

*Landmark Christian Academy*

Student & Parent  
Handbook

2020~2021

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# SCHOOL CALENDAR

2020-2021

August 6,7	Orientation / Book Sale
August 9	Open House (K3-1 <sup>st</sup> Grade).
August 10	First Day of School
September 7	Labor Day Holiday
September 16	School Pictures
September 14	Serve-a-thon Kick-off 7 P.M
September 23	Half Day of School – Noon Dismissal
September 24-25	Fall Break
October 7-8, 12-14	First Quarter Exams (Gr. 4-12)
October 9	No School – LCA Soccer/ Volleyball Tournaments
October 23	Report Cards Distributed
October 24	Labor of Love Serve-a-thon
October 26-28	Parent-Teacher Conferences
November 6	No School – Professional Development Day
November 25-27	Thanksgiving Holidays
December 14-17	First Semester Exams (Gr. 4-12)
December 18	Half Day of School – Noon Dismissal
December 21 - January 1	Christmas Holidays
January 4	School Resumes
January 8	Report Cards Distributed
January 11-13	Parent-Teacher Conferences
January 18	Dr. M.L. King Holiday
February 5	TACS Fine Arts Competition (No School for K-Gr. 2)
February 16	No School – Professional Development Day
March 8-12	Third Quarter Exams (Gr. 4-12)
March 15	No School*
March 19	Report Cards Distributed
March 22-24	Parent-Teacher Conferences
March 29-April 2	Spring Break
April 30	No School*
May 14	Kindergarten Graduation 7 P.M.
May 17-20	Gr. 7-12 Final Exams
May 20	Half Day; Noon Dismissal
May 21	Awards Assembly 10:45 A.M.; Noon Dismissal
May 22	High School Commencement 10:30 A.M.

\*Make-up day if needed due to inclement weather cancellation.

# INTRODUCTION

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## **School Mission**

Landmark Christian Academy exists to assist parents in the God-given responsibility of educating their children and training them to love God first and to live productive, godly lives of service for His glory.

To accomplish this, we strive for the following goals:

- To maintain a Biblical basis in every subject, procedure, program, and extracurricular activity
- To educate students mentally, physically, socially, and spiritually
- To model godly lives
- To strive for academic excellence
- To provide a structured, protective environment
- To demonstrate Christ-like love and service
- To inspire a heart for Christ

## **Student Creed**

I thank God for waking me up today. I know my purpose is to glorify God, and I strive to accomplish that by loving, obeying, and depending on Him. I start each class with the goal to learn as much as I can. I listen, study, and work hard to prepare myself for college or a career, my lifetime, and eternity. Since my teachers are here to help me reach my potential, I ask questions when I do not understand. When I am confronted with a problem or a conflict, I think, pray, and react biblically. I ignore all negative influences in the classroom and will try to help my classmates understand the supreme value of Jesus Christ. I am part of the next generation of Christian leaders who believe greatness is achieved by serving. I accept the responsibility, and I love the challenge.

## **History**

Landmark Christian Academy was founded in the fall of 1978 with the goal of providing a traditional education for students while at the same time training them to serve God with their lives and view all of life from a Biblical perspective. As the school has grown, additional classrooms, offices, church sanctuary, ball fields, and gymnasium were added. Today, LCA enrolls students in four-year-old preschool through 12<sup>th</sup> grade and continues to provide a Christ-centered, high-quality education. LCA is a member of the Tennessee Association of Christian Schools and has been accredited through the American Association of Christian Schools since 2012. The school is also certified by the Kentucky Department of Education.

## **Statement of Faith**

**The Scriptures:** We believe in the Holy Scriptures, accepting fully the writings of the Old and New Testaments as the very Word of God, given by verbal inspiration and preserved in all parts unto all generations, an infallible and authoritative rule of faith and practice; that it is a treasure of heavenly instruction that has God for its Author, salvation for its end, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us; and that it therefore is, and shall remain to the end of the age, the true basis of Christian unity, and the supreme standard by which all human conduct, creeds, and opinions should be tried (II Tim. 3:16,17; II Timothy 3:15; Prov. 30:5-6; Rom. 2:12; Phil. 3:16; I John 4:1).

**The True God:** We believe there is one, and only one, living and true God, an infinite, intelligent, perfect Spirit and personal Being, the Creator, Preserver, and Supreme Ruler of the Universe; that He is inexpressibly glorious in holiness and all other perfections, and worthy of all possible honor, confidence and love; that in the unity of the Godhead, eternally existent, there are three persons: Father, Son and Holy Spirit; and that these three are equal in every Divine perfection and execute distinct, but harmonious offices in the great work of redemption (Jn. 4:24; Ex. 15:11; Mk. 12:30; Mt. 28:19; Jn. 10:30; Eph. 2:18).

**Man:** We believe that man was created by the special act of God in a state of holiness, under the law of his Maker, but through the temptation of Satan, he voluntarily transgressed and fell from this holy state, in consequence of which all men are by nature and choice sinful and lost and have within themselves no possible means of salvation, being therefore under just condemnation to eternal ruin without defense or excuse (Gen. 2:7; Gen. 1:27; Gen. 3:6-24; Isa. 53:6; Rom. 5:19; Eph. 2:13; Ezek. 18:19-20).

**The Way of Salvation:** We believe in salvation by grace through faith, through the mediation of the Son of God; that salvation is the free gift of God, not by any virtue of works of men, but received only by personal faith in the Lord Jesus Christ; that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept salvation by faith; and that nothing prevents the salvation of the greatest sinner on earth but his own sinfulness; that all true believers possess the gift of eternal life, a perfect righteousness, sonship in the family of God, and the divine guarantee that they shall never perish (Eph. 2:8; Jn. 3:16; Eph. 2:9; Rom. 10:9; Isa. 55:1; II Cor. 6:2; Jn. 5:41; Jn. 3:19; Jn. 10:28, 29).

**Justification:** We believe that the great Gospel blessing which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin, and the promise of eternal life on the principles of righteousness; that it is

bestowed, not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; that by means of such faith His perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity (Jn. 1:16; Acts 13:39; Rom. 5:9, 17, 19; Rom. 4:4, 5; Rom. 5:1, 2).

**The Freeness Of Salvation:** We believe that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own inherent depravity and voluntary rejection of the gospel; this rejection involves him in an aggravated condemnation (Isa. 55:1; Rev. 22:17; Rom. 16:26; Mk. 1:15; Jn. 5:40; Prov. 1:24; Acts 13:46; Jn. 3:19; II Thess. 1:8).

**Grace In Regeneration:** We believe that, in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind; that it is effected in a manner above our comprehension by the power of the Holy Spirit, in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appears in the holy fruits of repentance, faith, and newness of life (Jn. 3:3; Rev. 8:7-9; II Cor. 5:17; Dt. 30:6; I Jn. 4:7; Jam. 1:16, 17; I Pet. 1:22-25; Col. 3:9-11; Eph. 5:9; Mt. 3:8-10; I Jn. 5:4, 18).

**Repentance And Faith:** We believe that Repentance and Faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on Him alone as the only and all-sufficient Savior (Acts 11:18; Eph. 2:18; I Jn. 5:1; Jn. 16:8; Lk. 18:13; II Cor. 7:11; Ps. 51; Rom. 10:9-11; Heb. 4:14; Ps. 2:6; II Tim. 1:12).

### **Philosophy of Education**

The educational philosophy of Landmark Christian Academy is based on a God-centered view of truth and man as presented in the Bible (John 14:6; 17:17). Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically dependent on God and have the purpose of glorifying Him (Col. 1:15-17). This is pointedly true of man, who was made in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally (Gen. 1:27-28).

Children are a gift from God, given to parents so that they may raise the next generation to bring glory to God. Parents have been given an awesome responsibility to train their children “in the nurture and admonition of the Lord” (Ephesians 6:4). Landmark Christian Academy exists as an extension of the home to help the parent obey those positive commands while heeding the Scriptural warnings which say, “Cease, my son, to hear the instruction that causeth to err from the words of knowledge” (Proverbs 19:27), and “learn not the way of the heathen...” (Jeremiah 10:2).

Since every person is born with a sin nature (Romans 3:10-12), students are confronted with their need of salvation by grace through faith (Ephesians 2:8). Landmark Christian Academy teaches students that God is deserving and worthy of their yielding their lives completely to Him. Furthermore, we try to create an environment that promotes sensitivity to the promptings of the Holy Spirit and also protects from worldly influences which diminish one’s sensitivity to the Holy Spirit and love for Christ (Romans 13:14). From this fertile soil, it is our prayer that every student will develop a love for Christ and a vibrant relationship with Him (Mark 12:30).

Instruction in the Bible is the key to the Christian school because God’s Word must be the basis and deciding influence in every decision of life. Realizing that all truth comes from God, classes are taught from a Christian perspective and are integrated with Scripture. Biblical truth is interwoven into all phases of the curriculum, even the purely academic subjects. For example, history is viewed as a sovereign God working in the lives of men as opposed to social studies, the emphasis of which has traditionally been on a study of man’s own accomplishments. God, as Creator, is the foundational truth for all science. Language is viewed as a tool for knowing God and making Him known. All curriculum materials, including textbooks, are then selected with this priority of a biblical worldview.

Following the command to serve “as to the Lord” (Colossians 3:23), LCA strives to provide the best possible academic education. LCA desires to develop well-rounded students for Christ’s service and seeks to help students grow spiritually, mentally, socially, and physically by emphasizing Christian character, service to others, and submission to Christ in all areas of life (Romans 12:1-2).

The desired spiritual product of LCA is graduates with a heart for Christ (Matthew 22:37) and a desire to obey His Word throughout their lives. The desired academic product is well-rounded graduates who are prepared for the challenges of a career or further training in college. Although we do not believe that every student should attend college, LCA emphasizes the benefits of attending Bible-believing colleges and universities so that students may further grow in their Christian walk, solidify their biblical values, and equip themselves as lifetime servants of Christ, which is the ultimate goal of an education at Landmark Christian Academy.

## **Landmark Parents' Responsibilities**

Cooperation between the school and parents is foundational to the best education of the student. We ask all our parents to support LCA in the following ways so that we can work together (Philippians 1:27) to produce the finest education possible for your child.

1. Pray regularly for the teachers and administration of Landmark Christian Academy.
2. Assist in the academic education of your child by assisting with study when possible and communicating freely with teachers regarding questions or concerns.
3. Assist in the Christian education of your child by training character with the goal that your child will love and serve Christ.
4. Pay financial obligations when due, and, if you are unable to pay on time, notify the office in advance.
5. Volunteer to help with LCA fundraisers and functions.
6. Attend parent meetings at the school to discuss your child's academic progress.
7. If you become dissatisfied with LCA in any area, try to resolve the matter with the person involved (Matthew 18:15) rather than spreading criticism or holding a negative attitude in your heart. Faculty and administration welcome parental questions and concerns.
8. Please do not criticize the school in front of your children since this will encourage your child to have a disrespectful attitude toward school authority and eventually all authority in his life, including you as parents.

## **P3 Seminar Series**

LCA has a Parent Partnership Program (P3) to assist parents in many ways. One of those ways is through our annual Seminar Series which consists of one parent meeting each semester that is required for parents of grades 4-12 to attend. Kindergarten through grade 3 parents are welcome to attend. School leaders and outside professionals will present material that will be beneficial to your teaching of your own children. Furthermore, as always, our goal is to have a protected environment at LCA, and these meetings will ensure that the parents of other students, with whom your child spends almost 35 hours a week, will also hear this vital information. The dates of these meetings will be announced at the beginning of the school year. A fee of \$25 will be charged for missing this required meeting.

## ADMISSION

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Landmark Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, athletics, and other school-controlled programs.

### **Application Procedure**

Prospective parents and students are invited to schedule an informational visit and campus tour of the Academy. Complete the online Application Packet at LCAky.com and submit the \$50 nonrefundable application fee. An entrance exam, scheduled through the school office, is required for grades K5-12. Applicants should bring a copy of their most recent report card or transcripts with them to their entrance exam appointment. Grade 4-12 applicants will also complete a student questionnaire and have an interview with administration at the time of the entrance exam. Upon acceptance, a link will be emailed to complete the enrollment process online and submit the enrollment fee.

### **Application Requirements**

Selection of students is based upon openings in the particular grade levels, an entrance test, and an interview with administration. Family life, academic performance, and general behavior are considered.

An entrance test is required for grades K5-12 to discern whether the student is performing at proper grade level. Should the student's accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he will be placed in the grade best suited for his achievement. It is the policy of Landmark Christian Academy not to receive transfer students whose accomplishments have not achieved acceptable standards. Students whose work or conduct is not satisfactory may not be admitted.

Grade 4-12 students must complete a survey of past discipline and academic experiences. It is the policy of Landmark to not accept students who have had serious discipline trouble at other schools within the past year. Furthermore, enrollment is dependent on a desire to attend LCA and continued willingness to abide by school policies and standards of conduct. (See p. 31-35.)

## **Enrollment/Reenrollment**

Beginning in February, enrollments for the fall term are accepted on a first-come, first-served basis for present and new students. Transfer students are accepted throughout the school year. In order to enroll in five-year-old kindergarten (K5), students must turn five years old by August 1. Therefore, students enrolling in 3-year-old kindergarten (K3) or 4-year-old kindergarten (K4), must turn 3 or 4, respectively, on or before August 1.

## **Health Records**

All K3 through 5<sup>th</sup> grade students must have the following on file at LCA:

- *Copy of Birth Certificate*
- *Kentucky Immunization Certificate (including the hepatitis A vaccine) or Religious Exemption Certificate*
- *K-4<sup>th</sup> Grade Kentucky Preventive Health Care Examination Form*

Students entering 6<sup>th</sup> grade through 12<sup>th</sup> grade must have the following on file at LCA:

- *Copy of Birth Certificate*
- *Kentucky Immunization Certificate or Religious Exemption Certificate*
- *5<sup>th</sup>-12<sup>th</sup> Grade Kentucky Preventive Health Care Examination Form*  
*(Students entering in grade 6 must have a new physical dated within one year of entering grade 6.)*

Immunization certificates must be submitted within the first two weeks of enrollment. All other health forms are required within the first 30 days of enrollment. All students new to Kentucky schools must transfer immunization records to a Kentucky form as well as submit a physical dated within one year of attending the Kentucky school for the first time.

## **Kindergarten—First Grade Open House**

All kindergarten (age 3-5 years) and first grade students and their parents are invited to attend an Open House on Sunday afternoon, August 9. This is a great opportunity for children to meet their teachers, see their classrooms, and prepare for the first day of school.

## **K-12<sup>th</sup> Grade Orientation**

Orientation is a required meeting for all 2<sup>nd</sup> through 12<sup>th</sup> grade students and all K-12<sup>th</sup> grade parents (at least one for each student), held on Thursday, August 6, and Friday, August 7. Times for specific grade levels will be announced. We ask that kindergarten and first grade students not attend to allow for unhindered communication between parents and teachers. In addition to students finding their classrooms and getting to know their teachers, parents will receive information about the new school year, meet teachers, and purchase books and supplies.

## **FINANCES**

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The 2020 registration is \$175 if paid in February and \$275 if paid after March 14. Since LCA establishes a budget and hires faculty based on registration totals, the registration fee is non-refundable and non-transferable.

### **2020-2021 Tuition Rates**

1 <sup>st</sup> Student .....	\$3,900
2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> Sibling in a family .....	\$3,400
5 <sup>th</sup> Sibling in a family .....	Free
Half-Day K3-K5 .....	\$3,000

### **Payment Plans**

Three payment options are available:

1. Enter the FACTS tuition management program to pay in ten monthly payments (July-April) due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Tuition is paid in advance of the month of education. These monthly payments are automatically deducted from your bank account via FACTS, a third-party company. There is no additional fee for this service. More information is available at the school office. All accounts that are not paid in full before the school year begins must be enrolled in the FACTS payment plan.
2. Pay the full year's tuition by June 30, 2020, and receive a 3% discount.
3. A combination option is available by paying any amount you wish before the first payment in July in order to reduce the monthly FACTS payments. (Additional payments from your bank account or credit card can also be made online via the FACTS website in order to decrease the remaining monthly FACTS payments.)

### **Delinquent Accounts**

Tuition payments are due on the 5<sup>th</sup> or 20<sup>th</sup> of each month. Payments that are more than 45 days late must be paid at the school office, not through FACTS. One of the following fees will be assessed for delinquent payments: a \$25 charge for all checks returned by the constituent's bank for any reason and for any FACTS tuition payment refused by the constituent's bank; or a late fee of \$25 for tuition payments not received by the close of the 5<sup>th</sup> or 20<sup>th</sup> day, unless an alternative arrangement is mutually agreed upon in advance. (FACTS also charges a \$30 fee for returned tuition payments.) If two FACTS payments are refused and/or checks are returned by the bank, the account may be on a cash basis only. A student will not be admitted to class, and the parent's Family Portal (online school information system) may be blocked if payments are one month in arrears.

All tuition and fees must be paid up to date by Friday, May 7, in order for a student to attend classes, take exams, or graduate. No school records, including report card, health records, or graduation diploma, will be released for any student when there is an outstanding balance on the student's account or other indebtedness (after-school care, music lessons, sports uniform articles, etc.).

### **Entering Students**

LCA will prorate the first month's tuition for students entering in the middle of the month. For instance, a student entering on the 15th of the month would pay only half of that month's tuition.

### **Withdrawing Students**

Parents wishing to withdraw their students must do so through the school office. Since the school must continue to pay faculty who were hired based on pre-school enrollment, students withdrawing (or expelled) any time during the first semester will owe one-half of the full year's tuition. Students withdrawing (or expelled) any time during the second semester will owe the full year's tuition. Any further credit balance on the account at the time of withdrawal will be refunded. No school records will be released for any student when there is a balance owed on the student's account.

### **Fundraising**

Landmark Christian Academy endeavors to keep low tuition rates for the benefit of each family. For that reason, we conduct an annual fundraising program and anticipate each student's and/or parent's participation in helping raise additional funds needed for the designated school projects. Participation, although voluntary, is necessary.

The school receives no federal assistance other than a tax-exempt status; neither is it endowed or supported by any other entity than its parent organization, Landmark Baptist Church. The Academy is directed as a ministry of Landmark Baptist Church.

### **Miscellaneous Costs**

Miscellaneous costs throughout the school year are handled through the FACTS Family Portal (online school information system). Parents can check account balances for lunch, music lessons, etc., and pay incidental fees such as field trips and ESD online using a checking account or credit card.

*Student Textbooks:* Students are required to purchase their own textbooks which are sold by LCA at Orientation in August. The cost for textbooks varies but is approximately \$200 to \$450 per grade. (See p. 30.)

*Student Uniforms:* LCA students are required to purchase a uniform pants/skirt and shirt. Some items must be purchased through Shaheen's Department Store. (See p. 36-39.)

Sports Fee: Any grade 7 – 12 student who wishes to participate in soccer, volleyball, and/ or basketball must pay a sports fee of \$125. Athletes who wish to participate solely in cross country and/or track (including elementary students) must pay a \$30 sports fee for each sport. The maximum sports fee charged in one year is \$125; this amount will cover all sports the athlete wishes to play during one school year (See p. 19.)

Extended School Day (ESD): Additional supervision of children is available from 7:00-8:00 A.M. and 3:30-5:30 P.M. (See p. 18-19.)

Miscellaneous Expenses: During the course of the school year, other expenses are involved for various services or activities such as grade 7-12 clubs, academic competitions, class functions, field trips, etc. Some of these expenses are optional. The school makes every effort to keep these expenses to a minimum.

Gr. 3-12 Choirs: Students in gr. 3-12 choirs will be required to purchase shirt and a tie or scarf for performances. These articles along with general guidelines such as dark pants/ skirt greatly help the choir’s impression, especially for the spring competition. More information regarding these items will be given during first semester.

Class Fee:

- Family & Consumer Sciences ..... \$50
- Biology ..... \$10
- Keyboarding (printing)..... \$15 per semester

A few classes have a book rental fee instead of requiring a textbook be purchased.

Graduation Fee: Twelfth grade graduates pay a \$20 graduation fee, and kindergarten graduates pay a \$15 graduation fee, due by April 20, to offset expenses for their graduation ceremony.

Detention Fee: When an after-school detention is assigned to a student, a \$5 fee per detention will be assessed. Parents will receive an invoice for detention fees. (See p. 35-36)

Printing Fee: Students in grades 7-12 may print school-related reports or research material from the school computer lab to the school printer for a fee of 15 cents per page. Students should plan ahead for such printing at school and have this fee ready to submit to the school office at the time of printing.

Excessive Tardies: A five dollar fine is charged if an elementary student is tardy five times in a quarter. The five dollar fine also applies to tardy number 7, 9, 11, and every tardy thereafter within a quarter. (See p. 16.)

Piano Lessons: Students in grades 2-12 may take private piano lessons for a fee of \$65 per month. (See p. 28.)

## GENERAL INFORMATION

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### **Arrival**

Depending on COVID precautions, LCA will likely stagger arrival times by grade level and modify arrival procedures. Adjustments to the following procedures for normal circumstances may be found in the Pandemic Precaution Plan. Parents may drop off students at the designated, drop-off area next to the sidewalk just past the front entrance or in the back parking lot in front of the rear glass doors. All students should enter the building through the glass doors at the rear entrance near the gymnasium. Students arriving before 8:20 A.M. should wait in the gym until dismissed to classes.

Exception: All kindergarten students will wait in Rm. 114 between 7:55 and 8:20 A.M. K3-K5 students arriving during these times may go straight to this classroom. Kindergarten students arriving before 7:55 A.M. will leave the gym and go to this classroom at that time.

### **Departure**

Depending on COVID precautions, LCA will likely stagger departure times by grade level and modify pick-up procedures. Adjustments to the following procedures for normal circumstances may be found in the Pandemic Precaution Plan. Kindergarten Noon Dismissal: Parents may pick up half day kindergarten students from the front entrance.

K-6th Grade Dismissal at 3:10-3:30 P.M.: K-6th grade students may be picked up at the drop-off zone near the front entrance. Parents picking up students in this designated area may do so without parking.

7-12th Grade Dismissal at 3:20-3:30 P.M.: 7-12th grades are dismissed from the rear entrance. Parents picking up high school students may park in the rear lot while waiting. This procedure will be explained fully at Orientation.

### **Attendance Policies**

For the protection of all students and faculty, it is vital that students do not attend in-person school if they meet any of the following conditions:

- Temperature greater than 100°
- Cough
- Vomiting/ diarrhea
- New rash
- Exposure to COVID-19 case in the last 48 hour period

A distance learning option will be available for students when they cannot attend in-person school, and, as long as certain requirements are met, students will not be counted absent while utilizing distance learning. More details regarding attendance during distance learning will be released with our Pandemic Precaution Plan. For all other reasons, the following procedures apply.

*Excused Absences:* Attendance and punctuality are necessary for good character and good academic progress. Excused absences are given for the following:

- Student illness or medical/dental appointments
- Court requirements
- Family emergencies or death in the immediate family
- Family trips or other reasons\*
- Educational-advancement opportunities\*
- Church or youth group activities\*

\*These must be pre-approved by administration and may be based on the student's grades and absence/disciplinary record.

On the day a student returns from an absence, the parent should send a parent-signed note or an email to the teacher explaining the date and reason for the absence. No penalties are given for excused absences as long as missed work is made up within one day more than the number of days missed. Final exams may be made up only by administrative approval.

*Pre-arranged Absences:* Family vacations should be scheduled during school holidays since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please notify your homeroom teacher several days in advance** so that student work can be made up – preferably in advance. Students in grades 7-12 should complete missed work before the absence. Pre-arranged excused absences receive no penalties. No pre-arranged absences are allowed during final exams, and unexcused absences during final exams will lower the semester grade one full letter.

*Unexcused Absences:* Unexcused absences are given for any other reason not listed above, including the following:

- Cosmetic appointments
- Oversleeping
- Unapproved personal activities
- Any absences due to lack of responsibility
- Suspension
- Any absence which is not accompanied with parental notification

In grades 7-12, the penalties for an unexcused absence include demerits, detentions (in which the work missed will be made up), and/or zero daily grades in the classes missed. Excessive unexcused absences may result in dismissal from school.

A maximum of six days of unexcused absences per semester is permitted. Any student who is absent fifteen days or more in one semester may not pass that semester's work. No refunds on tuition are made because of absences.

## **Tardies**

Tardies are disruptive to other students and have an adverse effect on your student's academic progress. Start times for the school day will be announced in the Pandemic Precaution Plan. Any student arriving after the start time must report to the office before going to the classroom and, if the parent does not accompany him, must bring a parental note stating the reason for tardiness. Excused tardies are due to the following: temporary illness, infrequent vehicle breakdown, or infrequent, unusual traffic congestion. Unexcused tardies are given for any other mismanagement of time on the part of the student, fellow rider, or driver and if the vehicular delay listed above becomes repetitive.

Since tardiness detracts from training the character trait of punctuality, is detrimental to the academic progress of the student, and disrupts the other students and teacher, parents are encouraged to ensure their child is on time for school each day. In kindergarten through sixth-grade, a child's account is charged a fine of five dollars on the fifth tardy in a quarter. The five dollar fine also applies to tardy number 7, 9, 11, and every tardy thereafter. Tardies accumulate only within a quarter.

In high school, penalties begin earlier. Three tardies in a nine-week period will result in demerits, and additional tardies are penalized by detentions or academic penalties in the first-hour class.

## **Carpooling**

Bus transportation to and from school is not available. Therefore, some of our students carpool with nearby families. If you are interested in a carpooling arrangement, please contact the school office for assistance in finding other interested families.

## **Entering the School During the School Day**

Any person entering the school building during the day must push the door notification button beside the rear glass doors by the gym. If the secretary recognizes the individual, she will electronically open the door. Otherwise, the secretary will use the intercom to ask the person their purpose. With the exception of special events (class parties, etc.), all visitors will be asked to wear a visitor badge and lanyard while in the building during the day away from the school office.

## **Picking Up/ Dropping Off Students During the School Day**

Students who must be picked up early or dropped off late must check in/out through the school office. If one of these situations occur, the parent should either come to the office personally or send a note with their student indicating the reason for the absence/tardiness.

## **Asbestos Disclosure Information**

In compliance with the Federal Register Section 763.93 of the Asbestos Hazard Emergency Response Act (AHERA), dated October 30, 1987, Landmark Christian Academy will ensure that workers and the building occupants or their legal guardians are informed each year of the asbestos management plan for the school. Landmark Christian Academy has had an asbestos inspection performed and initiated an asbestos management plan in order to provide a safe environment. The asbestos inspection was performed by Environmental Hazards Management, Inc. (EHM), and after several tests, found that our school building has no asbestos present. A complete copy of the management plan is kept at the school. For additional information, please contact our Local Educational Agency Designee, Mr. Alan O'Brien, through the school office.

## **Communicable Diseases**

Landmark Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Students who are enrolled or seek to enroll at LCA, and are diagnosed with a communicable disease or potentially lethal disease, will not be permitted to attend until they are no longer carrying the disease or have been medically released by a licensed physician to attend school.

With the current pandemic conditions, for the protection of all students and faculty, it is vital that students do not attend in-person school if they meet any of the following conditions:

- Temperature greater than 100°
- Cough
- Vomiting/ diarrhea
- New rash
- Exposure to COVID-19 case in the last 48 hour period

Parents or guardians of infected students shall inform the teacher of the infection so that proper precautions can be taken. Reportable Communicable Diseases include (but are not limited to) the following:

Acquired Immune Deficiency Syndrome (AIDS)	Measles (rubeola)
Aids Related Complex (ARC)	Meningitis
Anthrax	Mumps
Chicken Pox/Shingles	Pertussis
COVID-19	Pink Eye
Diphtheria	Rabies
Encephalitis	Ringworm
Gonorrhea	Rubella (including congenital)
Hemorrhagic Fever	Shigellosis
Hepatitis	Smallpox
Human Immunodeficiency Virus (HIV)	Syphilis
Lice	Tuberculosis
	Typhus

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, LCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. LCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **Extended School Day (ESD)**

For an additional fee, before-school care (ESD) is available from 7:00-8:00 A.M., and after-school ESD is available from 3:30-5:30 P.M. Identification may be required of the person picking up the child. Parents may pick up a student from ESD at the playground (weather permitting) or enter through the rear doors to pick up their student from the gym or library. Parents must notify the school office or their child's teacher if someone will be picking up their child from ESD who is not on the authorized list at the school office.

Any student not participating in an extracurricular activity and arriving before 8:00 A.M. and/or remaining after 3:30 P.M. must go to the supervised ESD program. It is against school policy for students to stay after school on the school grounds to attend an evening ballgame or other evening event without entering the ESD program. To avoid ESD charges, parents should pick students up in the afternoon and return them for the evening event.

Students are charged the flat rate per hour regardless if present one minute or sixty minutes. Families with more than one child will be prorated as follows:

1 Child ..... \$6/hr                      2 Children ..... \$9/hr

Fees will be tripled for time past 5:30 P.M. On the first Friday of each month, an ESD statement detailing charges from the previous month is distributed. ESD invoices are payable by the 15<sup>th</sup> of the month.

Kindergarten students enrolled in the half-day program who need to stay all day on an occasional basis, will be charged a \$12 ESD fee to attend the afternoon lunch and nap class. Normal after-school ESD charges apply for any time the half-day kindergarten student is present after the normal school pick-up time.

**Fire, Tornado, Earthquake, and Lockdown Drills**

Drills are conducted periodically for the safety of our students. Evacuation routes have been posted in each room to enhance safety. When a fire alarm rings, students should listen to their teacher’s instruction and move quickly and quietly through the designated route. After exiting the building, students must remain with the teacher so that attendance may be taken. In case of tornadoes or other emergencies, students will be moved to safe areas within the building. Students also learn to “duck, cover, and hold on” during earthquake drills and the proper safety procedures to take during a lockdown situation. Every possible precaution will be taken for the safety and protection of students.

**Interscholastic Sports**

The LCA sports program will be amended according to the Pandemic Precaution Plan. The following sports are offered for grades 7-12 at LCA:

- Fall:        Soccer (boys), Cross Country (boys and girls)
- Winter:    Basketball (boys), Volleyball (girls)
- Spring:    Track (boys and girls)

Sports can be a beneficial part of a student’s education; however, since extracurricular athletics are secondary to other factors in a student’s education, administration maintains the prerogative to remove a student from participation due to poor behavior or grades.

Academic Requirements: Grades will be evaluated at each report card and three week interval during a quarter. Athletes must maintain a “C” average (GPA 2.0) with no “F” average in any subject at each check. If a student does not meet the above requirements, he will be placed on academic probation until the next report card.

*Academic Probation:* After being placed on academic probation, the student must maintain a “C” average with no “F” average in any subject for each three week check. The student will be released from academic probation if the next report card meets the above requirements. If, while on academic probation, the student fails to maintain the above requirements on any check, he will be placed on academic suspension.

*Academic Suspension:* A student on academic suspension may not practice or play for the next three academic weeks. At the end of the three weeks, the player’s cumulative grades will be reevaluated to determine if he has reached the above requirements. If, at the end of the three weeks, his cumulative grades have reached the above requirements, he may return to the team, but he will remain on academic probation until the next report card. If the student’s grades have not reached the above requirements, he will remain on academic suspension until the next three-week check that meets the above requirements.

*Financial Requirements:* Any grade 7 – 12 student who wishes to participate in soccer, volleyball, and/ or basketball must pay a sports fee of \$125. Athletes who wish to participate solely in cross country and/or track (including elementary students) must pay a \$30 sports fee for each sport. Sports fees pay athletic association fees, tournament/meet entrance fees, equipment/jersey updates, and coach’s expenses. The maximum sports fee charged in one year is \$125; this amount will cover all sports the athlete wishes to play during one school year. A parental consent form and documentation of a recent physical (within one year) must also be submitted.

*Health Requirements:* In order to try out and participate in interscholastic sports or practices, a parental consent form and a sports physical (or full physical exam), dated within one year of the sport season end date, must be received at the school office by the date of the first practice. These may be (but are not required to be) reported on the KHSAA Sports Physical Form.

*Sports Trips:* Students must get permission to use cell phones while on sports trips. (See p. 44.)

*Student Fans:* The student body is encouraged to support our Lion teams by attending any games that are not during normal school hours. However, for students who are not on the team, attending tournament or other games during school hours requires pre-arranging the absence with administration in order for the absence to be excused.

## **Library**

The school library is available for student use each school day. Approximately 2,000 titles provide a wide variety of selections for book reports, leisure reading, and spiritual growth. We welcome students to use the library; however, we do require that all books and periodicals be checked out with a teacher before being removed from the library. Library procedures will be given to students during the first week of school.

## **Locker Combination Locks**

Grade 7-12 students may lock their lockers using a combination lock. Any student who uses a lock must give the school office the combination. Most students do not find it necessary to use locks during the school day. However, physical education students are encouraged to leave valuables locked in their locker instead of in the dressing room during their P.E. class.

## **Lost and Found**

Lost and Found is open before school daily by asking at the school office. Found articles are taken to Lost and Found and may be redeemed for 25¢. This policy was established to teach our students personal responsibility. Lost and Found articles not claimed will be sold at Lost and Found sales. LCA is not responsible for lost or stolen items.

## **Medication/Student Illness**

A student who becomes ill during the school day will be sent to the office where the school secretary will analyze his needs. If the student has a fever, has vomited, has a recurring stomach ache, or any other serious symptom, including those of COVID-19, the student will be separated, and the parent will be contacted.

Students may not attend class if they are experiencing nausea, diarrhea, or excessive coughing. A student who has a temperature of 100 degrees or above or is vomiting may not attend class and will be required to be taken home. Students possibly suffering from COVID-19 will be required to meet the requirements listed in the Pandemic Precaution Plan before returning to school. For other illnesses, students may return to school after they have been symptom free without the aid of medication for 24 hours or when their physician gives permission for them to return to the classroom.

Parents can give the office permission to administer over-the-counter pain relievers for normal occurrences by completing an Authorization for Administration of Non-prescription Medication form. These forms are filled out at Orientation and available during the year at the school office.

If a student is to take any prescription medication while at school, he must have on file in the office an Authorization for Administration of Prescription Medication. The medication to be dispensed (in its originally-labeled bottle) must be kept in the school office. The drug's information sheet which lists

possible side effects must also be given to the school office. (Obtain this sheet from your pharmacist.) Parents are urged to consult their physicians to schedule medication to be given before and/or after school. More guidelines are explained on the Authorization for Administration of Prescription Medication form available at the office.

### **School – Parent Communication and Online Portal**

LCA provides an online school information system called FACTS Family Portal to provide parents with school-related information such as grades, discipline, homework, school events, and easy communication with teachers and the school office. A computer or smartphone's web browser can be used to access this information at [factsmgt.com](http://factsmgt.com). Parents are asked to also check their email routinely for messages from teachers and the school office.

The school also sends home weekly notification of upcoming events and activities each Monday. Each student will receive a paper copy of this note as well as parents being emailed via FACTS. Occasionally, other notes may need to be sent home on days other than Mondays (for fundraisers, field trips, etc.) Please remind your student to give these to you.

### **School Conferences**

Please feel free to schedule an appointment with your child's teacher regarding any problems or questions that concern your child. You may to simply email the teacher via Family Portal or leave a message with the school office. Your email or call will be returned as soon as possible after school.

It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences be made by definite appointment with the teacher at a convenient after-school hour so that the teacher is not detained from responsibilities.

### **School Hours**

School hours will likely be staggered by grade levels to reduce the number of students arriving or leaving at any one time. Specific information by grade level can be found in the Pandemic Precaution Plan. The following information has the **general** times about which the staggered times will approximate. School begins promptly at 8:30 A.M. Grade K-6 students may be picked up between 3:10-3:30 P.M., and grade 7-12 students are dismissed at 3:20 P.M. Students may arrive after 8:00 A.M. and should be picked up by 3:30 P.M. on normal school days. We encourage parents to pick up students promptly after school activities are over. The school cannot be responsible for students who remain after 5:30 P.M.

## **Senior Trip**

The senior class trip to Washington, D.C., is considered a very valuable part of our students' education. Therefore, all juniors and seniors are normally required to attend the senior trip, which occurs on alternate years. Of course, student safety is the top priority at all times. Decisions about the trip date, location, and possible requirements will be made dependent on current health and civil conditions both locally and nationally. Students are given opportunities during the school year to earn money for their trip. Classes which participate enthusiastically in these fund-raising projects may earn most of the amount required. Classes which participate little or not at all will be dependent on their parents or themselves to pay for their trip. No refunds are given for money earned at school-sponsored fundraisers.

## **Student Driver Policies**

It is a privilege to be able to drive a car to school.

1. All student-driven cars are to be registered in the school office immediately when the student begins driving to school. Parking areas will be assigned.
2. Each driver should be an example of courteous, careful driving habits.
3. Drivers must follow the directions of those directing traffic and use vehicle turn signals.
4. Cars are to remain parked until students leave for the day.
5. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin or after school dismisses.

Failure to observe these policies will necessitate cancellation of the privilege of driving a car to school.

## **Telephone Use**

Personal cell phones must be turned off and stored in lockers during school hours. (See p. 44.) However, once permission has been obtained from both the classroom teacher and the office, phone calls may be made while at the school office and only for emergencies. For those needing to call who do not have a cell phone, the school office telephone is available.

## **Weather Closings**

School closings will be announced on FACTS Family Portal as well as texted and emailed to parents. Public announcements will also be made on WHAS (AM 840 and Channel 11) and WAVE (Channel 3), and their corresponding websites. Since TV/radio stations do not allow reopening announcements, please monitor carefully the school's direct notification methods through FACTS Family Portal for reopening announcements.

If LCA delays start, ESD will begin one and one-half hours before the set start time. (Example: If school is delayed until 10:30 A.M., then ESD would begin at 9 A.M.) Early dismissal times will also be broadcast on all notification systems listed above. Parents are welcome to call the school but may be directed to voicemail due to a limited number of phone lines.

## ACADEMIC INFORMATION

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### **Academic Honors**

Academic honors are determined based upon the Grade Point Average (GPA) on a 4-point scale earned for all courses taken in high school as calculated through the first week of May of the Senior year. The Valedictorian must have attended LCA for at least two years of high school, must obtain the honor roll, and must have the highest overall GPA. The Salutatorian must have attended LCA for at least two years of high school, must obtain the honor roll, and must have the second highest overall GPA. Dual credit college courses will be weighted on a 5-point scale. Furthermore, if the GPA calculations are close, more rigorous courses, such as upper level math and science courses, will be weighted heavier than less rigorous courses, such as Introduction to Education or choir.

### **ACT/SAT Tests**

The ACT and SAT tests are national tests used as college entrance exams. LCA provides opportunities for students to prepare for these important tests and encourages students to take these tests multiple times since scores usually improve when the tests are retaken. LCA administers the PSAT (Preliminary SAT) on site. Sophomores are encouraged to take this test while juniors are required to take the PSAT. Furthermore, students are encouraged to take the ACT test during their junior year and are required to take it during their senior year. Students missing school to take these tests at other locations are not counted absent if they return immediately after the test.

### **Bible**

Bible study is recognized by Landmark Christian Academy as of fundamental importance and is a required subject. It augments the study of English, history, geography, mathematics, and science. Without a knowledge of Biblical truth, a student cannot be considered educated. The Bible reveals God to us, gives the only hope for the life to come, and provides direction for this life. No other book can so enrich the minds and hearts of students as the Word of God.

A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. Character development is an important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

The student body attends chapel services approximately once per week, although that may be adjusted for COVID precautions with large groups. Chapel speakers challenge and inspire students to practice the truths of God's Word.

Because of the importance Landmark Christian Academy places on the study of the Bible, a student who fails Bible two consecutive semesters may not be allowed to return the following semester.

**Courses for Grades 7-12**

**7<sup>th</sup> and 8<sup>th</sup> Grade Courses**

English	Bible
Math	P.E.
Science	Choir*
History	

**9<sup>th</sup>-12<sup>th</sup> Grade Courses**

*College preparatory courses are offered.*

**Freshman Year ... credits**

English I .....	1
Geography .....	0.5
Physical Science .....	1
Algebra 1 .....	1
Keyboarding 1A .....	0.5
Bible .....	1
P.E. ....	0.5
Health .....	0.5
Choir* .....	0.25

**Sophomore Year credits**

English II .....	1
World History .....	1
Biology .....	1
Algebra 2 .....	1
Algebra 1.5.....	1
Keyboarding 1B ...	0.5
Bible .....	1
Speech .....	0.5
Choir* .....	0.25

**Junior Year ..... credits**

English III .....	1
U.S History .....	1
Chemistry .....	1
Geometry .....	1
Spanish 1 .....	1
Bible .....	1
Choir* .....	0.25
Family/Cons. Sci.* ...	0.5
Speech/Drama* .....	0.5
Intro. to Office Procedures* .....	0.5
Computer Appl.* .....	0.5

**Senior Year credits**

English IV .....	1
Government .....	0.5
Personal Finance ...	0.5
Spanish 2* .....	1
Bible .....	1
Choir* .....	0.25
Pre-Calculus* .....	1
Physics* .....	1
Speech/Drama* .....	0.5
Intro. to Office Procedures* .....	0.5
Family/Cons. Sci.*.	0.5

\*Electives

Due to small class sizes, certain classes are combined, and, therefore, only offered on alternating years.

## Field Trips

Depending on COVID precautions, field trips may not be possible at all for this school year or may not be required. Adjustments to the following normal circumstances may be found in the Pandemic Precaution Plan. Class trips are part of the overall educational program, and all students are expected to participate. Students not attending field trips will be given mandatory assignments. Parents may be able to attend with their student as long as space and logistics allow. Student dress for each field trip will be announced along with other pertinent information on the field trip permission forms. Students must get permission to use cell phones while on field trips. (See p. 44.)

## Grading Scale

The following unweighted system is used to determine letter grades.

99-100 .....	A+	83-84 .....	C+
96-98 .....	A	80-82 .....	C
93-95 .....	A-	78-79 .....	C-
91-92 .....	B+	76-77 .....	D+
88-90 .....	B	70-75 .....	D
85-87 .....	B-	0-69 .....	F

## Graduation Requirements

LCA requires 24 credits for graduation for students who have attended grades 9-12 at LCA. However, transfer students may graduate with 22 credits since that is the Kentucky state requirement. Required credits are as follows:

- ◆ 4 credits in English
- ◆ 3 credits in history from the following subjects:
  - 1 credit in United States History
  - 1 credit in World History
  - ½ credit in Economics
  - ½ credit in American Government
  - ½ credit in Geography
- ◆ 3 credits in science
- ◆ 4 credits in math
  - 1 credit in Algebra 1
  - 1 credit in Algebra 2
  - 1 credit in Geometry
  - 1 credit in Algebra 1.5 or Pre-Calculus
- ◆ 1 credit in performing arts
- ◆ ½ credit in P.E.
- ◆ ½ credit in Health
- ◆ 6 credits in electives (includes Bible class each semester in attendance at LCA)

Landmark Christian Academy offers seven class periods per day and requires all students to take at least six classes per day with, at most, one study hall.

**Homework**

Believing that homework is an integral part of the school program, each teacher is at liberty to assign homework to students. Therefore, each student is required to complete his homework assignments. Homework is given for several reasons.

1. For preparation: Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. For practice: Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. For prescribed reinforcement: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. For projects: Book reports, compositions, research assignments, and science projects are frequently assigned for additional learning.

Listed below are the average times most students will spend on homework each night. However, industrious students in grades 4-12 will be able to complete some homework in study hall.

- Gr. 1-3 ..... 10-20 minutes total
- Gr. 4-6 ..... 45-60 minutes total
- Gr. 7-8 ..... 20-30 minutes per academic class
- Gr. 9-12 ..... 30 minutes per academic class

If your student is spending much more than the time listed above to complete his work, please contact the teacher so that we can work together to help your child.

On Wednesdays, Gr. 7-12 students will have reduced homework (only two subjects) so that they have extra time to attend mid-week church services. This work is required to be completed the next day as regular homework.

We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in penalties which could ultimately include the student's expulsion.

## **Incomplete Work**

Missed work must be completed within one day more than the number of days absent. In grades 7-12, incomplete work not made up within 15 days of an absence will receive an “F.”

## **Preschool / Kindergarten Academic Program**

At LCA, kindergarten is not simply a daycare. It is a structured environment in which children develop foundational attitudes and habits to prepare them for years of education. Three-year-olds begin to learn the self-discipline necessary for classroom learning. The four and five-year-old kindergarten program is a fun, academic program in which the students receive an exceptional, phonics-first foundation for future learning. The kindergarten program includes instruction in Bible, phonics-based reading, social studies, cursive writing, numbers, and singing.

## **Elementary Academic Programs**

The elementary program is designed for the average student to master skills in the following subject areas: Bible, grammar, history, mathematics, penmanship, phonics, science, spelling, reading, art, music, and physical education.

## **Dual Enrollment and Dual Credit Programs**

LCA wants to encourage students to be serious about preparing for their future. Furthermore, dual enrollment (taking college credit classes while still in high school) is an excellent way to save money on college tuition. Therefore, LCA has established a program for Gr. 10-12 students for dual enrollment (taking college classes and high school classes at the same time) and dual credit courses (college credit and high school credit given for the same class). These courses must be taken through certain universities and have requirements from both the colleges and LCA. Please request a complete set of guidelines from the school office if you are interested in this program.

## **Piano Lessons**

Private piano lessons are available on a first come - first served basis for \$65 per month. This price covers all lessons during the month regardless of how many lessons are given. The music lesson fee is charged from September through April. Although students receive instruction and help in preparing for the annual music recital during the month of May, no further lesson fees are charged. On the first Friday of each month, the school office will issue monthly music lesson invoices due on the 15<sup>th</sup> of each month. Lessons are rescheduled in case of student illness or other excused absences from school. Lessons are not “made up” in cases of forgotten books or unexcused absences from school.

## **Parent-Teacher Meetings**

All parents are encouraged to meet with their student's teachers at the end of each nine-weeks grading period. When report cards are sent home, all parents will receive an email asking if they desire a meeting with the teacher. Your child's teacher may request a meeting with you based on your student's grades or behavior during the previous quarter. These parent-teacher conferences can be set up for the following Monday to Wednesday between 3:30 and 5:30 P.M. Children may stay in ESD free of charge while parents are meeting with teachers. We trust that this will provide a convenient conference time since parents will already be at the school to pick up students. Parent-Teacher meetings may be scheduled by either the teacher or the parent as deemed necessary throughout the year.

## **Passing Grades/Courses**

First through eighth grade students who fail two or more classes for the year may not be promoted to the next grade. In such cases, special concern is given to arithmetic, reading, and language—courses that build from year to year.

Administration reserves the right to retain students or to require remedial tutoring for those who do not meet acceptable academic standards. High school students who fail courses will be required to make up those credits in order to meet graduation requirements.

## **Physical Education – Gr. 7-12**

Our P.E. program includes basketball, soccer, volleyball and softball as well as other minor sports. Required P.E. clothes consist of a t-shirt (with sleeves), athletic shorts (knee-length for girls), socks, and athletic shoes. For cooler temperatures, boys and girls may wear sweatshirts and athletic pants (no sweat pants) which are loose-fitting and do not have writing across the seat. Clothing should not have written messages or pictures that are suggestive or objectionable. Other sport specific items (ball glove, shin guards, etc.) may also be needed.

## **Report Cards**

Report cards are distributed after each nine-week period. Report cards will be withheld for students who have a past-due account or unpaid fees. If there is an outstanding balance on your account for any reason, the balance must be paid prior to receiving your student's final report card.

## **Suspension**

A student who has been suspended from school will receive zeros for any classes missed and may not be permitted to make up missed graded items.

**Textbooks**

Each student must furnish his own supplies and textbooks. Textbooks will be sold at Orientation each fall. However, certain texts may be bought and sold parent to parent if they are in good condition and are the correct edition. Since many textbooks cannot be reused or are replaced each year with new, updated editions, please confirm with the school office that the text and the particular edition can be re-used the following year before purchasing any used textbook. LCA reserves the right to require the use of particular editions to alleviate any confusion for students. The LCA Textbook Swap Facebook page can be utilized to buy and sell used textbooks parent to parent.

It is considered unethical for parents or students to have access to teacher guides or test/quiz answer keys. Use of these items will be considered cheating.

Certain classes may use textbooks furnished by the school. These “rented” textbooks must be covered and handled carefully so that they can be used for several years. In case of the loss of any furnished textbook, the student will be charged for the total price of replacement. Unusual wear or damage to books will be charged accordingly.

**Transfer of Credits**

Students are required to secure permission from administration prior to enrolling in courses at another institution.

## CONDUCT

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### **Discipline**

The goal of Landmark Christian Academy is to provide the best possible learning environment in a Christian atmosphere. Our philosophy of discipline seeks to encourage and develop self-discipline. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, “Do unto others as you would have them do unto you.”

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures include extra work, loss of recess time, student-teacher conference, demerits, one-hour detention after school, student-administrator conference, or parent-teacher conference. Students can be suspended or expelled for excessive accumulation of demerits or detentions or for failure to report to detention.

Actions that threaten or harm another individual’s ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for lying, stealing, disrespect, cursing, cheating, vandalism, gang-related items or symbols, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.

The Academy has adopted a “zero tolerance” policy toward violence, bullying, harassment, fighting, or threats of any kind. This includes any harassment done over the internet or cell phones that impairs a student’s ability to function rightly at school. (See Internet and Cell Phone Use Policies on p. 40-45.) Possession of anything at school that could be used as a weapon is not allowed. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students’ lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The Discipline Committee will make decisions on an individual basis regarding suspensions and expulsions.

While we understand that it is normal for some physical contact to exist between young people, LCA maintains that a conservative distance should be maintained between students. There should be no displays of affectionate physical contact, including hand-holding, hugging, kissing, etc. In addition, we ask that there be no contact between genders in any picture taken on campus or at school events.

In opposition to the present sexually-pervasive culture, LCA desires to protect students from temptations and influences that will deaden one's love for God (Gal. 5:16-17), lead to a life of slavery to fleshly desires (Rom. 6:16), and ultimately destroy oneself (1 Cor. 6:18). For this reason, sexual language among students will be punished quickly and severely. Parents are encouraged to control the influences of media, music, television, and video games on your children. Students and parents should realize that many inappropriate expressions, jokes, and pictures that can be readily heard and seen on television shows, video games, and popular songs will bring discipline measures to students who repeat such things because the expressions are in direct violation of Scriptural principles and, thus, LCA policies, regardless of how prevalent or accepted they are by the world. Penalties could include suspension and expulsion.

A sense of the need for spiritual growth in the light of Biblical principles has led Landmark Christian Academy to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students in grades 7-12 are expected to abide by the Standards of Conduct throughout their enrollment, whether at home, school, or elsewhere, and will not be admitted to class without a signed Standards of Conduct agreement on file. Keeping the Standards of Conduct is necessary to remain a student at Landmark Christian Academy. Students who do not report violations of the Standards of Conduct may be subject to disciplinary action.

Landmark Christian Academy is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at LCA for sinful practices or divisions. LCA has the reputation of having a student body with an excellent spirit, with every student treated equally and fairly regardless of nationality, race, or background. Therefore, any student who promotes prejudice or a divisive spirit is out of harmony with the standards and Christian philosophy of Landmark Christian Academy and may be withdrawn or refused re-enrollment at the discretion of the administration.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Landmark Christian Academy, whether expressed at school or over any digital forum, regardless of whether there is any definite breach of conduct, he may be transferred out.

Attendance at Landmark Christian Academy is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of LCA.

## **Standards of Conduct Gr. 4-6**

All students in grades 4-6 must sign and abide by the following statement. Their parents must sign stating they will ensure that their student will maintain these standards.

The goal of Landmark Christian Academy is that each student will have a personal relationship with Jesus Christ and will grow spiritually to be more like Christ (Romans 8:29). This growth begins with the initial act of saving faith and continues throughout life as the Christian grows in love and obedience to God's Word. The result is a life consecrated to God and separated from sin.

Therefore, Landmark Christian Academy must provide an environment that is conducive to the spiritual growth of its students. Although we realize that the Bible does allow for differences in personal standards (Romans 14) and that outward adherence to a set of standards does not make a person holy, LCA has adopted the following set of guidelines as institutional standards and, for the spiritual welfare of all students, expects all grade 4-6 students to abide by the following standards, whether at home, school or elsewhere, including in personal electronic communication:

1. to refrain from participating in activities such as cursing; indecent or immoral language or actions; body piercing or tattoos; vaping, smoking, possession or use of alcoholic beverages, drugs, or tobacco; involvement in the occult; gambling; stealing; and involvement in any music that includes or encourages the aforementioned activities.
2. to refrain from unkindness, insults, fighting, violence, or threats of any kind, regardless of provocation; public disruptions or exhibitionism in any form; promoting prejudice or a divisive spirit.
3. to maintain the biblical standard of "loving neighbor as yourself" in courtesy, kindness, honesty, morality, and modesty.

Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether or not school is in session. Students found to be out of compliance or harmony with Landmark Christian Academy's Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be transferred out of Landmark Christian Academy. Attendance at LCA is a privilege and not a right.

## **Standards of Conduct Gr. 7-12**

All students in grades 7-12 must sign and abide by the following statement. Their parents must sign stating they will ensure that their student will maintain these standards.

The goal of Landmark Christian Academy is that each student will have a personal relationship with Jesus Christ and will grow spiritually to be more like Christ (Romans 8:29). This growth begins with the initial act of saving faith and continues throughout life as the Christian grows in love and obedience to God's Word. The result is a life consecrated to God and separated from sin.

Therefore, Landmark Christian Academy must provide an environment that is conducive to the spiritual growth of its students. Although we realize that the Bible does allow for differences in personal standards (Romans 14) and that outward adherence to a set of standards does not make a person holy, LCA has adopted the following set of guidelines as institutional standards and, for the spiritual welfare of all students, expects all junior high and high school students to abide by the following standards, whether at home, school or elsewhere, including in personal electronic communication:

1. to refrain from participating in activities such as cursing, indecent, or sexual language; body piercing or tattoos; vaping, smoking, possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing; pornography; premarital sex, homosexuality, or supporting the gay, lesbian, homosexual or transgender lifestyles or other perverted lifestyles; and involvement in any music that includes or encourages the aforementioned activities.
2. to refrain from harassment, insults, fighting, violence, or threats of any kind, regardless of provocation; public disruptions or exhibitionism in any form; promoting prejudice or a divisive spirit.
3. to maintain the biblical standard of "loving neighbor as yourself" in courtesy, kindness, honesty, morality, and modesty.

Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere and regardless of whether or not school is in session. Students found to be out of compliance or harmony with Landmark Christian Academy's Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be transferred out of Landmark Christian Academy. Attendance at LCA is a privilege and not a right.

## **Demerit/Detention Procedure**

In order for faculty and parents to work together for the good of your students both academically and spiritually and to keep open lines of communication regarding discipline, LCA practices the following procedures in grades 3-12.

Grades 3-6: In grades 3-6, behavioral problems such as the following will result in the students receiving an offense. This list is not exhaustive:

- Repeated disruption in class
- Direct disobedience
- Disrespect
- Lying
- Inappropriate language
- Unkindness to others/bullying
- Stealing
- Cheating
- Refusal to do class work

Offense Slips will be sent home with the student which must be signed by the parent and returned to school the next day. Similarly, failing to complete homework will result in a Homework Violation Slip being sent home to be signed by the parent and returned the next day. If a student commits six offenses or six homework violations in a quarter, a detention will be issued and a Detention Slip will also be sent home to the parent. (The teacher will also send an email through FACTS Family Portal with each occurrence informing the parent to ask the student for the Offense Slip or Detention slip.) Additional detentions will also be issued for each subsequent third offense (the ninth, twelfth, etc.) Excessive detentions will result in a suspension.

After-school detentions will be scheduled from 3:25-4:15 P.M. Due to the fact that LCA will be supervising your child after school during detentions, the parent will be charged a \$5 fee per detention (which is the same hourly fee as ESD). Parents will receive an invoice for detention fees.

Grades 7-12: In grades 7-12, behavioral problems result in the student receiving demerits. Below is a list of some classroom offenses which result in demerits:

- Communication without permission
- Late to class
- Class distraction
- Failure to follow directions
- Writing/passing notes in class
- Sleeping in class
- Dress code offense
- Unprepared for class
- Doing other homework in class
- Chewing gum
- Minor disrespect
- Horseplay
- Cell phone disruption or use

Students who accumulate five demerits within a semester will receive a detention. The above list is not exhaustive; other offenses also can result in demerits and/or detentions. Detention is a 50 minute period (from 3:25-4:15 P.M.) in which students will work on extra, beneficial academic work in one or more of their classes. Detentions will be assigned by administration and a detention form will be given to the student which must be signed by the parent and returned the following day. Excessive detentions will result in a suspension.

Due to the fact that LCA will be supervising the student after school during detentions, the parent will be charged a \$5 fee per detention (which is the same hourly fee as ESD). Detention fees will be billed monthly along with the ESD invoice.

### **Damage or Theft of Property**

To teach stewardship and respect of other's property, students who damage the school's property or another student's property may be required to reimburse the repair or replacement costs. Although LCA will make reasonable effort to recover stolen items, LCA is not responsible for the damage or theft of property, including any expensive electronics or cell phones.

### **Prohibited Items**

The following items are not permitted at school or school-sponsored trips and events: electronic music players, earbuds or earphones, weapons, guns, knives, matches, lighters, comic books, or magazines not related to class work. Depending on the item, these items will be confiscated and may be picked up by the parent from administration.

### **Dress Code**

A casual, "come dressed as you are" school environment produces a lackadaisical attitude toward learning. Therefore, LCA has adopted a uniform student dress code. The only required uniform clothing is shirts and pants/skirts. This required clothing must be purchased from Shaheen's Department Store (944 Breckenridge) unless exceptions are noted below. Students may choose between two pant/skirt colors (navy blue or khaki) and three shirt colors (royal blue, hunter green, and pastel yellow). Long-sleeved and short-sleeved uniform polos are also available. (See *Cool Weather Classroom Attire* p. 39.) Each shirt must be embroidered with "Landmark Christian Academy."

Students in gr. 4-12 choirs will be required to purchase shirt and a tie or scarf for performances. These articles along with general guidelines such as dark pants/ skirt greatly help the choir's impression, especially for the spring competition. More information regarding these items will be given during first semester.

Tattoos, body piercings, or ear gauges are not acceptable, nor should students have writing on their skin. Boys are not to wear necklaces, jewelry-type bracelets, or earrings. LCA girls are asked to wear no more than two sets of ear rings in the ear lobes only. Girls may not color their hair an unnatural color, and boys' hair may not be artificially colored or bleached. The school may not allow extreme fads of any nature. Administration reserves the right to initiate policies on new fads and changes in style throughout the school year.

These policies will be explained to all grade 7-12 students during the first week of school. However, parents who have questions should feel free to ask at the school office at any time.

Your fullest cooperation in seeing that your son and/or daughter abides by these dress standards is expected. Students who do not conform to proper dress code will be asked to change before being allowed in class. Students missing class in order to correct dress problems may receive penalties for the unexcused absence.

Boys' Dress Code: Boy's pants are available for purchase at Shaheen's; however, it is not required that boys' pants be a certain brand or purchased at Shaheen's. Boys may wear any pants that match the uniform pants in cut, style, and color. Therefore, boys may wear Docker-style navy or khaki pants that do not have patch pockets (pockets made of an extra piece of material sewn to the outside of the pants). Administration reserves the right to decide whether pants match the uniform pants enough to be acceptable.

Boys must maintain a tapered haircut that includes a neat trim (fairly close) on the sides and back. Hair must be cut so that it does not hang over the ears and shirt collar and should be combed off the forehead in such a manner that it is not touching the eyebrows. Boys must be clean-shaven and cannot have artificially colored or bleached hair, mohawk cuts or hair styled in the mohawk fashion, or other fadish hairstyles which draw attention to themselves.

Shirts should be tucked in at all times. Belts must be worn on all pants except for kindergarten and first graders whose pants have an elastic waistband. Boys are expected to wear socks.

### Boys' and Girls' Shorts (K – Gr. 2 only)

Boys and girls in kindergarten through second grade may wear uniform shorts purchased from Shaheen's during the warm times of year. Please do not send your child to school in shorts in cooler weather when students may still go outside for recess. Boys may wear the Tom Sawyer brand, and girls may wear the Classroom brand. Shorts with elastic waistbands are also available in Classroom brand for younger students who cannot yet fasten a belt.

Girls' Dress Code: Girls must wear the uniform pant or uniform skirt purchased from Shaheens. Girls may wear khaki or navy pants in particular styles purchased from Shaheen's. Older girls may only wear the Dickies Curvy styles; younger girls may wear only the Classroom brand. See a sales associate at Shaheen's for assistance. Proper sizes should be purchased to ensure that pants are not tight-fitting.

Girls may choose between two skirt colors (navy blue or khaki). Uniform skirts must be purchased at Shaheen's in either navy blue or khaki. The uniform skirt must be knee-length when standing or sitting. Girls in grades 1-5 are required to wear a navy uniform skirt as part of their choir uniform. Kindergarten through second grade girls may also wear a khaki or navy jumper. These jumpers are not required to be purchased at Shaheen's but must abide by the knee-length skirt requirement. Young girls are also encouraged to wear spandex shorts under their skirts/jumpers. Alterations to the hem or the purchase of new skirts may be necessary during the school year to allow for growth.

Girls' polos may be worn tucked or un-tucked; however, tops and skirts should have at least a 3-inch overlap. Girls may wear socks, tights, or leggings under their skirts. Athletic leggings, athletic pants, or other pants are not allowed to be worn under skirts. Furthermore, to not distract from the look of the uniform, in grades 4-12, tights, leggings, or socks that extend above crew length must match and be solid colors of white, tan, blue, black, or grey.

Dress Code for School Functions: After-school functions such as kindergarten or high school graduation, evening programs, or music recitals are special events, and students are encouraged to dress accordingly. To place importance on these events, we encourage students to wear school uniforms, other "business casual" attire, or clothes "dressier" than regular school attire.

Student ladies are expected to maintain a standard of modesty in all clothing; therefore, no low-cut tops, tank tops, shorts, leggings (worn alone as pants), or tight-fitting clothing should be worn. Skirt lengths should

remain the same as the school day, and slits in skirts should not extend above the knee. Spaghetti-strap sundresses may be worn with a sweater.

*Dress Code for Sports Events:* Students are expected to maintain a standard of modesty and appropriateness in all clothing for sports events.

*Boys and Girls:*

- In addition to uniforms, students may wear shorts, athletic pants (no sweat pants), pants, or jeans.
- Clothing should be loose-fitting and cannot have writing across the seat.
- T-shirts that do not have objectionable writing are acceptable, but spirit shirts are encouraged.
- Unlike the school day, all students may wear athletic shoes.

*Girls:*

- Girl's skirts or loose-fitting shorts must be knee-length. No tights, leggings, or any tight-like fitting pant may be worn alone as pants. A knee-length skirt or short must be worn over any tight-like pant.
- No low-cut tops, sundresses, spaghetti straps, or tank tops should be worn.

*Cool Weather Classroom Attire:* For cool weather, if students would like to wear a jacket during the school day, logo-embroidered, royal blue sweatshirts, navy logo-embroidered sweaters, and royal blue, zippered fleece jackets, purchased at Shaheen's, may be worn over a shirt to class. Shaheen's also sells LCA uniform long-sleeved polo shirts. Other sweatshirts, jackets, or hoodies (including LCA hoodies) may not be worn. Furthermore, students may wear a long-sleeved, solid blue, black, gray, or white shirt under their short sleeve uniform polo shirt. The long-sleeved shirt may not have any visible writing on it and should have an undershirt-type, flat collar (crew neck, v-neck, mock turtle neck).

*Shoes:* There are no required uniform shoes. Dress shoes, casual shoes, or athletic shoes are acceptable attire. No students may wear flip flops, moccasins, or clog-style crocs, or any shoes that detract from the look of the uniform. Shoes may not be written on with ink or marker. Guys may not wear sandals. Girls may wear sandals. Realizing the wide range of shoes available for ladies, a lady faculty member will make the final decision on appropriateness for school wear. Students are welcome to ask about any pair of shoes before wearing them to school.

Since elementary students will be running in P.E. and recess, they should wear non-marking athletic shoes or rubber-soled casual shoes.

# **ACCEPTABLE USE POLICY FOR COMPUTERS, COMPUTER NETWORKS, INTERNET RESOURCES, AND ELECTRONIC COMMUNICATION**

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The use of Landmark Christian Academy's computers and computer network is a privilege of attending the school. Although students are not allowed access to the internet from school computers, the school's network does have internet access for faculty use. Furthermore, most students have access to internet resources at home. Despite its tremendous educational potential, the Internet also presents the potential for security vulnerabilities and user abuse. To avoid the pitfalls that can be associated with computers and the internet (both at school and elsewhere) and to ensure their proper use, LCA has adopted this Acceptable Use Policy.

All students are expected to abide by the Academy's Acceptable Use Policy of computers, computer networks, and Internet resource procedures set forth below. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies including expulsion; or civil or criminal liability under other applicable laws.

## **Access**

1. Students taking a computer class and, upon availability, grade 7-12 students in study hall may use the computer lab. The use of the school's computer system is a privilege, not a right. The school reserves the right to limit or remove any user's access to the school's computer system at any time for any reason.
2. Gr. 7-12 students may bring their personal computer or tablet to school and gr. 4-6 students may bring tablets to school to work on schoolwork only. LCA has no liability for damaged personal electronics brought to school. See Students' Personal Computing Device Use at School, p. 39, for more details about this privilege.
3. The Acceptable Use Policy applies to all technologies capable of accessing, inputting, or extracting information/data from the Academy's computer network, e-mail, or internet.

## **Educational Purpose**

1. The school's computer network has been established for educational purposes which include classroom activities and educational research.
2. The school's computer network has not been established as a public access service or a public forum; therefore, the school has the right to place reasonable restrictions on the material accessed or stored on the system.

## **Search and Seizure**

Students should not expect any privacy in the contents of personal files on the school system. Administrators, teachers, or designees may intercept or view files and other materials, whether downloaded, deleted, or stored on the computer network or loaded through the school's Wi-Fi to maintain system integrity and to ensure that users are acting responsibly.

## **Unacceptable Uses**

The following uses of the school's computer network or internet access are unacceptable:

1. Students shall not attempt to gain unauthorized access to the school's computer network or to any other computer system through the school's computer network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
2. Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. Misuse of the computer equipment or network is prohibited, including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files, inappropriate access of files, directories, internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.
4. Students shall immediately notify the administrator if they have identified a possible security problem.
5. If a person mistakenly accesses inappropriate information, he should immediately tell administration. This will protect him against claims of intentionally violating this policy.
6. The school will monitor the online activities of employees and students and operate technology protection measures (filtering/blocking devices or software) on all computers on the school's computer network. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene or harmful to students. Invasion or disabling of the filtering/blocking device installed by the school, including attempts to evade or disable, is prohibited.
7. Students and employees shall use only software that is supplied by the school. Employees and students shall not install hardware or software on the school's computer system without express permission of the school administration.

8. To avoid the inadvertent spread of computer viruses, students are not allowed to bring personal data storage devices to school or connect any data storage device to a school computer.
9. Students shall not deliberately or knowingly delete another student's or employee's file.

### **Limitation of Liability**

The school does not assume and, hereby, expressly disclaims liability for the misuse of its computers, equipment, e-mail, and internet programs that violate this policy or any applicable law. The school makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. The school is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications, damage to property used to access school computers or online resources, or financial obligations resulting from the use of school resources.

### **Students' Personal Computing Device Use at School**

1. Gr. 7-12 students may bring their personal computer, laptop, or tablet to school to work on school assignments only, including schoolwork, reading, or taking notes in class. Students may not use their computers, tablets, or any other devices for any other activities, including searching the internet, playing computer games, etc.
2. Gr. 4-6 students may use tablets only during study hall times and only for reading digital books that are part of school assignments.
3. Gr. K-3 students may not use personal computing or electronic game devices during the school day.
4. Students may not use cell phones, personal computing, or electronic game devices during play, recess/PE, lunch times, or before and after-school ESD.
5. Smartphones may not be used at school as computing devices.
6. Personal computing devices may not be connected to the internet and must be in airplane mode. Teachers may require the student to show that the device is in airplane mode.
7. Some educational programs, such as Memrise, may be used to study during study halls; however, they must be previously downloaded since no internet access is allowed.

8. When using a personal computing device in class or study hall, the student should keep it up on the table, not in one's lap, so that there is no question of its proper use.
9. In study hall, the student may be asked to sit backwards so that one's back is to the teacher so that the screen can be seen.
10. Students may receive an administrative exception to access the internet for dual enrollment college classes.
11. The privilege to use a personal computing device at school may be suspended by administration for any reason including improper use, detriment to academic focus, or failure to comply with this Acceptable Use Policy.

### **Students' Personal Web/Digital Presence**

The school does not prohibit students from utilizing wholesome, respectable social-networking sites (e.g., Facebook), personal websites, blogs, discussion forums, and wikis away from the school. However, the school strongly discourages certain social networking sites which are replete with prostitution-type language and suggestive, sexual innuendos. Parents are encouraged to personally monitor their children's web activity and utilize a good internet filter.

The school requires, on the other hand, that its employees, students, and other school representatives observe the guidelines listed below when making a reference in any form generally or specifically about the school, and any person or activity related to the school, on any internet-related device or communicative device such as a cell phone.

Since all students must be in harmony with the rules and spirit of LCA, the school esteems any behavior posted on the internet the same as if it were performed at school.

In addition, the school reserves the right to access a student's social networking website, blog, discussion forum, wiki, texts, and any other internet-related or electronic communication device if there is a suspicion that this policy, the Handbook, or Standards of Conduct has been broken. A reproachful violation in any way of the following policies and guidelines can result in disciplinary action, including the expulsion of the student:

1. Use of profanity or vulgar/inappropriate language in any communications.
1. Utilization of any website, social-networking, or messaging forum to promote conduct prohibited by school policies.
2. Display any form of behavior that intimidates, harasses, or belittles another person, employee, or student.

3. Make derogatory or demeaning comments in respect to race, gender, nationality, disability, or physical features, including sexually suggestive comments.
4. Ridicule in any way the school, a school-related activity or function, or any person associated with such activities or functions.
5. Post information that could cause damage or a danger of disruption to the school.
6. Make or imply a threat to harm an employee, student, or any other person associated with the school.
7. Knowingly or recklessly post false or defamatory information about a person or organization.
8. Plagiarize works that are found on the Internet or infringe on the rights of copyright owners. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
9. Use the school's logo without written permission from the school.

### **Student Electronic Communication Device Policy (Cell Phone, etc.)**

An electronic communicative device, whether in the form of a cell phone, smartwatch, or other electronic communicative device, is defined as a piece of transmitting equipment that has the capability to converse or send/receive a message by voice, word, or picture to another person or persons. The use of such a device, regardless of its form, is subject to the following school policies.

1. The use of a communicative device in any form (voice, word, or picture) is prohibited on the school campus from the beginning of morning ESD (normally 7 A.M.) to the end of after-school practices or afternoon ESD (normally 5:30 P.M.), which includes during class, passing periods between classes, lunch period, ESD, and other down times during the school day.
2. Parents may always contact their student through the school office, and students may contact their parents in necessary situations by using the phone at the office.
3. Cell phones must be powered off when entering the building and remain turned off in the student's book bag (elementary) or locker (gr. 7-12) throughout the school day. Students may not carry them from class to class. Students may use their cell phones from 3:20-3:30 if needed to confirm transportation from school.
4. Smart watches that receive or send messages (voice, word, or picture) or that are capable of displaying text files fall under the same policy as

cell phones. They must also be powered off when entering the building and stored in the locker or book bag.

5. Although LCA will make reasonable effort to recover stolen items, LCA is not responsible for the damage or theft of property, including any expensive electronics or cell phones.
6. Objectionable content (such as graphic violence, profane language, sexuality, etc.) may not be accessed while playing a game or accessing the internet while on any school function. Furthermore, a school authority may inspect and/or require the student remain nearby while accessing the internet to ensure compliance.
7. Cell phones may not be used on school-directed trips (in transit or at location) when the student is under the supervision of a school authority (field trips, sports trips, etc.) unless an exception is made by the supervising school authority. Students will be able to contact parents using their cell phones with permission from the supervising school authority, and parents will always be able to contact students by contacting the supervising school authority.
8. Cell phones may not be used as eReaders or computing devices during the school day, regardless if used for school-assigned reading or pleasure-reading.
9. In case of an unlikely emergency (e.g. fire, intruder in the school, and other emergency-type situations) a student may use a cell phone to report the emergency to 911 and/or to the school office or school personnel.
10. Pictures may never be taken in a restroom, locker room, or changing room. All picture-capable devices (cell phones, smart watches, etc.) are strictly prohibited in such places to remove all chance of pictures being taken.
11. Electronic communication, in any form, during or outside of school time, that belittles, harasses, bullies, or threatens another student or employee is not acceptable. If the behavior affects a person's ability to rightly function during school, the school will esteem such behavior the same as if it were performed at school.
12. Any communicative device used in breaking these policies on school grounds may be confiscated, searched, and/or held until the parent picks it up from administration.
13. A student violating one or more of these policies will be subject to disciplinary action by administration.