

Life Christian Academy  
STUDENT HANDBOOK



*A MINISTRY OF LIFE CHURCH*

*“SHAPING TOMORROW TODAY”*

16801 Harrowgate Rd  
Colonial Heights, VA 23834  
Phone: (804) 526-5941 Fax: (804) 526-3582  
[www.Lifechristian-academy.com](http://www.Lifechristian-academy.com)  
Updated August 2017



# Life Church

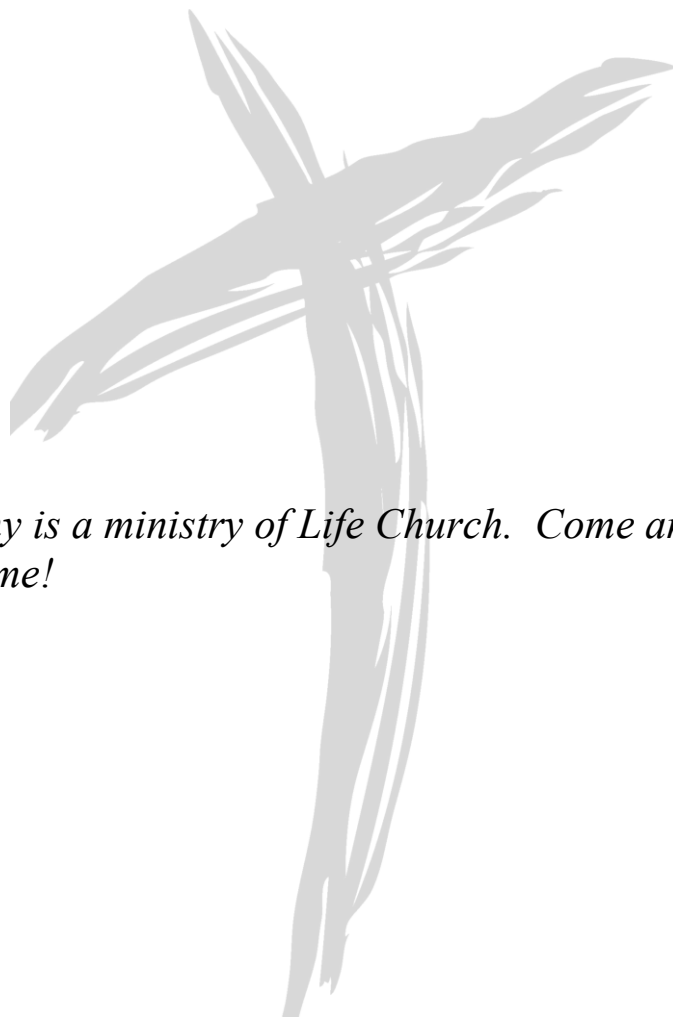
An Assemblies of God Fellowship

Scott Tischler  
Lead Pastor

Michael Cherry  
School Administrator

Alison Hurley  
Student Ministries Pastor

Tiffany Cummings  
Children's Pastor

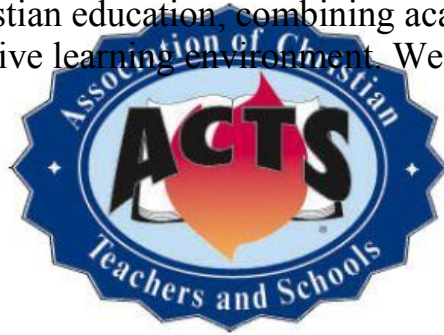


*Life Christian Academy is a ministry of Life Church. Come and celebrate with us.  
You are always welcome!*

Life Church  
16801 Harrowgate Rd  
South Chesterfield, VA 23834  
(804) 526-7000

MISSION AND PURPOSE OF  
LIFE CHRISTIAN ACADEMY

To provide a high quality Christian education, combining academic excellence and spiritual principles, in a safe and positive learning environment. We are shaping tomorrow today.



“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is His good, pleasing, and perfect will.”  
Romans 12:12

School Office Hours and Phone Numbers

Main Office

804-526-5941

7:30-AM – 4:00 PM

Admissions Office

804-520-5297

8:00 AM – 4:00 PM

Finance Office

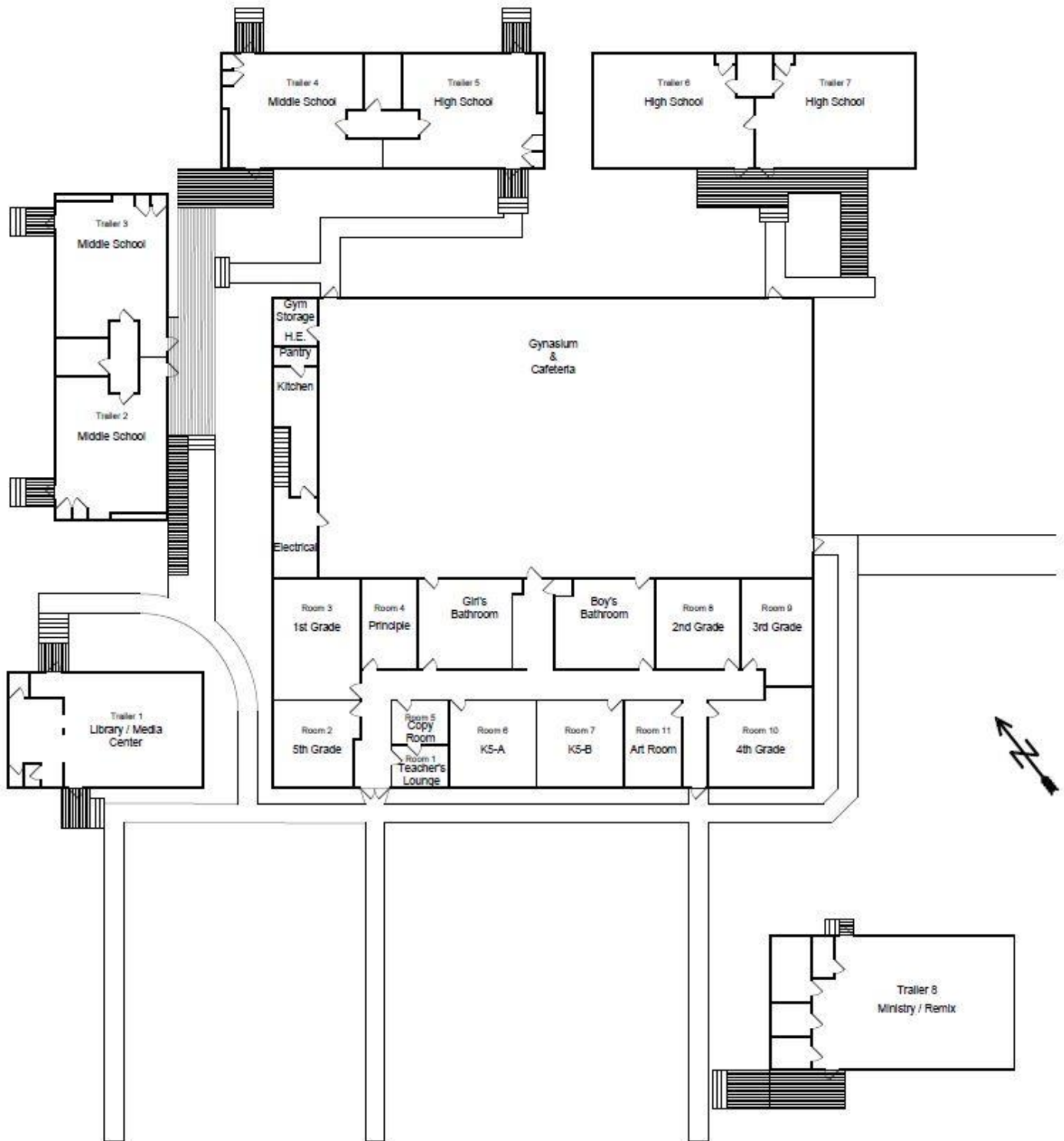
804-526-9148

8:00 AM – 4:00 PM

Preschool/Before and After Care

804-526-9088

6:00 AM – 6:00 PM



The Administrator and School Board reserve the right to apply this handbook fairly to each individual situation. Parents may feel free to ask questions about LCA policies. Our mission is to partner with parents for the best education of the child

Life Christian Academy, a private institution, reserves the privilege of setting and maintaining its own standards of conduct and rules, dress, cleanliness, scholarship, and all other policies included in this handbook and may make any changes they believe necessary for improvement or clarification to further the vision and mission of Life Christian Academy. Changes may be made at any time and will be updated on the Life Christian website.

### **Non-Discrimination Policy**

Life Christian Academy does not discriminate on the basis of race, gender, color, nationality, or ethnic origin in administration of its educational policies, admission policies, discipline policies, and any school administered program.

### **Philosophy**

The Bible informs us that “the fear of the Lord” is the beginning of knowledge and wisdom (Proverbs 1:7, 9:10). Therefore, any integrated, meaningful education that is truly valid must have this “reverence of God” as its starting point and “doing the will of God” as its goal.

After examining the Scripture, one finds that the basic responsibility for teaching and instructing children has been given to the home (Deut. 6:6). The authority by which a school operates is that which is delegated to them by the parents. Therefore, it is the responsibility of the church and the school to give instructions, and to reinforce and supplement values and principles being taught in the home.

The home, the church, or the school cannot do an effective job alone. A true and valid education can only come about through the cooperation of these three elements. Thus, our motto becomes “the home, the church, and the school working together for the betterment of our children.” The importance of this coalition between home, church, and school is further recognized when considering that all truth belongs to God whether it is scientific, historical, philosophical, or spiritual.

Bible teaching has a primary place in the curriculum of our school. It is in the Bible that we find the great truths about God, ourselves, our relationship to God, and to others. This view of education holds that God is central in life and everything else has existence only in relationship to Him.

Our goal at Life Christian Academy is to provide a Christian education in a framework of academic excellence by loving and caring staff members. The teachers are fully qualified in their area of teaching and take a loving, yet firm approach with each of their students along with personal interest in each child to help them reach their fullest academic potential. We believe enrolling a child in a Christian School is a blessing that requires a family commitment and is a decision that should be made after prayerful consideration by each Christian parent.

## **Statement of Faith**

1. We believe the Bible is the inspired and the only infallible and authoritative written word of God (II Timothy 3:16)
2. We believe there is one God, eternally existent in the three persons: God the Father, God the Son, and God the Holy Spirit. (Matthew 3:16)
3. We believe in the deity of our Lord Jesus Christ. In His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. (Revelation 20:6; I Peter 2: 22-2; I John 3:5; Isaiah 7:4; Matthew 1: 18-23,26,28; II Corinthians 5:21; Romans 5:6, Acts 1 :9-11)
4. We believe in the blessed hope – the rapture of the Church at Christ’s coming. (Acts 3:19; I Thessalonians 4:16-17)
5. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (Acts 3:19; Romans 10:9)
6. We believe regeneration by the Holy Spirit is absolutely essential for personal salvation. (John 3:3-5; Romans 10:9-10, Colossians 2:12)
7. We believe the redemptive work of Christ on the cross provides healing of human body in answer to believing prayer. (Mark 16:18; Isaiah 53:4-5; Matthew 8:17; James 5:14-20; I Peter 2:24)
8. We believe that the baptism in the Holy Spirit, according to Acts 2:4, is available and should be earnestly sought for by every believer. (Acts 1:8; Acts 2: 1-4; Acts 19:1-7)
9. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. (Philippians 2:12; Hebrews 12:14)
10. We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation. (I Thessalonians 4:16-17; Revelation 20:6; Hebrews 9:27; Revelation 19:20)

## **Admissions Process**

Submission of the following documents:

- Completed Enrollment and Application
- All applicable fees
- Previous School Records and Recommendations
- Immunization records including Hepatitis B immunization
- Copy of Birth Certificate
- Administrative Interview
- Students are required to have a physical within the last 12 months for K3-5th grade and the last 24 months for 6th grade and up. Student athletes need to have a current physical within the last 12 months to participate in athletics. The preferred form to use is the Virginia High School League form.
- When a student plays a sport, they are required to have a sport’s consent and release form. This is the individual coach's responsibility to make sure this is done and the form is given to the office before the first game of the respective sport season. Each coach must also make sure the student has a current physical on file. Either the standard physical form or the sports physical form will suffice.

## **Acceptance Policies**

1. Life Christian Academy does not discriminate on the basis of race, color, or ethnic origin in the enrollment, education, and participation of its students.
2. The Administrator determines all final decisions regarding acceptance. In special situations, the School Board may be consulted.
3. LCA reserves the right to refuse admission of a child if his/her ability or behavior cannot best be served in our program.
4. LCA maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or expel any student who violates the standards set forth in the “Standards of Conduct” or other rules of conduct as defined by the School Board.
5. Parents/guardians must be in agreement with the school’s Mission and Purpose.
6. Kindergarten applicants must be five (5) years of age before October 1<sup>st</sup>. Exceptions are made based on testing and evaluation and the Administrator’s approval.
7. Applicants for K-3 must be at least 2 ½ years of age and potty trained.
8. All students are accepted on a trial basis as determined by the school administrator.

## **Acceptance Procedures**

1. Parents/guardians will be notified in writing or by phone as to the acceptance or refusal of their application for admission
2. The following items are required upon acceptance:
  - Parent signed contract
  - Parent signed checklist
  - Parent and student signed “Standards of Conduct”
  - Payment of annual fees
  - Payment of at least one month’s non-refundable tuition

## **Withdrawal Policy**

All contracts obligate the guarantor for the full year of tuition regardless of withdrawal/expulsion, etc. Exception can be granted if a family should relocate out of the school area. A 30 day notice must be submitted in writing to the business office before exception consideration can be given. All school possessions (athletic uniforms, books, etc.) must be returned or student account will be charged for the items not returned. Report cards and student records cannot be released until all accounts are paid in full and cleared. The responsible party must fulfill contractual obligations.

**Pre-K.** All withdrawals must be given 30 in advance in writing. This written notice may be turned in to the school office Monday-Friday during regular business hours. If a student is withdrawn any time during the month, no refund on any part of the monthly payment will be made.

## **Fees**

1. Curriculum Fee covers:
  - ACTS membership
  - Standardized Testing
  - Yearbook (K-12)
  - Consumable Textbooks and other materials
  - Free Admittance to home games (student only)
  - Planners (\$5 replacement fee for lost planners)(K-5<sup>th</sup>)
  - Computer lab/printing
2. Athletic fees for sport participation. This varies by sport.
3. Damaged/lost textbooks-(Charged replacement value)
4. Supply fee - \$150.00 (the school will provide all needed supplies except for a book bag and lunch box).

## **Tuition Payment Plans**

1. Pre-Paid Plan: Amount due may be paid in full at the beginning of the school year.
2. 11 Month Plan: First payment will be due August 1<sup>st</sup> with the final payment due June 1<sup>st</sup>. A 3% fee will be added for payment plans.
3. 10 Month Plan: First payment will be due August 1<sup>st</sup> with the final payment due May 1<sup>st</sup>. A 3% fee will be added for payment plans.
4. 9 Month Plan: First payment is due September 1<sup>st</sup> and final payment is due May 1<sup>st</sup>. A 3% fee will be added for payment plans.
5. Pro-Rated Tuition: Students entering school after the school year begins will find a tuition scale on our website. The educational fee remains the same and will not be pro-rated. A 3% fee will be added for payment plans.

## **Re-enrollment Policy**

Re-enrollment packets will be mailed to families by the end of the school year. Forms should be completed and returned with appropriate fees during the early enrollment period to receive a discount. A student will not be allowed to re-enroll for the next school year until accounts from previous years are paid in full and cleared.

## **Delinquent Accounts**

Parents/guardians are asked to be faithful to make payments according to their signed contract, as Life Christian Academy must be faithful to its financial obligations. No student records, report cards, or diplomas will be released until all accounts are up-to-date. After August 10<sup>th</sup>, all outstanding accounts will be referred for Warrant in debt and garnishment proceedings as determined by the school board - no exceptions. If a student account falls more than 2 months behind, the student may be asked not to return to school until payment is brought up-to-date.



## Fundraisers

To help keep the cost of tuition down, LCA relies on additional monies raised by fundraisers sponsored by our PTO. As part of your support and commitment to your child's education and LCA, we ask that every family commit to participate in our fundraisers. You will receive reports of monies raised and items purchased with fundraiser monies from the PTO.

A+ = 99-100	B+ = 89-90	C+ = 79-80	D+ = 69-70
A = 93-98	B = 83-88	C = 73-78	D = 63-68
A- = 91-92	B- = 81-82	C- = 71-72	D- = 61-62
			F = 0 - 60

## Grading Policies

At the end of every nine (9) week period a report card will be available. Your child's grades are accessible through Renweb's Parent Portal. You may see your child's progress and any time.

Kindergarten uses the scale below for all subjects and behavior. This grading scale is used for resources, as well as behavior, 1<sup>st</sup> – 5<sup>th</sup> grade:

O = Outstanding    S = Satisfactory    N= Needs Improvement    U = Unsatisfactory

1<sup>st</sup> – 12<sup>th</sup> uses the above alpha grading scale for academics.

## Guidance Office/Advisors

Educational guidance is provided for new students and current students alike. Students with any questions concerning his or her current curriculum, future curriculum, or transcripts should talk to the lead teacher designated for his or her individual grade. High school students will plan his or her classes with the High School Facilitator, which will ensure that they are ready for further education and/or have the necessary requirements for promotion or graduation. Should any additional questions or concerns arise after above mentioned meetings, the Administrator will be available.

## Core Course Curriculum

Pre-K Kindergarten–5<sup>th</sup> grade uses primarily Abeka and Bob Jones curriculum for all subjects.

6<sup>th</sup>-12<sup>th</sup> grades use Alpha and Omega curriculum. Our courses are also registered with the NCAA and can be found on their website.

## Honor Roll

Students have the opportunity to be recognized at the end of each quarter for one (1) of two (2) Honor Rolls, “A” Honor Roll and “A/B” Honor Roll. A behavioral mark of N or U on the report card does not disqualify a student for honor roll. Our goal is to reward academic progress and deal with behavioral issues independently.

A Honor Roll: A student must achieve all A’s on their report card for the quarter.

A/B Honor Roll: A student must achieve all A’s and B’s on his/her report card for the quarter.

## Graduation Requirements

Life Christian Academy offers both a Standard and Advanced Diploma, which exceeds the guidelines set by the Virginia Department of Education. A Modified Diploma can be given to students with special needs upon Administrator approval.

	Standard	Advanced	Modified
English	4	4	4
Math	3	4	2
Science	3	4	2
History/SS	3	4	2
Foreign Lang.	2	3	0
*Bible	4	4	4
Elective	5	5	7
PE/Health	2	3	2
Total Credits**	26	31	23

\*Bible must be taken every year in which student attends LCA

LCA teaches from the New International Version of the Bible

\*\* Total credits for each Diploma reflects 4 bible credits and will be lowered for each year not attending Life Christian

## **Promotion/Retention**

Promotion of a student requires satisfactory mastery of the academic core subjects for the given grade level: English/phonics, Reading, Math, Science, History, and Bible. A student will be retained if he/she receives a failing grade in English and one other core class, or a total of three (3) failing grades. A student may attend an accredited summer school program to re-take a class in which he/she received a failing grade. Promotion of the student will be considered upon the receipt of summer school transcripts.

A student may be recommended for retention if he/she is showing extreme difficulty or frustration completing grade level assignments or is not able to read at a satisfactory level.

In all matters where a student is in danger of retention, Parents/guardians will be contacted and a plan will be set forth to help the student achieve success.

## **Planners**

Assignment Notebooks: used to record HW for Kindergarten.

Planners: Required to record HW for 1<sup>st</sup> – 8th grade (school issued). Teacher will have final discretion whether these are used or not. Parents are encouraged to check your child's assignment book/planner daily to ensure that homework is complete.

## **Report Cards**

Report Cards will be available at the end of each grading period. The first report card will be printed for your convenience. The following report cards will be accessible through Renweb.

## **Progress Reports**

Renweb offers parents up to date information regarding their students' progress. As such, we will no longer be printing progress reports after the first semester of the 2014-2015 school year. Parents are given log in information that allows them access to their child's progress during the 9 week grading period. Parents are sent a reminder at the 4 week point of each grading period reminding them to check on their student's progress. This notice will give students ample time to improve their grade before the end of the grading period. Parents are encouraged to check the progress of their student often.

## **Homework Policy and Make-up Work**

Homework is an integral part of our school program. Each teacher is at liberty to give homework for the purpose of reinforcement, skill practice, memorization, preparation, projects, reports, research, or remediation.

Missing Homework can result in detention. A student will lose 10 points off his/her earned score for each day the assignment is late. After 3 days, the student will receive a grade of "O" for the assignment. If late homework is due to one (1) day excused absence, the student will have one (1) day grace to turn in assignments without penalty. For excused absences of two (2) days or more, the responsibility lies with the student to make arrangements for due dates with his/her teacher. Advance arrangements can be made for students missing assignments due to doctors' appointments, out of town trips, etc.

## **Testing**

**Standardized Testing:** Students will be taking Standard Achievement Tests in 3<sup>rd</sup>, 5<sup>th</sup>, 8<sup>th</sup>, & 11<sup>th</sup> grades.

## **Parent-Teacher Conferences**

Parent-Teacher conferences are held during the first nine weeks. Parents/guardians will be contacted by the child's teacher to schedule a conference time. Because conferences are scheduled in fifteen (15) minute intervals, we ask that you come prepared with your questions and concerns. All parents/guardians are encouraged to attend the first conference in the fall.

If you are in need of additional Parent-Teacher conferences during the school year, please contact the school office or your child's teacher to arrange an appointment. Please include in your message the topic to be discussed.

## **Parent –Teacher Organization (PTO)**

LCA is blessed to have an active PTO Executive Board serving our school community. PTO meetings are held regularly with the aim of continuing and building wholesome relationships between parents and teachers. PTO members are invited to participate in many ways such as discussions, planning and supporting school events, fundraising, volunteering, voting, and more. All parents/guardians are invited and welcome to attend and get involved. The PTO is not a policy-making or governing body. All monies raised by the PTO through fundraisers are processed and deposited by the PTO Executive Board into a PTO account. Monthly reports are submitted to the School Board. PTO boards are established yearly, based on parental interest.

## **Volunteers/ Chaperones**

Parents and other adults who volunteer at LCA are valued and appreciated. To better assist our staff and for the safety of our students, we will need to characterize your service to our school in one of these categories volunteer or chaperone: A volunteer is an unpaid individual that through the course of their time on campus will be in direct contact and supervision of the students of LCA. This includes coaches and any other that have access to the campus and students on a regular or reoccurring basis. A chaperone is unpaid individual that assists with student activities such as a field trip, field day, or class reading buddy but is not the sole individual responsible for the safety and supervision of a student.

Volunteers/chaperones will:

- Submit to a criminal background check
- Sign a confidentiality statement
- Sign-in and out with the school office to receive a visitor's pass each day if you do not have a school ID

## **Reporting Information, Problems, or Concerns**

Life Christian Academy has set forth guidelines for parents to communicate their concerns in a manner that is respectful and in order. According to scripture, if you have an offense with another, you are to go to them first in private. Only if the matter cannot be resolved should another person be brought in. (See Matthew 18:15) The Bible also tells us:

***“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29***

Our desire is to work together to solve issues at the lowest level possible. When proper protocol is followed, you can be sure that your concerns will be heard and addressed. We appreciate your time, thoughts and input, but ask that you present issues respectfully and in the proper manner following the LCA Protocol for Presenting Concerns.

The Administration at Life Christian Academy will investigate all matters of concern fairly, without discrimination, and follow through with an appropriate solution or correction. After following the proper protocol, we ask that parents respect the decision of the school board and continue to work together to support our school community.

### **LCA Protocol for Presenting Concerns**

- Speak to person in charge of immediate area: i.e.: teacher, coach, etc.
- Team Leader
- Administrator
- If issue remains unresolved, present concern in writing to Administrator to be presented to the School Board/Pastor Tischler\*
- The Board will review the written concern and enact any necessary change
- Administrator will communicate the School Board's response to the individual in writing

\*The School Board will request a meeting with the individual if more information or clarification is needed.

## **Arrival and Departure**

### **Arrival -7:45am-8:00am**

**Students arriving before 7:45 must report to Before Care at the parent's expense. (See Before and After Care)**

Upon arrival, all vehicles are to precede, single lane only, to parking lot #2 (in front of the ministry trailer) or the gym lot. Parents should ensure students are in dress code, have all books and supplies, and all monies are secured. No student should exit their vehicle with headphones, cellphones, or other electronic devices in use or visible. Hats must be removed upon entering the building.

Students will receive their tardy pass from their teacher.

### **Departure**

The school day ends at 2:30 PM. Any child that remains beyond 2:45 PM will be placed in after care.

Kindergarten -5th grade students will be escorted by their teacher to parent-pickup located by the playground by parking lot #3b. After the class is secured, teachers will release students whose parents are waiting. All remaining students will report to After Care at the parent's expense. (See Before and After Care Program)

High School students must vacate school grounds within 15 minutes of dismissal unless involved in an after school event. Students remaining at the end of the 15 minute period will sign-in to a designated classroom for after care. Students may not roam the school or school grounds, including the gym, without permission from a faculty member. For your child's safety, LCA will not release students to anyone other than the parent/guardian or previously designated person without proper advance notification.

### **Parking**

As a way to ensure the safety of children and to allow for emergency vehicles, there shall be no parking in front of the school (lot #2) or along the playground exit side (lot #3a) during arrival times.

### **Traffic Safety**

While on school grounds please drive at a safe speed of 5 mph. Once you have dropped off or picked up your child, please continue exiting at a safe speed. Do not stop to talk or loiter around vehicles in the traffic lanes. Double parking is prohibited.

### **Student Drivers**

Students who drive to the school must register in the office with a parent signature. Students may park in the side lot nearest the gym. Students must exit their vehicles promptly and may not return to their vehicle until school is dismissed. Neither driver/ nor other students are allowed to loiter around vehicles before, during, or after school. Driving students may not give rides to other students without permission from the parents of the driver and passenger given to the office. Students are to be an example of courteous driving habits and drive at a safe speed of 5 mph while on school grounds. There should be no audible music sounding from the vehicle. No headphones, Ipods, cell phones, or other electronic devices should be visible or in use upon exiting the vehicle. Should any of these policies be violated, students are in danger of losing their driving privilege and may receive additional consequences.

### **Visitors**

Parents may visit LCA with a Visitor's Pass from the school office. Life Christian Academy operates from a closed campus; therefore, any unauthorized individual on the property without a Visitor's Pass will be requested to immediately check in with the school secretary in the main office to obtain the pass. Upon departure from the property, visitors must sign out in the office, and return the Visitor's Pass. Non-LCA students should not be in the school building or loiter on the property during school/preschool hours. Teachers are not available to visit or answer phone calls during class time.

## **Attendance Policy**

Prompt, regular attendance is expected each day if students are to progress in their education. If your child is to be absent for any reason, please contact the school as early as possible.

### **Absences**

Written, dated communication from parent/guardian concerning absences must be sent to the homeroom teacher upon first day a student returns to school.

Pre-planned extended absences (out-of-town trips, etc.) require advanced approval from the Administrator. Please do not request such absences during the first week of school, exam weeks, or days of standardized testing.

A student (K-12<sup>th</sup>) whose absences exceed 20 days in a year, excused or unexcused, may receive a failing grade in the affected subjects for high school and elementary may repeat the current grade. Exceptions to this policy can only be made by the Administrator.

### **Excused Absences:**

- Illness (For illnesses more than three days, a note from a physician is required.)
- Death in the family
- Family emergency
- Doctor's appointment (Request make-up work in advance)
- Pre-planned absences with Administrator approval (Request make-up work in advance)
- School related activities
- College Visits

### **Tardies**

#### **TARDIES**

School starts at 8:00 and children (K-12<sup>th</sup>) who arrive after 8:05 a.m. are considered tardy. Punctual arrival helps the entire class adapt to a smooth school routine. The roll and lunch count is completed at this time and when your child is late, she/he misses important interaction time with the other children.

Five unexcused tardy days in one 9-week grading period will be equal to an absence. More than five instances in one 9-week grading period will be dealt with by the principal.

#### School Class tardiness Policy

1. Each student will be allowed two tardies for each class per quarter.
2. Upon the third tardy the student will be given a warning, parents will be informed and the student will meet with the counselor and/or principal.
3. After the fourth tardy, middle or high school students will be given an after school detention, which will cost \$25.00 per detention and a Principal/Teacher/Parent meeting will be called. Elementary students will be charged the fee but will not receive after school detention.
4. For all tardies thereafter, students will be given a Saturday detention which will cost \$50.00 per detention.

5. After three detentions the student will receive a one day suspension/unexcused absence; resulting in 0's for the day. A meeting with the principal, counselor and parents will be scheduled, and the student may be subject to a lengthier suspension.

### **Early Dismissal**

Parents are required to come into the school office to sign out a student leaving before the end of the school day. A staff member will be sent to bring your child to the office. (K-5<sup>th</sup>) A student driver must have written, dated permission to leave school early. A student will only be released to the custodial parent/guardian or other designated person unless permission is granted by such party in advance.

### **Before and After School Care**

Open 6:00am -6:00pm

All Elementary students arriving before 7:45am or remaining after 2:45 pm will be signed into Before- and After- School Care located in the church building. Before/After care services are not offered for students over the age of 12. Parents will be billed monthly for this service. If you have not contacted the school (526-9088) by 6:00 pm to inform the worker you will be running late, a \$5.00 fee will be charged for the first five minutes regardless of what time the child is picked up. (For example, if a child is picked up at 6:03, the \$5.00 will still be charged.) After 6:05 pm the charge will be \$1.00 per minute until the child is picked up. Upon the third incident the fee for the first five minutes will increase to \$10, plus the \$1.00 per minute late charge after 6:05.

### **Dress Code**

Parents will be called if student is out of uniform to bring appropriate attire. Repeat offenders may be placed in ISS.

Life Christian Academy requires uniforms for all students grades K-12. The Bible stresses modesty. It is important to teach children that their dress and appearance is an opportunity to reflect their Christianity. Dress can also influence the learning environment. Please review the dress code and help the school in its implementation. Any questions regarding the dress code should be directed to administration. It is impossible to list all forms of appropriate and inappropriate apparel for the classroom setting. This allows the administration the right to make decisions on items not specifically listed.

#### General Dress Policies (Boys and Girls)

- Hats and caps are to be worn outside of the building only
- Earrings on boys are prohibited
- Girls may wear no more than 2 earrings in each ear (No large dangling earrings)
- Undergarments must not be visible
- No writing or drawing on skin
- No flip-flops, slippers, or sandals
- Hair must be a natural color
- All shirts must have LCA logo
- Clothing should be in good repair and of proper fit
- All outerwear other than ones with an LCA logo must be removed prior to 1<sup>st</sup> period.



- No body or facial piercings visible
- Belts must be worn at the waist at all times for boys with shirts tucked in
- Shorts and skirts must be to the middle of the knee or below
- No questionable logos, symbols, or slogans
- All items must have logo with the exception of bottoms. This includes all sweaters and cardigans.
- Pre-K-12th School functions and field trips shall be regarded with the same code as a school day unless otherwise prescribed.
- Clothing should be in good repair, modestly fitted. No torn garments, half shirts, tank tops, halter or crop tops, bare back, or midriff garments are to be worn. Girl's neck/sleeve lines are to be modest. Students are not to write on clothing, shoes or bodies.

PE uniforms (All grades and students)

- Gym or athletic shoes with rubber soles are required
- Gym uniform must be purchased from the school office through Lasting Impressions

Shoes and socks

- Shoes and socks must be predominantly black, brown, grey, or white.
- Bare feet, thongs, sandals or potentially unsafe shoes (open toed shoes) will not be worn.

PARENTS, YOU ARE THE KEY AS YOU WORK WITH THE SCHOOL in maintaining these appearance standards. Please check your child before s/he leaves home to make sure s/he is dressed nicely and groomed properly. When your child is enrolled at Life Christian Academy, this means you pledge on the part of your family to abide by these regulations.

These items, as well as additional items may be purchased at either Lasting Impressions or Flynn and O'Hara. Like items may also be purchased at other stores provided they meet all dress code requirements and have the LCA logo embroidered by Lasting Impressions. Please see the office for order forms.

Girls

Plaid jumper or plaid skirt from Flynn and O'hara  
 Black, khaki or gray pants, skorts, shorts, skirts, or jumpers.  
 Pink or white Peter pan collar, button down, or convertible collar blouse from Flynn and O'hara  
 Maroon, pink, black, gray, or white polo (regular fit not slim)  
 Black, gray, or maroon crew neck sweater  
 V-neck pullover sweater may be worn over a polo shirt  
 Girl's cardigans may only be worn over a crew neck or polo. No tanks or camis.

Maroon, black, gray, or white polo  
 Maroon, black, gray, or white oxford  
 Black, gray, or maroon V-neck or crew neck pullover sweater  
 Black, gray, or maroon crew or V-neck cardigan sweater

Boys

Black or khaki or gray pants and shorts

## Rules of Conduct

*“Train up a child in the way he should go, and when he is old he will not depart from it” Proverbs 22:6*

*“He who discipline shows the way of life, but whoever ignores correction leads others astray. Proverbs 10:17*

*“For the moment, all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11*

In keeping with scripture, Life Christian Academy believes discipline is good and necessary to bring about the best in each student and to maintain a positive learning environment for education. Our goal is to motivate students to always do their best and learn self-discipline, so they may continue to be successful throughout their life.

- Listen when others are speaking; raise a hand to get permission to speak.
- There will be no tossing of objects or any misconduct which would deter the learning process.
- Students are to respond yes/no ma’am/sir.
- Pupils must be respectful of others’ rights and property.
- Pupils will exhibit respect for school/church property. They should walk on sidewalks or pavement (except in the play area), not on the grass. Trash must be placed in the proper receptacles. Students should pick up any visible trash even if it is not their own.
- Pupils must respect the teacher and their authority. No mimicking, mocking, or sassing of teachers will be tolerated.
- Pupil must not leave class/school property without permission.
- Boys and girls are to have no bodily contact on the school grounds or at school functions.
- Only authorized personnel are permitted to discipline children when necessary. No child is permitted to discipline another child.

Pre-K Kindergarten-5<sup>th</sup> grade teachers will set up their own class rules in keeping with the rules set by LCA. They will use both positive rewards and consequences in their discipline plans. Following are consequences that may be used:

- Verbal Warning (given 1<sup>st</sup> to promote self-correction in minor offences)
- Color Change (Pre-K-2)
- In class time out – appropriate duration based on student’s age
- Silent Lunch (K – 12<sup>th</sup>)
- Loss of privilege or recess
- Parent Phone call
- Office referral

To provide consistency among the 6<sup>th</sup>-8th grade instruction, Middle teachers follow the same class rules:

- No Gum, food or drink in the classroom
- Be on time
- Be Prepared for class with all supplies
- Be Attentive
- Be Respectful to teachers and classmates
- Participate in all class activities
- Do all assigned classwork and homework
- Stay on task and work quietly
- Do not leave the room without permission

**LCA rules of Conduct**  
(Common to all students)

- No Gum
- No eating or drinking outside of the cafeteria without permission
- No food or drink in computer lab at any time
- No arguing (May state their case respectfully)
- Obey the first time asked
- No grooming during classes
- No running with the exception of PE and recess
- No loud voices in classrooms or hallways
- No sitting on desktops
- No talking during instruction or seatwork unless permitted by teacher
- No excessive horseplay
- Speak respectfully to both staff and students
- No leaving classrooms or building without permission
- Be on time to school and classes
- No Ipods, headphones, cell phones or other electronic devices visible or in use during the school day
- No use of profanity, coarse joking, inappropriate song lyrics, or negative teasing
- No bullying, threats, or harassment (verbal or written)
- No inappropriate music, books, magazines, pictures, etc.
- No defacing of any school property
- No lying, stealing, or cheating
- Respect the property of others (replacement of damaged property will be the responsibility of the parent)
- No fighting or physical display of aggression
- No kissing, hand holding, or hugging
- No obscene body language
- No plagiarism
- No misuse of technology
- No book bags in classes, hallways, or chapel (High School)

## Conduct Policies

### Use of Electronic Devices

No cell phones, headphones, Ipods, or other electronic devices are to be visible or in use during the school day. Cell phones may not be used as calculators. These items should be stored in student lockers for high school and kept in book bags of elementary students. Teachers have final discretion as to use, for rewards. Consequences for use of electronic devices are as follows:

- 1<sup>st</sup> offence – device will be held until the end of the school day
- 2<sup>nd</sup> offence – device will be held until the end of second school day; parent will be required to pick-up
- 3<sup>rd</sup> or more offence - Device will be held for three school days; parent will be required to pick-up

### No Tolerance Policy

Life Christian Academy adheres to a No Tolerance Policy for Drugs (including misuse of prescription or over-the-counter medication), alcohol, tobacco, weapons or use of any item as a weapon, bullying, sexual immorality, sexual harassment, or physical violence. Students involved in any of these violations are in danger of expulsion. In the case of illegal activity, proper authorities will be contacted. The student will be suspended until the investigation is complete

- **Bullying:** Negative physical, verbal, or written abuse, threat, ethnic or gender slurs, or threatening body position targeting a specific person
- **Sexual Harassment:** Any unwelcome sexual advances, gestures, request for sexual favors, or harm targeting a specific person creating a feeling of fear, mistrust, or danger.

### Search and Seizure

Lockers and other facilities made available to students for storing their personal possessions are the property of LCA and may be searched at any time deemed necessary by the administration.

The law also gives the right to school administration to search the personal belongings of students if the administration has “reasonable suspicion” that the student possesses an item that violates law or school policy, or may be harmful to the school or other person. No student will be stripped searched.

### Video Surveillance

To further provide for the safety of our students and staff, video surveillance will be used in the common areas. Video recordings may be used for disciplinary purposes, but will not be considered part of a student’s disciplinary record.

### Plagiarism

Plagiarism is a misdemeanor and violators can be prosecuted. Any work copied or cut-and-pasted without giving proper credit to sources of information as directed by the faculty will receive a “0” for the assignment. Student may redo the assignment for a 10 point reduction off the earned score. Basic rules for citing sources include using quotations and citing sources for any information of three or more words used directly as given by the author.

## **Disciplinary Methods**

**This list is not exhaustive or limited. LCA reserves the right to implement other forms of discipline if believed it better serves the student or school to bring about desired change.**

- Warning
- Parent Contact
- Loss of Privilege
- Biblical Research of Topics
- Lunch Detention
- After-school Detention
- 1-5 Day suspension
- Academic Probation
- Student Improvement Plan
- Expulsion – with or without option to complete education under LCA (Homebound)

## **Health/Safety**

### **Student Health**

A student feeling ill or injured during the school day must get permission from the teacher to go to the school office. The student's condition will be assessed and the parent will be notified. No student is to contact a parent by personal cell phone. Minor injuries such as scrapes, cuts, or bumps will be treated on site and an incident form will be filled out for parents to sign. Students with fever of more than 100 degrees reoccurring diarrhea, rash, or reoccurring vomiting will be dismissed for the school day.

**Students must be free of following symptoms for 24 hours or have a Doctor's note stating the illness is no longer contagious in order to be able to return to school:**

- Fever of more than 100 degrees
- Vomiting
- Diarrhea
- Ring Worm
- Lice
- Flu or other contagious viral or bacterial illness

### **Medication Administration**

Parents must complete a Medication Consent Form and have it signed by a physician for any daily medication to be administered to a child during the school day. This includes inhalers, Epi-pins, and prescription and non-prescription medication. Students may self-administer inhalers with a Doctor's note. Medication must be brought to the school in the original container. The Medication Consent Form must be kept on file in the school office.

Short-term need for medication administration may be given with a Doctor's note.

Students must not bring any other medication to school for any reason. (See No Tolerance Policy)

### **Crisis Management**

Fire Drills will be conducted on a monthly basis in accordance with state law and students will be given specific instructions to follow. Evacuation routes will be posted in each room. Tornado Drills will be conducted annually.

### **Smoke Detectors and Fire Alarms**

Smoke Detectors and Fire Alarms are located in every building.

### **Asbestos**

In accordance with state and federal laws LCA is an Asbestos-Free Facility.

## Physical Education

Outdoor play is a vital part of our program. All children are expected to participate in recess and PE with their classes. Those unable to do so should have a note from the parent or physician excusing them from physical activity. Students who need an inhaler should make the teacher aware of their location and have them available during physical activity. PE class requires a PE uniform.

## Playground Safety

- Students must be supervised by a staff employee when using playground equipment
- Equipment must be used the way it was intended
- No running, pushing, or rough play
- No throwing of any objects
- No rocks, dirt, grass, or mulch are to be picked up, kicked, or thrown
- Students must be able to reach equipment without assistance in order to use the equipment
- Screaming or loud noises should be avoided
- Additional rules set by the supervising staff member should be followed
- Swings: Students must swing straight forward, sitting and facing the center of the playground. There should be no sideways or twisting motions in the swing. When getting off the swing, students will drag their feet, slowing down the motion, then step out of the swinging position. Students will not jump out of the swing, kick rocks, scale the swing's framework, stand, or kneel on the swing. Only employees are permitted to push students on the swing.
- Jungle Gym/Monkey bars: The jungle gym and monkey bars are to be used with hands only; children must be able to reach the bars independently. No twisting or sitting on the bars/handles should be permitted.
- Slides: Slides are designed to slide down in a seated position. Students are not permitted to run up the slides.

## Additional Parent Information

### Lunches/Cafeteria

Lunch orders can be placed in Homeroom or ordered ahead of time on Renweb. They can also be placed at the cafeteria window during lunch time. If you wish to allow your child the flexibility to buy items such as ice cream or drinks, you may keep a small lunch account. Negative balances or charged items will reflect on the account and will be treated as an overdue balance. Students may bring lunches from home. Pre-K-2<sup>nd</sup> grade will not be allowed to bring lunch items requiring the use of a microwave. No outside deliveries will be received for student lunches. Parents may eat lunch with their child after making prior arrangements with the teacher and obtaining a visitor's pass from the office.

**Lunches and snacks:** Students need a balanced lunch in order to maintain good classroom concentration. The following is a list of nutritional snacks you may want to include in your child's lunch: fresh fruits and vegetables, cheese squares, yogurt, muffins, crackers, raisins and pudding. There is a morning and an afternoon snack time. Please use lunch boxes that are in keeping with Dress Code guidelines.

## **Picnic Table/Gazebo**

High School and Middle School students have the privilege of eating at the picnic table or gazebo if the weather permits with teacher permission. All LCA rules still apply. Students should not stand on the table or benches and will not be allowed to roam the parking lot or visit persons in vehicles. Students must clean up all trash and place in the proper receptacles. Failure to properly clean area will result in loss of privilege for the next day for all students.

## **SCHOOL INFORMATION / GENERAL**

### **SCHOOL BUILDINGS OF LCA**

The asbestos-free buildings are located at 16801 Harrowgate Road, Chester, VA.

### **SCHOOL CANCELLATION/ DELAYED OPENING**

Should inclement weather prevail, a school advisory can be retrieved from channel twelve (12) news. LCA will remain open with standard attendance procedures in effect as long as the students/staff are not in jeopardy. The school will only close early should severe inclement weather occur, and students should be picked up promptly. Parents will be billed at the ASC rate should a child remain after early closing.

### **SCHOOL HOURS K-3 / K-4 Schedule**

5 half-days a week    8 a.m. — 12noon

5 full-days a week    6 a.m. — 6 p.m.

## **Chapel**

Weekly Chapel is a vital part of the spiritual emphasis at LCA and all children will participate in all aspects of the chapel service. Joint chapel services will be held occasionally. Parents are invited to attend, but will need a visitor's pass. The following are rules of conduct specific to chapel:

- No student may leave chapel without permission
- Book bags will not be allowed in chapel
- Students may not recline in their seats or place their feet on the seats.
- No church equipment or instruments should be handled without permission

## **Music Programs**

Music programs and class performances are held several times throughout the school year to give the students opportunity to minister and perform what they have been studying. All students are expected to participate in all performances except in case of illness or preapproved out of town trip. Parents will be notified of performance dates and any special costume needs in advance. Any student missing a performance will be required to do a written assignment as deemed appropriate by the instructor. Failure to do the make-up assignment will result in a drop of a letter grade in Music class or a "0" quiz grade for classroom performances.



## **Athletic Programs**

While in attendance at LCA, students will have the opportunity to participate on middle school, junior varsity, and varsity sports teams.

Boys Sports: MS, JV, V basketball and JV, V soccer.

Girls' Sports: Cheerleading, soccer, volleyball, and elem. pep squad.

There is a required athletic fee for each sport a student plays.

The sports available are evaluated at the beginning of each school year, based on interest.

## **Audiovisual Policy**

Audiovisual media shown at LCA must be relevant to the curriculum being studied and appropriate for the age and maturity level of students being taught. All movies are reviewed at "plugged in online" for objectionable content. The term audiovisual applies but is not limited to: videocassette, CD's/DVD's, electronic media, computer software, or streamed files.

Preschool may only view G rated movies.

Kindergarten thru 5th may view G or PG movies.

6th-12th grade may view G, PG, or PG-13 movies.

Student regardless of age or grade may view R or NC-17 movies with the express approval of the administrator and with parental consent before the movie is viewed. There are very few movies with R ratings that would be shown but some such as "Passion of the Christ" that have such rating are worth showing for educational and religious reasons.

Permission forms will be sent prior to seeing any movie. Parents will have the option to request their child not see the movie.

## **Field Trips**

Field Trips are carefully planned and designed by LCA faculty to provide meaningful educational experiences beyond the classroom. Students are expected to participate in field trips except in case of illnesses or preapproved out of town trips. A student may be prohibited by the administrator from going on a field trip for behavior violation. Parents are welcome to chaperone field trips and will be chosen by the teacher on a first come basis.

All field trip chaperones must have a Police Record Check/Va. State Registry Check on file in the school office. It is recommended that this be done in the fall. However, if not accomplished in the fall, the paperwork must be submitted at least two weeks prior to the field trip. For safety reasons, siblings are prohibited from attending field trips.

### **Library**

The LCA library has been established to provide books of spiritual value, wholesome books for recreational reading, and reference books. Books in the LCA library model positive character traits and clearly draw the line between good and evil. All books in the library have been screened for content and have administrator's approval prior to being placed in the library. Students may go to the library to check out materials with their teacher. Students are responsible to maintain and return all books checked out by their due date. Late charge for books not returned is \$.25 a day. The cost will reflect on the student's account.

### **Lost and Found**

Lost articles are placed in the lost and found locker. They are available for pickup at any time.-Articles will be displayed for parents to look through at the end of each semester. Articles not claimed will be disposed of or given to Goodwill.

### **Parties**

Appropriate holidays are celebrated in a Christ-centered manner. God's blessing of harvest will be the theme of October parties and Thanksgiving will be celebrated in November. The classroom teacher will organize and conduct parties with the assistance of room mothers at their discretion. Students may celebrate birthdays at school with advance permission from the classroom teacher.

### **Release of Student Information**

Student educational records, including disciplinary records, may be released to: parents of the student, schools to which the student may transfer, students who have reached their 18<sup>th</sup> birthday, law officials in compliance with a judicial order or subpoena, and a Child Protective Service officer in regards to a specific investigation. Video surveillance records are not considered part of a student's educational or disciplinary record.

Student education records/disciplinary records may not be released to a third party without written consent of the student's parent/student of legal age. Names of all other students may be omitted from any records before release is granted.

Exception: Directory/Health records may be released to emergency response personnel.

The LCA School Board and Administration reserve the right to make final decisions on release of student records.

### **School Supplies**

The supply fee will take care of each student's required classroom supplies. Each student will need to purchase a book bag and lunch box.

## **Pre-K NAPS / RESTROOM / WATER BREAKS**

Children take a nap daily to be refreshed for the afternoon and evening. The nap mat is included in the supplies provided by the school. If the mat is damaged by the student, the parents will need to provide a replacement mat at their own cost. The student will need to provide a blanket and a small sheet or body pillow case to be used as a mat cover (if desired).

Preschool students will be taken to the restroom by their teacher in the morning before class begins. If the class has already started restroom procedures when a parent/student arrives, parents should take their child to the restroom to join their class, and then drop off possessions. Each teacher will take their class to the restroom after recess, lunch, nap and before afternoon recess. If a student needs to use the restroom in between these times, they may raise their hand, letting the teacher know, so attention will be given to this need.

Students will walk in a quiet line while being escorted by their teacher to and from the restroom. All students should attempt to use the restroom at these appointed times. Each student must wash their hands after using the restroom. After washing their hands, the students will wait in line for further instruction from the teacher. Restroom doors should be propped open allowing visibility from the hall.

Students will be taken to the drinking fountain after each restroom use.

## **TOILETING ACCIDENTS**

It is not uncommon for younger children in the K3 – K classes to experience toileting accidents, particularly after nap time. The procedure for this situation is to first retrieve the student's change of clothes, and then escort them to the restroom. The teacher working with the student will send him/her into the stall. The teacher will then coach the child on what to do, if help is needed. A teacher will not go into the stall with a student nor clean a student. The teacher will bag the soiled clothes to be taken home, and then give the child their clean clothing. The child will be encouraged to use the restroom, if possible. After the student has completed this changing process, he/she will wash their hands and return to class. The bagged, soiled garments will be placed with the child's things to be taken home. It is important that a set of clean clothes be returned the next day. If a student has an accident and does not have a change of clothes, the parents will be called and asked to bring clean clothing.

## **SUNSCREEN AND INSECT REPELLENT POLICY**

LCA will not provide sunscreen or insect repellent. LCA will apply sunscreen and/or insect repellent if supplied and requested by the parent.

## **TERMINATION POLICY**

1. This preschool is not staffed to provide individual attention for children who may have special needs. Such children will be referred to the appropriate specialist and the preschool requires a report from the specialist for a follow up. Upon reviewing the report, the director in her sole discretion will evaluate whether the preschool can continue to provide services for such children or not. If a follow up report is not submitted to the director, then it will be sufficient cause for termination.
2. Violent, abusive and/or hyperactive behavior will also be referred to the appropriate specialist and follow up reporting will be required as specified above.
3. Frequently disruptive behavior by a child which interferes with the staff's performance or the daily class activities will be sufficient cause for termination.

4. Following are also causes for immediate termination:
- a. Failure to uphold or not cooperating with the preschool policies.
  - b. Use of obscenities by the child or the parent/guardian.
  - c. Rude or inappropriate conduct, behavior, or attitude directed at the preschool, staff, or other clients/children, by a child or parent/guardian.
  - d. Failure to pay tuition within the required tuition due date and/or late tuition charges as per the preschool policy. When verbal reminder for tuition is not responded with payment within one day, it will be sufficient cause for termination.
  - e. When parent/guardian does not follow up on the corrective action agreed upon at any conference.

## **Life Christian Academy**

### **Conditions of Enrollment and Pledge of Cooperation**

As an essential part of the enrollment process, a copy of the pledge written below must be read and signed. The copy will be filed as part of the student's records. In the interest of being good stewards and wise in our business practices, this pledge serves as a protective legal hedge for the benefit of our families and the school.

1. I understand that it is a privilege, not a right, for my child to attend Life Christian Academy (LCA). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of LCA. I give the LCA administration full discretion in the discipline of my child, including the issuing of detention, in or out of school suspension, and expulsion from the school for conduct deemed by LCA School Board to be improper, regardless of where the incident(s) given rise to such discipline occurs.
2. In order to preserve the spiritual atmosphere nurtured at LCA, I understand that discipline will be more swiftly and rigorously enforced than is a public school environment or in some other private schools. I further understand there may be times where I disagree with the discipline imposed upon my child. I further understand that in the event of such disagreement, I am to follow the guidelines set forth in the LCA Protocol for Presenting Concerns.
3. I understand that LCA, in the interest of nurturing its school atmosphere and spiritual goals, has a "No Tolerance Policy" regarding the use of alcohol, drugs, tobacco, weapons, pornographic material through any media, immoral or illegal involvement, on or off campus. If in the judgment of the LCA administration, it is determined my child should be drug/alcohol tested, I agree to have my child tested at my own expense by an appropriate LCA approved medical provider who will conduct the test. If I am unwilling to permit such a drug/alcohol test, or to release the results of such test to LCA, I shall withdraw my child from LCA and thereby waive all rights to any recourse.
4. I understand and agree to the need for, not random, but reasonable determined investigations of student activities which may involve and include searching my child's belongings (i.e.: book, carrying bag, lunch box, purse, gym bag) and school locker. In the case of secondary students, I also give permission for any motor vehicle to be searched in my reasonable attempt to contact me prior to such a search in order to allow me to be present.
5. I agree to fully cooperate with LCA administration regarding all actions requested of me pertaining to my child's enrollment at the school and in the enforcement of its rules and policies. I agree to uphold the aims and ideals of the school and to encourage my child to likewise abide by the aims and ideals of the school. I agree as a parent to abstain from reprimanding or questioning any child other than my own. I agree to bring any situations of concern to the appropriate LCA staff member and understand that discipline resolutions of someone else's child will be handled with LCA staff and administration.
6. I understand that my child's continued enrollment at LCA is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child for any reason, I waive all rights to a refund of tuition and fees previously remitted and further understand that I shall remain obligated for the full year of tuition and fees not yet having been paid.

7. Parents or students shall not be engaged in any conversation or activity that demeans, degrades, or disrespects the school, church, or its employees in any way. This includes, but is not limited to, posting of derogatory comments on Facebook, Twitter, or any other social media.
8. I acknowledge receiving and reading a copy of the LCA current handbook before execution of this application. I agree that my child's enrollment at LCA is subject to all terms and conditions of the handbook which are fully incorporated herein by reference.

School Mascot

Eagle

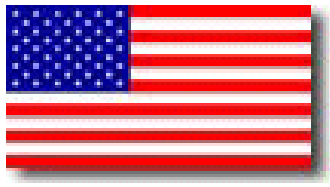


School Colors

Maroon and Gray

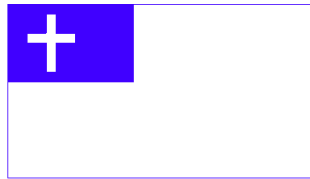
Pledge to the American Flag

I Pledge Allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.



## Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.



## Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

