College or University Dual Credit
Since biblical and Christian worldview curricular integration is a distinctive LCA value, LCA does not encourage students to take dual credit courses from non-Christian colleges or universities. This position should not be interpreted as deriding the academic quality of non-Christian institutions, nor should it be interpreted as discouragement from considering non-Christian institutions for post-secondary education. Rather, it is a natural outworking of LCA's deeply held Christian educational philosophy as it applies to current students. In accordance with this LCA value, for each semester a student earns credit from a non-Christian college or university, LCA students must complete the Semester Worldview Integration requirement (see below).

COLLEGE CREDIT PLUS (CCP) PROGRAM

College Credit Plus (CCP) is a state funding program for grades 7-12 students seeking dual enrollment in an Ohio college or university. The guidance section of the LCA website contains additional information about the CCP program, including the application process. The application process includes a required LCA guidance meeting, and the application process has a firm deadline set by the CCP program.

Additionally, LCA students who wish to participate in the CCP program at a local or online Ohio college or university must meet the following qualifications:

- Be on track to graduate from LCA.
- Meet the admissions requirements and gain admission to an Ohio college or university participating in the CCP program.

- Earn a passing grade on a *Worldview Integration Paper* for each semester the student is dually enrolled at Legacy Christian Academy and a non-Christian college or university.

GREENE COUNTY CAREER CENTER DUAL ENROLLMENT

Students may be dually enrolled in Legacy Christian Academy and career programs offered by the Greene County Career Center (GCCC) during grades 11 and 12. To remain dually enrolled at both Legacy and GCCC, students must complete, at least, their grade-level Bible classes through Legacy during their junior and senior years. Furthermore, students dually enrolled at GCCC must complete a *Worldview Integration Paper* each semester (policy implemented in summer of 2026 and applies to students in the graduating classes of 2028 and beyond). Scheduling requirements described elsewhere in this handbook for fulltime Legacy students do not apply to dually enrolled Legacy Christian Academy and GCCC students.

Students dually enrolled at Legacy Christian Academy and the GCCC may remain fully involved in the Legacy student life program, including athletics, fine arts, and student life events.

Because certain Legacy graduation requirements are not available at GCCC, families interested in dually enrolling in GCCC and LCA during their 11th and 12th grade years should inform the Academics and Guidance Office by the end of 8th grade so students can complete any necessary prerequisites during their freshman and sophomore years. Students who do not plan ahead in this way may not be able to dually enroll in GCCC and LCA during 11th and 12th grades and meet all LCA graduation requirements.

To receive a Legacy Christian Academy diploma, dually enrolled Legacy Christian Academy and GCCC students must:

- attend Legacy full-time for both semesters of their sophomore year.
- pass all semesters of both junior and senior Bible classes.
- earn a passing grade on a *Worldview Integration Paper* for each semester the student is dually enrolled at Legacy Christian Academy and GCCC.
- meet <u>all</u> LCA and state graduation requirements.

SEMESTER WORLDVIEW INTEGRATION PAPER

Since biblical and Christian worldview curricular integration is a distinctive LCA value, students dually enrolled at non-Christian colleges and universities and/or a public career center (e.g. the GCCC) must complete **one** *Worldview Integration Paper* each semester they are enrolled in such courses. This requirement applies regardless of the number of courses or credits taken. In accordance with College Credit Plus guidelines, LCA does not limit which courses may be taken for dual credit at a non-Christian college or university. However, as a separate graduation requirement, a worldview integration paper is required for each semester a student is enrolled in a non-Christian college or university and/or a public career center.

Assignment Overview

You will write a single, 750-word essay that connects the content you learned off-campus this semester with a biblical worldview.

1. What to Write (The "ARR" Framework)

Your essay must address the following three questions regarding the content you studied this semester:

- **Affirm:** What did you learn that aligns with Scripture? (What is true?)
- **Redeem:** What concepts were neutral or incomplete that can be viewed differently when filtered through God's truth? (How does the Gospel make this better or give it purpose?)
- **Reject:** What ideas or philosophies were presented that contradict the Christian faith? (What is false?)

- *Note for students in college courses:* Discuss themes from the specific college courses you took this semester.
- *Note for Career Center Students:* Apply these questions to the vocational skills, workplace ethics, and industry standards you experienced this semester.

2. Formatting Requirements
- **Length:** Minimum 750 words.
- **Style:** MLA Format, 12 pt. Arial font.
- **Sources:** You must cite at least **three academic sources** that approach your subject matter from a biblical worldview. The LCA library holds resources that are integrated with biblical and Christian worldview related to common dual credit courses taken by LCA students.

3. Submission and Grading
- **Deadline:** The paper must be submitted to the Academics and Guidance Office by the last day of the LCA semester. If a student takes a dual credit course in the summer, the paper is due before the first day of school the following semester.
- **Grading:** This paper is graded **Pass/Fail** by the Director of Academics. A passing grade is required for graduation. A pass will result in a "Worldview Integration – *Semester* __" course grade (P) on the student's transcript. If a student receives a failing grade, the student will be allowed to rewrite the paper following a conference with the Academics and Guidance Office.

CAREER ACADEMIES

Legacy offers four Academies that each include four semesters of coursework in one of four career fields. Coursework includes interaction with Christian professionals, learning about career paths and requirements, and exploring opportunities to serve the Lord in the career field. Students completing required coursework and an internship or job shadow experience within the career field of at least 30 hours are honored at graduation, wear special cords at graduation, and receive recognition on their transcript. Academy job shadow experience or internships may be completed during a school break.

BUSINESS AND ENTREPRENEURSHIP
- Courses:
  - Business Fundamentals and Marketing
  - Innovation and Entrepreneurship
- Internship/Job Shadow: Required (30 hours)

COMPUTER SCIENCE
- Courses:
  - Introduction to Robotics
  - AP Computer Science Principles
- Internship/Job Shadow: Required (30 hours)

HEALTH SCIENCES
- Courses:
  - Anatomy & Physiology
  - Medical Terminology and Intro to Pharmacology
- Internship/Job Shadow: Required (30 hours)

LEADERSHIP AND MINISTRY
- 2.0 credits from the following:
  - Leadership Theory & Practice (required in this Academy for the graduating class of 2027; this course shifts to a graduation requirement but not a requirement of this Academy for the class of 2028 onwards)
  - Worship Leadership
  - Advanced Biblical Exegesis

    - Intercultural Studies & Ministry Practicum
    - Leadership or Service Practicum
- Internship/Job Shadow: Required (30 hours)

LEADERSHIP DEVELOPMENT

At Legacy Christian Academy, leadership skills are intentionally developed through curricular and co-curricular programs.

- **Curricular:** All 8th-grade students are required to take a formal Biblical Leadership class. In high school, beginning with the graduating class of 2028, all students must take Leadership Theory & Practice as a graduation requirement. High school students may also choose to take other courses within the *Leadership and Ministry Academy*; students wishing to follow this path may continue with Worship Leadership, Advanced Biblical Exegesis, or participate in a Leadership and Service/Ministry Practicum.
- **Co-curricular:** Students can develop Christian character and hone leadership skills by serving as captains, leaders, and crew chiefs in Athletics, Drama and Performing Arts, and other student organizations.
- **National Honor Society (NHS):** While academic achievement is an important part of NHS, it is not the only criterion for membership. NHS is primarily a service organization that seeks to develop students in the areas of scholarship, character, leadership, and service. NHS members sponsor and host a variety of philanthropic events on campus throughout the school year. Students may apply to be inducted as a member of NHS during their junior year of high school.
- **Student Senate:** Allows students in grades 9-12 to lead the school's student life under faculty and administrative guidance. Skills gained include problem-solving, event planning, teamwork, and peer leadership. Each grade is represented by up to 4 members.

SERVICE OPPORTUNITIES

DAY OF PRAYER AND SERVICE

For one day each semester, Legacy intentionally prays for and serves our community on *Days of Prayer and Service* (DoPS). Developmentally appropriate service opportunities designed to develop hearts of service in our students are scaffolded from lower elementary through high school.

SERVICE HOURS REQUIREMENT (6-12)

As a required component of their Bible course's Discipleship Project:

- Middle school students (grades 6-8) must document 8 service hours per semester (16 total per year).
- High school students (grades 9-12) must document 15 service hours per semester (30 total per year).

Hour Allocation Rules: Service hours completed the prior summer may be applied to the first semester Discipleship Project. Service hours completed during the first semester may be applied to either semester. Service hours completed during the second semester may only be applied to the second semester. Service hours from scheduled *Days of Prayer and Service* may count toward the service hour requirement.

Students in grades 6-12 are responsible for submitting documentation of their service hours to their Bible teacher to receive credit for their hours.

COSTA RICA MISSION TRIP (9-12)

This trip offers students a unique opportunity for service and cultural immersion in cooperation with LaMar and Joanna Salley of GC2 Ministries. Students partner with local churches to share the gospel through Bible Clubs, ESL classes, and outreach events. The trip consists of 5 days of service and

cultural learning. Participants earn high school credit for Intercultural Studies and Ministry Practicum. Students can apply to join the team beginning in 9th grade.

PART-TIME STUDENTS

As space allows on campus, part-time elementary students may participate in Legacy elementary electives, and part-time middle or high school students may participate in up to four selected courses. Part-time students are only permitted on campus during their scheduled class time during the school day, so parents should arrange transportation accordingly. Childcare is not available before or after a part-time student's scheduled class time. Students attending Legacy part-time and arriving after the start of school or departing campus before the end of the school day must sign in and out of the main office each day.

Students in grades six through twelve who take at least one every-day academic course at Legacy each semester may also participate fully in the student life program, including school events, chapel, drama productions, non-athletic clubs and co-curriculars, school trips, and grades six through eight athletic programs. For part-time students in grades nine through twelve, to meet OHSAA requirements for athletic participation, students must take at least one academic course that counts toward graduation on the Legacy campus. Notes: (1) Some events, programs, productions, and trips have try-outs or applications, and some require an additional fee or cost. (2) Part-time middle and high school students who participate in athletics must provide quarterly grades to the LCA Academics and Guidance office demonstrating compliance with OHSAA athletic eligibility requirements.

For part-time students taking high school courses, Legacy Christian Academy will provide, upon request, a transcript documenting LCA high school credits earned for homeschool record keeping. Part-time students who have met Ohio requirements for high school graduation and who have accumulated at least four LCA high school credits – including at least one full credit during the senior year – may participate in Legacy Christian Academy's high school graduation ceremony. Such students will not receive a Legacy Christian Academy diploma, but they will be recognized as homeschool graduates, and parents may provide a homeschool diploma for the ceremony. Students wishing to earn a Legacy Christian Academy high school diploma must enroll full-time at Legacy Christian Academy for at least the senior year and meet all Legacy Christian Academy graduation requirements.

To attend Legacy part-time, families must meet all LCA admissions requirements. Additionally, all families with students attending part-time at Legacy must annually submit to the Academics and Guidance Office a copy of the letter they receive from their umbrella school or local school district superintendent excusing their student(s) from compulsory attendance.

STUDY HALL

High school study hall provides a quiet environment for students to work on assignments, review notes, and read. Instead of a study hall, high school students have the option to enroll in seven classes or take part in a Service Practicum.

HOMEWORK

We believe that meaningful home study is a necessary part of each pupil's education 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 6-12, if late work is accepted, it may be marked down at the discretion of the teacher.

The assignment of homework should be reasonable, and homework is encouraged when it contributes to 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 through homework. Care will be taken not to take away from family time by requiring too much homework. However, homework expectations naturally increase as students rise through the grade levels.

HOMEWORK TYPES

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

TEACHER'S RESPONSIBILITIES

1. Teachers plan meaningful homework assignments in conjunction with daily lesson plans. The homework assignments clearly lead to the accomplishment of the course's instructional objectives. Students know exactly what is expected of them and receive all necessary clarification pertinent to the assignment.
2. The timely and complete response to the student's homework assignment by the teacher is essential. Homework is evaluated, recorded, and included as part of the student's progress evaluation.

PARENT/HOME RESPONSIBILITIES

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

GUIDELINES

1. The homework assigned to middle (6-8) or high school (9-12) should be within reasonable limits and with an understanding that the student may be assigned homework from multiple teachers. Total middle or high school homework assignments normally require no more than 1 ½ hours (6-8) or 3 hours (9-12) per night, with weekends counting as one night. Special circumstances may dictate that more or less homework than normal may be assigned. AP and CCP courses are taught at the college level and may require homework above this limit for most students.
2. Homework is rarely assigned as a class assignment in Kindergarten. In general, on the elementary level (grades 1-5) nightly homework should not exceed 10 minutes per grade level.
3. **Elementary:** No homework, test, major papers, or projects are to be due on Thursdays, allowing families to attend church together.
4. **Middle and High school:** In Grades 6-12, students are expected to manage their time and navigate their own learning best practices. Homework, projects, and tests may be given or due every day of the week in middle or high school.
5. **Inclement Weather Homework Policy:** In the event of school closings, middle or high school students may be assigned homework and should check online for all of their classes. It will be determined by each individual teacher to decide whether assignments will be needed for their class or not.

EXTENSIONS FOR STUDENT ABSENCE

In cases of an approved personal absence, students are granted the number of school days missed, plus one additional school day, to submit assignments assigned during their absence. Scheduled

school holidays and weekends do not count against this extension window. *(For example: A student absent on Friday receives Monday to complete the work, making it due on Tuesday).*

- **Pre-Assigned Work:** If a student is absent only on the single day a previously assigned project, test, or homework assignment is due, then the item is due on the very first day they return to campus.
- **Subsequent Absences:** If a student returns from an absence and is granted an extension for missed work, but then is absent again before that new due date arrives, the original extension timeline does not pause or reset. The assignment remains due on the day of the original extension or the school day they return to campus if after that date.

STANDARDIZED TESTING

Standardized assessments provide individualized achievement and growth feedback for students.

MEASURES OF ACADEMIC PROGRESS (MAP) TESTING

Administered in grades K-8, in both the fall and the spring, this test measures student performance and growth across the academic year. Legacy uses MAP testing as an alternative test in place of elementary and Middle School Ohio State Tests (OSTs).

OHIO STATE TESTS (OST)

The Third Grade English Language Arts OST is given to students enrolled in grade 3 as an additional opportunity to achieve a score needed to pass the third grade reading guarantee and progress to fourth grade. Third grade students not meeting the score required to advance to fourth grade on either a MAP test or the OST are typically retained in third grade after consultation with their parents.

OHIO END OF COURSE EXAMS

An Ohio End of Course exam is given to all Middle or High School students completing a corresponding course as listed below.

- Algebra 1
- Geometry
- English II
- Biology
- United States History
- United States Government

OHIO ENGLISH LANGUAGE PROFICIENCY ASSESSMENT (OELPA)

Students meeting criteria for classification as English Language Learners (ELLs) take the OELPA annually to measure development of English language proficiency.

PRE-ACT

Students in grades 8-10 take the Pre-ACT, providing academic progress data each year and practicing for the ACT given in the 11th grade year.

PSAT/NMSQT

Optional: Grades 10-11. Students who score high on the Pre-ACT in grades 8 and 9 are encouraged to study for and take the PSAT/NMSQT in both grade 10 and 11. The grade 11 PSAT/NMSQT is the qualifying test for the National Merit Scholarship competition.

ACT

Students in grade 11 take the ACT in the spring. Students may use the results of this test in their applications to colleges and universities. Taking the ACT and submitting an official score report to LCA is an LCA graduation requirement for all students.

AP TESTING
High School students enrolled in an AP class are required to take the corresponding AP test as scheduled by the College Board.

SEMESTER ASSESSMENTS

Each semester, students in grades 6-12 must complete specific major assessments based on their courses:

- **Bible:** Discipleship Project
- **English:** Writing Task
- **Math, Science, Social Studies, & World Languages:** Semester Exam

Grading Weight These assessments account for a specific portion of the overall semester grade:

- **Grades 6–8:** 10%
- **Grades 9–12:** 20%

There are no exemptions from discipleship projects and writing tasks. However, seniors may be exempt from semester exams as described below.

- For full year courses, seniors with an average of at least 92%, A, for the second semester may exempt their second semester exams. There are no first semester senior exam exemptions in full year courses.
- For single semester courses, seniors with an average of at least 92%, A, for the course may exempt their semester exam (first or second semester).

Notes:

- Seniors may not be exempted from state-mandated End of Course exams that may be administered during an exam period.
- Senior exemptions as described above do not apply in a dual credit course. Dual credit courses, whether offered at Legacy, online, or at a college/university, follow the policies of the college or university granting dual credit.

GRADES, GRADING, AND REPORT CARDS

Grades are a measure of a student's academic performance. While grades may reflect character qualities that are an essential part of a Legacy student's development, grades are not a direct measure of character.

Report cards are sent home at the end of each grading period for all grade levels. Incomplete grades due to illness must be made up within five school days after the end of any given academic grading period unless an extension is granted in writing by the principal. Library books, textbooks, and all other school-owned materials must be returned before the fourth quarter report card will be issued. Final report cards are archived for each student. High school semester letter grades are recorded on transcripts sent to colleges. [**Note:** Report cards will reflect the accurate grade earned based on the assignments completed, counting incompletes as zeros. The report card will be updated if missing assignments are completed in time.]

Summative academic progress is reported at the end of each academic period on the report card, but current grades are available to students and parents in grades 1-12 online throughout the semester through FACTS SIS. Students and families should expect to allow teachers at least one week to post grades from the due date of the assignment or assessment, and sometimes longer for assignments or assessments that require significant grading time, such as a major project or paper. While faculty will grade late work as expeditiously as possible, students and families should not expect late work to be graded within one week of submission. Late work that faculty members accept for full or partial credit will be graded before report cards are issued.

Teachers are not required to offer extra credit, but for all grades, extra credit cannot exceed 1% of the quarter or semester grade.

Middle and High School: In grades 6-8, tests and major projects should constitute at least 40% of a student's quarter grade. In grades 9-12, tests and major projects should constitute at least 50% of a student's quarter grade. In a single quarter there must be at minimum two (2) tests or major projects. Performance and participation classes, such as PE and choir, are exempt from these minimums.

GRADING SCALE

Students in Kindergarten receive report card grades of O (Outstanding), S (Satisfactory), or N (Needs Improvement). Elementary specials (e.g. Music, PE) in grades 1-5 also receive report card grades of O, S, or N. Letter grades are issued on report cards and official transcripts in grades 1-12 in all core subjects.

Grades 1-12		Grades 6-12			
Numerical Average	Letter	Weighted Grade Point Average (GPA)			Unweighted
		High School Level Coursework	Honors (H) High School Level Coursework	Advanced Placement (AP) & College Level (CL) Coursework	All Courses
98 and above	A+	4.30	4.50	4.80	4.00
92-97	A	4.00	4.20	4.50	4.00
90-91	A-	3.70	3.90	4.20	3.70
88-89	B+	3.30	3.50	3.80	3.30
82-87	B	3.00	3.20	3.50	3.00
80-81	B-	2.70	2.90	3.20	2.70
78-79	C+	2.30	2.50	2.80	2.30
72-77	C	2.00	2.20	2.50	2.00
70-71	C-	1.70	1.90	2.20	1.70
68-69	D+	1.30	1.40	1.50	1.30
62-67	D	1.00	1.10	1.20	1.00
60-61	D-	0.70	0.80	0.90	0.70
59 and below	F	0.00	0.00	0.00	0.00

GRADE POINT AVERAGE (GPA) CALCULATION

Legacy Christian Academy calculates both an unweighted GPA and a weighted GPA. The weighted GPA provides an appropriate rigor adjustment for honors, AP and college level classes. Legacy Christian Academy does not publish class rank for students on official school transcripts. In a small school with generally high academic achievement, rank is not an accurate or effective indicator of student achievement.

High school students will have their grade point averages (GPAs) computed at the end of each semester. GPAs are computed based on final semester grades for courses earning credit by the year.

- Honors, AP, and dual credit college courses taken while enrolled at LCA receive an adjusted GPA according to the LCA grading scale.

- High school credits transferred to LCA from another accredited school are transferred based on the letter grade assigned by the institution originally granting credit. GPA for transferred credits is determined by the LCA grading scale GPA based on the transferred letter grade from the original institution.
    - Honors high school credits transferred to LCA from an accredited school will only receive a weighted LCA GPA if LCA offered an equivalent honors course to LCA students in the transferring student's graduating class. Transferred courses labeled enriched by another accredited institution will be considered for honors LCA GPA weight according to this same standard.
    - AP and dual credit courses transferred to LCA from an accredited school will receive a weighted LCA GPA.
- High school credits transferred from a homeschool or unaccredited institution will transfer as P/F credits and will not be calculated in the LCA GPA.
- LCA reserves the right to evaluate potential transfer credit(s) from both accredited and unaccredited institutions to determine whether and/or how much academic credit will transfer to LCA.

HONOR ROLL AND HIGH HONOR ROLL

The Honor Roll list is communicated after the completion of each quarter, and the High Honor Roll is communicated at the end of each semester. All Honor Roll lists are also provided to the LCA faculty.

- **Honor Roll:** Middle or High School students earning a 3.5 GPA or above in their LCA classes earn a place on the quarterly Honor Roll. All academic classes for which a student earns a letter grade that appears on the quarterly LCA report card are included in the determination of the Honor Roll. This honor is available to both full-time and part-time LCA students.
- **High Honor Roll:** Middle or High School students earning A's (A+ or A) in all their academic classes at the completion of a semester earn a place on the High Honor Roll. All classes for which a student earns a letter grade for the semester, including dual enrollment classes, are considered in the determination of the High Honor Roll. A student must be enrolled in at least six classes for the semester in order to be eligible for the High Honor Roll.

NATIONAL HONOR SOCIETY

To be selected to the National Honor Society is a high honor. Selection is based on four pillars: scholarship, service, leadership, and character. Scholastic achievement does not automatically guarantee a student selection to the Honor Society. Honor Society students are academically high achievers who have also distinguished themselves in the areas of leadership and service to the school and community. They consistently display high Christian character. 11th and 12th grade students meeting scholarship criteria set by our local chapter of a cumulative GPA of 3.5 are invited to submit an application highlighting their service, leadership, and character to the NHS selection committee, composed of LCA faculty, by a publicized deadline. No late applications are accepted. National Honor Society members are to demonstrate godly leadership for LCA. Among other things, they provide a peer tutoring service and outreach programs to the local community.

ACADEMICS AND GUIDANCE OFFICE

The Academics and Guidance Office evaluates student progress after the completion of each academic quarter, seeking to both honor students who excel academically and provide accountability for students demonstrating academic difficulty.

The Academics and Guidance Office is a resource for parents and students. One of the goals of the 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, scholarships, requests for transfer of test scores, and transcripts are all available in the Academics and Guidance Office. Work permits are available at the main office.

While Academics and Guidance Office personnel are available to meet with students in need of assistance, all school employees assist students toward spiritual growth and knowledge in their daily walk with God. Students are welcome to request their assistance in biblical counseling to assist them with academic or personal problems. On request, the Academics and Guidance Office can provide parents a list of external counseling providers for situations and counseling needs that are beyond the level of care that Legacy provides.

ACADEMIC WARNING AND PROBATION (GRADES 5–12)

Legacy Christian Academy supports student growth through a structured academic recovery system in grades 5–12. We identify struggles early and partner with families to restore academic success.

Regardless of academic standing, all parents receive:

- **Automatic Alerts:** Notifications for any assignment grade below 70%.
- **Status Notifications:** Direct contact from the Academic Office if a student is on Academic Warning or Probation.
- **Portal Access:** 24/7 access to current grades and progress.

CRITERIA FOR ACADEMIC CONCERN

A student is flagged for support if a Friday weekly course grade check or report card/transcript shows:

- **One (1) or more "F"** OR
- **Two (2) or more "Ds"** (D+, D, D-)

STATUS

ACADEMIC WARNING

This status applies a week at a time for the entire upcoming week.

- **Activated** at the end of the second full week and onwards of the quarter if course grades meet the Criteria for Academic Concern.
- **Mandatory Daily Study Time:** Students who are on Academic Warning must weekly complete a timesheet demonstrating at least one (1) hour of phone-free/supervised study time per day. Parents/guardians must sign the timesheet for verification. Failure to complete and submit the supervised study hall timesheet may result in a Saturday detention.

ACADEMIC PROBATION

This status applies for the entire upcoming quarter, or until the exit criteria have been met.

- **Activated** if a student's Report Card (for quarters 1 and 3), or Semester Transcript/Report Card (for quarters 2 and 4) meets the *Criteria for Academic Concern.* Dual enrollment grades are included in status determination when available.
- **Ineligibility**: Ineligible for all co-curriculars (Athletics, Fine Arts, Clubs) except as required by an academic course.
- **Mandatory Daily Study Time**: Students who are on Academic Probation must weekly complete a timesheet demonstrating at least one and a half (1.5) hours of phone-free/supervised study time per day. Parents/guardians must sign the timesheet for verification. Failure to complete and submit the supervised study hall timesheet may result in a Saturday detention.
- **Additional Support**: The Academic Affairs Committee may recommend additional diagnostic testing (via private providers or public school district services), securing a dedicated tutor (private professional or approved peer tutor), or adjusting a student's schedule.
- **Exit Criteria**: If after four (4) weeks a student's current grades no longer meet the *Criteria for Academic Concern*, he or she may request a reevaluation meeting with the Academics and Guidance office to remove the status of Academic Probation.

- **Note**: If reinstatement is to an LCA athletic team, the student may participate in the practices and activities with the team, but until the start of a new quarter, students who were ineligible based on OHSAA guidelines at the end of the prior quarter may not participate in a competition. For further questions about this process, please check with the Athletic Office.

ADDITIONAL POLICY DETAILS
This policy does not apply to dually enrolled Legacy Christian Academy and GCCC students.

ACADEMIC WITHDRAWAL

If a middle or high school student's semester GPA falls below a 2.00 for multiple LCA semesters, the Academic Affairs Committee may require the student to withdraw from LCA.

SPECIAL EDUCATION PROGRAM

INDIVIDUALIZED EDUCATION PLAN (IEP)

Legacy Christian Academy has a K-12 Special Education Program for students who have an Individualized Education Plan (IEP) identifying and documenting mild to moderate needs for intervention assistance.

As identified by IEP goals, our intervention team may address needs such as academic intervention in math, reading, or writing; executive functioning; social interaction; motivation; responsibility; learning modalities; and poor grades. The intervention program typically provides help for students who need accommodations for their learning, rather than modifications to the curriculum, though some modifications may be available based on a student's IEP. Unfortunately, Legacy Christian Academy does not have resources to support all levels of learning needs and IEP goals.

LCA is a Jon Peterson Scholarship provider. Jon Peterson Special Needs (JPSN) scholarships may be provided to students eligible to attend K-12th grade who have an Individualized Education Plan (IEP) from their public school district. LCA reports IEP progress quarterly.

Parents who believe their child may qualify for an IEP may consult with the Academics and Guidance Office for assistance in seeking a referral for evaluation. Students may be assessed for cognitive ability, level of academic performance, and other factors that may affect a student's academic or developmental progress.

ACADEMIC PLAN (AP)

Students with a documented educational need for classroom accommodations (e.g. extended time for assessments based on a diagnosed concussion) but who do not qualify for an IEP may qualify for a temporary or longer term Academic Plan (AP). Academic Plans include accommodations that are implemented by classroom teachers rather than intervention specialists. Parents who believe their child may qualify for an AP should send documentation to the Director of Academics in the Academics and Guidance Office to request evaluation.

COURSE REMEDIATION AND RETAKE

COURSE REMEDIATION
Middle or high school students who earn a final course grade of "F" for any semester have failed that semester of the course.

- **Middle School:** Students who fail a semester of Bible, English, math (i.e., Math 6 and Math 7), science, and/or history must remediate the failed course(s) before enrollment in the next grade level. Students who fail Pre-algebra or Honors Algebra 1 must make up the credit before proceeding to the next higher course.

- **High School:** Students who fail one or more semesters of a sequenced course (e.g. Math, Spanish) must make the credit up before proceeding to the next higher course.

Students who fail a course may remediate the course during the summer at family expense. A Christian, biblically integrated curriculum must be used for remediation. Sevenstar Academy (www.sevenstar.org) is the LCA preferred online provider for course remediation. Alternatively, it may be possible to retake a failed course at Legacy in a subsequent academic year.

In cases of remediation or repeat of a failed course earning high school credit, both the original “F” and the remediated course grade will remain on the student’s transcript, both factoring into the student’s overall GPA.

COURSE RETAKE
High school students may request to retake a course in which they originally earned a final grade of "D" or “C” (i.e., D-, D, D+, C-, C, or C+). Students who earned a "B" or "A" (i.e., B-, B, B+, A-, A, or A+) are not eligible to retake the course for grade improvement. A specific course may only be retaken once.

Before enrolling, any student who wishes to retake a course must meet with the Academics and Guidance Office. The purpose of this meeting is to review this policy and understand the potential impact on their GPA and academic plan.

To ensure a complete and accurate academic record, the following procedures apply to the recording and calculation of grades for retaken courses:

- **Averaged Final Grade**: The grade recorded for the retaken course will be the mathematical average of the grade earned in the original attempt and the grade earned in the second attempt, to a maximum of a B- (80%).
- **Transcript Notation:**
    - **Original Attempt**: The original grade will be marked with a notation (e.g., "R" for Retaken), will be excluded from the GPA calculation, and will be reduced to zero (0) credits.
    - **Retake Attempt**: The grade displayed on the transcript for the second attempt will be the calculated average of the two grades, no higher than a B- (80%).
- **GPA Calculation**: The student’s GPA will be calculated using the averaged grade recorded for the second attempt.
- **Credit Awarded Once**: Credit toward graduation for any single course will be granted only once.

ACADEMIC AFFAIRS COMMITTEE

The Academic Affairs Committee considers appeals based on special and extenuating circumstances related to academic policies. Appeals to the Academic Affairs Committee regarding academic policy should be given to the Director of Academics in the Academics and Guidance Office for consideration.

SECTION 3: HIGH SCHOOL GRADUATION & STUDENT RECORDS

HIGH SCHOOL GRADUATION REQUIREMENTS

Legacy Christian Academy Diploma		Ohio Department of Education and Workforce (DEW) Honors Diplomas			
		Academic [12]	Arts [12]	Social Science & Civic Engagement [12]	STEM [12]
Bible [1, 2]	4	4	4	4	4
English [1]	4	4	4	4	4
Mathematics [1, 3]	4	4	4	4	4
Science [4]	3	4	3	3	4
Social Studies [5]	3 or 4[5]	4	4	5	4
World Language [6]	2	3 or 4 [15]	3 or 4 [15]	3 or 4 [15]	3 or 4 [15]
Fine Arts	1	1	4	1	1
Physical Education [7]	0.5 or 0	0.5 or 0	0.5 or 0	0.5 or 0	0.5 or 0
Health	0.5	0.5	0.5	0.5	0.5
Speech	0.5	0.5	0.5	0.5	0.5
Electives	Variable	Variable	Variable [13]	Variable	Variable [13]
TOTAL CREDITS [8]	**24**	**25**	**29**	**25**	**27**
ACT [9]	Required	27 (or 1280 SAT) [15]			
Ohio Graduation Requirement [10]	Required				
Christian Worldview Integration [11]	Required				
GPA	—	3.50/4.00 [15]			
Experiential Learning [14]	—	Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning			
Diploma Seals	2, Including at least one state-defined seal	2 seals beyond Honors Diploma Seal	Fine Arts Seal	Citizenship & Community Service Seals	Industry Recognized Credential or Technology Seal

GRADUATION REQUIREMENTS FOOTNOTES

1. Regardless of the number of credits earned, all full-time students must enroll in their grade-level LCA Bible class, as well as an English and Math course each semester.
2. One earned half credit in Bible per semester enrolled at LCA is required for graduation.
3. Must include Algebra 1 (1 credit), Geometry (1 credit), Algebra 2 (1 credit), and one higher level math course (1 credit).

4. Must include Biology (1 credit), Chemistry (1 credit), and either Physical Science or Physics (1 credit). At least two credits must be in advanced science courses to qualify for the Academic or STEM Honors Diploma.
5. Must include World History (1 credit), American History (1 credit, including both American History to 1877 and American History since 1877), American Government (0.5 credits), and Personal Finance (0.5 credits). Students in the graduating class of 2028 and following must also earn 1.0 credit in Leadership Theory & Practice (1 credit), for a total of 4.0 credit hours in social studies.
6. Students are strongly encouraged to take three years of a world language, as many universities expect two or three years of the same world language. Three credits in one language OR two credits in each of two languages are required for honors diplomas.
7. May be met with one full year (0.5 credit) of PE or two PE waivers (no credit; earned by participating in two full seasons of interscholastic athletics and/or cheerleading in high school).
8. In order to meet DEW guidelines, at least 20 credits must be in non-Bible courses.
9. Students must send LCA their official score report for the ACT.
10. Students must meet high school graduation testing and/or credentialing requirements as defined by DEW. Specific requirements vary by graduation year as directed by DEW. More information is available on the DEW website or through the Academics and Guidance Office.
11. Students who transfer credit or earn dual credit from a non-Christian educational institution while enrolled at LCA must complete a Worldview Integration paper for each transferred or dual credit course as an LCA graduation requirement. This requirement applies to transferred or dual credit courses taken in Summer 2023 and beyond.
12. DEW requires students to fulfill all but one of eight of these requirements to earn an honors diploma. To learn which eight criteria this applies to, see the DEW website. More information is available through the DEW website.
13. For an Arts Honors Diploma, 2 elective credits must have a focus in fine arts coursework. For a STEM Honors Diploma, 2 elective credits must have a focus on STEM.
14. More information on the Experiential Learning requirements for Honors Diplomas is available on the DEW website or through the LCA Academics and Guidance office.
15. A student strength demonstration may replace one of either the ACT/SAT, GPA, or World Language requirement for any honors diploma. More information is available through the DEW website.

GRADUATION SEALS

To qualify for graduation, students must have earned a minimum of two graduation seals. Of these two seals, at least one must be State-Defined. Seals are applied to the high school diploma and noted on the high school transcript. If a student has not met the academic requirements for a seal or seals by the date of graduation (e.g. the student's dual credit college Government grade has not been received that may qualify the student for the Citizenship Seal), the seal will not be applied to the student's high school diploma awarded at graduation. When Legacy receives documentation that the student has met the requirements for the seal, Legacy will then note the seal on the student's final transcript, and the student may request the seal from the Academics and Guidance Office to be applied to the student's high school diploma.

STATE-DEFINED SEALS

Students are required to earn at least one seal from the state-defined list. Detailed requirements for these seals and a full list of available state seals can be found in the Academics and Guidance office.

Common State-Defined Seals include:

- The Science Seal
- The Citizenship Seal

- The College-Ready Seal
- The Honors Diploma Seal
- The Ohio Means Jobs Readiness Seal

LCA-DEFINED SEALS

The second required seal may be a state-defined seal or a locally defined seal. Students may choose to earn any of the following seals established by Legacy Christian Academy to meet their graduation requirement.

Community Service Seal

To earn the Community Service Seal, students must document 60 total hours of community service.

- **Organization:** The hours must be served for a single organization or cause.
- **Written Requirement:** Students must submit a three-page reflection paper on their service experience.

Student Engagement Seal

Students may earn the Certified Student Engagement Seal through extracurricular participation in athletics, drama, or student government while enrolled in grades 9–12.

- **Timeline:** All requirements must be completed during grades 9–12.
- **Written Requirement:** Regardless of the pathway chosen, the student must write a three-page reflection paper on their experience.
- **Approved Pathways:** Students must qualify through one of the following pathways. The requirements for each pathway stand alone and may not be combined.
    1. **Athletics:** Earn four (4) varsity letters.
    2. **Performing Arts:** Participate as a cast member in four (4) plays and/or musicals.
    3. **Student Government:** Serve as a student senate officer for three (3) academic years.

Fine and Performing Arts Seal

To earn the Fine and Performing Arts Seal, students must meet all of the following criteria:

- **Credits:** Earn at least 4 high school credits in fine and performing arts.
- **GPA:** Achieve an unweighted high school fine and performing arts GPA of at least 3.50.
- **Performance Rating:** Achieve an "Above Average" rating in a graded music or arts festival sponsored by an organization approved by the Academic Affairs Committee (e.g., ACSI, NFMC, OMEA).

ACADEMIC HONORS AND RECOGNITION

Academic Honors Policy

Legacy Christian Academy recognizes academic excellence through two distinct systems. To honor our students' achievements, LCA will utilize both traditional titles and Latin Honors starting with the Class of 2027.

Recognition Timeline

Graduating Class	Valedictorians / Salutatorians Recognition	Latin Honors Recognition
Classes of 2027 – 2029	2 Valedictorians / 2 Salutatorians	All students who meet threshold requirements
Class of 2030 & Beyond	1 Valedictorian / 1 Salutatorian	All students who meet threshold requirements

Honors Selection Criteria
All academic honors (i.e., Valedictorian, Salutatorian, and Latin Honors) are determined based on the cumulative, unrounded, weighted GPA calculated at the conclusion of the seventh semester (the end of the first semester of the 12th-grade year), including all applicable dual credit courses.

Valedictorian & Salutatorian
These titles are awarded based on class rank. In the unlikely event of a tie, the additional student(s) would also be honored. The number of students recognized depends on the graduating class year:

Through the Class of 2029:
- **Valedictorian:** The **two (2)** eligible students with the highest unrounded, weighted GPAs.
- **Salutatorian:** The **two (2)** eligible students with the next highest unrounded, weighted GPAs.

Class of 2030 & Beyond:
- **Valedictorian:** The **one (1)** eligible student with the highest unrounded, weighted GPA.
- **Salutatorian:** The **one (1)** eligible student with the second-highest unrounded, weighted GPA.

Latin Honors
Academic excellence is also recognized through threshold-based Latin Honors. These honors are awarded to any student whose cumulative weighted GPA at the conclusion of the seventh semester meets the following requirements, regardless of rank:
- **Summa Cum Laude** (With Highest Honor): Weighted GPA of **4.30** or higher.
- **Magna Cum Laude** (With Great Honor): Weighted GPA of **4.15 – 4.29**.
- **Cum Laude** (With Honor): Weighted GPA of **4.00 – 4.14**.

Residency & Eligibility Requirements
To be eligible for Valedictorian or Salutatorian, a student must meet all the following criteria:
- **Residency:** Attended Legacy Christian Academy full-time for at least four (4) semesters.
- **Credits:** Earned at least twelve (12) Legacy credits during those four semesters (Dual credit courses are considered Legacy courses for this requirement).
- **LCA Honors Diploma:** Must be on track to receive a Legacy Christian Academy diploma and meet all specific requirements for an Honors Diploma.

Homeschool diplomas or certificates of completion are not eligible for Valedictorian, Salutatorian, or Latin Honors.

GRADUATION SPEAKERS
Speakers for the commencement ceremony are selected from among all members of the graduating class. Selection as a speaker is independent of a student's status as a Valedictorian, Salutatorian, or Latin Honors recipient.

EARLY GRADUATION
Any student desiring to graduate in less than four (4) years of high school must submit a formal, written request and plan to the Academics and Guidance Office. The student must have a 3.50 GPA (grade point average) to be considered for early graduation and must maintain a 3.50 GPA. Early graduation plans must include earning the grade-level Legacy Bible credit for any grade "skipped" and meet all other LCA graduation requirements. For more information about early graduation, please see the Director of Academics. Students who graduate early will not be considered for the honors of Valedictorian, Salutatorian, or Latin Honors.

COMMENCEMENT PARTICIPATION REQUIREMENTS
A student must meet all LCA graduation requirements to both participate in commencement (graduation) and receive a diploma and final transcript noting the date of graduation.

Under the following conditions a senior will be permitted to participate in commencement, but he or she will not receive a diploma or final transcript noting the date of graduation. The diploma and final transcript noting the date of graduation will be awarded when all deficiencies have been satisfactorily fulfilled and any obligations satisfied:

1. The student has no more than a one-credit academic deficiency.
2. The student has not fulfilled one or more non-curricular (non-credit) requirements for graduation.
3. The student has unpaid fines or has not fulfilled other financial obligations to LCA.
4. The student has failed to return all LCA property including textbooks, equipment, team uniforms, library books, etc.

Under the following conditions a senior will not participate in commencement:

1. The student has more than a one-credit academic deficiency.
2. The student has not complied with the behavioral expectations that are commensurate with being an LCA student as determined by LCA administration.

CONFIDENTIALITY OF STUDENT RECORDS

Parents/guardians, or a student if over age 18, may inspect their child(ren)'s educational records by making a request to their principal. Parents/guardians, or a student if over age 18, may request correction to inaccurate, misleading, or privacy-violating information in their education records through their principal. Parents/guardians, or a student if over age 18, must provide written consent before educational records beyond directory information are disclosed to a third party, unless the third party is an employee or official of Legacy Christian Academy, a government or accreditation organization official for the purpose of audit or evaluation, an organization related to financial aid for which the student has applied, or if the request is accompanied by an appropriate subpoena, if the disclosure is otherwise pursuant to law, or if the disclosure is made in aggregate for research purposes with all personally identifying information removed.

OHIO DIRECT ADMISSION RECORDS RELEASE

Legacy Christian Academy participates in the Ohio Direct Admission program that allows direct admission for Legacy Christian Academy seniors to participating colleges and universities. In order to participate in this program, Legacy Christian Academy discloses student data to the Ohio Department of Higher Education (ODHE) for purposes related to students' enrollment or transfer to participating postsecondary institutions.

Data disclosed may include:

- student name
- cumulative high school GPA
- high school class rank
- ACT/SAT scores
- date of birth
- student contact information including email and mailing address
- state student identifier (SSID)
- high school attended

Parents or students may opt out of Ohio Direct Admission and the disclosure of their data to the ODHE by notifying the Academics and Guidance Office by July 15 prior to their student's senior year. Parents or students may also review their data that will be submitted to ODHE for accuracy by making a request to the Academics and Guidance Office by July 15.

TRANSCRIPT AND EDUCATIONAL RECORDS RELEASE

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

SECTION 4: COMMUNICATION

The biblical principles of **God ordaining the family** (Gen. 2:8) and **God holding us accountable** (2 Cor. 5:10) pertain to the expectations in this section. Policies in this section are based on the foundational character qualities of **compassion**, **humility**, **peacemaking**, **encouragement**, **respect**, and **responsibility.**

FAMILY CONTACT INFORMATION

In order that we may maintain a partnership with parents, it is essential that parents keep all of their contact information (home and work phone numbers, cell phone numbers, physical mailing addresses, and email addresses) current in FACTS. This information can be directly updated in the *Family Demographic Form* through FACTS SIS, or, for assistance, please contact the Main Office. Routine and time-sensitive communication depends on correct information.

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

KNIGHTLY NEWS

The Knightly News is a weekly email communication to parents that includes links to important announcements, a schedule of upcoming events throughout the school year, and a note from your child(ren)'s principal. The latest issue of the Knightly News is also available on our website. Reading the Knightly News each week is the *best* way to stay connected with all-school happenings and announcements.

PARENT/TEACHER COMMUNICATION AND CONFERENCES

Parents should contact their child's teacher directly through their teacher's school email address to communicate information, a question, or a concern. Please be patient in waiting for a reply. Teachers should reply by the end of the next school day.

Parents/guardians are encouraged to attend the Parent/Teacher Conferences scheduled for the fall. Additional parent/teacher conferences may be scheduled at any time throughout the school year as needed.

While it may sometimes be possible to arrange a phone conversation or face-to-face meeting between a teacher and a parent/guardian during the school day, such time is very limited due to the demanding, time-intensive nature of a teacher's role. The main office will not transfer parent phone calls to classrooms, as it interrupts the teaching and learning process.

ATHLETIC TEAM COMMUNICATION

Clear and consistent communication is essential to a successful athletic experience. The Athletic Department and coaching staff communicate important information through FinalForms email notifications and team-specific GroupMe messages.

Parents and student-athletes are responsible for maintaining current contact information in FinalForms, ensuring the student-athlete is properly registered for their sport, and connecting with the coach to be added to the appropriate GroupMe communication group. Taking these steps will help ensure that families receive timely updates regarding schedules, practices, game times and adjustments as well as other athletic-related communication.

As partners in developing our student-athletes, we encourage families to regularly review team

communication and maintain open, respectful communication with coaches and athletic department personnel.

SCHOOL CALENDAR

The school calendar is available on the school website.

To prioritize local church involvement and honor the biblical principle of a weekly day of rest, school activities are not permitted on Sundays without specific board approval. Requests for a school activity on a Sunday may be directed to the Head of School's office for the appropriate form.

Similarly, school activities are not planned for Wednesdays after 6:00 p.m. to allow students and families to participate in Wednesday night church activities. Exceptions to this Wednesday limitation exist for *re-scheduling* activities cancelled due to weather, and for theater auditions and tech week. Additionally, OHSAA end-of-season athletic tournaments scheduled on a Wednesday night are permitted.

BIBLICAL COMMUNICATION COVENANT

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

1. I understand that the objective of this covenant is to encourage obedience to biblical principles in all of my communications in order to glorify God through building unity and teamwork, through maintaining God-honoring relationships, and through serving as a role model to the students of Legacy Christian Academy.
2. I understand that we (families, 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.

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

Legacy Christian Academy highly values the Matthew 18:15-17 principle in the spirit of Matthew 5:23-24, Galatians 6:1, and Luke 17:4. 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 present as a witness as outlined below.

> *"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. 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. 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, *ESV*.

"*So if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift.*" Matt. 5:23-24, *ESV*.

"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, *ESV*.

"Pay attention to yourselves! If your brother sins, rebuke him, and if he repents, forgive him, and if he sins against you seven times in the day, and turns to you seven times, saying, 'I repent," you must forgive him." Luke 17:4, *ESV*.

The following definitions and goal are appropriate:

- 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).
- Definition of a bad report – "There are six things that the Lord hates…one who sows discord among brothers" (Prov. 6:16-19).
    - Slander – sharing with a design to hurt.
    - Gossip – sharing detrimental information with those who are not part of the problem or part of the solution.
    - Whisperer – one who secretly or privately passes on evil reports to others.
- 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.

Conflict Resolution Process:

1. If a parent has a concern that a teacher, coach, staff member, administrator, or the head of school has acted wrongly, the parent should contact the teacher, coach, staff member, administrator, or the head of school and request to talk or meet on a one-to-one basis. In confronting a fellow believer, one might say, "I always want to be able to give a good report about you, and yet something concerns me and I want to understand your perspective." If the one-on-one encounter resolves the issue, then it stops and goes no further.
2. If there is no resolution, the concerned party is not free to talk with anyone else about the situation. Instead, if the issue is not resolved, then the party with the concern should take along with them a witness from within the school to discuss their concern a second time with the teacher, coach, staff member, administrator, or the head of school. If resolution is sought with a teacher, please request that the principal is the witness. Similarly, if resolution is sought with a coach, bring the athletic director. If resolution is desired with a staff member, ask the direct supervisor to come as a witness. If resolution is sought with an administrator or the head of school, request another administrator as a witness.
3. If, after the second encounter, there is no resolution, then the concerned party, along with the employee(s) involved in the concern and the witness will meet with the head of school or a representative of the head of school. For school operational matters, the head of school's determination after this meeting is final. If the concerned party believes that the head of school has violated school policy, then the concerned party may submit a written appeal to the Legacy Christian Academy board of directors. Such an appeal should be submitted to the head of school and copied to the administrator who served as a witness in the second step of the process above. Understanding and restoration should remain the goal at each level of discussion.

IMAGE AND MULTIMEDIA USE POLICY

Using images in our print and web publications helps demonstrate to our community how God is working at LCA. Photos, videos, social media and social media posts, and livestreaming help us demonstrate the many facets of our community here at Legacy. LCA uses images, both still and video, to create a real look and feel of our school, to share with our families all the great things our students and faculty are doing, and to showcase our mission of Equipping Leaders for Christ. Our intention is always to share positive and exciting news with the help of photos and videos, not to create any sort of negative attention on our students or school.

As a member of the Legacy Christian Academy community, you may choose to opt your child(ren) out of inclusion in photographs/media. **To opt-out, parents must annually contact the Multimedia Communications/Marketing Coordinator by the day the signature page of the Handbook is due to the office and meet in person to discuss.** Parents or guardians not contacting the Multimedia Communications/Marketing Coordinator to opt-out in a given academic year give permission for use and publication in Legacy Christian Academy photographs/media including their child(ren) in publications, press releases, social media platforms, athletic and academic letters/publications, website, printed ads, direct mail marketing, and signs. There is no need to complete any paperwork to opt-in.

A student for whom parents have opted-out by meeting with the Multimedia Communications/Marketing Coordinator in a given year must endeavor to alert photographers and videographers, should the student see someone in their vicinity taking pictures or recording, so that the student is not accidentally captured in crowd shots.

Please note that this opt-out process does not apply to photos that might be taken and used at LCA events or functions by non-LCA personnel.

RECORDING

There are times when recording a private conversation is a convenient and efficient means of documentation. Out of respect and care for all parties, audio and/or visual recordings of conversations between parents/guardians and school employees about school matters are not permitted without the written agreement of an administrator and all parties being recorded.

SECTION 5: ATTENDANCE

God holds each of us accountable for our thoughts, words, and actions (2 Cor. 5:10), and LCA believes that **God is worthy of our finest efforts** (Col. 3:17, 23). So, we must be faithful stewards of our educational opportunities, attending school faithfully and on time, and demonstrating the character qualities of **obedience** and **responsibility**. Additionally, a significant correlation exists between consistent school attendance and student achievement.

ATTENDANCE PROCEDURES AND POLICIES

A significant correlation exists between consistent school attendance and student achievement. In order to comply with state laws related to school 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.

ABSENCE NOTIFICATION

To enable Legacy to help provide safety for all of our children by knowing where our students should be, **parents must email attendance@legacyknights.org before 9:00 a.m. if their child is absent.** *Please include the student's first and last name, grade, the date(s) of absence, and the reason for the absence.* Parents may also notify the main office at 937-352-1680 before 9:00 a.m. However, an email is preferred, because an email and/or a physical note is required for excused absence documentation. All absences are marked unexcused without appropriate documentation and will result in the consequences that come with an unexcused absence.

If notification of absence is not received by 9:00 a.m., then:

A. The school will attempt to notify the person responsible for that student (parent, guardian, custodian, or other).
    I. First, an email will be sent to the parent/guardian email address(es) listed in FACTS.
    II. Second, a phone call will be made to the parent/guardian cell phones and/or home phone listed in FACTS.
    III. Third, the school may call the place of work of the parent/guardian(s).

B. If the parent/guardian does not respond by email to attendance@legacyknights.org or contact the main office within 3 school days of the absence, a parent conference with the student's principal will be scheduled.

EXCUSED ABSENCES

Any absence from school is unexcused unless the school receives documentation – via email or physical note – for one of the approved reasons as described below. Documentation for excused absences will be maintained in the student's file.

Parents or guardians must provide a note, as described below, to the main office documenting an absence before it will be excused. Either a signed, written note, or a digital note from the parent/guardian email address is required for an absence to be excused. Absence documentation notes should include the child's full name, grade, date(s) of absence, and reason(s) for absence connected to one of the reasons below.

Reasons for excused absence are:

A. Illness or injury of the child – A parent/guardian note or email is required for absences due to illness or injury of three or fewer school days. A note from a *physician or appropriate health provider,* certifying in writing the need for school absence, is required to excuse absences due to illness or injury beyond three days.

B. Illness in the family necessitating the presence of the child – A parent/guardian note or email stating the nature of the illness and the circumstances which require the presence of the child is required for absences of three or fewer school days. A note from a *physician or appropriate health provider,* certifying in writing the need for school absence, is required to excuse absences due to illness in the family necessitating the presence of the child beyond three days.

C. Medical, behavioral, or dental appointment – A note from a *physician, dentist, or appropriate health provider* is required to excuse absences due to medical, behavioral, or dental appointments. The note does not need to include the specific reason for the appointment, but the note needs to clearly show the provider's name and contact information and include the child's full name and date(s)/time(s) of the appointment/absence.

D. Quarantine of the home – The absence of a child from school under this condition will be excused for the length of the quarantine as determined and certified in writing by the proper health professionals.

E. Death of a relative – A parent/guardian note or email of explanation is required to excuse absences due to the death of a relative. Excused absences in this category are limited to three school days.

F. College visits – Tenth grade students may take up to two excused absences per school year for college visits, while eleventh and twelfth grade students may take up to three. In order for these absences to be excused, a note from the *college, university, or technical college* verifying the date and time of the visitation is required. Additionally, tenth through twelfth grade students must complete a form that includes a parent signature, available from the Academics and Guidance Office, documenting their college visit. Students must request the form *before* their college visit.

G. Military deployment activities of a parent, legal guardian, or custodian - Absences of a child due to deployment activities of a parent, legal guardian, or custodian are excused, consistent with Ohio Revised Code (ORC) 3301.60. A parent/guardian note or email of explanation is required for excusal.

H. Foster care placement or proceedings – Absences due to the child's placement in foster care, a change in foster care placement, or any court proceedings related to the child's foster care status will be excused if the parent/guardian provides a note or email of explanation detailing dates of all absences.

I. Absences due to the child being homeless – A parent/guardian note or email of explanation is required. The documentation must detail dates of all absences for homelessness, as well as any changes in the mailing documentation for the student.

UNEXCUSED ABSENCES

Absences that are not excused (as defined above) are unexcused absences. In order to maintain Ohio EdChoice Benefit eligibility for future school years, a student who has received an EdChoice Scholarship may not accumulate more than twenty unexcused absences during a single school year. Additionally, a student may receive no credit (a grade of "0") for missed work - including tests or exams - missed due to an unexcused absence that is not pre-approved through the *Application for Student Leave of Absence during the School Year*.

A. Absences due to illness or medical reasons beyond three days are unexcused without a note on file from a medical provider documenting the need for school absence.

B. Absences due to a death in the immediate family beyond three school days are unexcused.

C. Absences for college visits beyond two for tenth grade students and three for both eleventh and twelfth grade students are unexcused.

D. Absences from the classroom due to an in-school or out-of-school suspension are unexcused. However, students *may* receive credit for completing work missed - including tests or exams - due to a suspension.

E. The school encourages collective family activities which involve the student in fruitful learning experiences. At the same time, parents are strongly encouraged to count the cost of school absence to their child's learning. Whenever possible, parents should consider scheduling family activities on school breaks, or including school breaks so that the time lost from school attendance is minimized. Parents may request a leave of absence from school for constructive experiences through the *Application for Student Leave of Absence During the School Year* form. The *Application* should be submitted at least five school days prior to the absence. Questions may be directed to the Director of Academics. If the Application is approved:
    - the absences will be marked unexcused in FACTS and count toward the 20 unexcused absences permitted by the EdChoice Scholarship program.
    - teacher(s) will allow the student to make-up any missed work according to the normal make-up policy for absence.
    - teachers may not be able to provide all make-up work prior to a student's approved *Leave of Absence*.
    - students may be required to make up missed work outside of school time.

PARTIAL DAY ABSENCES

A. Elementary: 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.

B. Middle and high school: Students absent for less than a whole day will be counted absent for the periods missed. If a student misses 20 or more minutes of any class or school-day sponsored event, he/she is counted absent from the whole class/event.

C. Full school day attendance is required for participation in school events, athletics, clubs, fine arts, theater, and all other co-curricular activities. This includes any school event, meeting, practice, rehearsal, performance, competition, or any other school activity. A student absent from any class time during the school day is ineligible to participate in after-school, evening, or weekend activities. Attendance on the school day prior to the weekend is required for weekend participation. Exemptions to this policy based on extenuating circumstances (e.g. a medical provider note documenting a mid-day orthodontist appointment) may be granted by the Athletic Director for athletic events, or the student's Principal for all other school events. Documentation is required before an exception may be granted.

EXCESSIVE ABSENCE

Regular and consistent attendance is an expectation for all Legacy students. All students who accumulate more than 8 unexcused days of absence in one semester are considered excessively absent for the semester. Attendance in middle and high school is recorded by class period, so students are considered excessively absent by class in a given semester.

Parents/guardians of students who are excessively absent in a semester will meet with the principal to form a plan to eliminate subsequent unexcused absence. Due to the amount of classroom learning time lost:

- Elementary students who are excessively absent may be required to repeat a grade the following year, at the discretion of the principal.

- Middle or high school students who are excessively absent in a specific class will receive a semester grade reduction in that class of 2 percentage points for each unexcused absence beyond eight. If there are extenuating circumstances, written appeals may be made to the Academic Affairs Committee within 10 days after the release of semester report cards.

Elementary, middle, or high school students who are excessively absent for multiple LCA semesters may be required to withdraw from LCA.

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient may not have more than twenty days of unexcused absences during a single school year.

MAKE-UP WORK FOR EXCUSED 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 excused absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline.

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

TARDINESS AND EARLY DISMISSAL

Punctuality is very important and critical to a learning environment so that students are present for instruction. Any student who arrives at school after 8:00 a.m. (8:40 am on Wednesdays) must report to the main office for a tardy slip that permits entry to class. Similarly, students who leave school early also miss instructional time. Students leaving early must sign out in the main office.

- For elementary students, each accumulation of three *unexcused* tardies to school and/or *unexcused* early dismissal is considered an unexcused absence of one school day. Tardies and early dismissals are combined for the purpose of this policy. Each time a student accumulates three incidents of unexcused tardy and/or unexcused early dismissal, the student will be referred to his or her principal. A disciplinary consequence may be applied.
- For middle and high school students, each accumulation of three *unexcused* tardies and/or *unexcused* early dismissal in any scheduled class will convert to one unexcused absence for that class. Tardies and early dismissals are combined for the purpose of this policy. Each time a student accumulates three incidents of unexcused tardy and/or unexcused early dismissal in a single course or an activity where attendance is taken (e.g., chapel), the student will be referred to his or her principal. A disciplinary consequence may be applied.
    - Lateness that extends beyond 20 minutes into any scheduled class will result in the student being marked absent for that period rather than tardy. Similarly, students dismissing early from a class missing more than 20 minutes will result in the student being marked absent rather than early dismissal.
    - A hall pass is valid for four minutes - the same length of time as a passing period - after it is written. Students must arrive to their next class or back to their class within this time limit, or they may be marked tardy.

SIGNING IN/OUT AND PICKING UP CHILDREN FROM SCHOOL

All students who arrive late or who leave before school is out must sign in or out at the main office. Elementary students should be accompanied by a parent/guardian to sign in or out. Middle and high school students must have parent permission to sign out 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.

Note: During elementary dismissal time (2:45 p.m. - 3:15 p.m.), elementary students will only be dismissed through the elementary pickup line process as communicated by the elementary principal. Elementary students needing an *early dismissal* (see above) may be picked up by parents in the main office before 2:45 p.m.

EMERGENCY CLOSING, DELAY, OR EARLY RELEASE

If, for any reason, it becomes necessary to close, delay, or release school early, parents receive details through multiple means as soon as a decision has been made by school personnel. All communications include one of three messages: (a) LCA is closed, (b) LCA is delayed so many hours, or (c) a specialized message due to unique circumstances. If no message is sent, then parents can assume that school is scheduled as usual.

1. An email will be sent to all parent email addresses. Please ensure parent email addresses remain current in FACTS for this purpose.
2. A *Parent Alert*, an automated phone contact or text message, will be sent to all parent cell phone numbers. Please note that settings on your cell phone may prevent your receiving parent alerts. Please ensure parent cell phone numbers remain current in FACTS for this purpose.
3. For early morning closings and delays, notification will additionally be posted on WHIO Channel 7 and WDTN Channel 2/26. These TV stations also post the information on their respective websites and apps.
4. Parents may also check our Legacy Christian Academy website at www.legacyknights.org or social media channels.

Please note that students *may* be responsible for academic assignments on school days requiring an emergency closing, delay, or early release.

Legacy Christian Academy includes enough instructional hours in its annual school calendar to exceed – by at least the equivalent of three full school days – the minimum number of instructional hours required by the Ohio Department of Education. These additional hours serve as a built-in plan for recovery of instructional hours missed due to weather-related or other unplanned school closures.

When warranted due to an extended, unplanned school closure that threatens the ability of Legacy Christian Academy to be open for enough instructional hours to meet State of Ohio minimum instructional hour requirements, the school will, to the extent possible, provide real-time synchronous learning on a virtual learning platform. In such a circumstance, attendance will be taken and recorded via online participation. Hours of synchronous instruction delivered via a virtual learning platform in such an emergency circumstance will be considered instructional hours, and student attendance will be recorded on each student's attendance record. In such a circumstance, for students who do not have access to an electronic device capable of accessing the virtual learning platform, the school will loan, to the extent possible, electronic devices for students to access the virtual learning platform, ensuring equitable access to virtual learning opportunities for all Legacy students.

STUDENTS ON CAMPUS BEFORE AND AFTER SCHOOL HOURS

No student (K-12) is to be on school premises before 7:15 a.m. Elementary students arriving between 7:15 a.m. and 7:45 a.m. (between 7:15 a.m. and 8:25 a.m. on Wednesdays) must report to the Elementary Early Room location, and middle or high school students arriving between 7:15 a.m. and 7:45 a.m. (between 7:15 a.m. and 8:25 a.m. on Wednesdays) must report to the Secondary Early Room location. All students arriving between 7:45 a.m. and 8:00 a.m. (8:25 a.m. to 8:40 a.m. on Fridays)

should go directly to their classrooms.

After school, students who ride the bus are to go directly to their buses. No student may remain on school premises after 3:15 p.m. unless staying after for an activity under the supervision of a teacher, coach, or advisor.

UNAUTHORIZED LEAVING THE BUILDINGS OR CAMPUS

Students must not leave the school buildings or campus other than at regular dismissal time, except by permission of the main office. A written note, signed by one parent, must be turned in to the main office for approval before the time of any early dismissal and students must sign out in the main office at the end of their last period when leaving early. A parent's phone call or email is an acceptable alternative to a written note. Students staying after school for approved activities must have adult supervision and are to remain on the premises until picked up by parents.

PARKING LOTS AND STUDENT VEHICLES

Students may not visit or loiter in school parking lot areas or in parked cars on campus during the school day. This includes the before-school arrival time period and the after-school departure time period. Students arriving before school should move immediately from the parking lot to the early room, a school building for class, or the main office, as appropriate. Students leaving campus at the end of the day should exit campus safely and efficiently.

High school students who need to visit their vehicle during the school day must request permission from the high school principal or the main office before visiting the parking lot or their vehicle. Additional details regarding student driving and parking on campus can be found in Section 7 of this handbook.

CHAPEL ATTENDANCE

Attendance at chapel is a requirement for all full-time students. Part-time LCA students are strongly encouraged to attend chapel.

PROSPECTIVE STUDENTS

Prospective students are encouraged to visit Legacy and/or shadow a current student during the school day. However, the prospective student's parents must make arrangements with the admissions department in advance, and shadowing is only permitted at a prospective student's current grade level with a student of the same gender. Prospective students are expected to adopt LCA standards of dress and conduct. Friends or relatives of enrolled students who are not prospective students are not permitted to shadow an enrolled student during the school day. All prospective student visitors must report to the main office on arrival to campus.

CHANGE OF ENROLLMENT/ATTENDANCE STATUS

Parents desiring to withdraw a student from Legacy Christian Academy should contact the Admissions Office for a *Student Enrollment Status Change Form*. Applicable withdrawal fees will be applied, and annual tuition and fees will be prorated based on policy. Families will additionally be charged for any non-returned or damaged school property (e.g. textbooks, athletic uniforms). Families are personally responsible for fees and charges associated with changing their child's enrollment status; EdChoice scholarship funding does not cover fees and charges associated with withdrawal. Tuition and fees, including the withdrawal fee, may be found on the school website.

Change in status from part-time to full-time or full-time to part-time is only permitted before a semester begins (or before the end of the drop/add period for middle or high school students). Mid-semester changes from full-time to part-time or part-time to full-time are not permitted.

SECTION 6: DISCIPLINE

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 10:34) and **His establishment of certain laws within the universe** also influence these policies. Further, 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. **God is orderly** (1 Cor. 14:33) and so we attempt to be orderly in our discipline procedures recognizing that God is not the author of confusion. **God provides for us** (2 Pet. 1:3; Matt. 6:33) and that **He has provided all that we need for a life of godliness** (2 Peter 1:3) 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 interact with students we recognize that they are part of that body of Christ. God expects us to **handle our relationships with wisdom, humility, and compassion 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. All foundational character qualities – **the Way of a Knight** – are relevant in consideration of personal and corporate discipline, but **humility**, **integrity**, **justice**, **obedience**, **respect**, **responsibility**, **self-control**, and **wisdom** are especially important.

IN PARTNERSHIP WITH THE CHRISTIAN HOME

The discipline policy at LCA aims to cultivate a Christ-like lifestyle in students, facilitate learning, and apply biblical principles to daily problems, thereby fostering respect for others, personal responsibility, and honesty, all while aligning with Christian home values and encouraging a positive response to God's will. The discipline policy at LCA is administered with an understanding of four biblical character types outlined in the book of Proverbs: (1) the wise, (2) the simple, (3) the fool, and (4) the scorner. Administrators strive for gentle restoration (Galatians 6:1), seeking to help students put off negative, non-productive, and sinful qualities and put on positive, productive, and Christ-like character.

Discipline is an area where the partnership between parents/guardians and the school is paramount. Parents/guardians indicate their acceptance and support of the principles illustrated in the disciplinary policies of the school when they enroll their student(s) at Legacy. Discipline is most effective in the heart and life of a student when the parents/guardians and school are working in harmony, so Legacy desires to work with parents/guardians in carrying out its policies in all disciplinary matters.

In any disciplinary matter, school employees will seek to understand all sides of complex issues patiently, carefully, and in good faith, and the school will make every effort to communicate with parents/guardians regarding school discipline in a timely fashion. However, due to the complexity of the school environment and schedule, it is not possible to include a parent/guardian as a direct participant in all disciplinary conversations between school employees and a student.

AM I MY BROTHER'S KEEPER?

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

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

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

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

We have a biblical standard for responding to the wrongdoing of others. 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. Therefore, for example, 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 biblical expectations and LCA 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.

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/guardians and 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/guardians and to the school authorities.

The purpose of discipline is to lead a person to repentance; disciplinary consequences *may* be less for students who seek out their parents/guardians and the school authorities on their own.

A GENERAL FRAMEWORK FOR DISCIPLINE

Legacy Christian Academy generally uses a framework for discipline to resolve minor unacceptable conduct. Students are expected to respond to correction with repentance and respect, demonstrated by consistently changed behavior. However, a student who shows an unwillingness to cooperate through habitual disobedience, insubordination, an unrepentant negative attitude or behavior pattern, or any single major disciplinary offense, may face serious discipline, including suspension or expulsion. The administration reserves the right to make discipline decisions on an individual student basis, including elevating the level of response to a specific disciplinary situation up to suspension and expulsion at

their sole discretion. The philosophy of Legacy Christian Academy is to partner with responsible Christian families, so student dismissal may also result from parents failing to cooperate or partner with the school faculty, staff, and administration.

All employees are conferred the authority to consider extenuating, mitigating, or aggravating circumstances in a particular case of misconduct, which should be considered in determining the most appropriate disciplinary response. Please note that Legacy employees will not administer corporal punishment.

Step 1: Conversation with Possible Consequences
A Legacy employee will address initial, minor, unacceptable conduct by, at a minimum, conversing with the student regarding school policy and/or biblical expectations. The school employee may choose to record the unacceptable conduct and response of the student in FACTS, and if so, the employee will notify the parents/guardians by email. Consequences may include:

- Classroom-based consequences, including academic consequences
- Natural consequences
- Follow up by the principal or another administrator
- Other appropriate consequences

Step 2: Conversation with Consequences
If unacceptable conduct continues, a Legacy employee will converse with the student regarding school policy and/or biblical expectations, record the unacceptable conduct and response of the student in FACTS, and email the writeup - including the student's consequence - to the student's parents/guardians. The employee may also request a parent-teacher conference, with or without administrative presence. Consequences assigned by the employee may include:

- Classroom-based consequences, including academic consequences
- Natural consequences
- Recommend an after-school detention for the student to their principal
- Follow up by the principal or another administrator
- Other appropriate consequences

Step 3: Administrative Referral
If unacceptable conduct continues, a Legacy employee will refer the unacceptable conduct to the administration. Repeated offenses, however seemingly minor, in one general category are considered serious violations of school policy illustrating a student's unwillingness to respond appropriately to correction and follow Legacy expectations. Repeated minor offenses will be treated as major disciplinary offenses and may result in serious consequences including behavioral probation, a behavioral contract, suspension, requested withdrawal, expulsion, or other serious consequences. Grievous or other major disciplinary offenses may be referred directly to administration without following steps 1 and 2 above, and the administration may choose to elevate any situation to an administrative referral at the administration's own prerogative. Administration will record the unacceptable conduct, the response of the student, and any consequences in FACTS. Administration may respond to a referral in one or more of the following ways:

- Request a parent-teacher conference with administrative presence
- Implement classroom-based consequences, including academic consequences
- Allow natural consequences to occur
- Assign an after-school detention
- Assign a Saturday detention
- Place the student on disciplinary probation or a behavior contract
- Suspend the student for all or specific athletic and/or other co-curricular activities permanently or for a designated period of time

- Remove the student from leadership positions
- Require restitution of property or damage
- Refer the student to an external agency
- Contact law enforcement
- Assign an in-school or out-of-school suspension
- Recommend withdrawal or dismissal of the student to the Head of School
- Other appropriate consequences

INFRACTIONS AND UNACCEPTABLE CONDUCT

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline procedures at LCA is to help students learn to make wise choices, to face poor choices honestly, and to see a pattern of consequences for the choices they make. Student behavior – 24 hours a day, 7 days a week, whether on or off campus – that is immoral, significantly grievous, and/or illegal, and therefore contrary to the mission, purpose, and goals of LCA, is subject to school disciplinary action.

Legacy Christian Academy subscribes to a behavior management plan that expects behavior exemplifying the mission of the school and at the same time initiates consequences for behavior considered inappropriate. The following rules, regulations, and processes are designed to protect all members of the school. Students who demonstrate unacceptable conduct are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction. Legacy Christian Academy may discipline its students for infractions regardless of whether these occur on or off school grounds, whether the issues occur before, during or after school hours, or whether the issues occur while school is in session or on a holiday break.

Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the mission of Legacy Christian Academy. Such conduct is illustrated by categories and descriptions below, though this is not intended to be an exhaustive list and does not include every example of unacceptable conduct.

- Academic dishonesty, cheating, and/or plagiarism
- Lying or otherwise misrepresenting the truth
- Forging notes, signatures, or excuses
- Disruptive behavior (e.g. distracting or inhibiting or instruction in the classroom, distracting or inhibiting worship or teaching in chapel)
- Tardy to class or school; skipping all or a significant portion of class; skipping or cutting school; sleeping during class or chapel
- Leaving campus without proper permission
- Missing detention and/or excessive detentions (defined as four or more in one semester)
- Failure to complete assignments or carry out directions
- Disobedience, disrespect, insubordination, and/or defiance; refusal to obey school personnel
- Acts of disorderly conduct; disruptive hallway activity
- Dress code violation
- Failure to store a personal cell phone, smart watch, and/or wireless earbuds in a locked pouch from the time of arrival at school to the end of the academic day; possessing other personal digital devices on campus during the school day
- Using a school-provided electronic device during a class period, study hall, lunch, chapel, or assembly without teacher permission
- Using an electronic device to play games during school hours, unless the game is assigned by a teacher for educational purposes
- Inappropriate use of technology, the internet, or the computer network, including attempts to circumvent internet filtering and gain access to network resources without authorization

- Abusive, foul, disrespectful, violent, crude, or otherwise inappropriate language and/or gestures, whether communicated orally, in writing, or through electronic means such as texting or social media
- Threats against another; bomb threats
- Harassment or bullying, including electronic harassment or bullying
- Sending inappropriate or illegal material – whether text, photo, video, item, or other – to another person
- Fighting, assault and battery; choking or strangling another person
- Possession, use, or transfer of dangerous weapons on campus
- Littering or failing to clean up one's own mess – classroom, hallways, lockers, cafeteria, school grounds, athletic fields, etc
- Arson/tampering with the fire alarm
- Trespassing
- Vandalism
- Destruction or misuse of school property or another person's property
- Stealing and/or possession or sale of stolen property
- Occupying or blocking school property in any way with the intent to deprive others of its use
- Unlawful assembly
- On-campus driving and/or parking violation
- Inappropriately touching another person
- Public display or expression of romantic affection, whether opposite-sex or same sex
- Sexual impropriety, immorality, inappropriate sexual conduct, and/or sexual harassment
- Possession, providing access, or viewing pornography – whether print or digital source
- Use and/or experimentation with alcoholic beverages, tobacco and/or vaping products, marijuana and/or THC products, illicit drugs, hallucinogens, poisons, intoxicants, and other such substances
- Furnishing, selling, or possession of weapons, controlled substances and paraphernalia (e.g. alcohol, tobacco and/or vaping products, marijuana and/or THC products, illicit drugs, hallucinogens, poisons, intoxicants, and other such substances)
- Actions shocking to the conscience

Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing truth to protect another person from consequences of their behavior, giving or selling illegal or unacceptable items to someone else, and/or enticing others to act contrary to the rules and expectations of Legacy Christian Academy are subject to disciplinary action.

DISCIPLINARY CONSEQUENCES

After-school detention is held from 3:15 p.m. until 4:00 p.m. on Tuesdays and Thursdays as scheduled. Students must report to the Barnett Conference Room on time and may be required to participate in activities such as organization of classrooms, sweeping and vacuuming floors, picking up trash, setting up chairs in the cafeteria, writing essays from a prompt, working on school work, etc. Cell phones will be turned in at the start of detention and students will receive them back when they have completed their detention. Students are required to pay a $10 detention fee to the main office. After-school detention takes priority over other commitments such as co-curricular activities. Students who arrive late or miss an after-school detention will be assigned a Saturday detention.

Saturday detention is held from 8:00 a.m. until 11:00 a.m. on scheduled Saturday mornings. Students are required to adhere to the dress code and pay a $50 detention fee to the main office for Saturday detention. Upon arrival, students are required to turn in their digital devices, such as cell phones and laptops. These devices will be returned upon completion of their detention. Students generally report to the Cafeteria, unless otherwise specified, and must arrive on time. They may be required to participate in various activities such as organizing classrooms, sweeping and vacuuming floors, picking up trash,

setting up chairs in the cafeteria, writing essays from a prompt, or working on school assignments. Saturday detention takes precedence over other commitments such as co-curricular activities. Students who arrive late or miss a Saturday detention will be assigned a one-day In-school suspension to be served on the next school day of attendance.

In-school Suspension is held as scheduled from 8:00 a.m. until 3:00 p.m. Students are required to pay a $120 in-school suspension fee to the main office. Students will be permitted to work on school work. However, students will not have access to phones, their Chromebook, or other electronic devices. Students who do not bring a sufficient amount of school work to complete will sit still without distractions for the course of the school day. Note: Administration may choose to implement an *Out-of-school Suspension* in lieu of an In-school Suspension if circumstances warrant from the perspective of the administration. There is a $120 out-of-school suspension fee, payable to the main office.

Disciplinary Probation and/or a *Behavior Contract* may be implemented by school administration, providing opportunity for a student to correct a serious problem and begin the restoration process. Students may be placed on disciplinary probation for attitude (a rebellious spirit unchanged after much effort by LCA employees, or a continued negative attitude and bad influence on other students) or behavior (continued deliberate disobedience to a teacher or of school rules or committing a serious breach of conduct inside or outside school). Probation will last a minimum of one quarter, and during the probation, the student will be ineligible to participate in any co-curricular activity. Additionally, all positions of trust and responsibility will be relinquished. At the end of the probation period, the student will be evaluated as to the fulfillment of the conditions set for probation, and the administration may (a) remove the student from probation status, (b) continue the student on probation status, or (c) dismiss the student from LCA. A student on disciplinary probation who does not improve to a satisfactory level, in the judgment of the administration, may be required to leave LCA. A student who voluntarily leaves LCA while on disciplinary probation and/or a behavior contract is not eligible to apply for readmission to Legacy for one full calendar year from the date of leaving. Additionally, a student reapplying after leaving on disciplinary probation and/or a behavior contract must provide at least one full semester of clean behavior records from another school in a classroom context to be re-considered for admission. Additional steps for restoration may be required by administration, and there is no guarantee of readmission.

Expulsion or Required Withdrawal may be warranted for a single major violation of Legacy expectations or a pattern of non-repentance related to smaller violations, as determined by Legacy administration. Expulsion is never considered lightly, for its consequences are devastating. The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. A student expelled or required to withdraw for disciplinary reasons from Legacy Christian Academy is not eligible to apply for readmission within one full calendar year from the date of expulsion or required withdrawal. Any student who is dismissed for disciplinary reasons from Legacy Christian Academy, and who seeks readmission after one full calendar year, must have completed an agreed upon restoration process and be approved for readmission by an appeals committee consisting of the head of school, the principal, and a guidance counselor. If readmitted, the student will be placed on disciplinary probation until the appeals committee removes it. There is no guarantee of readmission.

RESTORATION PROCESS FOLLOWING EXPULSION OR REQUIRED WITHDRAWAL

Students who have been expelled or required to withdraw from Legacy Christian Academy may have the opportunity of returning if they successfully complete a restoration process. For the restoration process to begin, the student and/or family must display a repentant heart. This process includes the establishment of specific criteria to be accomplished, a period of intense discipleship with a youth pastor or director from a Bible believing church that agrees with the LCA statement of faith, daily journal keeping that will be reviewed by selected school personnel, a period of disciplinary probation upon return to school, and any other conditions deemed necessary by the administration. The restoration process will be implemented on an individual basis. LCA reserves the right to deny admission,

readmission, or continued enrollment to any student, regardless of their completion or non-completion of restoration process components.

STUDENT PRIVACY AND CONTRABAND

While LCA will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy.

School employees may monitor student Chromebook use either through direct observation or through the use of software allowing digital observation and/or recording of student online behavior.

LCA reserves the right to immediately search student lockers and personal belongings/possessions (e.g. clothing, bag, purse, vehicle, Chromebook, cell phone, electronic devices, digital files, etc.) on campus without regard to whether there is reasonable suspicion of violation of a school rule or criminal statute, but especially if there is reason to suspect contraband, inappropriate materials, weapons, and/or any materials, substances, or information that could pose a safety risk to students or that may be illegal and/or against LCA policy to possess. Media advocating a lifestyle contrary to biblical Christianity and anything hindering the effectiveness of the spiritual, curricular, or co-curricular mission of the school is also considered contraband. Every effort will be made to have the student present during any search, and at least two LCA employees will be present during a formal search. LCA cooperates with local law enforcement agencies to conduct random training exercises and official searches on our campus.

When deemed necessary by administration, LCA reserves the right to drug test any student at any time. A student refusing a drug test may be asked to withdraw.

ACADEMIC INTEGRITY POLICY

Core Principle: Integrity As a Christian institution, LCA is committed to the virtue of honesty in all pursuits, especially academics. Students are expected to produce their own work and uphold the highest standards of integrity. It is each student's responsibility to avoid any action that could be perceived as academically dishonest.

Forms of Academic Dishonesty Academic dishonesty is a serious offense and will not be tolerated. Violations include, but are not limited to:

- **Cheating:** Giving or receiving unauthorized help on any assignment or assessment. This includes allowing another student to copy your work. In such cases, both the student who shares the work and the student who copies it are considered to have cheated and will face the same consequences.
- **Unauthorized Use of Artificial Intelligence (AI):** Using AI tools to generate, write, or significantly edit any academic work that is then submitted as one's own original work. This is considered cheating unless a teacher has explicitly permitted the use of AI for a specific task.
- **Plagiarism:** Using another's ideas, words, or creative work without proper citation. Sources must be cited whether they are from a book, an online article, a human author, or an AI-generated text. Submitting work from any source without attribution is plagiarism.

Conduct During Assessments A secure and honest testing environment is essential. To that end, the following rules apply during any in-class quiz, test, or assessment:

- **Follow Teacher-Specific Instructions:** Each teacher will establish the specific rules for their assessments. Students must adhere to the teacher's guidelines regarding permitted materials, such as notes, textbooks, or calculators. Using any materials not explicitly permitted by the teacher is considered cheating.
- **Prohibit Unauthorized Communication:** Talking or any form of communication between students is strictly prohibited and will be treated as cheating.
- **Secure Personal Electronics:** As at all times during school hours, cell phones, smartwatches,

and other personal electronic devices must be turned off and stored in a locked Yondr pouch. Accessing such a device during an assessment is a serious violation and will be treated as cheating.

Detection and Enforcement To uphold these standards, LCA faculty and administration may use software and other services, including AI-powered tools, to detect plagiarism and the unauthorized use of AI in student work.

CONSEQUENCES FOR ACADEMIC DISHONESTY

The following consequences will be applied for any act of academic dishonesty throughout a student's learning journey at LCA, which includes cheating, plagiarism, or violations of the rules of conduct during an assessment. The administration reserves the right to escalate consequences based on the severity of the offense (e.g., cheating on a major exam may immediately cause Second Offense consequences).

First Offense:

- **Disciplinary Action:** The incident will be formally documented in FACTS by the teacher or an administrator. An administrator may assign an after-school or Saturday detention.
- **Parental Notification:** The teacher and/or an administrator will contact the student's parents/guardians to discuss the incident.
- **Educational Component:** The student will be required to meet with a school administrator or counselor and write a reflection on academic integrity and related biblical values.
- **Academic Consequence:** The student will receive a zero for the assignment or assessment with an opportunity to redo and replace the grade for a maximum of 60%.

Second Offense (in any class):

- **Academic Consequence:** The student will receive a zero for the assignment or assessment.
- **Disciplinary Action:** The incident will be formally documented in FACTS by the teacher or an administrator. An administrator may assign an after school or Saturday detention.
- **Parental Notification:** The teacher and/or an administrator will contact the student's parents/guardians to discuss the incident.
- **Loss of Privileges:** The student may be placed on disciplinary probation and removed from any academic honor societies (e.g. NHS) and student leadership positions (e.g. Team captain, Student Senate, worship team) for a minimum of the remainder of the school year.

Third Offense (in any class):

- **Academic Consequence:** The student will receive a zero for the assignment or assessment.
- **Disciplinary Action:** The incident will be formally documented in FACTS by the teacher or an administrator. An administrator may assign progressive discipline.
- **Parental Conference:** A mandatory meeting will be held with the student, parents/guardians, and an administrator.
- **Behavioral Contract:** The student may be placed on behavioral probation, resulting in ineligibility for participation in co-curricular activities (e.g. athletics, clubs, student senate).

Additional Offenses (in any class):

- Any additional offences will result in further consequences at administrative discretion, up to and including requested withdrawal or dismissal.

PERSONAL DIGITAL DEVICES

Legacy seeks to provide a healthy and positive school environment conducive to learning and supportive of appropriate student development. While cell phones and other personal electronic devices provide many benefits and can be excellent resources, they can also be serious distractions and negatively affect student learning, student personal development, and school culture. Ohio expects

schools to maintain a policy that prevents cell phone use during the school day, noting research showing:

- Cell phones in schools have negative effects on student performance and mental health
- Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores, and
- Cell phone use leads to higher levels of depression, anxiety, and other mental health disorders in children.

Students should use their school-provided Chromebook for digital learning experiences throughout the school day. Personal cell phones, smart watches, and wireless earbuds may not be possessed by Legacy students from the time a student arrives on campus until the end of the academic day, except in a school-provided, locked pouch. All other personal digital devices are not permitted on campus.

Legacy will provide a pouch that utilizes locking technology for students to store their cell phone, smart watch, and wireless earbuds from their arrival at school until the end of the academic day. Students who choose not to bring a cell phone, smart watch, or earbuds to school will not be issued a pouch. Students will be charged the replacement cost of a new pouch if they lose or damage their issued pouch. Students who mistakenly forget their pouch should turn technology into their principal's office until the end of the day.

Corded earbuds/headphones for educational purposes are permissible for specific academic purposes as directed by teachers. At all other times the use of corded earbuds/headphones is prohibited.

This policy applies to the use of any personal device that can connect to the internet, including but not limited to cell phones, smart watches, earbuds, tablets, laptops, and e-readers by students while on school property from their arrival on campus to the end of the academic day. Additionally, any object, device, or technology that would (a) allow a student to access/use their cell phone, smart watch, or wireless technology while locked inside the pouch or (b) allow a student to open a pouch without using an unlocking base is not permitted at school and subject to confiscation and disciplinary measures outlined in this policy. Finally, in accordance with the *Student Privacy and Contraband* policy, Legacy reserves the right to view/search any cell phone or other electronic device on campus, including devices locked inside a pouch.

Daily Procedures: When students arrive at school, whether for early room or normal school hours, they are required to place any cell phone, smart watch, and/or wireless earbuds in their possession inside a school-issued pouch and lock the pouch. All technology must be *powered off* before locking the pouch. The student's cell phone, smart watch, and/or wireless earbuds remain in possession of the student inside the locked pouch throughout the school day. At the end of the academic school day, students may unlock their pouch to retrieve their devices using one of several strategically located unlocking devices.

Discipline: If a student violates this policy, a school employee will confiscate the cell phone, smart watch, and/or wireless earbuds and give them to the main office. Employee or main office staff will notify the appropriate principal.

- On the first offense, the school employee confiscating the device or the student's principal will document the incident in FACTS. The division principal may issue the student an after-school detention. The confiscated technology will remain in the main office until a parent/guardian picks it up.
- On the second offense, the school employee or the student's principal will document the incident in FACTS. The division principal may issue the student a Saturday detention. The confiscated technology will remain in the main office until a parent/guardian picks it up.
- Subsequent violations of the LCA cell phone policy will be reviewed by the principal. Consequences may include suspension, behavior contract, or dismissal.

IEP and Health Exceptions: Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program (IEP). Additionally, a student may use a cell phone to monitor or address a health concern with appropriate documentation on file in the clinic. Students or families with questions about the implementation of this policy related to IEP documentation or a health concern should contact their intervention specialist and/or the school nurse.

Recording: Students may not use any device to make audio and/or video recordings of instructional time, coaching, or any conversations at school, without explicit permission each time from their teacher, coach, or supervisor. Further, recordings are not permitted without the agreement of all parties being recorded.

STUDENT CELL PHONES, SMART WATCHES, AND EARBUDS - AFTER SCHOOL

After school academic hours, students may use personal cell phones, smart watches, and/or earbuds with the permission of both their parents and any sponsoring adults of after-school activities (coach, supervisor, etc.). In such circumstances, the following guidelines must be followed:

- Students are not permitted to independently share cell phones, electronic devices, or audio/video on electronic devices with other students. Any audio/video or device shared with another student or group must be vetted by a supervising adult first.
- Any use of electronic devices in a restroom, locker room, or changing area is strictly prohibited.

WEAPONS AND THREATS OF VIOLENCE

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 takes seriously our responsibility for the protection of all of our students, staff and faculty. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon in his/her possession, the school may suspend the student pending a hearing to determine the student's continued enrollment. Parents are advised that the school may contact the local police or appropriate authorities. Possession includes, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle.

If there is a threat of violence directed toward another student or any staff member, and that threat is deemed to be credible, the administration will report the threat to the student and/or staff member threatened. If the threat is directed toward a student, the school will also report the threat to his or her parents. 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.

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 claims to have been "just joking" (Eph 5:4; Prov 26:18-19). The administration may notify the threatened parties and their parents, even when a threat is not deemed credible.

STUDENT DIGNITY POLICY: BULLYING, HAZING, AND HARASSMENT

"Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others." Philippians 2:3-4

Legacy Christian Academy is committed to providing a safe and respectful environment that is free from offensive kinds of behavior for all students, employees, and family members. LCA does not tolerate any form of bullying, hazing, or harassment, which are contrary to the Bible and our values, whether engaged in by students, employees, or other family members who may be present.

Legacy encourages individuals who feel they are being bullied, hazed, or harassed to promptly notify

the offender that their behavior is unwelcome, in the spirit of Matthew 18:15-17. However, due to safety concerns often associated with such situations, this is not a requirement. If the individual is uncomfortable approaching the offender directly, or if the behavior persists despite notification, they should immediately report it to their principal and/or complete the *Bullying Report* form available at https://forms.gle/USuLFiERhQvK451x6. To access this form, students must be signed into their web browser with their Legacy credentials. Upon receiving a report, the principal will initiate an appropriate investigation and take action to prevent further bullying, hazing, or harassment.

Reports of bullying, hazing, or harassment will be treated seriously and investigated thoroughly. Investigation will be handled as discreetly as possible to avoid embarrassment for the victim(s), but complete anonymity cannot be guaranteed in an investigation. Anyone found to have engaged in, falsely accused others of, or retaliated against reports of bullying, hazing, or harassment will be disciplined appropriately as described in the *Framework for Discipline* outlined elsewhere in this handbook.

BULLYING

Bullying is repeated, unwanted, and aggressive behavior – attention, comments, or actions – that involves a real or perceived power imbalance. Not every act of irritation or teasing is bullying. Bullying 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, or excluding someone from a group on purpose. All bullying is unacceptable and wrong.

HAZING

Hazing is coercing someone to do something harmful/humiliating, or potentially harmful/humiliating, as part of an initiation into a group. It does not matter if the person agrees to the initiation or not. The harm or humiliation might be psychological, emotional, spiritual, or physical, and it might be directed at the victim or another person or people. At LCA, we do not initiate students into our school or any school-based organization, team, or activity by humiliation, but instead we induct students to honor their potential, 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 employee of the school, student leader, or student shall encourage, permit, plan, condone, tolerate, or engage in any form of hazing.

HARASSMENT, INCLUDING SEXUAL HARASSMENT

Harassment is unwelcome behavior that targets someone based on their race, national or ethnic origin, age, sex, characteristics, or disability. Every individual has the right to work and attend school in an atmosphere that promotes equal opportunities and prohibits harassment. Harassment, whether verbal, non-verbal, electronic, physical, on or off campus, occurring when school is in session or when school is out of session (including on school break), at school sponsored activities or elsewhere, violates the victim's dignity and rights. It is unacceptable and will not be tolerated.

Sexual harassment is a specific type of harassment that is defined as unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal, electronic, or physical conduct of a sexual nature when the conduct creates an intimidating, hostile, or offensive environment. Examples of sexual harassment include, but are not limited to: sexual jokes; flirtations, advances, or propositions of a sexual nature; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body or sexual experience; coerced sexual activity; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or display of sexually suggestive or obscene objects, images, audio, or video. All sexual harassment is unacceptable in the school environment and will not be tolerated.

SaferOH TIPLINE

The Safer Ohio School Tip Line (844-SaferOH or 844-723-3764) is a safety resource available to all

Ohio schools. The tip line is an anonymous reporting system that allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety — whether that involves a threatened mass incident or harm to a single student.

Every tip can remain anonymous. Tip line technicians may ask for additional information, but the caller can remain anonymous or leave his or her contact information for later follow-up. Tips are triaged and notify local school officials, law enforcement agencies, and the Ohio School Safety Center (OSSC) for action and follow-up as needed.

MARRIED STUDENTS AND STUDENT-PARENTS

Students who marry or who become parents (mother or father) while enrolled at Legacy may be required to withdraw. Legacy Christian Academy will not admit students who are married or who have children.

SECTION 7: STUDENT AND FAMILY EXPECTATIONS

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. Foundational character qualities involved are **compassion**, **obedience**, **respect**, **responsibility**, **patience**, and **self-control**.

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 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.

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 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, X, Instagram, Snapchat, etc. (on and off campus, twenty-four hours a day, 7 days a week, 365 days a year).

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

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 an adult is to use "Miss", "Mrs.", and "Mr.," and in responding to adults, students should respond respectfully. Mannerly expressions such as "Please", "Thank you", and "Excuse me" are to be used. These standards are applicable on the athletic field and throughout the school day, including all school programs and activities sponsored by Legacy Christian Academy.

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 relationships, and positive interactions between students. Wholesome, non-exclusive God-glorifying relationships are encouraged. Students are to avoid public displays of romantic affection. Physical expressions such as hugs should be limited.

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 principal. No furniture may be moved from any room without the permission of the principal.

All textbooks/materials/equipment/technology 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, Chromebooks, Chromebook chargers, materials, or other equipment.

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.

DIGITAL CITIZENSHIP & RESPONSIBLE USE POLICY

Our Vision for Technology: Equipping Christian Leaders for a Digital World

At Legacy Christian Academy, we believe technology is a powerful, God-given tool for learning, creating, and connecting. Our goal is to equip students to use these tools with wisdom, integrity, and a sense of stewardship. As Christians, we strive to be good stewards of that which God has given us and glorify Him in everything we do (I Corinthians 4:2, 10:31). This policy is a guide to help students become responsible, ethical, and effective digital citizens who honor God and others in all their online interactions. The use of technology at LCA is a privilege that comes with the responsibility to uphold the values of our community. This policy is built on three core principles:

- **Honor God and Respect Yourself:** Use technology to learn, grow, and act with integrity.
- **Honor Others:** Use technology to build up, respect, and protect our community.
- **Honor Our School:** Use technology to be a good steward of the resources provided.

School-Provided Technology

LCA provides technology to enhance the academic program at all grade levels.

- **Elementary School:** Carts of iPads are provided for each K-3 classroom. Carts of Chromebooks are provided for each 4-5 classroom. These devices remain in the classroom for teacher-led instruction.
- **Middle & High School:** Each enrolled student in grades 6-12 is issued a Chromebook for use at school and at home to enhance their academic experience with opportunities for collaboration, problem-solving, and creativity.

The following guidelines provide specific ways for students to live out our core principles in their daily use of technology.

1. PRINCIPLE: HONOR GOD & RESPECT YOURSELF (INTEGRITY & PREPAREDNESS)

Your actions online should reflect your character and commitment to learning.

- **Be Prepared for Learning:** Technology is an essential classroom supply.
    - Middle and High School students must bring their school-issued Chromebook to school every day, fully charged.
    - Lessons and assessments are designed with the expectation that every student has a working device. Being unprepared may have disciplinary consequences.
    - A limited number of loaner devices are available at the Chromebook Helpdesk on a first-come, first-served basis. Repeatedly failing to bring a Chromebook may result in a referral to the appropriate principal.
    - Personal laptops and tablets (e.g., iPads) are not permitted for use in classrooms. Opting out of using the school-issued Chromebook is not an option.
- **Guard Your Heart and Mind:**
    - Technology is a tool to study God's creation; it must not become a source of temptation. Your heart and mind must be guarded in all online experiences (2 Cor. 10:5), especially from visual content. Actively avoid and never seek out materials that are pornographic, violent, or that defile the soul (Matt. 15:18-19). Strive to be "wise as to what is good and innocent as to what is evil" (Rom. 16:19) in all your digital conduct.
- **Protect Your Digital Identity:**
    - Never share your LCA account password. You are responsible for all actions taken under your account.
    - Report a lost or stolen password to a teacher or the IT Help Desk immediately.
- **Communicate with Purpose:**
    - Your LCA email account is an official communication tool. Check it daily for important announcements from faculty and administration.

2. PRINCIPLE: HONOR OTHERS (COMMUNITY & RESPECT)

Technology connects us, and we are called to use it to foster a safe, respectful, and supportive

community.

- **Uphold the Dignity of Others:**
  - You may not use technology to bully, harass, intimidate, or demean others. This includes creating false accounts, spreading rumors, or posting information intended to cause harm or embarrassment.
  - Extend respect to the entire LCA community in all digital communications. Posts, messages, and even interactions (e.g., "likes," re-posts) on social media must be positive and edifying, never derogatory, inappropriate, or ungodly.
  - Communications of an obscene, discriminatory, offensive, or harassing nature are strictly prohibited.
  - Taking photographs, or recording audio and video of students, faculty, or staff without their explicit knowledge and permission is strictly prohibited. Capturing, altering, or sharing any visual or audio media with the intent to mock, embarrass, or demean a member of the community is a severe violation of trust. Always ask for consent before recording.
  - Respect the privacy of others. Attempting to access private files, accounts, or messages without permission is a violation of trust and is considered theft.
- **Create a Distraction-Free Environment:**
  - To promote focus and personal interaction, personal electronic devices (cell phones, wireless earbuds, smart watches, etc.) must be secured in Yondr pouches from arrival on campus until the end of the school day.
  - Any personal device seen outside its pouch during school hours will be confiscated, with further disciplinary action for repeated violations. School-issued Chromebooks are the designated technology for academic work.
- **Acknowledge Legal and Ethical Boundaries:**
  - You must adhere to all copyright laws and license agreements. Assume all material is copyrighted unless explicitly stated otherwise.
  - Do not use the LCA network or devices for any illegal activity or purpose that violates school rules.

3. PRINCIPLE: HONOR OUR SCHOOL (STEWARDSHIP & FOCUS)

LCA provides technology to enhance your education. We trust you to be a good steward of these resources.

- **Focus on Academics & Appropriate Use:**
  - During instructional time, LCA technology is for academic purposes as directed by teachers.
  - Outside of direct instructional time, students may engage in school-approved educational games (such as Sudoku, Wordle, chess, and similar logic or word-based puzzles) on their school-issued devices. Teachers retain the discretion to permit specific educational games as part of a lesson, for skill development, or as a structured reward.
  - All other recreational gaming, gambling, recreational social media, online shopping, and viewing inappropriate content (e.g., pornography, sites promoting violence or hate speech) remain strictly prohibited on school devices or networks at all times.
  - If you are unsure whether an activity is permitted, ask a teacher or administrator before proceeding.
- **Care for Equipment:**
  - Treat all school technology with care. Vandalism—including damaging hardware or intentionally distributing malicious software—is a serious offense.
  - Protect your Chromebook by using a padded backpack or case.
- **Maintain System Integrity:**
  - Do not misuse school systems, including distribution lists or discussion groups. The school's technology may not be used for private financial gain or commercial solicitation.

NETWORK SECURITY, PRIVACY & TERMS OF USE

- **Network Monitoring & Privacy:** While students have a right to privacy, all activity on the LCA network and school-issued devices—including all files and data in school-provided storage space—is subject to review by the school administration. This is to ensure the safety of our community, maintain the integrity of our systems, and confirm responsible use.
- **Internet Filtering:** Chromebook internet access is filtered both on and off campus. LCA uses a filtering system to screen for inappropriate or harmful content. However, no filter is perfect. We strongly encourage parents to partner with us by discussing expectations for internet use with their children and implementing reasonable accountability measures at home.
- **Use of Data Storage:** School-provided data storage space (e.g., on Google Drive) is intended for educational, not personal, use. File content will be deemed appropriate by school policy and at the discretion of an administrator. To protect system integrity, executable files (e.g., .exe) are not permitted in storage space without prior permission from the IT department.
- **Third-Party Services:** LCA's Google Workspace for Education account includes core services like Gmail and Drive. With parental consent, we may approve additional Google services and other third-party educational applications to support learning.
- **Reliability of Service:** Legacy Christian Academy makes no warranties of any kind, whether expressed or implied, for the internet and network services it is providing. LCA will not be responsible for any damages you suffer, including loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions. Use of any information obtained via the internet is at the user's own risk. LCA specifically denies responsibility for the accuracy or quality of information obtained through its services.

POLICY ON ARTIFICIAL INTELLIGENCE (AI) INTEGRATION

SECTION I: FOUNDATIONAL FRAMEWORK & MISSION

Purpose Statement
The purpose of this policy is to guide the integration of Artificial Intelligence in a manner that fosters Christian character and ensures our students are academically, personally, and spiritually prepared to be leaders for Christ. This policy establishes consistent expectations and standards for its safe, responsible, and ethical use. This applies to all use cases of AI, including generative AI, allowing us to use this emerging technology in a manner that brings glory to God.

Vision & Purpose
At Legacy Christian Academy, technology is a God-given tool for learning. We are called to be good stewards of it—honoring God, respecting ourselves, and upholding the integrity of our community. As we integrate generative Artificial Intelligence (AI) into our educational environment, we prioritize risk management, human skill development, and controlled access over mere efficiency.

AI is an educational tool to support learning and teaching; it is never a substitute for the relational role of the educator, the independent effort of the student, or an individual made in the image of God.

Definitions

- **Artificial Intelligence (AI):** A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine- and human-based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use model inference to formulate options for information or action.
- **Generative AI:** Any internet-based generative artificial intelligence programs that make use of large language model algorithms to create new content. AI used for auto-complete, minor text predictions, and/or grammar/spelling/punctuation suggestions (e.g., standard tools that do not

rewrite a sentence), commonly found in most word-processing applications, is not considered generative AI for the use of this policy.
- **AI Tool:** AI applications, algorithms, or systems that make use of AI to generate outputs based on human inputs, with an emphasis on generative AI.

SECTION II: GUIDING PRINCIPLES FOR AI INTEGRATION

The integration of Artificial Intelligence at our school is governed by our School-Wide Expected Student Outcomes. AI use must actively support the spiritual, academic, and personal growth of our community.

1. Spiritual Principles: Wisdom and Worldview
- **Filtering AI Through a Biblical Worldview:** Because students are called to internalize a biblical worldview, they must recognize that generative AI is trained on human-generated data, which carries secular biases and flaws. It is a tool for gathering information, but the evaluation of that information must always be filtered through Scripture and a biblical worldview.
- **Honoring the Image Bearer in Digital Spaces:** In our calling to love our neighbors as ourselves and respect others as image bearers of God, AI must never be used to create harmful, deceptive, or degrading content (e.g., deepfakes, cyberbullying, malicious code). The tools we use must consistently uphold human dignity.
- **Guarding Against Idolatry:** While we actively teach safe and ethical usage, our community will be trained to utilize AI effectively as a tool while actively guarding against it becoming an idol or a replacement for human relationship and divine wisdom.

2. Academic Principles: Discernment and Literacy
- **The Mandate to Discern Truth from Error:** Generative AI is prone to presenting false information confidently. Students and staff cannot blindly trust generative AI outputs. Users are responsible for cross-referencing AI-generated claims with reliable sources, verifying that tool outputs are linked to accurate data sources, and exercising rigorous discernment.
- **An Assistant to Critical Thinking, Not a Replacement:** Generative AI may be used to augment human thought, not replace it. Generative AI can be utilized for brainstorming, study, research, or outlining, but the vital work of analyzing, synthesizing, and drawing conclusions remains the sole responsibility of the individual.
- **Developing Responsible Technological Literacy:** Engaging with AI equips students to gain competence and fluency in technological literacy—a necessary skill for the modern world, preparing them to be technologically literate leaders for Christ.

3. Personal Principles: Character and Perseverance
- **Upholding Academic Integrity and Honesty:** True Christian character is evidenced by integrity. Passing off generative AI-generated work as one's own original thought is a breach of that integrity. Students must practice absolute honesty by transparently citing or acknowledging when and how generative AI was used, adhering strictly to teacher expectations.
- **Protecting the "Productive Struggle" of Learning:** True wisdom and mastery require perseverance in the face of academic challenges. Using generative AI as a shortcut to bypass the hard work of reading, writing, and problem-solving robs the student of the opportunity to develop study skills, intellectual endurance, and reflect God's character through original and creative expression. Generative AI must support the learning process, never short-circuit it.

SECTION III: STUDENT AI POLICY

The default expectation at Legacy Christian Academy is that all academic work is fully your own. Using generative AI to generate, write, or significantly edit your work without explicit teacher permission is considered academic dishonesty and cheating.

Because generative AI can be applied in various ways, teachers will explicitly communicate which of the following use cases is permitted for each specific assignment. If a teacher does not explicitly authorize a generative AI use case, **Fully Independent Work** is automatically assumed.

FRAMEWORK FOR AI COLLABORATION

The following options outline how and when you may interact with generative AI platforms. Your teacher may assign one of these options to each project or assignment:

- **Fully Independent Work (No Generative AI Access)**
  - *Expectation:* You must complete the entire assignment, reading, or problem-solving task using only your own knowledge, research, and skills. No generative AI assistance of any kind is permitted.
  - *Action Required:* None.
- **Ideation & Inquiry (Brainstorming Guide)**
  - *Expectation:* You may use approved generative AI tools to spark initial ideas, brainstorm topics, or explain difficult concepts *before* you begin creating your own original work.
  - *Action Required:* You must include a brief disclosure statement detailing how you used the tool, and you must submit a full digital copy or link of your AI chat transcript to your teacher.
- **Refinement & Review (Digital Editor)**
  - *Expectation:* You must generate your own original draft or solution first. You may then use generative AI to receive feedback on grammar, clarity, organization, or to spot misapplied mathematical principles. You are responsible for making the final corrections yourself.
  - *Action Required:* You must clearly disclose the generative AI usage on your work and submit a full digital copy or link of your AI chat transcript to your teacher.
- **Analysis & Synthesis (Data Assistant)**
  - *Expectation:* You may use generative AI to help identify patterns in data, create visualizations, or analyze a text (though you must still read the assigned text yourself).
  - *Action Required:* You must properly cite the generative AI-generated analysis in your bibliography (using proper APA/MLA format) and submit a full digital copy or link of your AI chat transcript.
- **Project Collaboration (Co-Creator)**
  - *Expectation:* Reserved for specific, innovative projects where your teacher explicitly allows you to co-create parts of an assignment, generate solutions, or build code alongside a generative AI tool. You remain fully responsible for verifying the accuracy of all generative AI-generated content.
  - *Action Required:* You must explicitly cite all generative AI-created content using proper formatting and submit a full digital copy or link of your AI chat transcript.

DATA PRIVACY AND SAFETY GUIDELINES

- **Approved AI Platforms and Data Security:** Students are strictly prohibited from using generative AI tools other than those explicitly approved by the school. The only authorized generative AI platform for student use is the school's enterprise-secured Gemini for Google Workspace environment. Students must never input personal information, sensitive data, or private details about themselves, their family, or others into any external or unauthorized AI tools. All academic work involving generative AI must be conducted exclusively through this school-sanctioned Gemini platform to ensure data security and compliance with institutional policies.
- **Honor Others:** Using generative AI to create harmful, inappropriate, deceptive, or bullying content violates our core principle to Honor Others as image bearers of God and is strictly prohibited. Violations will be met with immediate disciplinary action.

The Framework for AI collaboration in this policy is adapted from "The Kinkaid School Generative AI Acceptable Usage Menu" by The Kinkaid School (© 2024), which is licensed under CC BY-NC-SA 4.0. The Kinkaid School's work was adapted from Woodward Academy, Vera Cubero (NCDPI), Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, & Dr. Jason Mcvaugh. This Legacy Christian Academy policy is similarly licensed under CC BY-NC-SA 4.0.

DRIVING AND PARKING ON CAMPUS

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.

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

PARKING/DRIVING ON CAMPUS – HIGH SCHOOL STUDENTS

Automobiles must be parked in assigned places in the student parking lot or other assigned 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. Legacy student parking permits are contingent on available space. The school will determine any parking fee, as well as procedures for who may obtain a parking permit and how that is to be accomplished.
2. All unoccupied cars are to be locked.
3. Students may not remain in their cars in the parking lot – alone or in groups – before, during, or after school hours. Upon arrival at school, they should immediately report to the Early Room or their first class. Similarly, students leaving campus at the end of the day should safely and efficiently exit the parking lot.
4. No students are permitted in parking areas or cars during school hours without administrative permission.
5. All student vehicles parked on the LCA campus during the school day must be registered in the main office.
6. Cars are not to be used during school hours without permission of parents and the main office.
7. Students will obey all traffic signs and speed limits when driving on campus.
8. Students will respect the property rights of the school's neighbors.
9. A fine of $50.00 is levied for the screeching of tires, reckless operation, improper parking, parking without a permit, excessive noise, and/or excessive speed around and on the school property. Additional discipline may also be applied, including the loss of driving privileges.

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 carpools. By state law, LCA employees may not provide student transportation or involve themselves in carpooling arrangements.

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

Students are not permitted to leave campus for lunch. Students may purchase a hot school lunch from the cafeteria or bring lunch from home. Unless granted special permission from a Principal, students should not eat food nor drink any beverage except water in the classrooms. All food and other drinks should remain in the cafeteria. Students may not possess or consume energy drinks on campus during the school day.

1. All lunches are to be eaten in the cafeteria except as specifically outlined below.
2. Items purchased in the cafeteria must be consumed (and any waste discarded) in the cafeteria.
3. Cafeteria tables are not to be moved.
4. Each student is to clean his/her area when concluding lunch.
5. Courtesy and good manners are required at all times.
6. All trash is to be placed in the trash containers.

Middle and high school groups with permission from the principal *and* a faculty/staff advisor eating with them may meet for lunch in a designated classroom or other location on Tuesdays and/or Thursdays for the purpose of Bible study and spiritual accountability. All group members must bring their lunch from home; no items purchased in the cafeteria may leave the cafeteria. Additionally, all group members, including the faculty/staff advisor, must remain in their designated lunch location throughout the lunch period. Groups or group members who do not completely clean up after themselves or do not remain in their designated location throughout the lunch period may lose the privilege of meeting outside the cafeteria at lunch.

If Middle or High School students begin to fall behind in assignments, a teacher may request and coordinate with the Principals that the student spend his or her lunch time both eating and working on assignments while monitored by a teacher in the Auditorium Lobby.

Each student has a meal account that is accessed with a personal identification number (PIN). Parents may deposit money ahead of time in any amount into their students' prepaid accounts. Students may also pay cash; however, we encourage parents to prepay into their students' accounts. See the school website for instructions. Additionally, 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.

LIBRARY

Students who use the library's resources are expected to conduct themselves respectfully, with consideration for those around them, and to work quietly.

Entering and exiting the library:

- As a general rule, elementary students come to the library in class groups accompanied by an LCA faculty/staff member.
- If not accompanied by a staff member, all students must have a Library Pass signed by the class period teacher. Upon entering the library, it is the student's responsibility to provide the librarian with the pass, who will sign it and return it to the student upon leaving the library. That pass is then expected to be returned to the class period teacher.
- No student is permitted to leave the library without communicating with the librarian.

Circulation and fines:

- 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).
- Students are encouraged to renew all library materials before they are overdue.
- A fine (5¢ for K-6; 10¢ for 7-12) is charged per day on books not returned by the due date. Student accounts that remain overdue for longer than six weeks will be blocked until satisfied.
- Students will be charged a replacement cost for library books not returned by the end of the school year.
- Reference books are to be used only in the library.

Replacement Fee:

All library books and materials are subject to a replacement fee.

Self Check-out Computer:

Students (grades 5-12) may choose to use the Self Check-out Computer to scan the materials they wish to take out of the library, or to search for materials. *Students are not permitted to "override" any warnings on the Self Check-out Computer.*

Questionable Material:

- While LCA intentionally and appropriately curates its library collection to support the LCA mission, vision, and philosophy, it contains many resources whose opinions and/or content may not fully align. These items are generally restricted to developmentally appropriate grade levels.
- Concerns about any questionable content in library books or materials should be brought to the attention of the librarian.

Care for the Legacy Knights' Library:

- Consumables must be handled responsibly.
- Lids are required when patrons handle beverages.
- Fees may be incurred for damage/clean-up due to spills or misuse of library equipment.

HALL PASSES AND LOCKERS

Middle and high school students are NOT to be in the hall during class time without a Hall Pass or school employee escort. Middle and High School students must first report to his or her assigned class for a pass to visit another teacher. If a teacher detains a student after class, the teacher should write a tardy pass for the student.

Lockers are furnished to all 6-12 students and are school property. No student should ever enter another student's locker. Lockers are inspected periodically. They must be kept clean and neat. Nothing may be posted on the outside of the lockers without administrative approval, and anything posted inside must be morally and ethically acceptable to the administration. Food, other than sack lunches, is NOT to be kept in the lockers. The administration reserves the right to check the lockers at any time. The

student assigned to the locker is responsible for the damages done to the locker.

Students are encouraged to use school-provided locks on their lockers; no other locks are permitted. Students are not permitted to modify the locker doors or locks. Student use of lockers is at the student's own risk. LCA is not liable for lost or stolen items, regardless of whether a student uses or chooses not to use an LCA-provided lock.

Large athletic bags may be placed on top of student lockers during the school day but must be removed by 3:15 pm daily or they may be taken to lost and found.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING AREAS

Multiple-occupancy restrooms, locker rooms, shower rooms, and changing areas designated for females are for the exclusive use of biological females. Multiple-occupancy restrooms, locker rooms, shower rooms, and changing areas designated for males are for the exclusive use of biological males. These policies extend to off-campus multiple-occupancy restrooms, locker rooms, shower rooms, and changing areas during Legacy Christian Academy sponsored activities (e.g. athletic team locker rooms at an away competition, restrooms on field trips).

This policy does not apply to an employee whose job duties require entry to an area designated for the opposite sex (e.g. janitorial cleaning), but such an employee will clearly announce their presence, allow sufficient time for response before entry, and mark the area as closed when present in the area designated for the opposite sex. This policy also does not apply to anyone entering an area designated for the opposite sex when the person reasonably believes they are responding to a genuine emergency.

OVERNIGHT ACCOMMODATIONS

For any Legacy Christian Academy sponsored activity involving overnight accommodations (e.g. a multi-day out of town athletic tournament, senior trip), members of one biological sex may not share overnight accommodations with members of the opposite biological sex. This policy does not apply to married couple(s) serving as chaperones.

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

LCA 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

Disaster, crisis, and lockdown 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.

GYM AND WEIGHT ROOM RULES

GYM

1. Gym shoes, with non-marking soles, are to be worn during Physical Education classes and other gym activities. This is for the safety of students and for the preservation of the gym floor surface.
2. Students are not permitted in the gym unless supervised by a teacher or coach.
3. Students will remain in the gym until the assigned Physical Education class is over.
4. No food or drink, other than water, is allowed in the gym during the school day.

WEIGHT ROOM

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 students 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.

Note: Students may not use the playground without adult supervision. Outside of school hours, parents or guardians must supervise children using the playground.

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 games
2. Games on the field like soccer, relay races, kickball, frisbee, wiffle ball
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

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.
4. Christmas – Our Christmas celebration needs to be as distinctively Christian as possible. There is a wide variety of opinions 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. We will 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 emphasizing 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.

LOST AND FOUND

The Lost and Found department of the school is operated from the Main Office. After two weeks, unclaimed items become the property of the school and may be donated or thrown away.

SCHOOL VISITORS

All school-day visitors to the Legacy Christian Academy campus, including parents/guardians, must:

- **Sign-in** at the main office (or other specific locations in the case of special events). Visitors over the age of 18 must provide a government issued identification card (Driver's License, Military ID) to be scanned.
- **Wear a daily sign-in identification sticker** and **be accompanied at all times** by an employee or approved volunteer with a lanyard outside the main office area.

- **Sign-out** at the main office (or other specific location in the case of special events).

Legacy checks identification of school-day visitors - parents/guardians, contractors, volunteers, and other visitors - against sex offender registry lists and other records before allowing entry beyond the main office. Visitors positively identified on a sex offender registry list or otherwise identified as a person not permitted to be on school grounds will be required to leave.

Note: To avoid disrupting planned classroom learning opportunities and to ensure teachers are able to use their planning time effectively, parents should not visit their child's classroom during the school day without an appointment.

SCHOOL VOLUNTEERS

Legacy Christian Academy appreciates the involvement of parents/guardians and others in supporting the mission of *Equipping Leaders for Christ.* Individuals interested in volunteering at Legacy Christian Academy, including roles and responsibilities related to sporting events, should connect with the Volunteer Coordinator. For the safety of all students, individuals interested in volunteering - including parents/guardians - must apply annually via the *Legacy Christian Academy Volunteer Application* and pass a criminal background check for a small fee *before* serving in a volunteer capacity. The volunteer background check can take some time, so volunteers are encouraged to plan ahead. Submitting an application and fee for the background check does not guarantee approval as a Legacy Christian Academy volunteer. Approved school-day volunteers must still sign-in and sign-out at the main office (or other specific locations in the case of special events) by providing a government issued identification card to be scanned each school-day they volunteer. Approved volunteers must wear a daily sign-in identification sticker *with* a volunteer lanyard at all times when volunteering on-campus during the school day.

Note: To avoid disrupting planned classroom learning opportunities and to ensure teachers are able to use their planning time effectively, school-day volunteers must have a pre-arranged volunteering purpose to enter the school buildings.

SECTION 8: UNIFORM CAMPUS WEAR DRESS CODE

Since God holds us accountable for our words, thoughts, and actions (2 Cor. 5:10), all children must remember that God is worthy of their finest efforts (Col. 3:17, 23). Our attire serves as a badge – a visual tool of communicating our readiness for a particular activity, our connection to a group, our personal and collective values, and our faith and trust in God. How we dress, then, has meaning, and our dress should reflect our Christian walk (Col. 3:17, 23), adorning godly internal character with modest attire (1 Cor. 6:19-20). Specifically, our dress at school should be appropriate for a school context, reflect Legacy's mission and message (2 Cor. 5:20), and honor the Lord.

DEFERENCE AND MODESTY

There is a significant divergence of opinion and perspective on appropriate dress within the Christian community and within the culture at large. Because we were made in God's image, we must respond to one another – even those with whom we personally disagree – with honor and respect (Jas. 3:9-10). We must yield our rights to God and defer to one another (Phil. 2:3-8). Deferring and complying with the dress code standards at Legacy communicates respect and love for the school community and the Lord. Although everyone may not personally agree with every detail of the dress code, each person yields to the common standard for the sake of unity within the body. In this spirit of deference to one another, the school implements a uniform campus wear dress code on foundational principles of character such as **compassion**, **humility**, **integrity**, **obedience**, **respect**, **responsibility**, **self-control**, and **wisdom**.

The Legacy uniform campus wear dress code and other guidelines in this section help to promote a school environment characterized by modesty: reserved, humble, moderate, decent, appropriate, and sensible behavior – godly attributes for both men and women. However, the school makes no claim that the specific parameters within its dress code somehow offer *the* definition of modest attire. There are many items of clothing and ways of dressing that would not fit within Legacy's dress code standards but are still modest. Legacy's dress code is intentionally within the realm of modesty but *far from the edge* of any perceived boundary between modesty and immodesty. That is intentional, deferring to the varied members of our Christian community who would demarcate that boundary in significantly different ways.

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 we 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. As a student at Legacy Christian Academy, you must set aside your personal preference to honor the standard of the community. Complying with dress code standards in a school context minimizes distractions, positively contributes to safety and security, and establishes habits conducive to future success in life.

Compliance to the dress code is a shared responsibility. Students have a responsibility to obediently follow the standards. Parents have a responsibility to partner with the school by ensuring that their children dress in a way that meets the dress code standards. School employees have a responsibility to enforce the dress code standards.

Students who do not comply with the uniform campus wear dress code should expect to be disciplined appropriately as described in the *Framework for Discipline* outlined elsewhere in this handbook. Students who immediately fix their attire to bring it into alignment should still expect discipline. Students

who are not able or who are unwilling to bring their attire into alignment with the dress code guidelines should expect to sit in the office rather than attend class until a parent brings them attire that meets the guidelines or picks them up at the end of the day.

CAMPUS WEAR POLICY

Grades K-12		
Shirts	Polo	• LCA academic logo polo shirt in navy, light blue, gray, black, or white • All but the top 2 buttons must be buttoned
	Oxford	• LCA academic logo Oxford shirt in white, French blue, or light blue; button-down collar; long or short sleeve • All but the top 2 buttons must be buttoned
Pants & Shorts		• Khaki or navy chino (twill) or dress pants • Shorts must extend to the knee
Skirts, Skorts, & Jumpers (Girls Only)		• Skirt, skort, or LCA academic logo jumper in khaki or navy chino (twill) or uniform plaid. Shirts worn under an LCA academic logo jumper must be navy, light blue, gray, black, or white, but such shirts do not need to have the LCA academic logo. • Plain front or pleated; to the knee • Polo Dress (Elementary Only): LCA academic logo polo dress in navy or light blue; long or short sleeved; to the knee • Wearing shorts, tights, or other leg coverings beneath a skirt, jumper, or dress is advised.
Outerwear: Sweaters, Sweatshirts, ¼ Zips, & Hoodies		• LCA academic logo sweater (cardigan or zipper), crewneck sweatshirt, or ¼ Zip (Dri-weave or fleece) – in navy, gray, or black • LCA Knights or other LCA Hoodie – in navy, gray, light blue, gold, or black • A campus wear polo or Oxford shirt is recommended under all LCA outerwear. A campus wear polo or Oxford shirt is *required* under an LCA academic logo sweater.
Shoes		• Closed-toe and heel shoes or boots • No sandals, beachwear, flip-flops, Crocs, heelies, slippers, or slides
Socks, Tights, & Leggings		• Any color/variety

FRIDAY OPTION – SPIRIT WEAR – ALL GRADES	
Blue Jeans (denim)	• Traditional fit in good repair; no rips, frays, or holes • No jean shorts
Shirts & Outerwear	• LCA or Knights spiritwear

Campus wear vendors may be found on the school website.

GENERAL CAMPUS WEAR GUIDELINES AND CLARIFICATIONS K-12

1. Students are expected to dress according to uniform campus wear dress code from the time they arrive on campus for school until they leave campus for the day. All garments must have a traditional fit and be modest, neat, and clean.
    a. Shorts for Physical Education class must extend to the knee.
    b. If students change for an elective course during the school day (e.g. Physical Education), they must change back into dress code before heading to their next class.
    c. If required based on a co-curricular after-school activity, students may change their clothes after school. At such times, (a) appropriate deference and modesty should be maintained

and (b) students should stay with their team or group once they have changed.

2. Tops should not be tight and must completely cover the midriff when arms are fully extended above the head.
3. Pants/jeans must not be sagging, oversized, tight, or cropped in length. “Skinny” styles are not permitted.
4. Shorts, skirts, skorts, and jumpers must extend to the knee. Students may not roll their shorts, skirts, skorts, or jumpers to decrease their designed length. A slit is acceptable in a straight skirt from the bottom of the hem/skirt to the knee.
5. Academic logos are required on all polos, Oxfords, sweaters, sweatshirts, and ¼ zips.
6. A polo, oxford, or jumper with the *academic logo* is required for all students at all grade levels for school picture day. Athletic logos, ¼ zips, and/or outerwear are not permitted in school pictures on school picture day.
7. For extra warmth, long or short-sleeved t-shirts or turtleneck shirts in navy, gray, white, or black may be worn under a polo or Oxford campus wear shirt as long as there is not any writing, image, or logo from the undershirt or turtleneck showing. No thermal underwear or any other undergarments may show.
8. A campus wear polo or Oxford shirt (or a Spirit t-shirt on Fridays only) is recommended under LCA outerwear (sweatshirts, hoodies, and ¼ zips). This allows for flexibility in removing the outerwear based on changes in temperature throughout the school day and in various locations within the school. LCA outerwear may not be removed during school hours unless a campus wear polo or Oxford shirt is worn underneath. Note: A campus wear polo or Oxford shirt is *required* under an LCA academic logo sweater.
9. Legacy Christian Academy hoodies with Knights or other LCA logos may be worn in grades K-12 any day of the week. LCA hoodies are the only hoodies permitted. Students may not wear hoods up inside campus buildings. Non-LCA pullover style clothing (e.g. hoodies, quarter zips, sweaters) may not be worn to school or during school, including as cold weather apparel.
10. Hats must be removed in all campus buildings.
11. Non-LCA jackets, coats, hoods, and other cold weather apparel must be removed in all campus buildings unless the principal permits students to wear them because of a cold building or other special circumstance.
12. 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.
13. Hairstyle extremes (e.g. spikes) and non-traditional or unnatural hair colors (e.g. blue, green, pink) are not permitted. Boys’ hair must be off the collar, above the eyebrow, and with part of the ear showing. Young men may keep their hair pulled back to accomplish this purpose, but while at school all their hair should be off the collar completely. Boys are to be clean-shaven (no beards or mustaches).
14. Young women in the 12th grade may wear a single stud nose piercing. Young men in the 12th grade may wear a well-groomed and maintained beard and/or mustache. Young men in the 12th grade must be clean shaven for school pictures and the graduation ceremony.

AFTER-SCHOOL ACTIVITY DRESS

During school activities outside the school day students (K-12) may wear modest shorts, non-uniform pants, non-uniform shirts, and non-uniform shoes. Extremes are not permitted. Writing, pictures, branding, logos, and images 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.

FIELD TRIP ATTIRE

Except for field trips that are planned around activities that may damage the uniform, students (K-12) are required to wear the LCA school uniform or their LCA class t-shirt on all field trips. Dress standards for specific field trips will be established by the principal. These will be communicated in advance so parents can be informed and students can be appropriately dressed.

SOCIAL EVENT APPAREL GUIDELINES - HIGH SCHOOL

Regarding attire, the principles of deference and modesty are always in effect for LCA events on or off campus. The guidelines below are established to promote modest social event wear in keeping with the spirit of our overall appearance guidelines and the relative formality of each event.

	Young Men	**Young Women**
All Social Events	Required: - Dress shoes or clean tennis shoes; no flip-flops Not permitted: - excessively tight clothing - pants sagging below the waistline - visible undergarments - earrings - visible tattoos - messaging (words, logos, images, etc) in conflict with school standards	Required: - Dress shoes or clean tennis shoes; no flip-flops Not permitted: - low-cut necklines, cut-outs, or openings of any kind between the armpit and the knee (front and sides) and between the bra-line of a standard bra and the knee (back). Note: To meet this expectation, cut-outs or openings (including corset-style backs that do not fully close) may be altered by securely backing with opaque material (but not lace, netting, tulle, or flesh-tone underlay). - cleavage or visible undergarments - excessively tight or clingy material - strapless dresses/tops or clear straps - visible tattoos - messaging (words, logos, images, etc.) in conflict with school standards
Home-coming Dance: Semi Formal	- Dress pants or slacks - Button-up dress shirt - Optional: Tie, sport coat, or vest	- Dress must be one-piece - Dress length and/or slit must be to the knee; slip or sheer extensions are not considered part of dress length. If the dress is a fitted style, please ensure that the dress will remain at this length even when walking or dancing.
Prom: Formal	- Dress slacks, dress shirt, tie - Tux, suit, sport coat, or vest. Note: Coat may be removed for dancing.	- Dress must be one-piece - Dress length and/or slit must be to the knee; slip or sheer extensions are not considered part of dress length. If the dress is a fitted style, please ensure that the dress will remain at this length even when walking or dancing.

SOCIAL EVENT ATTIRE APPROVAL POLICY – PHOTO SUBMISSION

For all school dances and prom, students are required to submit a photo of their intended attire for approval. Photos must be sent to the gender-specific attire-review email address prior to the announced deadline for each event. Students who are renting attire should take a photo when they initially try-on the attire rather than when they pick up to ensure time to submit the photo. Submitted photos will be accessed and reviewed by Legacy personnel of the same gender. If any part of the outfit is found to require adjustmentment, a new photo showing the corrected attire must be submitted for final approval prior to the event. Failure to submit attire photos on time or to provide updated photos if requested may result in the student being denied entry to the social event and/or disciplinary consequences.

GRADUATION CEREMONY ATTIRE GUIDELINES – GRADE 12

To honor the dignity, formality, and tradition of the graduation ceremony, all participating students are required to adhere to the formal dress standards below. These standards have been established to ensure that all graduates present themselves with pride and appropriate decorum, both individually and as a group, on this important occasion. Legacy Christian Academy regalia – both robe and cap with tassel – must be worn. Graduation caps worn during the ceremony may not be decorated, embellished, or altered in any way. This includes writing, artwork, or the addition of any accessories.

Required for Young Men:

- A white dress shirt with a tie or bow-tie.
- Black dress pants with a belt.
- Formal dress shoes.

Required for Young Women:

- Solid color, one-piece dress meeting semi-formal or formal LCA *Social Event Apparel Guidelines*.
- Proper undergarments, including slips if needed.

SECTION 9: STUDENT ACTIVITIES

Foundational character qualities that are applied or emphasized in this section of our handbook are **compassion**, **encouragement**, **humility**, **justice**, **respect**, and **thankfulness**.

CHAPEL

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

DURING CHAPEL:

- Students are expected to sit in their assigned seats and keep their feet off the seat in front of them.
- Students should actively participate in singing, take notes during the message, and use their Bibles to follow along.
- Students are expected to respect the time, the speaker, and the auditorium.
    - Sleeping or talking during chapel is disrespectful.
    - Food and drink are not allowed in the chapel.

GRANDPARENTS DAYS

These special days 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.

DAYS OF PRAYER AND SERVICE (DoPS)

All-school student participation in service to our community and prayer. Multiple Days of Prayer and Service (DoPS) are scheduled each year to develop in our students hearts of service.

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.

DANCE PHILOSOPHY AND SOCIAL EVENTS - HIGH SCHOOL

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. 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, including all forms of paired slow dancing.

For LCA sponsored social events (i.e. Homecoming, Prom, etc), attire approvals are conducted before the event as determined by the school administration. Students are encouraged to attend LCA social events in groups of friends. Students may also choose to bring a date to an event. LCA students may only bring dates/guests of the opposite sex to school social events. Enrolled LCA students are allowed to invite a date who does not attend LCA to an LCA social event, but a “Guest Reference Form” must be completed and given to the High School principal at least one week prior to the event. Submitting a “Guest Reference Form” does not guarantee approval of an external guest by the High School principal. External guests to LCA social events must be in high school (grades 9-12) and under 21 years of age. An enrolled student bringing a date to an LCA social event is responsible for communicating the standards of dress for that event and helping their date to go through the attire approval process.

To participate in a social event or dance, an LCA student and their guest both must agree to abide by all rules and regulations of the Legacy Christian Academy as set forth in the LCA Student Family 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, location, supervision etc.) shall be approved by the principal. Music must be wholesome and screened for content and style. Clean versions of songs that have explicit versions will not be permitted. The administration will determine the protocol for assuring compliance to these policies.
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 attire 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 unless in a called, group dance like square dancing. No students will be lifted off the floor, and 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 these rules 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 aged 21 and older are NOT permitted to attend high school social events unless a special exception is made by the principal.
7. Like all co-curricular 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 that

evening, or on Saturday when absent Friday.

8. The LCA administrators reserve the right to make the final decision as to whether or not any LCA students and/or guests 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.

SERVICE AND MISSIONS PROGRAM

As one component of the semesterly Discipleship Project in each Middle or High School student's Bible course:

- Middle school students (grades 6-8) must meet a minimum of 8 required independent service hours per semester (16 hours per year).
- High school students (grades 9-12) must meet a minimum of 15 required independent service hours per semester (30 hours per year).

Hour Allocation Rules: Independent service or missions hours accumulated during the summer may count toward the required hours for the first semester of the following school year, but not the required hours for second semester. Independent service or missions hours accumulated during first semester may count toward the required hours in first semester or second semester. Independent service or missions hours accumulated in second semester can only count toward the required service hours for the second semester. Hours accumulated from scheduled Days of Prayer and Service count toward the required hours per semester. Reporting, including submission of a form signed by an adult supervisor or parent, will be done by the student to their Bible teacher to receive credit for their hours.

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. Become involved in service to a local church and Christian family.
2. Gain a worldview of missions.
3. Seriously consider missions and other Christian vocations as a career.

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 SUGGESTED MISSIONS/SERVICE MINISTRIES FOR INDEPENDENT SERVICE

1. Sunday School (teacher/aide)
2. Church Visitation
3. Special Church Projects
4. Church Welcome Team
5. Church Set-up/Tear-down for events
6. Church Choir
7. Youth Group Leadership
8. Playing a Musical Instrument at Church or Church-sponsored Activities
9. Church Drama or Ensemble
10. Operation of church Sound or Video System
11. Computer Work for church
12. Church or other ministry Maintenance or Custodial help or workdays

13. Hospital, Nursing/Resident Home Volunteer
14. Crisis Pregnancy Center, Hope Rising, Gospel Mission, and similar ministries Volunteer
15. Vacation Bible School or Bible Clubs
16. Literacy Program Volunteer
17. Evangelism Program
18. Camp Staff
19. Tutoring
20. AWANA/Royal Ranger Type Groups Leadership
21. Mission Trips Sponsored by Church, LCA, or Approved Agency
22. Helping Senior Citizens
23. Teacher Aide (outside of school hours)
24. Babysitting without compensation for church or other ministry staff

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. Students having difficulty locating a service opportunity should discuss with their Bible teacher and/or the Academics and Guidance Office.

GREAT COMMISSION WEEKS

Students in grades 9-12 have the opportunity to apply to participate during the month of June in a mission-focused trip: local, domestic, or abroad. These trips are intended to help students experience God's work within a mission-minded, service framework. Each trip will have adult sponsors who will lead and guide their team through pre-service cultural training, team building, and fund-raising, and then will lead the ministry team on the field.

Trip announcements will be made in the late fall semester. Applications are submitted to team leaders for team selection. Teams will meet throughout the spring semester to prepare for the early June trips.

THEATER

The Legacy fine arts department typically sponsors two productions each year: a fall play and a spring musical. Drama productions follow the same academic eligibility requirements as athletics for grades 6-12 (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 main 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.

SECTION 10: ATHLETIC PROGRAM

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

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

ATHLETIC MISSION

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

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

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

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

OHSAA MISSION

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

INTERSCHOLASTIC TEAMS AND ATHLETIC TEAM PHILOSOPHY

Legacy Christian Academy offers the following interscholastic team. Participation on boys' or girls' teams is according to sex at birth. In some sports, boys and girls practice together but compete separately.

FALL

- High School and Middle School Boys & Girls Cross Country
- High School Coed Golf
- High School, Junior Varsity, and Middle School Boys & Girls Soccer
- High School, Junior Varsity, and Middle School Girls Volleyball

WINTER

- High School, Junior Varsity, and Middle School Boys & Girls Basketball

- High School and Middle School Girls Cheerleading
- High School and Middle School Boys & Girls Swimming
- High School Coed Bowling
- High School and Middle School Boys Wrestling
- High School Girls Gymnastics (requires prior experience and coach approval)

SPRING

- High School Coed Tennis
- High School and Middle School (7th & 8th) Boys & Girls Track & Field
- High School and Middle School Boys Baseball
- High School and Middle School Girls Softball

ATHLETIC TEAM PHILOSOPHY

Legacy Christian Academy has expectations for each level of team to achieve the Athletic Mission. These standards comprise our Coaching Philosophies. The Philosophy for each level is as follows:

Coaching Philosophy #1 (Rising Knights Athletics)

- Skill development which focuses on fundamentals
- Basic IQ development of sport/game
- As close to equal playing time as possible
- Goal is to have fun while learning the sport and to prepare for the next level
- Focus on good sportsmanship towards teammates, opponents, coaches, and officials
- Equipping Leaders for Christ by learning to play for God, not for men

Coaching Philosophy #2 (Middle School)

- Skill development which focuses on fundamentals of individual and of team competition
- IQ development of strategies of the sport/game
- Playing time is based on participation in practice and skill development; some playing time, but does not have to be equal
- Goal is to have fun, begin to learn roles on the team, and to prepare for the next level
- Focus on good sportsmanship towards teammates, opponents, coaches, and officials
- Equipping Leaders for Christ by learning to think of their teammates before themselves

Coaching Philosophy #3 (Junior Varsity)

- Skill development which focuses on fundamentals of individual and on higher level of team competition
- IQ development of higher-level game play, game strategies, and role on the team
- Playing time is based on participation in practice, skill development, and game situations; some playing time, but is not equal
- Goal is to have fun while learning to compete at a higher level as a team and to prepare for the next level
- Focus is on good sportsmanship towards teammates, opponents, coaches, and officials
- Equipping Leaders for Christ by learning to represent Christ to opponents, officials, and fans

Coaching Philosophy #4 (Varsity)

- Skill development (in practices and in individual workouts) which focuses on higher level of team competition while still improving individual fundamentals
- IQ development of higher level of game play, game strategies, and role on the team
- Playing time is based on participation in practice, skill development, and game situations; playing time is not guaranteed
- Goal is to have fun while competing at a higher level to win games
- Focus is on good sportsmanship towards teammates, opponents, coaches, and officials

- Equipping Leaders for Christ by continuing to learn to play for Christ, by continuing to think of their teammates first, and by continuing to represent Christ to opponents, officials, and fans

STUDENT ATHLETE, PARENT, AND SPECTATOR EXPECTATIONS

STUDENT ATHLETE EXPECTATIONS

Student athletes must commit themselves verbally and behaviorally to be testimonies of Christ and of Legacy Christian Academy:

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

NOTE: Coaches have the right to recommend to the Athletic Director the dismissal of Student Athletes from the team roster for conduct considered detrimental to the team. The decision by the Athletic Director to dismiss a student athlete from a team is final.

PARENTAL EXPECTATIONS

Parents are expected to help reinforce the importance of commitment to the interscholastic sport of which their Student Athlete is a member. Parents need to help control the total number of commitments that are made in order to avoid unnecessary pressure. Please read through the Student Athlete's Expectations and help reinforce the stated guidelines. The Athletic Office and our LCA coaches want to partner with the parents during this critical platform that their children have the opportunity to engage in. Parents are expected to respect the position of the coach. Chatter or complaining among parents is not productive. Any questions or concerns regarding their Student Athlete, the team, or the program need to be directed to the coach first. This conversation should take place at a convenient time, but not within 24 hours of a competition. If a parent, after speaking with the coach, feels there is not a resolution, they should meet with the Athletic Director.

SPECTATOR EXPECTATIONS

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

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

CHARACTER DEVELOPMENT

The athletic department, in cooperation and coordination with Legacy's overall mission of *Equipping*

Leaders for Christ, develops and honors virtue and godly character demonstrated by student-athletes in the following categories:

- Compassion
- Courage
- Encouragement
- Humility
- Integrity
- Joyfulness
- Justice
- Obedience
- Patience
- Peacemaking
- Respect
- Responsibility
- Self-Control
- Thankfulness
- Wisdom

COMMUNICATION/SOCIAL MEDIA

The Legacy Christian Academy's athletic department views communication as a priority. It is imperative that the lines of communication with all those involved in athletics are open, respectful, and honoring to God. All posts on social media need to be respectful, positive in nature, and not derogatory towards Legacy Christian Academy, any coach, any teammate, any official, or any opponent.

SCHOOL DAY ATTENDANCE

Full school day attendance is required for participation in athletic practices and competitions that day. Attendance on the school day prior to the weekend is required for weekend participation.

PRACTICE

Practice is mandatory for all sports. Middle school teams practice every weekday except Wednesdays, and occasional Saturdays. High School teams practice every weekday, and occasional Saturdays. Wednesday practices for High School are finished by 6:00 p.m. Practices are closed to parents unless the coach provides an exception.

UNIFORMS

Uniforms are handed out prior to the first competition of the season. It is the responsibility of the student athlete to care properly for the uniform during the season. After the last competition, uniforms must be returned to the coach. Failure to return uniforms – clean and without damage – will result in a replacement fee.

PARTICIPATION FEES

A participation fee will be charged to a student's account when participating on an athletic team. The participation fee will be assessed after the student has made the roster of a team. Students ineligible to play in games due to grades or to an OHSAA rule will be required to pay the participation fee. The only exception that will be granted after billing, will be to students who have received season-ending injuries during the pre-season. Financial aid is available for participation fees. Please contact the business office for more information. Specific sports may carry additional fees that cover the cost of uniform items the athlete retains at the end of the season.

ELIGIBILITY REQUIREMENTS

1. Student athletes must:
    a. be enrolled at Legacy Christian Academy as full-time students or registered at Legacy Christian Academy as part-time students.
    b. be registered on Final Forms for each sport in which they are participating. Both student athletes and the parents/guardians must complete all components of the Final Forms registration in order for student athletes to be eligible to participate.
    c. meet Legacy Christian Academy academic eligibility requirements.
    d. have passed courses totaling 5 credit hours in the prior grading period.
2. Student athletes and a parent must attend each mandatory OHSAA required preseason meeting at LCA.
3. Part-time student athletes in grades six through twelve:
    a. must maintain enrollment in at least one course each semester that counts toward

graduation and meets in-person on the LCA campus.
   b. must provide to the Academics and Guidance Office a quarterly grade update (report card) for all courses taken at another school or homeschool in order to determine academic eligibility.
4. Legacy Christian Academy complies with the restrictions and requirements of the OHSAA regarding international student participation on our interscholastic teams.

STATEMENT OF RISK

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

INJURIES

INSURANCE

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

CONCUSSIONS

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

PROTOCOLS TO RETURN TO PRACTICE/COMPETITION FOLLOWING AN INJURY

Accurate and confidential records will be kept of all Student Athlete injuries. These records can help in later treatment and can help coaches as they refine training, practice, and contest routines. If an athletic trainer is present when an injury occurs, the student-athlete will be referred to them for treatment and documentation. If a trainer is not present when an injury occurs, the coach who is present will provide treatment and will complete an injury report. Documented information will be:

- Student Athlete’s name
- Sport in which they were participating
- Date of injury
- Where/How the injury occurred
- The immediate treatment that was given

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

IN-SEASON VACATIONS

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

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

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

CALAMITY DAYS – PRACTICES AND CONTESTS

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

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

DUAL SPORTS POLICY

A high school student athlete who wants to play two interscholastic sports in the same season must:

1. Receive permission from the Athletic Director and the coaches of both sports before the season start.
2. Meet with both coaches to determine a schedule for the season.
3. The agreed upon schedule must be given to the Athletic Director.

A middle or high school student athlete who wants to participate in another LCA co-curricular activity must follow the same procedure.

SCHOOL-SPONSORED/NON-SCHOOL-SPONSORED TEAMS

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

TRANSPORTATION

Families are responsible for the transportation of student athletes to and from athletic practices and events. Carpooling arranged by families is permitted. However, LCA does not arrange or facilitate carpooling and LCA coaches are not permitted to provide transportation for student athletes.

PROSPECTIVE STUDENTS

It is important that LCA's athletic programs are above reproach in all our dealings. No special treatment, inducements, or communications are given to any prospective student.

DONATIONS TO THE ATHLETIC DEPARTMENT

Legacy Christian Academy is grateful for gifts given to the athletic program. Gifts intended for the athletic department (financial support or equipment) should be received by the Athletic Director or the Director of Advancement. Coaches are not permitted to accept or distribute gifts. It is important to understand that any new level of programming provided by the gift does not raise the established standard, nor does it commit Legacy Christian Academy to replacement when the gifted materials wear out.

SECTION 11: HEALTH SERVICES

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.

Foundational character qualities that have to do with this section: **encouragement**, **joyfulness**, **justice**, **responsibility**, **self-control**, and **wisdom**.

PURPOSE

Legacy Christian Academy's health services contribute 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 Ohio Department of Health regulations.

INSURANCE

Legacy Christian Academy does not provide insurance for medical needs or injuries incurred while attending school or any school-sponsored activity. Students are expected to maintain personal medical insurance coverage.

IMMUNIZATION POLICY

In accordance with ORC 3313.671 (K-12th), all new students, students entering Kindergarten, students entering 7th grade, and students entering 12th grade 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 are currently being reviewed, and the school policies regarding this issue may be subject to change.***

HEALTH RECORDS

PHYSICALS

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's, or health care provider's, name and contact information must be on the order. Note: A doctor's note on file with the nurse is required for a student to use crutches or other assistive/adaptive devices (e.g. wheelchairs, scooters, noise cancelling headphones, hearing aids) on campus.

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 has a nebulizer, but a mask and tubing must be provided by parents/guardians ****

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 is available in the clinic.

If your student has a medical condition that you would like to address personally, please contact the clinic.

Parents are advised at the beginning of the year to notify the main office of any address, phone number, or emergency contact changes throughout the year. The main office 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 office 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 of 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 subject 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 to the clinic.

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

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

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

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

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

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

For your convenience the clinic will stock the following medications:

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

Parents choosing to permit their student to receive any of the aforementioned medications during school hours must give permission by checking the appropriate box in FACTS forms. It is the responsibility of the parent/guardian to complete the student information in FACTS and digitally sign the form.

- ***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:
Epinephrine auto injectors (ORC 3313.718), Inhalers (ORC 3313.716), and Glucagon (ORC 3313.7112) are required to have a medication authorization form, an 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, with physician permission and school nurse approval, 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:***

- Handwritten 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. 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:
Medication that needs to be taken at an after-school function (e.g. after-school club, athletic practice, or event) must have appropriate paperwork on file in the nurse's office. Medication must be stored in a locked container.

HEALTH SCREENINGS

Hearing and Vision screenings will be provided by the school nurse for all K, 1st, 3rd, 5th, 7th, 9th, and 11th 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. Specific parent or teacher referrals may be addressed at any grade 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 the 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.
- **Pinworms** - 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 keeping 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:
    - adequate rest
    - outdoor recreation
    - balanced diet
    - good study hours
    - regular medical examinations
    - encourage the importance of good hand washing to prevent illness
    - providing necessary health records or information (allergies, disease, handicaps, medications)

BED BUG NOTIFICATION

If bed bugs or bed bug bites are suspected or known in your home, please notify your child's teacher or the school nurse. Affected students will not be excluded from school programs, but precautions will be taken at school to limit spread. If bed bugs are discovered on a student or their belongings during school hours, classroom parents will be notified and asked to inspect their child and their belongings,

and education will be provided.

CHILD ABUSE

Child abuse is any behavior towards a child which causes harm to the child with no clear psychological, physical, or developmental benefit for the child. Legacy employees are state-mandated reporters of child abuse and follow Legacy policy for reporting suspected or observed child abuse to the appropriate state agency. Legacy policy on this matter is available by contacting the Head of School's office.

SECTION 12: LCA HANDBOOK COMMITMENT

This form must be completed, signed, and returned to LCA via Final Forms before the second Friday of the school year. Students will not be permitted to attend class beginning on the second Monday of the school year if this form is not complete in Final Forms.

PARENTAL COMMITMENT: GRADES K-12

As parent(s) or legal guardian(s) of a Legacy Christian Academy (LCA) student, I (we):

- Commit to participate in the Christian education of our child by regular attendance at a local church that agrees with the LCA Statement of Faith. We will further exemplify Christian life principles in our home and foster a wholesome attitude toward spiritual and academic matters. *Please provide the name of your local church in Final Forms.*
- Have read, understand, and agree to support the Legacy Christian Academy Parent/Student Handbook. We commit to supporting LCA and LCA policies.
- Have read, understand, and agree to support the principles contained in the LCA Statement of Faith, Mission, Vision, Philosophy of Christian Education, and Expected Student Outcomes (available online).
- Have updated our *Family Demographic Form* in FACTS for the current school year.
- Commit to communicate directly with LCA teachers and/or administrators in the event of conflict or disagreement, without involving parties outside the conflict or disagreement.
- Approve establishing an LCA technology account, including email, for my student(s) in grades 3-12.
- Approve the print and/or digital publication of pictures/video of our child taken during the year or have opted-out by meeting with the Communications/Marketing Coordinator.

STUDENT COMMITMENT: GRADES 3-12

As a student at Legacy Christian Academy (LCA), I:

- Commit to a growing relationship with Jesus Christ by spending time regularly in His word, maintaining a prayer life, and actively attending church.
- Commit to doing my best in all my studies and approaching school and school programs with a positive, Christ-like attitude, refraining from negativity in action, word, or appearance.
- Have read, understand, and commit to obey the biblical and community standards set forth in the Legacy Christian Academy Parent/Student Handbook without complaint.
- Commit to avoiding unkind, disrespectful, foul, crude, abusive, violent, or otherwise inappropriate communication, whether communication is oral, written, or electronic (texting, social media, etc).
- Commit to maintaining a high standard of biblical morality and purity in all relationships.
- Will not possess, use, sell, or distribute alcohol, tobacco, marijuana, vaping products, or drugs.
- Commit to appropriate technology and internet use in agreement with LCA policies.