

LAKELAND CHRISTIAN ACADEMY

ELEMENTARY/INTERMEDIATE PROGRAM STUDENT HANDBOOK

TO THE PARENT/GUARDIAN

This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Lakeland Christian Academy's Elementary/Intermediate Program (grades K-6). It is essential that all parents read and discuss this material with their children. We believe that parental involvement and support is vital for the success of our students; therefore, we desire that all who have chosen to be a part of LCA are aware of our purpose, goals, and policies.

Lakeland Christian Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

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CORE STATEMENTS

Mission

The mission of Lakeland Christian Academy is to equip students so that they can impact their world for Jesus Christ and fulfill their own potential in scholarship, leadership, and service.

Vision Statement

Lakeland Christian Academy stands as a lighthouse to those seeking a Christ-centered place of excellence with a loving and caring environment where students can launch into adult life equipped with the character and skills to navigate successfully for God's service.

Expected Student Outcomes

Spiritual Formation

Impact Statement: Spiritual formation assists students in the development of a pattern of life that leads to Christ-likeness. The evidence of a biblical lifestyle involves the practice of spiritual disciplines, a balance of discipline and correction, head to heart development of the mind, body, and character, and a spirit of service and gratefulness.

Rationale: Students express an informed faith in Christ, have a visible testimony, are engaged in church and other related activities of growth and service that contribute to the Great Commission, act appropriately for justice, equity, and peace, and make maturing application of biblical principles in organizational, family, and social relationships.

Mission Objectives: Students personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner. Students understand and commit to a personal relationship with Jesus Christ. Students know, understand, and apply God's Word in daily life. Students are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love. Students treat their bodies as the temple of the Holy Spirit. Students are actively involved in a church community, serving God and others. Students respect and relate appropriately with integrity the people they work, play, and live with.

Worldview Orientation

Impact Statement: Christian schools have the opportunity to intentionally assist students in developing a coherent and consistent worldview. LCA seeks to assist students in framing their view of God, molding their understanding of what it is to be human, grounding them in their faith, and shaping their values of a person's place in society, community, family, and church.

Rationale: Students apply the unifying principle of God as the Creator and Savior in their thinking as it relates to all content disciplines, have a working knowledge of biblical theism and other worldviews, demonstrate an understanding of the inherent tension between popular culture and a biblical theistic worldview, and evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.

Mission Objectives: Students have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting inter-ethnic harmony, and encouraging biblical hospitality for the "alien" or "stranger." Students are committed to lifelong learning. Students understand the worth of every human being as created in the image of God. Students can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews. Students possess apologetic skills to defend their faith. Students embrace and practice justice, mercy, and peacemaking in family and society. Students understand that work has dignity as an expression of the nature of God.

Academic Thinking

Impact Statement: As an academic institution, it is our responsibility to educate our students well. Students need to engage in ideas, principles, and knowledge of content in a thorough and comprehensive way. Learning should engage a general acquaintance with many things and a thorough examination and mastery of many others. Students should be able to reason, be reasonable, be articulate, and demonstrate graciousness.

Rationale: Students evidence learning across disciplines, demonstrate a proficiency in transferring learning from one subject to another, utilize higher order thinking skills, demonstrate an ability to think logically, support inferences, and justify conclusions, evaluate a variety of problems, and utilize multiple and creative strategies in solving or posing possible solutions to them.

Mission Objectives: Students are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking. Students are proficient in mathematics and science. Students have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places. Students appreciate literature and the arts and understand how they express and shape their beliefs and values. Students value intellectual inquiry and are engaged in the marketplace of ideas (open honest exchange of ideas). Students have an appreciation for the natural environment and practice responsible stewardship of God's creation.

Skills Development

Impact Statement: Students must develop a strong knowledge base, but the academic institution has an obligation to teach the skilled use of that information. Students need to be able to read, speak, and write, make application of logic, utilize tools of research, frame their questions, compute the resources and facts, investigate their findings, and be confident in their conclusions.

Rationale: Students utilize a variety of resources including technology to develop and evaluate information, demonstrate an ability to develop thoughtful questions in problem solving, engage their community responsibly both politically and socially, evidence an attitude of responsible stewardship of Creation, life, time, finances, and material goods, and articulate the biblical respect for all vocational callings as a gift from God.

Mission Objectives: Students know how to utilize resources including technology to find, analyze, and evaluate information. Students have the skills to question, solve problems, and make wise decisions. Students understand, value, and engage in appropriate social (community) and civic (political) activities. Students are prepared to practice the principles of healthy, moral family living. Students are good stewards of their finances, time (including discretionary time) and all other resources.

Revision Policy

Lakeland Christian Academy reserves the right to change policy or procedure in its student handbooks at any time when, in the discretion of the administration, it deems the change to be in the best interest of the school.

History of Lakeland Christian Academy

Lakeland Christian Academy is a non-profit corporation organized under the Texas Business Organizations Code, with the Charter Number 01239543. LCA was incorporated on August 03, 1992 and is organized exclusively for educational purposes, including the making of distributions that qualify as exempt organizations under 501(c)(3) and 509 (a)(1) of the Internal Revenue Code.

Over the years, LCA has grown in number and reputation as a private educational organization for preschool, elementary, and secondary education. The school is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS).

LCA is located in Lewisville, TX in southern Denton County, approximately 20 miles north of Dallas. Denton County is a rapidly growing community with a rich diversity of cultures as well as employers.

Organizationally, LCA is divided into four divisions; preschool education, elementary education, intermediate education, and secondary education. The preschool education program is a half-day option, with students beginning at 12 months of age and continuing to four years old. The elementary education is a Kindergarten through 4th grade program. The intermediate program is for students in 5th and 6th grade. The secondary program educates students in 7th-12th grades.

TOPICS LISTED ALPHABETICALLY

Absences

LCA students are encouraged to attend class regularly and punctually. LCA believes that participation in instructional time is essential to academic success. A student who misses more than nine class periods (excused or unexcused) for a specific course during the grading period will be referred to the Vice Principal, regardless of excuse or whether the student has a passing grade.

Parents are asked to notify their child's homeroom teacher the day of any absence. Any trip extending three days or more needs to be pre-approved by the administration. All assignments posted online or provided to the student by the teacher will be due the first day of the student's return to school.

See "Health Guidelines" on page 16 for specific rules regarding sickness and attendance to school.

Accidents

All accidents that occur during the school day will be reported to the office. Emergency medical professionals will be called by the office for a student with a serious injury. The parents will also be notified by school office personnel. It is the parent's responsibility to see that the office has up-to-date emergency telephone numbers on file in which a parent, relative, or friend can be reached in the case of an emergency. A medical release and copy of insurance must be provided by a parent/guardian and kept on file in the office for each student.

Assignments/Homework Policy

Homework must be turned in on the original due date to receive full credit. Assignments returned one day late will be marked down 11 points. Assignments will not be accepted after one day and will receive a 0. Class work is due the day it is assigned. Assignments that receive a failing grade are corrected at the teacher's discretion and will not receive a grade higher than 70 percent.

Homework and class work missed due to absences are to be returned to the teacher in the same amount of school days that were missed. Tests must be taken in the same time frame.

Book Bags

Students should use their book bag to carry school materials home daily. Students may bring a pop top water bottle to school. Please leave all toys and personal items at home. Students will be provided with many things to do during the day at LCA: it is not worth the risk of damaging or losing a favorite possession. Students should also not bring large amounts of cash or other valuables. LCA will not be held liable for any personal items lost or stolen.

Building Hours and Security

The building is opened in the morning at 8:30 a.m. Students are expected to clear the building by 4:00 p.m. each day unless supervised by a faculty member or coach. LCA has developed a Crisis Response Manual that addresses procedures to be followed in the event of an emergency. To further ensure safety, we lock all doors at 9:00 a.m. Visitors to the school are only allowed in after being visually identified by a secretary or administrator.

Cell Phones

Understanding that parents sometimes need to communicate with their children, students are permitted to bring cell phones to school. Cell phones should be off and kept in the student's backpack during the day. Students may not use their phones during school hours, including passing periods and lunch. Cell phones used during the day without permission will be confiscated until a parent comes to the office to retrieve it.

Chapel

LCA considers chapel a special time for students to engage in corporate worship and be encouraged in their spiritual development. Students in Kindergarten – fifth grade have chapel once per week. Sixth grade students will participate in Middle School chapel, which is held monthly.

Code of Conduct and Disciplinary Process

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

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

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of LCA, both on and off campus, so that we might all live and work happily together.

These general guidelines for student conduct (Code of Conduct) are listed below:

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17 and I Thessalonians 5:12-13.)
3. Abstain always (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography, as well as from gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See I Corinthians 6:19-20.)

4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourself in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands off” policy.
6. Leave all annoying or dangerous items such as knives, water pistols, lighters, guns, and matches at home.
7. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a specific project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or test may be dealt with in the same manner as cheating. Giving unauthorized help is treated as the same as receiving such help.
8. Avoid plagiarism, which is a serious offense. The definition of *plagiarism* is “the use of another writer’s ideas or words without giving the writer credit for them.”

All school rules apply on all field trips and on all school-sponsored events, both on the school campus and away from it.

Student Behavior Code

1. For students, LCA has three school-wide guidelines:
 - Follow instructions
 - Respect people and property
 - Be prepared to do your best each day
2. Students are expected to represent LCA in a positive manner always, even when they are not on school grounds and/or attending school functions or extracurricular activities. Students and parents acknowledge and understand that students are subject to disciplinary action by the school for conduct occurring off campus or during non-school hours, including weekends, holidays, and summers. LCA reserves the right to suspend or dismiss a student for misconduct on or off the school campus, 24/7, and without regard for whether the form of discipline is identified specifically herein and without regard for whether it is specified as improper off campus. While LCA has no control over student activity off campus that is not school sponsored and does not supervise student conduct off campus during an activity which is not school sponsored, misconduct during such activity may come to the attention of school authorities and may result in the administration of discipline, including suspension or dismissal.
3. School property shall be protected. Defacing or damaging school property which is malicious or careless in nature will result in both appropriate disciplinary action and the replacement of such property, or reimbursement at fair market value, by the student and/or his parents or legal guardians as deemed by the school.
4. LCA reserves the right to invite law enforcement to visit at any time during the school year to search for drugs. Any alcoholic beverages, drugs, or drug paraphernalia found under the student’s control will constitute possession.

Discipline Policy (K-4)

All classes follow the same procedures:

1. Warning
2. Short time out
3. Longer time out
4. Official parent contact

5. Office Referral
6. Third office referral may result in expulsion from LCA

Discipline Policy (Grades 5-6)

It is the responsibility of the student to check with the teacher about serving a disciplinary action. No one will be allowed to change or be excused from serving disciplinary action without permission of the Principal. All classes follow the same procedures:

1. Warning
2. Quiet lunch at designated table
3. Detention, after three quiet lunches in a grading period
4. Suspension assigned by the Principal, after three detentions in a grading period
5. Third office referral may result in expulsion from LCA.

Each grading period starts with a reset of quiet lunch and detention. (However, this reset does not apply to dress code violations.)

Offenses that may result in a disciplinary action include, but are not limited to, the following:

1. Excessive tardies (more than nine in a grading period), regardless of reason, to school
2. Failure to be prepared for class after warnings (e.g., no paper, no writing instrument)
3. Being in unauthorized areas, including the elevator
4. Unwholesome language or profanity
5. Littering anywhere on school property
6. Meddling with another student's property
7. Continued talking or disrupting class
8. Bringing prohibited items to school: water pistols, water balloons, lighters of any kind, or laser pointers
9. Unauthorized use of cell phone during school (phone may be taken until the end of day)
10. Food, candy, or drink (except water in a closed container) in the classrooms without permission
11. Gum at any time during the school day
12. Public display of affection
13. Failure to report to detention
14. Disorderly conduct in hallways or bathrooms
15. Disrespect or direct disobedience to school authority
16. Uniform/dress code violation (second and third offense, after one warning). A fourth violation of a uniform violation will also result in the parent being contacted to bring a change of clothing. There is no reset for dress code violations.
17. Distracting appearance (see Dress Code for guidelines)

Suspension

An out-of-school suspension (OSS) will be given for certain offenses. Students may make-up any tests or quizzes missed during this time, per teacher timelines.

Any student athlete placed on suspension will be required to sit out at least one game (next game on schedule) for any sport then in season. This game may or may not be during the suspension.

A student who is suspended may be placed on behavior probation. Suspensions are not considered part of a student's "permanent record" with two exceptions: 1) a serious threat or act of violence was involved and 2) three suspensions for any reason given within one academic year.

Offenses that may result in suspension include, but are not limited to, the following:

1. Skipping school
2. Vandalism, including misuse of the restrooms
3. Unauthorized use of cell phone during school (third offense in same class)
4. Cheating/plagiarism (and a “zero”) for second offense during school year. First offense: “zero” only.
5. Severe bullying or harassment, including threats
6. Racist slurs or jokes
7. Theft
8. Sexual harassment of any type
9. Fighting
10. Possession of any type of knife, including pocketknives and boxcutters
11. Smoking or vaping at any time, on or off campus
12. Viewing of pornography at school. (Reports of pornography viewing outside of school will result in parent contact for first offense. Additional verified reports may lead to suspension or expulsion.)
13. Consumption of alcoholic beverage at any time/anywhere: three-day OSS. A second offense of consumption of alcoholic beverage by a student at any time for the rest of their enrollment at LCA will lead to expulsion.

Dismissal

LCA reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, exercises poor conduct, fails to cooperate with school authorities, or whose parents fail to cooperate with school authorities, may be asked to withdraw from the school. Dismissal will be determined by the Principal. There is no right of appeal to the Board of Directors.

A student who has lost the privilege to attend LCA may attend LCA related events at the discretion of the Principal. If the Principal deems that a student may attend school events, a parent must accompany the student.

Dismissals may occur when any of the following take place: possession, distribution, solicitation, or use of illegal drugs of any kind (including counterfeit drugs or drug paraphernalia), or the misuse of any prescribed drugs of any kind, on or off school property; possession, consumption, supplying, or selling of alcoholic beverages on or off campus; repeated conduct violations that resulted in suspensions; failure of parents to cooperate with the school’s discipline of their children; assault or battery of staff or students; sexual misconduct such as physical conduct and/or contact of a sexual nature; verbal abuse of a sexual nature; sexual innuendoes and gestures or other serious sexual misconduct; computer/internet use for illegal or immoral purposes; possession or use of a weapon of any kind in a threatening or dangerous manner which could reasonably be perceived to be capable of inflicting serious harm; or possession, transfer, sale, or discharge of any gun (including a starter or pellet gun), firearm, or any other explosive device, of any type, whether loaded or unloaded, on or off campus.

Disciplinary Probation

1. **Purpose:** Disciplinary Probation is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform.
2. **Criteria:** This program should be initiated at the discretion of the Principal. It is to be administratively subjective. Some criteria to direct the administration in making this decision are 1) the student has manifested a physical threat to other students or faculty, 2) the student has become a negative influence on his peers to the extent of drawing his peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.), 3) the student has been a habitual offender of the disciplinary policy of the school, or 4) the student has been suspended for a serious breach of conduct.
3. **Program:** A written notice of possibly placing a student on disciplinary probation will be initiated by the Principal. The Principal will notify the parents of the possibility of the probation. At the administration’s

discretion, a conference will be held with the parent and student regarding disciplinary problems. Based on this conference, the Principal will decide whether this student merits a probation or expulsion. If the administration deems it beneficial to place the student under a disciplinary probation, a Disciplinary Probation Contract will be drafted for the student outlining the behavioral guidelines that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation.

4. **Procedure:** The Disciplinary Probation Contract is to be signed by all parties involved (i.e. student, parent(s), and Principal). Copies are to be distributed to all parties. It will be the responsibility of the Principal to ensure that the contract is being upheld. Violation of the contract by the student will be noted by the Principal. The student will then face other consequences, including possibly expulsion.

Restoration

LCA reserves the right to deny readmission to any student whose actions demonstrate that it is in the school's best interest not to allow readmission. The request for readmission should be in writing to the Principal. Restoration at a Christian school is always a difficult matter. Students who have been expelled from LCA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due consideration, and desires reinstatement, the student must wait a minimum of six months before reapplying. During that time, the student must be involved in a program of church attendance, as well as student and parent counseling. During the restoration period, schooling must continue at another school or home school. Upon completion of the reinstatement restoration program, recommendations by the student's pastor and school-designated counselors will be considered by the Principal to determine the student's reinstatement. Students returning will be on disciplinary probation for one year.

Re-Admission

Any student dismissed from LCA, or allowed to withdraw, will not be allowed to apply for readmission for at least one semester or six months. Requests for readmission should be made in writing to the Principal. LCA reserves the right to deny readmission.

Re-Enrollment

LCA reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow reenrollment. Students who have demonstrated through detentions, progress reports, and poor attitude a lack of interest in being at LCA will be interviewed by the Principal. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with the parent(s) will be scheduled. Students may be placed on disciplinary probation with enrollment for the following year withheld until a review of the student's progress has been evaluated.

Drug and Alcohol Policy

Lakeland Christian Academy believes that the consumption, buying, selling, or transfer of drugs and/or alcohol by our students cannot be tolerated and may result in dismissal of the offending student or students. The administration of LCA reserves the right (as per the safety of that student or any other student) to require random drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse, then the student's privilege to attend LCA will be revoked.

Non-Violence Policy

LCA has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all students and staff. The school takes this responsibility very seriously.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke

about committing an act of violence toward anyone at LCA. Students are also not allowed to possess any instructions on how to commit an act of violence. If the administration determines that a threat of violence is credible and specific (directed toward specific students or staff), the student will be immediately suspended out of school and a recommendation to expel will be considered by the Principal. For the purposes of this policy, credible means a reasonable belief or suspicion, determined by the administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In those circumstances in which the administration determines that the threat is not likely credible, the school may suspend out of school the student pending a parent meeting. These include all cases in which the student was “just joking.” If circumstances warrant, the school may conduct further investigation. The school may require students in this circumstance to obtain counseling from a Christian counselor or other professional agreeable to the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger.

Search and Seizure

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may request a search of a student under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials in the search.

Personal Searches: A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent’s permission or the student’s permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student’s person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to the office to perform the search. If the parents fail to come to the school to perform the search within a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student’s privilege to attend LCA will be revoked.

Seizure of Illegal Materials: If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

Bullying Policy

It is the policy of Lakeland Christian Academy to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students.

Examples of Bullying

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (including the internet and social media)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim’s property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Social: ostracism or exclusion, intentionally ignoring, being unfriendly, alienating, etc.
4. Psychological: acts that instill a sense of fear or anxiety, etc.
5. Miscellaneous: any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors

Bullying Awareness

Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children in the classrooms, hallways, restrooms, gym, locker rooms, cafeteria, etc. Teachers will periodically conduct class discussions to educate students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding to the bully, walking away from bullying behavior, etc. At the beginning of the school year and as needed later during the school year, the Principal or designee shall ensure that the student body is familiar with the Bullying Policy.

Reporting Bullying Conduct

Students who feel they have been bullied should first, if possible and practical, attempt to resolve the issue with the party directly involved, in accordance with the Matthew 18 principle. (See below under *Conflict Resolution*.) If this is not successful or is impractical, then the student should tell a staff person or submit a Bullying Incident Report, located in any administrative office, to a school official.

Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably before the end of the school day. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying. If the behavior meets the criteria for bullying, the staff person must report this to the Vice Principal immediately to protect the alleged victim. The staff person should remind the victim/witness that “No one deserves to be bullied and we are going to do everything we can to stop it.” The staff member should also commend the victim/witness for bringing the matter to the attention of school staff.

The Vice Principal will promptly and thoroughly address reports of bullying. He/she will meet individually with the victim/witness and the alleged bully privately. If it is determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The Vice Principal shall notify the parents/guardians of both the victim and the offender, preferably before the end of the school day or within 24 hours. Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The Vice Principal will inform the student that he/she may be monitored, and the student’s movements outside the classroom may require supervision until trust has been rebuilt and all bullying behaviors cease. Parental notification and the intervention plan shall be documented on the Bullying Incident Report. A copy of the Bullying Incident Report shall be given to the offender’s parents. The Vice Principal will share a verbal report with the necessary teachers to assist in determining whether a pattern of bullying behavior or abuse exists.

Individuals who knowingly report false allegations or corroborate false accusations will be subject to appropriate disciplinary action.

Conflict Resolution

As with any institution, there is the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we work together in harmony, always giving a “good report” and striving for unity. When conflicts and disagreements occur, the following principles should be followed, which are based upon Matthew 18:15-17:

1. Keep the matter confidential (no gossip).
2. Keep the circle as small as possible (two parties).
3. Be straightforward (face-to-face).
4. Be forgiving as much as possible.
5. If still unresolved, the individuals should agree to share the matter with the Vice Principal or Principal.
6. If it is a student behavior issue and still unresolved, the Principal should be brought into the process by the teacher.

7. The Principal will have the final say on the matter. If the offended party believes written school policy has not been followed, then the matter may be appealed to the Superintendent.
8. If the Superintendent determines that written school policy was followed and a reasonable decision was made by the Principal, then the matter ends. The Board of Directors will only become involved if there is sufficient evidence that the administration did not follow written school policy.

In summary, the Matthew 18 principle requires that parents talk to teachers about their children's problems before they talk to administrators. If unresolved at the two-person level, the matter should be prayerfully addressed at the next logical level.

Conferences

Parent/Teacher Conferences are scheduled schoolwide after the first grading period. Subsequent Parent/Teacher Conferences are scheduled at the discretion of parents and teachers. Outside of these times, we urge you to communicate with your child's teachers in the following manner:

- Email the teacher directly
- Call the school office to have a note put in the teacher's box requesting he/she return your call when he/she is off duty

Custody Policies

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of LCA is on the safety and well-being of your student, and our instituted policies are to further those goals.

Custody Documentation

At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at Lakeland Christian Academy. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to LCA within seven days of change or at the time of reenrollment if the school has dismissed for summer break.

School Records

A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.

Dismissal and Early Releases

No student shall be released to any individual other than a custodial parent unless express written permission is first given to LCA by a custodial parent or a valid legally binding instrument granting release is on file with LCA. All early dismissal requests shall go through the Reception Office. A parent cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

Parent-Teacher Meetings

It is LCA's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.

School Communications

It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes.

Dress Code and Uniforms

School uniforms must be purchased only from Parker School Uniforms or Locker Room Sportswear. (There is also a used

uniform sale at LCA in May.) Information regarding purchasing and fitting of uniforms can be found on the websites of the companies listed. Uniform knit shirts must be purchased through Parker Uniforms.

Monday through Thursday Wear:

- LCA knit shirts are worn with uniform bottoms.
- On cold days, a solid red, blue, or white shirt may be worn under the uniform shirt. Navy blue uniform leggings may be worn under skirts.
- T-shirts worn under knit shirts or outerwear must be tucked in.
- Modesty shorts must be worn under skirts.
- LCA-approved shirts must be worn when wearing outerwear. This means a knit shirt Monday through Thursday.

Spirit Day: On Fridays (and Thursday when school is not in session on Friday), an LCA-approved t-shirt and jeans may be worn. The only shorts permitted are uniform shorts. Athletes on a LCA team may wear their team shirt with long jeans. No holes in fabric or cut slits are allowed in clothing. No yoga pants, jeggings, or other form-fitting articles may be worn. Students choosing not to wear Spirit Wear must be in the normal uniform.

Field trips: Students are required to wear the LCA crested t-shirt or sweatshirt for all field trips.

Music Performances: The red school knit shirt and blue uniform bottom are required for all choir/band performances and competitions.

Shoes must fully enclose the students' feet including the heel. Sandals are not permitted. Shoes and socks should not be distracting to the school's educational mission. Athletic shoes are required to be worn for P.E. classes.

Hair: Hair color, length, and style should not be distracting to the school's educational mission. Hair may not be colored, in whole or in part, with an unnatural color such as blue, green, or pink. Male students: Hair must be kept neat and must not extend beyond the eyebrow in the front, the bottom of the ear on the side, and the bottom of the collar in the rear. No ponytails, manbuns, or clips may be worn.

Distractions: The following items should be noted to avoid distractions:

- No excessive jewelry
- No facial piercings
- No earrings on male students
- No excessive make-up
- No excessive ear piercings or distracting earrings on female students

Progression of correction for uniform infractions (There is no reset during the year.)

- First offense: warning to student; email to parent
- Second offense: disciplinary action
- Third offense: disciplinary action detention and parent must bring a change of clothes, if appropriate to the offense
- Fourth offense: disciplinary action, parent bring clothes if directed to do so, and a conference with the administration

Drop off/Pick up

LCA does not provide extended care for students. Students are "tardy to school" if they arrive 10 minutes after the scheduled start of their first class.

There are two morning drop off options:

1. The only drive-up, drop-off is located on the south side of the building between the gym and lunchroom. These doors are locked until a teacher is attending the entrance at 8:30 am. These doors will be locked at 8:45.
2. Students can also enter through the main entrance of the school by the playground, beginning at 8:30. The main entrance locks at 9:00.

Students picked up during the school day must be signed out in the office. Please send an email or call the office for a planned early pick up.

Students are released following their last class. The school entrances will be locked at 4:00. Therefore, parents need to arrange for a timely pick-up of their students. Elementary students will not be permitted to wait outside unaccompanied for pick up. A staff person will wait inside with the student. After one warning, parents may be assessed financial charges for "babysitting."

Elevator

Students are not permitted to use the elevators without administrative permission. If a student has an injury that requires use of the elevator, he/she may use the elevator, along with one buddy to help carry their things.

Eligibility

Students participating in extracurricular band, choir, and/or sports activities must maintain a passing average in all graded courses. Directors of extracurricular activities reserve the right to examine a student's conduct record to determine eligibility for participation.

Student athletes are expected to follow the LCA guidelines:

- Follow instructions
- Respect people and property
- Be prepared to do your best each day

Student participation will also be based upon TCAF regulations. Students who do not follow LCA guidelines will be referred to the athletics or fine arts director. A third referral may result in the student being expelled from the LCA program for the remainder of the season.

Emergency Drills

LCA practices emergency drills throughout the year. We ask that any parent in the building during a drill participate. When the signal is given:

- Students should stop their work or activity, remain quiet, and listen for directions from the teacher.
- Students should exit quickly and in an orderly, single file line to their designated safe area.
- Teachers should turn off the lights and shut the classroom door when the room is cleared.
- When the safe area has been reached, teachers should account for all students and give the all present sign to administration.
- Teachers and students should wait quietly until the administration gives the all clear sign to return to the classroom.

Field Trips

Students wishing to participate must have a Field Trip Consent Form and copy of insurance on file in the LCA office. If a

parent chooses not to have their child participate, he/she should keep their child at home. Parents or grandparents may accompany their student on trips as space allows. Adult spaces are assigned on a first pay basis. Adults must have a Field Trip Policies for Adult Volunteers form, Criminal Records Check, and Parent Emergency Medical form on file in the LCA office. Teachers will bring a cell phone on all trips. A field trip involving payment of any type may be cancelled if fewer than 80% of the students plan on attending.

Financial Accounts

LCA is very dependent upon the collection of tuition and fees for its operational needs. All financial accounts must be settled prior to reenrollment, including payment for any fees, assessments (such as for vandalism), and the return or reimbursement of school-owned items such as textbooks and athletic uniforms.

Health Guidelines

For the protection of your student and other students, any student who appears ill cannot be accepted in any classroom. If at any time during the day a child exhibits any of the following symptoms and /or illness, they will be returned to the parent for the remainder of the day. Children with the following symptoms and/or illnesses must remain home:

- Any fever the morning of school
- Fever of 100 degrees or higher within previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptom of usual childhood diseases
- Unexplained rash
- Any skin infection
- Conjunctivitis (Pink Eye)

Lost and Found

Label all belongings with your name. Do not leave money and valuables lying around. Articles found in classrooms, hallways, etc. will be taken to the Lost and Found area. Unclaimed property will be disposed of if not claimed within a reasonable amount of time. Students who find articles should take them to the office immediately. LCA is not financially responsible for loss to clothing or personal items brought to school.

Lunch

LCA offers a five-day hot lunch program through a catering service. Lunch accounts may be set up directly through the catering company. Students may opt to bring a nutritious lunch from home with easy open lids. Cool packs are a good idea, as there is no refrigeration or heating available to students. Family members are invited to have lunch at the designed family lunch table with their own children. Please sign in at the office and receive a visitor's badge before proceeding to the lunchroom. Due to limited space, students may not invite classmates to the family lunch tables. Siblings, under a parents' supervision, are welcome in the family area. Parents may sign out their own student for lunch. Please sign in your student upon your return to school. Students without family members present must eat in the main lunch area. Students are expected to exhibit good table manners and strive to keep the cafeteria neat and orderly.

Medication

LCA does have a nurse on staff. Except for topical ointment, no other over-the-counter or physician-prescribed medications will be administered by LCA staff, except by the school nurse or administrator at the school. If your child has been ill and requires a prescription medicine during the day or your child takes a daily prescription, the medication must be submitted to the nurse for dispensing. Students are not permitted to carry their own medications, including vitamins.

All prescription medication that cannot be administered outside of school hours may be given at school. The parent must first complete and sign the Medication Consent Form and the parent must bring in the medication to the school nurse. All medication must be in the original container and labeled with the current prescription. When the duration of the medication is completed, any unused portion of the drug should be picked up by the parent/guardian. Any abandoned or expired medication not picked up by the parent at the end of the school year will be disposed of properly.

All nonprescription medication may be administered at school for a period not to exceed 10 days. The parent must first complete and sign the Non-Prescription Medication Consent Form and the parent must bring in the medication to the school nurse. All medication must be in the original container with a manufacturer's label identifying the medication and dosage schedule. If the student reaches the 10-dose maximum of the medication, the parent will be notified and a doctor's note will be needed to continue the medication at school.

Parent Conduct

Parents and guardians are expected to be supportive of the academic program, extra-curricular programs, disciplinary procedures, and spiritual expectations of the school.

Parents and guardians are expected to be a positive, Christ-like example at all school activities. Parental conduct that is detrimental to the school's best interest may result in a student being removed from an activity or expelled from LCA.

Photographs

Individual school photos are taken during first semester. Student photos may be used in class projects/programs, yearbook, or on the school website (without name or identifying information on the website).

Playground

For the protection of all students, the playground is a secured area. Only enrolled students accompanied by the LCA staff are allowed on the playground during designated school recess hours. The playground is not available for use by LCA students and their families between 8:30 am – 3:45 pm.

Playground Safety Rules:

1. Use equipment as intended.
2. Slide DOWN the slide, feet first, on bottoms – not stomachs.
3. Toddler swings are for toddlers with adult supervision.
4. No climbing on fences, roofs, or top of monkey bars.
5. No children are allowed in the playground without supervision.

Programs

Students enrolled in performing fine arts classes will participate in performances throughout the school year. Teachers will communicate information related to rehearsals, performance times, and attire via Gradelink. Failure to attend a performance may have serious consequences on the grade for that class.

Retention

Promotion to the next grade level shall be based on an overall average of 70 or above in three of the following areas: mathematics, language arts, social studies or science.

School Supplies

Supplies are to be purchased prior to the beginning of school. Lists of supplies can be found on the school's website at www.lakelandchristianacademy.org.

Sports

LCA offers a variety of sports programs for both male and female students. Parents and students may refer to the Athletics page of the website for more information. All athletes are subject to academic and disciplinary eligibility.

Tardy Policy

A student is considered tardy to school 10 minutes after the start of the school day. Students are allowed up to four warnings for tardies per grading period to school, regardless of reason. The fifth tardy and each tardy thereafter will result in a disciplinary action. A reset occurs at the beginning of each grading period.

Technology Usage Policy

Lakeland Christian Academy is pleased to provide students access to an interconnected computer system within the school and to the Internet. The school is providing access to its computer networks and the Internet for educational purposes only. The school reserves the right to monitor, inspect, copy, review, and store, at any time and without prior notice, any student usage of the computer network and Internet access, as well as all information transmitted or received concerning such usage.

Netiquette

All users must abide by rules of network etiquette, which include:

1. Be polite.
2. Be safe. (Do not reveal personal information such as your home address and telephone number.)

Uses that are considered unacceptable and constitute a violation of school policy include:

1. Uses that are offensive to others
2. Uses that violate the law or encourage others to violate the law
3. Transmission of offensive or harassing messages
4. Uses that cause harm to others or damage to their property
5. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. (For example, do not disclose or share your password with others.)
6. Accessing controversial or offensive materials
7. Commercial transactions (Students may not sell or buy anything over the Internet while at school.)

Failure to Follow Policy & Breach of Technology Agreement

Student use of the computer network and Internet is a privilege, not a right. Any student who violates the school technology policy and/or Internet agreement shall, at a minimum, have his or her access to the computer network and Internet terminated. The school may refuse to reinstate computer access for the remainder of the student's tenure. A student breaches his or her agreement not only by violating the policy but also by failing to report any violations by other students. Furthermore, a user violates school policy if he or she permits another person to use his or her account and/or password to access the computer network and Internet, including any user whose access has been denied or terminated.

Off Campus Internet Use

Consistent with the philosophies of this school, we expect our students to maintain proper Christian conduct when using the Internet off campus. Should the administration have reasonable suspicion of harmful or inappropriate content involving our students, public Internet sites may be examined for evidence. As both the school's testimony and the Lord's testimony are at stake, disciplinary consequences may be pursued.

Social Networking

Any LCA student who has a social network site must refrain from posting any material, content, pictures, music, or other communication on his site that would violate rules set forth in this handbook, be reasonably considered bullying, and/or damage the testimony of our Lord.

Visitors

The Principal must approve all visitors prior to being able to visit any classroom or other part of the building while students are around. Parents do not have an automatic right to sit in on classes. Student visitors are usually limited to potential students as part of a “shadow” experience.

Volunteers in Partnership (VIP)

The VIP is a volunteer organization that promotes social and support opportunities for LCA. All volunteers must have a background check through the LCA office. We encourage all families to become involved!

Weather

LCA follows LISD (Lewisville Independent School District) on its decision to close schools due to inclement weather.

Therefore, if LISD announces that school is closed (or will be closing early) or on a delayed start due to inclement weather, LCA will be closed (or closing) also. Therefore, no special announcement will be made by LCA on a weather-related closing: simply look for news regarding LISD closing or starting late. If LISD announces late start times, LCA will be closed. LCA does not have late start times. Please do not call LCA or its personnel for weather-related closing decisions.