

# Lakeland Christian Academy

Elementary and Intermediate  
School Policies and Procedures  
2020 - 2021





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## ***INTRODUCTION***

Lakeland Christian Academy is a non-profit corporation operating under the provisions of Article 1396-.03 of the Texas non-profit Corporation Act, 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 509 (a) (1) of the Internal Revenue Service.

Over the years, LCA has grown in number and reputation as a private educational organization for preschool, elementary, intermediate, middle school 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 15 miles north of Dallas. Denton County is a rapidly growing community with a rich diversity of cultures as well as employers. Quality education options for families have attracted many people to the area with young children. The demand for quality education continues to be a major concern for area families.

The core curriculum includes language arts, math, science, social studies and Bible. The enrichment opportunities and elective classes include Spanish (as a second language), music, art, drama, technology, physical education, library, chapel, and educational field trips.

### ***School's governance***

Lakeland Baptist Education Center is a nonprofit corporation. All authority is given to the Board of Directors. Among the duties of the Board is setting the policies in accordance with the Corporation's bylaws and appointing a Superintendent to direct administrative and teaching personnel as well as employing persons as may be necessary. The ultimate authority for governing the school is the Board of Directors.

The LCA Board of Directors is a private-school Board, which governs in accordance to LCA's Articles of Incorporation, By-laws, Policy Manual, and School Improvement Plan. As a private Board, the LCA Board of Directors hires a Superintendent who is responsible to administer the day to day operations of the school, to hire and direct the leadership team, teaching personnel, and support staff, and to fulfill LCA's biblical and academic mission. Importantly, then, the Superintendent is the Board's connection to LCA's operational achievement and conduct. The Board directs the Superintendent and holds him/her accountable through written policies that prescribe organizational mission, goals, and practices. Furthermore, the Superintendent is the Board's primary link to interactions with students and families. The Board directs all inquiries or concerns about the school to the Superintendent, who corresponds with the Board as needed.

## ***Mission Statement***

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.

## ***Kingdom Education***

A Kingdom Education is one that is dedicated to uniting the home, church, and school through a biblical philosophy of education for the purpose of educating future generations to think and act from a biblical worldview. Parents and teachers are in partnership with God to educate children holistically – spiritually, cognitively, socially, and physically – for the Glory of God. This is accomplished through spiritual training, worldview orientation, academic thinking, and skills development. In Deuteronomy 6:5 God is speaking to the parents when He commands them: “You shall love the LORD your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up.” Such teaching is a 24/7 effort – when their children are sitting, walking, lying down, and rising up. Lakeland Christian Academy is committed to uniting with parents and our Lord, Jesus Christ to accomplish God's will in a child's life. We expect great things!

## ***The Practice of Ordinances at LCA***

Lakeland Baptist Church (LBC) subscribes to the doctrinal statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000 (BFM 2000). In Articles VI & VII of the BFM 2000, the ordinances of baptism and the Lord's Supper are defined as local church ordinances. Thus, the pastoral staff of LBC and the congregation of LBC understand that the New Testament entrusts the two ordinances—Christian baptism and the Lord's Supper—to the authority and oversight of autonomous local churches. Being a ministry of LBC, LCA must conduct itself consistent with the mission and ministries of Lakeland Baptist Church and LCA's Statement of Faith as set forth in its Bylaws, which is and shall remain consistent with the Statement of Faith and Beliefs held by LBC. Consequently, since LCA is not a church but a school, LCA is not authorized or allowed to perform baptisms or the Lord's Supper. LCA, however, celebrates any student's desire to be baptized and to participate in the Lord's Supper and will gladly connect him/her with LBC or another local, Bible-believing church which will provide counsel and instruction regarding the ordinances.

## ***POLICIES AND PROCEDURES***

The following categories address questions parents and students have about the day to day life at Lakeland Christian Academy.

**ABSENCES.** LCA students are encouraged to attend class regularly and punctually. Research shows that participation in instructional time is essential to academic success. Absences and tardiness are recorded in Gradelink.

**Reporting absences.** If your child is sick, please email their teacher. Please do not call the office, but contact the teacher directly, to ensure that the absence is properly recorded. Let the teacher know why your child is absent.

A child may return to school when he or she has been ill:

- 24 hours with no fever
- 24 hours with no throwing up
- 24 hours with no diarrhea

**Tardy policy.** A student is considered “tardy” when the student arrives 10 minutes after the start of the school day. The first 10 minutes of class is devoted to preparing for the school day through pledges, prayers, and announcements which are important procedures that reflect consistency. Once the instruction begins, it is disruptive to the teacher and other students who are time when a student walks in late. Research confirms that the first 10 minutes of formal instruction are the most important because students are learning new concepts that they will then apply for the remainder of that subject period. Students will sit out of recess when they are late. Teachers are not expected to re-explain the lesson to tardy students. Consequences include making up time during lunch or recess.

**ACCIDENTS.** All accidents that occur during the school day will be reported to the office. Emergency medical professionals will be notified by the office for a student with a serious injury. The parents will 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 so a parent, relative, or friend can be reached in the case of an emergency. A medical release and copy of insurance, as well as an immunization record (with all immunizations up to date) must be provided by a parent/guardian and kept on file in the office for each student.

**ACHIEVEMENT TESTING.** The Iowa Basic skills test is administered in grades K-3 and the Terra Nova Test is administered in 4<sup>th</sup> grade through 6<sup>th</sup> grade every year. Children who are new to the school will be tested for placement purposes in math and reading.

**ANTI-BULLYING POLICY.** Everyone at LCA is committed to making our school a safe and caring place for all students and employees. We will treat each other with respect, and we will refuse to tolerate bullying in any form. Examples of bullying include, but are not limited to:

- Malicious intent to cause physical or emotional harm
- Ganging up on someone
- Teasing, humiliating, or intimidating actions/language.
- Insulting someone's race, family status, culture, gender, size, or appearance

Students found to be bullying others are subject to suspension and/or expulsion. A second warning will call for **immediate suspension and/or expulsion**. Students at LCA will be taught the following:

- Be respectful
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to join in when another is bullied
- Report bullying to an adult.

Bullying is a behavior that is clearly not consistent with the Biblical character and will not be tolerated at LCA. Bullying is defined as "a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct" **Cyberbullying** "means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool" (The state of Texas Education Code - Sec. 37.0832). It includes racist or sexist slurs or jokes.

#### **Examples of bullying.**

- 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)
- 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.
- Social: ostracism or exclusion, intentionally ignoring, purposely being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- 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

**Reporting bullying conduct.** At the beginning of the school year during an all-school assembly, students will be taught proper and respectful communication with their peers and adults, and as needed, the Principal/Head of School or designee shall ensure that the student body is familiar with the Bullying Policy. 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. 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.

**Faculty/staff intervention.** After meeting with the victim/witness and the perpetrator within 24 hours the incident was reported, the member of the school staff will (a) document the incident and (b) report it to the Principal/Head of School. The Principal/Head of School will promptly and thoroughly address reports of bullying by meeting individually with the victim/witness and the alleged bully privately. The Principal/Head of School shall notify the parents/guardians of both the victim and the offender, preferably within 24 hours of the meeting. If the report is accurate as determined by the Principal/Head of School, the one who did the bullying will have in school suspension (ISS) for one day. If a student is assigned ISS, a substitute will be hired to monitor the student; parents will pay for the substitute. An intervention plan will be developed with the parents of the bully. The student will be monitored. Any further bullying incidents will lead to expulsion.

Individuals who knowingly report false allegations or corroborate false accusations will be subject to expulsion.

**ASSIGNMENTS/HOMEWORK POLICY.** Homework must be turned in on the original due date to receive full credit. Students can be given an opportunity to complete homework during recess on the day that it is due. Assignments returned one day late will be marked down 11 points. Assignments are made to help the student master the skills or knowledge being taught in order to move on to the next level of learning and complete summative evaluations (tests, usually) successfully; therefore, assignments will not be accepted after one day and will receive a 0. **All class work is due the day it is assigned.**

Students are given ample time to complete classwork in the classroom; however, an opportunity to complete class work is given for the student during recess on the day it is assigned. Assignments that receive a failing grade may be corrected at the teacher's discretion within 24 hours and will not receive a grade higher than 70 percent. The purpose of homework is to practice what is being taught in class and, subsequently, prepare the student for tests. Since concepts build, mastering a concept is necessary to successfully move on to the next new concept.

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. Work assigned during a planned absence is due upon return.

**BIBLE.** LCA provides a biblically-based, Christ-centered education in all disciplines. Bible is taught as a non-denominational core class. Additionally, biblical concepts are integrated into the curriculum of the academic subjects. Students will memorize Bible passages that are appropriate to their age level.

**BOOK BAG OR BACKPACK.** Students should use their book bag to carry school materials home daily. Each night it is the parent's responsibility to review the contents in each child's book bag, including assignments. Students may bring a pop top water bottle to school. Show and Tell items are at the discretion of the classroom teacher. Please leave all toys and personal items at home. Students will be provided with many things to do during the day at LCA; therefore, it is not worth the risk of damaging or losing a favorite possession.

**CARPOOLS.** Parents are responsible for forming carpools. Each family will fill out a portion of a carpool form to be filed in the office. All members of the carpool will receive a security tag for afternoon pick up. All elementary and intermediate students will be picked up from the carpool line; parents will not come into the school to pick up their children unless prior arrangements have been made.

**CLASS PLACEMENT.** Parents are invited to write a letter to the LCA office describing their child's personality and the parents' educational goals. Letters must be received before summer break the previous school year. Because teachers often change grade levels from year to year, parental requests for specific teachers or classmates are not considered in determining class assignments. Children are often placed according to age. For example: older second graders in one class and younger second graders in another.

**CONCERNS AND QUESTIONS.** There will be times that parents and students will have questions or concerns about a specific class, procedure, etc. We use Matthew 18 as our guide in these situations. First, schedule a conference with the staff member directly related to the concern, usually the teacher. If the situation is not resolved, contact the office to schedule a conference with administration.

**CONFERENCES.** Parent/Teacher Conferences are scheduled school-wide after the first six-week 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 manners:

- E-mail or website
- Send a note in your student's folder or planner
- Call the school office to have a note put in the teacher's box requesting she return your call when she is off duty

**COVID-19.** Four strategic plans provide four scenarios for COVID-19 closures. The new plans will be available by July 31 and will be included as an addendum to the LCA Elementary and Intermediate School Policies and Procedures. Plan A visualizes the school year as proceeding under normal conditions with a few exceptions: social distancing provided by desks arranged six feet apart; temperatures taken (infrared thermometers) as students enter the building or classroom, touchless hand sterilizers as students enter the room, and no sharing of textbooks or school supplies. Students will use Google Classroom in all classes this year so that they are proficient in the skills required if there is a crisis. A guide to using Google Classroom will be handed out at the parent orientation in the Fall.

**CURRICULUM DEVELOPMENT.** LCA uses ABeka, BJU, and ACSI curriculum to provide a well-rounded education that presents a biblical worldview. Additional curriculum is used to supplement at several grade levels. Core classes include Bible, Reading/Language Arts, Spelling, History, Math, and Science.

Chapel is held weekly. Children memorize verses, sing praise and worship songs, and have a lesson during chapel. Yearly themes such as the Fruit of the Spirit, or the Character of God are addressed in all grade-level chapels. The all-school theme for 2020-2021 is the Character of God.

Elective classes that help your child receive a well-rounded education include:

- Computer Lab
- Spanish Class
- Music Class
- Art Class
- Physical Education
- Library

Grade-level teachers develop the curriculum within the scope and sequence of the school. Curriculum & Instruction training is provided to teachers on campus, as well as through ACSI approved seminars, such as those offered at the ACSI Educators Conventions and at College Board approved seminars.

**DISCIPLINE/DISHONESTY IN SCHOOLWORK.** Praise for appropriate activity is always our focus. Spanking is not allowed. Snack will never be withheld for correction purposes. Discipline problems are noted in Gradelink; parents are encouraged to check frequently so they can address issues related to the classroom behavior.

LCA has four schoolwide guidelines with consequences for not following the guidelines. The 4R's are:

- **Be Ready** – listen, learn, and follow instruction (self-oriented)
- **Be Responsible** – do your best each day (classroom-oriented)
- **Be Respectful** – of others and property (others-oriented)
- **Be Christ's Representative** – Christ-oriented

There are four levels of infractions from minor infraction which usually denotes bad habits of learning like not listening, not being on task, or not following directions; moderate Infraction which denotes academic issues such as not doing homework; and major infractions such as talking back to the teacher, using bad language, bullying, harming another person, making threats, etc. To clarify expectations with rules and consequences, an addendum to this handbook will be provided.

It is LCA's policy to discipline a child so that it changes his/her heart. Therefore, the consequences are carefully planned to direct a child's path to develop the character and skills

that will help the child navigate successfully for God's service. We appreciate that parents are partnering with us as we pray for and guide your children in all areas of their lives. We desire to work with parents to develop a plan that forms godly character in the child.

**DRESS CODE.** Uniforms are mandatory for all elementary, intermediate and secondary students. School uniforms must be purchased from the LCA approved uniform provider, French Toast. Bottoms only may be purchased from Costco, Kohls, Wal-Mart, or any other French Toast apparel distributor. Go to <https://www.frenchtoast.com/schoolbox/schools> and type Lakeland Christian Academy into the "Search by School Name" to see your options. Intermediate students may choose uniforms from the 7<sup>th</sup> – 12<sup>th</sup> grade list. For detailed uniform guidelines, go to LCA's web page and click on Campus Life/Uniforms.

If a student is in violation of the dress code, he/she will be brought to the office to change into appropriate uniforms found in our resale shop and parents will be notified via Gradelink. On the third notification, parents will be contacted to pick up their child from school and asked to return with appropriate uniform attire. Girls with improper leggings will be sent to the office to change into new leggings; parents will be charged the price of the new leggings.

Middle school students (7<sup>th</sup> – 8<sup>th</sup> grades) may purchase navy or red basketball shorts wherever they want. Shirts for PE can be purchased during parent orientation or at the school store.

**DROP OFF / PICK UP.** LCA does not provide extended care. School begins at 8:45; students may enter their classrooms 15 minutes before class begins. Parents may walk their children to the classroom but must wash their hands and have their temperature scanned upon entry into the building.

There are two morning drop off options:

1. The only drive-up drop-off is located on the south side of the building between gym and lunchroom. These are also the doors through which students enter for before school activities. Parents will not be allowed to come in the south doors.
2. Students may be walked upstairs by a parent through the doors by the office beginning at 8:30 a.m. Doors are locked until then. Students are not permitted to use the elevators without parent supervision.

**Students picked up during the school day must be signed out in the office by the parent or another designated adult.** Please send a note to the teacher for a planned early pick-up. A list of adults allowed to pick up their student in case of an emergency will be kept in the office. Students going home with a classmate's family that is not on their pick-up list must bring a note to their teacher.

The end of the school day drive-by pick-up is located next to the playground. ALL vehicles must display a security tag for their student to be brought to the car. Cars without security tags will be asked to pull forward until ID can be verified. Parents are asked to wait in the designated area with their security tags until their student can be brought to them.

Students are taken to the school office 10 minutes after school ends. A fee of \$1 for every minute late will be charged per child.

**ELECTRONICS/TECHNOLOGY.** 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 and all student usage of the computer network and Internet access, as well as all information transmitted or received in connection with such usage. All users must abide by rules of network etiquette, which include:

1. Be polite.
2. Be safe. (Do not reveal personal information.)
3. Uses that are considered unacceptable and constitute a violation of school policy include:
  - Uses that violate the law or encourage others to violate the law
  - Transmission of offensive or harassing messages is prohibited
  - Uses that cause harm to others or damage to their property
  - 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.)
  - Accessing controversial or offensive materials
  - Commercial transactions (Students may not sell or buy anything over the Internet while at school.)

**Cell phones and electronic devices.** Cell phones will be turned off and in the student's backpack during the day. Students may not use their phones or other electronic devices (like smart watches) during school hours. Cell phones and devices used during the day will be taken to the school office until a parent can come and pick them up; a \$10 fee will be charged.

**Chromebooks.** The school provides Chromebooks for elementary classroom use; therefore, we ask that students not bring electronic devices to school. Cell phones brought to school must be turned off and be kept in the backpack until after carpool. Cell phones used during the school day will be taken up until the parent can come to the office to pick it up.

**Off campus internet use.** Consistent with the philosophy of LCA, 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 and social media may be examined for evidence. Since both the school's testimony and the Lord's testimony are at stake, disciplinary consequences may be imposed.

**EMERGENCY DRILLS.** LCA practices emergency drills throughout the year. Any parent in the building during a drill is asked to participate. Drills include inclement weather drills and fire drills. When the signal is given:

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

**EXTRACURRICULAR ACTIVITIES.** LCA offers a variety of extracurricular activities after school. They include: art club, guitar club, chapel worship club, technology club, science club, and a variety of other enrichment opportunities that encourage students to develop their God-given talents in the fine arts realm. Sports such as cheer leading, basketball, and Girls on the Run are offered.

**Eligibility.** Students participating in fine arts 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.

**Athletics.** Student athletes are expected to follow the same LCA guidelines as required in their classrooms – being ready, respectful, and responsible. Students who do not follow LCA guidelines will be referred to the athletics or fine arts director. **A third referral will result in the student being expelled from the LCA athletic and/or fine arts program for the remainder of the season or semester.**

**FIELD TRIPS.** LCA provides many field trip opportunities during the school year. Students wishing to participate must have a Field Trip Consent form and copy of insurance on file in the LCA office. If parents choose for their child not to participate, they should keep their child home. Parents or grandparents are welcome to accompany their student on trips as space allows. 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.

## **GRADES.**

**Grade Point Averages (GPA).** LCA does not calculate GPA for younger elementary students (K-2). In order to be a member of Elementary National Honors Society, the 3<sup>rd</sup>-6<sup>th</sup> grader needs to have an overall GPA of 85%. In addition, Scholarship, Responsibility, Service, and Leadership are criteria for becoming a member.

**Gradelink.** Gradelink is our student information system that helps teachers and

administrators communicate with parents and students, especially when related to classroom performance and activities. With Gradelink you can stay up-to-date regarding your child's progress. The following information is available when you log in to Gradelink:

- Current Grade in each class
- Current GPA for the term, if applicable
- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Assignment handouts or documents (attachments)
- Email Alerts you can set up for grades and attendance
- Attendance Information
- Transcript Information, if applicable
- Billing Information, if applicable
- Classroom behavior and/or notification if the child is acting differently than is normal for him or her
- School detailed calendar

Login information is emailed to the parent's contact information that is on the student's file when the student information is put into Gradelink. Once the parent receives the information, access the account by going to [www.gradelink.com](http://www.gradelink.com) and click on **LOGIN**. If at any time you need this re-sent to you, contact the front office.

A guide to using Gradelink will be available at parent orientation.

**HEALTH GUIDELINES.** For the protection of your student and other students, the following guidelines need to be followed when your child is ill. 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, the parent will be notified and pick up the child who will not be in school for the remainder of the day.

Children with the following symptoms and/or illnesses must remain home:

- Any fever at the present time
- Fever of 100° within previous 24 hours
- Vomiting and/or diarrhea within the previous 24 hours
- Any symptom of usual childhood diseases
- Common cold symptoms (including running nose, cough, sore throat)
- Unexplained rash
- Any skin infection
- Conjunctivitis (Pink Eye)

**Vision and Hearing Screening.** The Lions Club, in partnership with LCA, provides vision and hearing tests as a service to Preschool, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> graders. The state law requires that children receive the screening; you may have your pediatrician screen your children, but must turn in a report for our records.

**Scoliosis Screening.** LCA provides scoliosis screening for 4<sup>th</sup> and 8<sup>th</sup> grade students on an annual basis.

**Medication.** Lakeland Christian Academy desires for all students to experience a safe and healthy educational experience. If your child's condition requires medication to be given at school, please see the expected minimum requirements below.

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. The parent, not the student, must bring in the medication to the front office. 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.

**LUNCH.** LCA offers a five-day hot lunch program through a catering service. The menu is posted monthly on the school website. Lunch accounts may be set up directly through the catering service; an application can be found on LCA's web site in the campus-life tab/lunch program. 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; they **MUST** 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 wish to sign out their own student for lunch. Please sign your student back in the office upon your return to school. Students without family members present must eat with their class.

**Lunchroom Rules.**

- Stay seated while eating lunch.
- Students will have bathroom breaks before entering the lunchroom. The next break will be after lunch or recess.
- Respect the students sitting at the lunch tables. Each student will eat their own lunch only.
- Students will exhibit good table manners and strive to keep the cafeteria neat and orderly.
- No use of electronic media.

**ORIENTATION.** School-wide and classroom orientation are provided to help parents understand the rules and procedures of the school and to meet the child's teacher(s). Parents **MUST** attend an orientation where they will be provided with an information sheet.

**PARENT CONDUCT.** Parents and guardians are expected to be supportive of the academic, extra-curricular, disciplinary procedures, and spiritual expectations of the school. Making false

claims and/or spreading unsubstantiated rumors about LCA and putting the school in a negative light will result in expulsion of the child.

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 will result in a student being removed from an activity or expelled from LCA.

**PARENT-TEACHER-FELLOWSHIP (PTF).** The Parent Teacher Fellowship is a volunteer organization that promotes social and support opportunities for LCA. We encourage all families to become involved! The cost is only \$5.00 per family. The commitment is to support LCA in every aspect of the school community – spiritually, in action, and word.

**Volunteers.** PTF coordinates volunteers on a needs basis. Parents and grandparents are encouraged to volunteer in their child's classroom. All volunteers must pass a background check submitted through the LCA office. Volunteer opportunities will be on sign-up sheets at classroom orientation and/or via emails sent out as the need arises.

**PARTIES.** There are three classroom parties during the school year. LCA presents the Christian view of each holiday.

- Christmas – Happy Birthday, Jesus
- Valentine's Day – Jesus Loves Me
- End of the Year

Students may bring a class treat on their birthday; please coordinate the time with the classroom teacher. Birthday invitations to after-school parties are not to be delivered at school. Parents attending a classroom party must have a background check through LCA's front office.

**PHOTOGRAPHS.** Individual school photos are taken the first semester and class pictures will be taken the second semester. Student photos may be used in class projects/programs, the yearbook, the school's FB page, in advertisements, or on the school web page, without name or identifying information, unless the parent has on file a note that says the student's photo may not be taken or used.

**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 8:00 am – 3:45 pm.

**Playground Safety Rules.** The following rules are enforced when children are on the playground. Please go over the rules with your children.

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

**PROGRAMS.** Students enrolled in performing fine arts classes are required to participate in performances throughout the school year. Teachers will communicate information related to rehearsals, performance times, and attire via email. Attendance is part of the grade.

**RETENTION.** Promotion to the next grade level shall be based on an overall average of 70 or above in the core subjects: Mathematics, Language Arts, Social Studies, Science, and Bible

**SCHOOL SUPPLIES.** Supplies are to be purchased prior to the beginning of school. Lists are available online prior to the start of the school year.

**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.

**TEXTBOOK REVIEW AND SELECTION.** Textbooks are reviewed by subject area. Review is done on a rotating basis. One subject area is selected. The administrator selects sample textbooks from various publishers. Textbooks are distributed to grade levels for review. Teachers report strengths and weaknesses to the administration. The final decision is made by the administration based on teacher reports.

**WEATHER.** LCA is blessed with a beautiful gymnasium for inclement weather. Recess will move to the gymnasium in case of rain or temperatures below 40 or above 100 degrees. LCA also has a basement under the sanctuary to take shelter when a tornado warning has been issued. Children will not be released during a tornado warning, but parents are welcome to join them in the shelter until the warning has been lifted.

**LCA follows LISD (Lewisville Independent School District) on their decision to close schools.** The decision to close schools based because of inclement weather will be made by 6:30 a.m. Therefore, **if LISD is closed, LCA will be closed.** School closing decisions are reported to television channels 4 (KDFW), 5 (KXAS), 8 (WFAA) and 11 (KTVT) along with radio stations WBAP (820 AM), KWRD (100.7 FM), KHKS (106.1 FM), KLIF (570 AM), KPLX (99.5FM), KRLD (1080 AM) and KVIL (103.7 FM). If LISD reports late school start due to inclement weather, LCA will be closed for that day.

PLEASE NOTE: Media outlets only inform viewers and listeners of those school districts that are either starting late or canceling school. If no information is given, LCA will be starting at the regular time, on a regular schedule.

There may be changes in policy due to government restrictions.