

Lakeland Christian Academy

Secondary  
Policies and Procedures  
2020-2021





**TO THE PARENT/GUARDIAN**

The Secondary Program Student Handbook (handbook) will explain and clarify Lakeland Christian Academy (LCA) procedures, policies, and regulations for grades 7-12. **(See the Academic Planning Guide for specific information relating to academic and curriculum information.)** Parents should read and discuss this material with their children. LCA believes that parental involvement and support is vital for the success of our students.

LCA’s biblical role is to work in conjunction with the home to mold students to be Christ-like. This involves the school’s understanding and belief of what qualities and characteristics exemplify a Christ-like life. The school reserves the right 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 the biblical lifestyle the school teaches. This includes, but is not necessarily limited to the participation, support, or condoning of behavior, issues and beliefs within the LGBTQ (Lesbian, Gay, Bisexual and Transgender) community. Any promotion of such practices or being unable to support the moral principles of LCA are grounds for refusal of admission or discontinued enrollment. (See Leviticus 20:13 and Romans 1:27.)

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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. LCA believes that participation in instructional time is essential to academic success. A student who misses more than 9 class periods (excused or unexcused) for a specific course during the first semester or more than 10 class periods during the second semester may be denied academic credit, regardless of excuse or whether the student has a passing grade. However, a pre-approved college visit trip is not counted as an absence.

LCA will accept any excuse provided by a parent. However, if a parent does not notify the attendance clerk/receptionist by means of personal visit, phone call, or email [lkilgore@lakelandbaptist.org](mailto:lkilgore@lakelandbaptist.org) on the day of absence (or the next day at the latest), the student will be counted as unexcused absent, with academic consequence. A parent planning a trip of three days or longer must submit the Pre-Arranged Absence Form, which also requires approval from the Principal.

See “Health Guidelines” on page 14 for specific rules regarding sickness and attendance to school.

**ACCIDENTS.** All accidents that occur during the school day will be reported to the office. An accident report will be made and sent home. 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.

**BOOK BAGS.** Students should use their book bag to carry school materials home daily. (Students will often be given extra books to use at home to avoid undue stress on their backs from heavy book bags.) 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 7:50 a.m. Students are expected to clear the building by 3:45 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 vetted by our online child protection system, Raptor. A drivers license or state ID must be presented as a form of

identification.

**CELL PHONES.** Cell phones are turned into their first period teacher and will remain in their first period class until the end of the day, when they will pick up their phones. Cell phone use is not permitted during any part of the school day, but may be used during afterschool activities or sports, in accordance with the directions and permission of afterschool activities teachers and coaches. See Appendix B for the consequences of violating this policy.

**CHAPEL.** LCA considers chapel a special time for students to engage in corporate worship and be encouraged in their spiritual development. Middle school and high school have a combined chapel that is held each Friday, immediately following lunch. If a student is present either before or after chapel, he/she is required to attend chapel unless the parent signs the student out.

**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 homework cooperatively for the students' good. Since we teach our 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.

See Appendix B Secondary Student Discipline, for a full list and description of misbehavior and consequences. 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. It also reserves the right to search any property, including automobiles, brought onto LCA premises. Any alcoholic beverages, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.
5. No student on Disciplinary Probation is eligible to be a member of JNHS or NHS.

**Detention Policy.** See Appendix B Secondary Student Discipline for the types of offenses and consequences. All discipline involves counseling and contacting parents. Lunch detentions are used for lower level offenses. For the next level of responses, Saturday School detentions are used. For more serious offenses or repeated offenses, In School Suspension (ISS) and Out of School Suspension (OSS) is used. Finally, for the most serious offenses, expulsion is the final solution. LCA is committed to the concept of redirecting misbehavior rather than focusing on punitive measures. **Each quarter starts with a reset of detentions. (However, this reset does not apply to dress code violations.)**

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

1. Excessive tardiness, regardless of reason, to any one class or to school during the quarter.
2. Three (or more) unexcused missing or poorly done homework assignments from the same class during the quarter.
3. Failure come to class prepared for learning (e.g., no paper, no writing instrument).
4. Being in unauthorized areas: including the elevator, playground (at any time) and the gym (during lunch).
5. Unwholesome language or profanity.
6. Littering anywhere on school property.
7. Meddling with another student's property.
8. Failure to sign-out or sign-in of the office (first and second offense). This includes not signing in when arriving after late.
9. Continued talking or disrupting class.
10. Bringing prohibited items to school: water pistols, water balloons, lighters of any kind, or laser pointers.
11. Unauthorized use of cell phone during class.
12. Food, candy, or drink (except water in a closed container) in the classrooms without permission.
13. Gum at any time during the school day.
14. Skipping lunch duty clean up.
15. Public display of affection.
16. Failure to report to detention.
17. Disorderly conduct in hallways or bathrooms.
18. Reckless driving on campus.
19. Disrespect or direct disobedience to school authority, including elementary teachers.
20. Uniform/dress code violation. There is no reset for dress code violations.
21. Distracting appearance (see Dress Code for guidelines).

**Senior Lunch Privilege.** Seniors are allowed the privilege of going off campus for lunch. However, this privilege may be withdrawn temporarily or permanently by the administration for late arrival back to school (after one warning), poor academic performance, or as part of the disciplinary consequence for any other misbehavior.

**Suspension.** See Appendix B Secondary Student Discipline. Suspension is usually in-school (ISS). Students may make-up any tests or quizzes missed during this time, per teacher timelines. Homework and other in-class work will be done during the suspension. After 3 ISS in a year, an out-of-school suspension (OSS) will be given. No credit will be given for any work missed during OSS. After two out of school suspensions, the student will be suspended from the school.

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 or 2) three suspensions for any reason given within one academic year.

*Offenses that may result in suspension (in-school, unless noted otherwise) include, but are not limited to, the following:*

1. Receiving a third detention within a quarter.
2. Skipping class or school.
3. Vandalism, including misuse of the restrooms.
4. Leaving school without signing out (third offense within a year).
5. class Unauthorized use of cell phone during (third offense in same class).
6. Cheating/plagiarism (and a "zero") for second offense during school year. First offense: "zero" only.
7. Bullying or harassment, including threats.
8. Racist or sexist slurs or jokes or comments.
9. Theft.
10. Sexual harassment of any type.
11. Fighting.
12. Possession of any type of knife, including pocketknives and box cutters.
13. Smoking or vaping at any time, on or off campus.
14. 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 ISS or expulsion.)
  - Consumption of alcoholic beverage at any time/anywhere: three-day OSS plus two-day ISS on first offense. 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.
  - Sexual misconduct, in any form, will not be tolerated and will result in suspension or expulsion.

**Dismissal.** LCA reserves the right of suspension or dismissal at any time during the school year. Any student who persistently neglects work, fails to meet academic or other standards or qualifications, exercises poor conduct, fails to cooperate with the 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. If the administration permits, the student may drop off or pick up siblings from school.

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 Dean of Students in concert with 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 administration and parents to be notified 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, administration will decide whether the 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), Dean of Students, and Principal). Copies are to be distributed to all parties. It will be the responsibility of the Dean of Students to ensure that the contract is being upheld. Violation of the contract by the student will be noted by the Dean of Students and submitted in writing to 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 a threat to the school's integrity and the preservation of a safe school environment. The request for readmission should be in writing to the administration. 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 and youth group involvement 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, youth pastor, and school-designated counselors will be considered by administration 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 administration. 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.** Promoting, consumption, buying, selling, or transfer of drugs and/or alcohol by students cannot be tolerated and may result in dismissal of the offending student or students. Administration 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 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. 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 administration. 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 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 or student automobiles 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.

**Automobile Searches:** Students are permitted to park on LCA premises as a matter of privilege, not a right. LCA retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The same procedures will be followed as in a personal search.

**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, purposely 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 during an all school assembly (grades 7-12), and as needed, 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 Dean of Students or 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.

Administration 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. Administration 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 will 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. Administration 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 dismissal.

**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 Administration.
6. If it is a student behavior issue and still unresolved, administration will take the necessary responses.
7. Administration will normally have the final say on the matter. If the offended party believes written school policy has not been followed, then the matter may be taken to the Chairman of the Board.
8. The Chairman of the Board of Directors will determine if the matter should be presented to the Board or resolved by the administration. 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 will be scheduled as the calendar permits. Parents may request a conference at any time where a calendar date/time will be agreed upon from all involved individuals. In order to respect the teachers, parents should first meet and/or communicate with the teacher, prior to requesting a conference with administration.

- 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.
- Skirts must not be shorter than 4" above the crease of the back of the knee.
- LCA-approved shirts must be worn when wearing outerwear. This means a knit shirt Monday through Thursday.
- LCA-approved sweatshirts (hoodies) can be worn but the hoods may not be worn in the building.

**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.

**Physical Education.** Students must wear navy blue uniform gym shorts and t-shirt. Students with first period PE may arrive to school wearing their PE uniform. Students with last period PE may leave school wearing their PE uniform.

**Shoes.** 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
- No excessive tattoos (also, no offensive words or symbols)

***Progression of correction for uniform infractions (There is no reset during the year.)*** See Appendix B Secondary Student Discipline

**Prom and special events.** For special events that involve formal or semi-formal wear, the administration will create special guidelines for the event. Dresses should reflect a spirit of modesty and must follow the 4-inch rule. General guidelines for prom include: strapless dresses must be modest, slits should be no more than four inches above the knee, midriffs should be covered (no see-through material), and low necklines and plunging backs are inappropriate. Violations may result in the student not being permitted to attend or receiving other disciplinary consequences. **(All non-LCA guests must have administrative approval to attend prom. No guest over the age of 21 is allowed without administrative approval.)**

**DROP OFF/PICK UP.** LCA does not provide extended care for secondary students. Students must arrive on campus between 7:50 – 8:00 am. All secondary students are to go directly to the gym and are not permitted to go anywhere else without permission from the school. Secondary students will be dismissed from the gym at 8:10 am and will have 5 minutes to be in class. Arriving to the classroom after 8:15 am will result in a tardy.

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 7:50 am. Doors open from 7:50 am to 8:00 am. If students arrive after 8:00 am, they must enter in the main entrance by the playground.

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. A list of seniors released before the end of the school day is provided at the office. Students must sign out and exit through the main entrance. Any other student who leaves before the end of the day must have a permission slip signed by the parent with his/her phone number on it before signing out. Students are not allowed to wait inside the building for their ride, and the school entrances will be locked at 4:00. Therefore, parents need to arrange for a timely pick-up of their students.

**ELEVATOR.** Students are not permitted to use the elevators without administrative permission. If a student has an injury that requires use of the elevator, they must first receive permission to use the elevator and then he/she may be accompanied by one student to help carry their belongings.

**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 CSAF and TCAF regulations. Students who do not follow LCA guidelines will be referred to administration. 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.
- If directed, 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. (This will be counted as an absence.) 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. A senior trip may be cancelled if fewer than 75% of the students plan on attending. Students who have paid for a field trip or senior trip may be denied reimbursement if they do not go. Reimbursement decisions will be made by the Principal.

**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 the taking of final exams, 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. Seniors will also not be allowed to walk in graduation, nor will their transcripts be issued, if their account is not settled prior to the day of graduation.

**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, he/she 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)

See Appendix C COVID Policies for specific information relating to the COVID-19 pandemic.

**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 the loss of clothing or personal items brought to school.

**LUNCH.** Typically, LCA offers a five-day hot lunch program and other appropriate lunch-related procedures. During health situations, such as COVID-19, lunch services and lunch-related procedures may be suspended in total or in part. 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. Food cannot be delivered by Uber, restaurant, or other means. Parents 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 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. Seniors are allowed off-campus privilege but are expected to be back in time for their after-lunch class and must sign in and sign out at the front desk.

Students are expected to exhibit good table manners and strive to keep the cafeteria neat and orderly. Students in grades 7-11 will clean tables on a rotating basis.

**MEDICATION/IMMUNIZATIONS.** LCA does not have a nurse on staff. Except for topical antibiotic ointment, no other over-the-counter or physician-prescribed medications will be administered by LCA staff. 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 administration for dispensing, with written permission and instructions from the parent. Students are not permitted to carry their own medication, including vitamins. All medications must be accompanied by an LCA medication consent form. These forms may be obtained from the front desk. For 7<sup>th</sup> graders, one dose of meningococcal vaccine and one dose of Tdap vaccine is required upon enrollment per state law. Please provide administration with a copy of this

updated immunization record upon enrollment or the first day of 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 will 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.** Secondary students should not be on the playground at any time.

**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.

**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](http://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.

**STUDENT DRIVERS AND STUDENT PARKING.** Families with students who hold a valid Texas driver's license may choose to have their student drive themselves to school. Student safety is always a top priority at LCA. Designated student parking is on the northern side of the school, next to the external entrance near the gym. To protect all students, student drivers who do not drive safely on campus or do not park in the student parking area may have their parking privileges revoked, either temporarily or for the remainder of the school year.

Student drivers may pick up younger siblings from LCA by adhering to the following guidelines:

- The driving student must be placed on the approved pick-up list of the student to be picked up by the legal guardian of the student.
- The driving student must possess and be ready to show a valid, non-expired driver's license.
- The driving student should have a carpool tag for the student to be picked up (K-4th only).
- The driving student is subject to late pick-up policies and the possible financial penalties for failure to pick-up in a timely manner.

Additional student driver policies:

- Student drivers may sign themselves out of school in the front office with permission from their parents. Parents should submit written permission to the main office if their student driver needs to leave before 3:15 p.m.
- Students must sign-out in the front office upon departure and sign-in if returning to school during regular school hours.
- Regularly scheduled, LCA-approved departures from campus (i.e. attending a dual credit course off-campus) may be filed in writing at the beginning of the semester instead of being submitted daily. Students still must sign-out and sign-in at the front office daily.

**TARDY POLICY.** A student is considered tardy to school, regardless of reason, if they arrive after 8:00 am. First bell is at 8:10 am and the student must be in the gym for dismissal at 8:10 am. Students are tardy to the first class if they arrive after the 8:15 am tardy bell. For all subsequent classes, students are tardy if they arrive after the tardy bell for the specific class. Every 3 unexcused tardies will result in a Saturday School detention and may also result in a 1 day ISS. Situations outside the control of parents and students, such as traffic blockages or weather related delays, may be excused by administration.

All students tardy to school must sign in at the front desk and receive a tardy pass, before classroom teachers will allow them to enter the classroom.

Any students who must return to their car, after school has started, must receive permission from the teacher or administrator and will be counted tardy for that class. A student who requests to go to their car for a non-academic reason (such as getting lunch) must have administrator approval.

**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 connected with 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.)
8. Uses that are not school relevant or in support of school assignments and activities.

**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 their site that would violate rules set forth in this handbook, be reasonably considered bullying, and/or damage the testimony of our Lord.

**VISITORS.** Administration 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. Former students, including alumni, generally are not allowed to be on campus during the school day. Student visitors are usually limited to potential students as part of a "shadow" experience with another assigned student.

**VOLUNTEERS IN PARTNERSHIP (VIP).** The VIP is a volunteer organization that promotes social and support opportunities for LCA. 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 schools are 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 for 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.

## **APPENDIX A**

### **STATEMENT OF FAITH AND BELIEFS**

**THE BIBLE.** We believe the Bible to be inspired and the only infallible, authoritative, inerrant Word of God and the sole basis for faith and practice (2 Timothy 3:15; 2 Peter 1:21).

**THE TRINITY.** We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

**JESUS CHRIST.** We believe in:

- The deity of Christ (John 1:1; John 10:30)
- The humanity of Jesus Christ (Hebrews 2:17)
- His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
- His sinless life (Hebrews 4:15; Hebrews 7:26)
- His miracles (John 2:11)
- His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
- His resurrection (John 20:1-31; 1 Corinthians 15:4)
- His Ascension to the right hand of the Father (Mark 16:19)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)

**SALVATION.** We believe:

- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature
- That people are justified on the single ground of faith in the shed blood of Christ
- That only by God's grace and through faith in Jesus Christ alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

**RESURRECTION.** We believe in the resurrection of both the saved and the lost: those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation (John 5:28-29).

**UNITY OF BELIEVERS.** We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

**THE HOLY SPIRIT.** We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20, Ephesians 4:30; Ephesians 5:18).

**SEX AND MARRIAGE.** We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the

image and nature of God (Gen. 1:26-27). Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.

We believe the term "marriage" has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-24, Ephesians 5:31). We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-20; 1 Corinthians 7:1-5; Ephesians 5:3; Hebrews 13:4).

**AVAILABILITY OF REDEMPTION.** We believe God offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through Jesus Christ (2 Corinthians 5:18-19; Ephesians 1:7; Colossians 1:20-22).

**SANCTITY OF LIFE.** We believe that all human life is sacred and created by God in His image (Psalm 139). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

## ***CHRISTIAN DOCTRINAL STATEMENT***

LCA receives the Holy Bible as its authority in matters of faith and practice. The Statement of Faith and Beliefs does not exhaust the extent of our beliefs. The Bible itself, being the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCA's faith, doctrine, practice, policy, and discipline, the Board of Directors is LCA's final interpretative authority on the Bible's meaning and application.

**CORE VALUES.** As LCA endeavors to fulfill its mission and realize its vision, our ministry is characterized by the following core values:

**Truth.** Scripture is the revealed Word of God and is taught as truth, which is then integrated into the learning experience. Students are taught:

- All truth is God's truth
- They are created in the image of God
- They must confront the issue of sin and redemption
- They can know God as revealed in Christ and made present through the Holy Spirit
- They can have a personal relationship with our Lord Jesus Christ
- They can live honestly and responsibly
- They can fulfill God's plan for their lives

**Intellectual Development.** The Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits. The Ends priorities are to develop students with a biblical worldview who are well prepared in all academic disciplines with an emphasis on:

- Accurately interpreting the Word of God
- Mastering communication skills
- Showing proficiency in mathematics and science
- Understanding history and God's role in it
- Appreciating literature and the arts
- Reasoning and thinking critically
- Finding, analyzing, evaluating, and appropriately using information
- Integrating faith and learning in all academic disciplines
- Developing innovative curriculum and programs
- Teaching Bible as an essential core subject in the academic curriculum

**Christian Leadership.** The Board of Directors, Superintendent, administration, faculty, and staff shall be committed followers of Christ, teaching and leading from a biblically integrated perspective. The Ends priorities of those engaged with the school's governance, leadership, and teaching will be to:

- Model Christ in their teaching and leading
- Reflect and support the school's mission and core values
- Understand and focus on achieving the school's vision and expected outcomes
- Exhibit love, justice, humility, service, and sensitivity relevant to a diverse community
- Implement in all cultural contexts a thoroughly biblical philosophy of education

**Potential in Christ.** Every learning experience aims to enable students to reach their full potential in Christ. Ends priorities will focus teaching on:

- Providing programs and services appropriate for the student
- Establishing awareness of the student's relationship and responsibility to society
- Developing students intellectually, spiritually, socially, emotionally, and physically through every curricular and co-curricular activity
- Making disciples
- Preparing for works of service
- Developing an eternal view of life
- Thinking and processing information in the context of a biblical worldview

**Operational Integrity.** The school's day-to-day operational practices are a consistent model of integrity, efficiency, and accountability. Ends priorities of biblical values are consistently implemented as the school:

- Reflects the high road to policy development and accountability in Board governance
- Manages people resources ethically and justly
- Manages and monitors school finances with integrity and disclosure

- Conducts straightforward and Christ-like relations with the government and its agencies
- Creates ethical, clear, and open strategies in business, development, marketing, and personnel
- Conducts fair and consistent classroom management
- Reflects honesty, openness, and fairness in parent relations
- Maintains high academic standards with internal and external evaluation
- Initiates a plan of consistent evaluation and assessment for continuous improvement

## APPENDIX B

### SECONDARY STUDENT DISCIPLINE

This appendix will take precedence over any other discipline documents or references. The following guidelines and procedures provide guidance on discipline:

ISS: In School Suspension: Student will not have any contact with other students the entire school day, while working on assignments. Parents pay a fee of \$25.00.

OSS: Out of School Suspension: Student to remain home the entire school day, while working on assignments. Parents pay a fee of \$50.00.

Saturday School: Detention, from 08:30 to 11:30. Student must be on time and in uniform. Parents pay a fee of \$50.00.

Alcohol/Tobacco	Consequence
1 <sup>st</sup> Offense	Counseling and 1 Day OSS followed by 1 Day ISS and Meeting with Parents.
2 <sup>nd</sup> Offense	Possible Expulsion.

Bullying (Physical, Verbal, Sexual)	Consequence
1 <sup>st</sup> Offense	Counseling and Saturday School, Parents Notified. Depending on severity, ISS or OSS.
2 <sup>nd</sup> Offense	1 Day ISS and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS followed by 3 Day ISS (a 4 <sup>th</sup> Offense or higher may result in Expulsion).

Bus/Van Violation	Consequence
1 <sup>st</sup> Offense	Warning or Saturday School as Appropriate, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS, Parents Notified.
3 <sup>rd</sup> Offense	1 Day OSS, Parents Notified.

Cheating	Consequence
1 <sup>st</sup> Offense	1 Day ISS and Grade of "0" on the Assignment, Parents Notified.
2 <sup>nd</sup> Offense	3 Day ISS and Grade of "0" on the Assignment and Meeting with Parents.
3 <sup>rd</sup> Offense	Possible Expulsion.

Criteria For Repeating a Course	Consequence
Grade 7 to 8	Failure of a course will require the course be taken online or next year, before any credit may be given. Consistently failing courses will require a meeting with parents to discuss the next steps to ensure academic success.
Grade 9 to 12	Failure of a course will require the course be taken online or next year, before any credit may be given. Consistently failing courses will require a meeting with parents to discuss the next steps to ensure academic success. All mandatory graduation requirements must be fulfilled before a diploma will be earned.

Cursing/Inappropriate Language	Consequence
1 <sup>st</sup> Offense	Counseling and Saturday School, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS followed by 1 Day ISS (a 4 <sup>th</sup> Offense or higher may result in Expulsion).

Damaging School Property	Consequence
1 <sup>st</sup> Offense	Saturday School + Parents Responsible for Repairs.
2 <sup>nd</sup> Offense	1 Day OSS and 1 Day ISS + Parents Responsible for Repairs.
3 <sup>rd</sup> Offense	Possible Expulsion.

Drugs Illegal/Drugs Not Prescribed	Consequence
1 <sup>st</sup> Offense	Expulsion and Reported to Police, Parents Notified.

Mobile phones and Electronic Devices	Consequence
1 <sup>st</sup> Offense	Device confiscated/parent must <u>pick up the</u> phone and pay a fee of \$25.00.
2 <sup>nd</sup> Offense	Saturday School and phone confiscated/parent must <u>pick up the</u> phone and pay a fee of \$50.00.
3 <sup>rd</sup> Offense	1 Day ISS and phone confiscated/parent must <u>pick up the</u> phone and pay a fee of \$75.00. Student placed on contract (phone kept at Front Office during school hours).

Moral Failure (affects the student body)	Consequence
1 <sup>st</sup> Offense	Counseling, Parents Notified.
2 <sup>nd</sup> Offense	Saturday School, Parents Notified.
3 <sup>rd</sup> Offense	1 Day OSS followed by 1 Day ISS (a 4 <sup>th</sup> Offense or higher may result in Expulsion).
Examples of a Moral Failure may include:	Abortion, Pregnancy, Police Arrest, and Sexual Immorality. The school will exhibit grace, but protection of other students is the first priority. LCA is committed to Child Safety.

Leaving Campus without Permission	Consequence
1 <sup>st</sup> Offense	Warning and/or Saturday School, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS followed by 1 Day ISS (a 4 <sup>th</sup> Offense or higher may result in Expulsion).

\*Note: Seniors are allowed to leave campus for lunch, if they are passing all classes and have no discipline issues.

Locker – Accessing Unassigned	Consequence
1 <sup>st</sup> Offense	Warning and/or Saturday School, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS followed by 1 Day ISS (a 4 <sup>th</sup> Offense or higher may result in suspension).

Public Display of Affection	Consequence
1 <sup>st</sup> Offense	Counseling and/or Saturday School, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS followed by 1 Day ISS (a 4 <sup>th</sup> Offense or higher may result in suspension).

Out of Uniform	Consequence
1 <sup>st</sup> Offense	Lunch Detention + Wear School Supplied Clothing, Parents Notified.
2 <sup>nd</sup> Offense	1 Day ISS + Wear School Supplied Clothing and Meeting with Parents.
3 <sup>rd</sup> Offense	Saturday School, Parents Notified. (a 4 <sup>th</sup> Offense or higher may result in suspension).

Skippping Saturday School	Consequence
1 <sup>st</sup> Offense	1 Day ISS and Saturday School, Parents Notified
2 <sup>nd</sup> Offense	3 Day ISS and Saturday School and Meeting with Parents.
3 <sup>rd</sup> Offense	1 Day OSS and Saturday School (a 4 <sup>th</sup> Offense or higher may result in suspension).

Unexcused Absences per Semester	Consequence
1 to 3 Days	All missed assignments on the 1 <sup>st</sup> to 3 <sup>rd</sup> days will receive a grade of “0.” Student may make-up the grade by completing the missed assignments in 7 calendar days or less, as coordinated with the teachers. Parents Notified.

4 to 7 Days	All missed assignments on the 4 <sup>th</sup> to 7 <sup>th</sup> days will receive a grade of "0." Student may make-up 80% of the grade by completing the missed assignments in 7 calendar days or less, as coordinated with the teachers. Parents Notified.
8 to 9 Days *From 8 days onward, the penalty is the same for excused and unexcused	All missed assignments on the 8 <sup>th</sup> and 9 <sup>th</sup> days will receive a grade of "0" and will not be allowed to make-up the grade, but will still be responsible for completing all missed assignments. Saturday School for the 8 <sup>th</sup> absence and 1 Day ISS for the 9 <sup>th</sup> absence. Parents Notified.
10 Days	1 Day ISS and FULL GRADE deduction for EVERY CLASS on the semester report card. Grades can only be restored if the student voluntarily and successfully attends summer school. Student will still be responsible for completing all missed assignments. Any student receiving any tuition discount will lose the discount, retroactively to the beginning of enrollment (parents will be required to reimburse all discounts acquired since enrollment). If parents choose to withdraw their child from LCA, no refund of tuition and fees. Parents Notified.
11 Days	1 Day ISS and student is required to attend summer school. Semester grade will be listed as "I" (Incomplete) on the report card, until the student has successfully completed summer school. Student will still be responsible for completing all missed assignments. If parents choose to withdraw their child from LCA, no refund of tuition and fees.
12 Days or More	1 Day ISS. LCA Administration will determine if the student will be withdrawn from the school. No refund of tuition and fees.

Unexcused Tardies/Absences per Day	Consequence
After 08:15 to 08:30	Tardy to 1st Period.
Between 08:30 to end of period	Absent to 1st Period, Parents Notified.
Missing between 1 to 3 hours	Half-day Absence, Parents Notified.
Missing more than 3 hours	Full-day Absence, Parents Notified.
Every 3 unexcused tardies in any one class	Saturday School and may also be a 1 Day ISS, Parents Notified.
3 unexcused tardies in a class immediately after lunch	If the student has campus lunch privileges, they will lose those privileges for the rest of the semester.
Excessive tardies	LCA Administrator will assign additional discipline as needed, up to and including expulsion from school, Parents Notified.

Weapons	Consequence
1 <sup>st</sup> Offense	1 Day ISS (knife or gun related will be reported to the police and will result in expulsion), Parents Notified.
2 <sup>nd</sup> Offense	1 Day OSS, Parents Notified.
3 <sup>rd</sup> Offense	Expulsion.

Other Issues	Consequence (Monitored by Administration)
Not returning a signed detention slip	Additional detention.
3 Saturday Schools per semester	1 Day ISS, Parents Notified.
More than 3 Saturday Schools per semester	3 Day ISS, Parents Notified.
More than 3 Suspensions per semester	Possible Expulsion.

## APPENDIX C

### **LAKELAND CHRISTIAN ACADEMY COVID POLICIES PARENT, STUDENT, & STAFF SAFETY PROTOCOLS**

PLEASE NOTE: The details in this document are subject to change as directives provided by governing authorities and/or health officials change.

#### **PROTOCOLS FOR SCREENING AND ISOLATION**

**GENERAL.** All students and staff will be screened for COVID-19 (and other strains of the flu) symptoms regularly and individuals who present with symptoms will be separated and sent home.

PLEASE NOTE: The details in this document are subject to change as directives provided by governing authorities and/or health officials change.

#### **SCREENING PROTOCOLS.**

Staff (custodial, maintenance, administration, teachers, subs, and support staff) will be required to self-screen for COVID-19 symptoms prior to reporting to work each day.

- Parents/guardians are expected to screen their students for COVID-19 symptoms each week prior to sending their student to school on Monday. The following criteria will be used in the screening process:
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Loss of taste or smell
  - Cough
  - Difficulty breathing
  - Shortness of breath
  - Headache
  - Chills
  - Sore throat
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Diarrhea

Further instructions on submitting weekly screening will be sent in a separate document.

- Teachers will monitor students and refer them to the office if symptoms are present. Teachers have infrared, hand-held thermometers in their classrooms.

#### **ISOLATION PROTOCOLS.** Student or Staff Displaying COVID-19 Symptoms

- *LCA will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.*
- *LCA custodians will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.*

- *Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.*
- Students who are ill will be separated from their peers and will be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the student's parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- Communication will be provided to the parents of students who come in contact with a COVID-19 positive student or staff member via Gradelink email.
- Staff members displaying COVID-19 symptoms will follow LCA's protocols including isolation from students and other staff members.
- Students and staff who have tested positive for COVID-19 will be required to submit a letter of good health from a physician's office prior to returning to school.
- Students or staff who come into close contact with a COVID-19 positive individual will be asked to self-quarantine for 14 days and may not return to LCA's campus or participate in LCA sponsored activities that are off-campus during that time.

## **PROTOCOLS FOR FACE COVERINGS**

Protective measures, including the use of face coverings (masks and/or protective shields), will be determined by the level of disease activity of COVID-19. LCA will rely on data from the Department of State Health Services (DSHS) and Denton County Public Health to determine the disease activity level and the appropriate protective measures. The disease activity level categories below are based on the recommendations of local and state health officials. LCA will develop a process to alert students, parents, and staff of the disease activity level and when face coverings must be worn through Gradelink's email; such communication will include the current numbers in Denton County and the Disease Activity Level.

### **REQUIRED ACTIONS IF INDIVIDUALS WITH LAB-CONFIRMED CASES OF COVID-19 HAVE BEEN IN THE SCHOOL**

1. *If an individual (teacher, staff, student, parent, etc.) who has been in LCA is lab-confirmed to have COVID-19, the school will notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).*
2. *The school close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 3 days have already passed since that person was on campus.*
3. *Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, LCA will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.*

### **RETURN TO SCHOOL WITH SUSPECTED OR CONFIRMED COVID-19**

- *Symptom-based strategy.* Exclude from school until:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 10 days have passed *since symptoms first appeared*.
- **Test-based strategy.** Exclude from school until:
  - Resolution of fever without the use of fever-reducing medications **and**
  - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
  - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens)

**SCHOOL CLOSURE WITH CONFIRMED COVID-19**

Currently guidelines for closure of schools that have a confirmed COVID-19 staff member or student have not been firmly established by the state of Texas. On-line learning protocols will be put into place if and when the school needs to close due to COVID-19. On-line learning procedures will be addressed in a separate document.

**DISEASE ACTIVITY LEVELS.** The population numbers for Denton County are in parenthesis. FYI: The population of Denton County is 887,207.

<b>Substantial LEVEL 3</b>	<b>At least two of the following are true</b>
	Number of new cases per 100,000 people over the most recent one-week period is greater than 100 (Denton County 887 new cases in a week)
	Percent of tests that return a positive result over the most recent one-week period is greater than 9.9% (87,833)
	Trend in new cases per 100,000 people over the most recent one-week period is INCREASING (by 15 or more cases) as compared to the prior one-week period (Denton County: 133.05 new cases)
<b>Moderate LEVEL 2</b>	<b>At least one of the following is true:</b>
	Number of new cases per 100,000 people over the most recent one-week period is 26-100 (Denton County new cases: 230-887)
	Percent of tests that return a positive result over the most recent one-week period is 5.1%-9.9%
<b>Minimal LEVEL 1</b>	<b>All of the following are true for 14 consecutive days</b>
	Number of new cases per 100,000 people over the most recent one-week period is less than 26 (Denton county: 230 new cases)
	Percent of tests that return a positive result over the most recent one-week period is less than 5.1% (Denton County: 45, 237 new cases)
	Trend in new cases per 100,000 people over the most recent one-week period is STABLE (within 15 cases) or DECREASING (by 15 or more cases) as compared to the prior one-week period (Denton County: increase by 133 or less or decreasing)

**PROTOCOLS FOR FACE COVERINGS**

	Face Coverings	Transmission Precautions
<b>Substantial LEVEL 3</b>	Staff, visitors, and students in 3rd through 12th grade will wear face coverings as feasible, especially when social distancing is difficult, including in classrooms	Staff will utilize appropriate Personal Protective Equipment (PPE) when in close contact with an individual with COVID-19 symptoms
	Students in Pre-K through 2nd grade will wear face coverings as feasible in hallways, common areas and during arrival and dismissal	Staff at high risk of coming into contact with blood, bodily fluids, secretions, and excretions will utilize appropriate PPE to mitigate potential transmission
<b>Moderate LEVEL 2</b>	Staff, visitors, and students in 3rd through 12th grade will wear face coverings as feasible, especially when social distancing is difficult, including in classrooms	School nurse will utilize appropriate Personal Protective Equipment (PPE) when in close contact with an individual with COVID-19 symptoms
	Students in Pre-K through 2nd grade will wear face coverings as feasible in hallways, common areas and during arrival and dismissal	Staff at high risk of coming into contact with blood, bodily fluids, secretions, and excretions will utilize appropriate PPE to mitigate potential transmission
		Students or staff displaying COVID-19 symptoms shall immediately don a face covering
<b>Minimal LEVEL 1</b>	Staff and visitors will wear face coverings as feasible, especially when social distancing is difficult	Staff will practice standard universal precautions when coming into contact with blood, body fluids, secretions, and excretions
	Students will wear face coverings as feasible in hallways, common areas and during arrival and dismissal	Students or staff displaying COVID-19 symptoms shall immediately don a face covering

**PROTOCOLS FOR CAMPUS VISITORS**

LCA will utilize virtual meeting options to limit campus visitors when possible (Examples: town meetings, parent conferences, etc.). All visitors who enter the building will be required to wear a face covering during all transmission levels. Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

**VISITOR SCREENING/PPE REQUIREMENTS.** Screening requirements are as follows:

- All individuals entering the building will be required to wear face coverings during substantial and moderate transmission levels.
- Individuals proceeding beyond the reception area will be subject to the following guidelines:
  - All visitors will be subject to screening by way of a symptom screening form.
  - Virtual meetings will be available when possible.

## ***PROTOCOLS FOR DISINFECTING AND HAND SANITIZING***

**GENERAL.** Frequent disinfection and hand sanitization will ensure health and wellness of students and staff.

### **HAND WASHING/SANITIZING EXPECTATIONS.**

- Alcohol-based hand sanitizer will be available at the main entry to the campus, in classrooms, in the cafeteria and in common areas throughout the campus.
- Staff will be expected to regularly wash or sanitize their hands.
- Requirement for hand washing and/or use of FUSD-provided hand sanitizer:
  - Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day
  - Thorough hand washing after recess, before eating, following restroom breaks

### **DISINFECTING EXPECTATIONS.**

- Staff will have access to disinfectant wipes and sprays to sanitize high-touch and working surfaces and shared objects regularly.
- Staff will limit the use of shared supplies when possible.

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## ***PROTOCOLS FOR CAMPUS CLEANING AND DISINFECTING***

**GENERAL.** Frequent cleaning and disinfecting will promote a healthy learning and work environment for students and staff.

### **DAILY CAMPUS CLEANING.**

- Each classroom and restroom will be disinfected regularly.
- All high touch areas will be disinfected daily.
- Custodians will wear masks and gloves during work hours.
- Custodians will be properly trained in cleaning procedures.
- The cafeteria will be disinfected between lunch periods.
- Staff will have access to disinfectant wipes to sanitize working surfaces and shared objects after each use and during breaks in instruction.

### **ADDITIONAL CLEANING MEASURES FOR COVID-19 POSITIVE CASES ON CAMPUS.**

- If a classroom or facility is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to defog and disinfect.
- Custodial staff will defog and disinfect classrooms, restrooms, the athletic indoor turf field, weight room and all additional areas in the entire building.

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## ***WORKING AND LEARNING ENVIRONMENT***

### **CLASSROOM CONFIGURATIONS AND PROCEDURES.**

- Desks or tables will be socially distanced as much as instructionally possible.
- Group or pair work can be implemented while maintaining physical distancing. Facial coverings will be worn in grades 3-5 if group gatherings occur during substantial and moderate transmission levels.
- When possible, technology can be utilized when the use of manipulatives is needed. Teachers will consider assigning cohorts of student-specific manipulatives in order to reduce the possibility of exposure or consider creating individual bags of supplementary aids and/or manipulatives for student use that could also be sent home in the event of school closure.
- The use of outdoor space for learning will be considered when possible. Classroom groups working outside will maintain at least 12 feet of social distance from other classroom groups.

- Whenever possible, students and staff will maintain consistent groupings of people to minimize the spread of the virus. Additionally, supplemental services will be grouped by grade level when possible.
- The recommended procedures will be applied to all classroom settings, including special education services locations when possible and appropriate. Students' individual needs will be addressed on a case-by-case basis.

#### **COMMON AREAS.**

- Common areas include spaces that are used for meetings and collaboration. This includes computer labs, flexible spaces, campus libraries, conference rooms and other meeting rooms.
- Schedules and protocols are developed for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom. All students and staff will be required to use hand sanitizer when entering and exiting common areas.
- Virtual meetings will be used when possible.
- In-person meetings will maintain social distancing. Facial coverings will be required during substantial and moderate transmission levels when social distancing is not feasible.

#### **RESTROOMS.**

- Proper handwashing technique will be taught to all students and consistently reinforced.
- Efforts will be made to limit the availability of toilets, urinals and sinks to certain times to comply with health agency recommendations and social distancing.
- Whole class restroom breaks are scheduled to eliminate the co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.

#### **TRANSITIONS.**

- Where possible, one-way traffic throughout campus corridors has been established.
- Walking pathways throughout the building are designated by lion paw prints.
- For intermediate classes that implement departmentalization of subject areas, whenever possible teachers will move to students for transitions in instruction and students will remain in their homeroom class.
- When possible, block scheduling will be initiated for Junior High and High School students so they will have fewer periods that meet each day.

#### **ARRIVAL.**

- School start times are as follows: 7-12<sup>th</sup> grades at 8:15; K-6<sup>th</sup> grades at 8:30; Preschool at 8:45. Students MUST be in their seats at the designated start time or will be counted as tardy. They may enter the school up to 15 minutes before their start time.
- There will be no early arrivals. Any students dropped off before the building is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- Separate entrances will be utilized for car riders, bus riders, and walkers.
- All staff will be utilized for duty to maintain a line of sight in hallways and distancing of hallway cohorts.
- Students will go straight to the classroom upon arrival and will not wait in a centralized holding area.
- Only parents of preschool children through 1<sup>st</sup> grade will be allowed to walk students to the classroom. The parent must be screened and wear a face mask.
- Parents of all other students will not be allowed to walk students to classrooms but must drop them off at the designated area for car-drop off.
- Buses will drop-off and pick up students in their designated areas.

**DISMISSAL.**

- No one will be allowed to walk-up in order to pick up the student; all students (including pre-school) will be picked up in the car line.
- Campus will designate staggered dismissal groups. Staggering the groups of walkers, car riders, bus riders and daycare students will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.
- Separate entrances and starting times will be utilized by grade level; a map will be distributed with such information.
- There will be bus procedures, based on campus specific needs.

**LUNCH.**

- No lunch visitors are allowed.
- Preschool students will bring their own lunches and eat in their classrooms.
- Plans for lunches to be eaten in the cafeteria as well as the classroom have been developed accordingly.
- Six-foot distance around all occupiable assigned seats will be provided while maintaining the student's consistent cohort for "in person" lunches.
- Lunch times will be staggered by class every 10-15 minutes with sanitation blocks between hallway cohorts.
- Students will eat in the cafeteria at the minimal and moderate levels and will eat in their classrooms if the substantial level is met.
- Lunches will be prepackaged off-campus and brought to campus ready to eat. Students may bring lunches from home.
- No lunches may be ordered out by students or parents nor may any lunches be delivered to the school.

**RECESS.**

- Staggered schedules will be utilized when needed.
- All students and staff will be required to use alcohol-based hand sanitizer before entering the playground and upon exiting the playground.
- Brain breaks will be implemented as needed, at the discretion of the campus/teacher.
- "Mask breaks" will be implemented as needed.

**SPECIALS.**

- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- Students will use their own art, technology, and music supplies.
- Music, technology, and PE equipment will be sanitized and wiped down after each use.
- Having specials in the classroom or outdoors is recommended.

***ON AND OFF-CAMPUS STUDENT ACTIVITIES***

Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing requirements. Virtual field trips will be considered as often as possible. LCA may need to forego the yearly fieldtrip this school year but extra efforts will be made to make the grade level field trip available.

PTF events and fundraising information is pending.

***CAMPUS EVENTS***

School orientation, meet the teacher, open house, parent conferences, etc. may have to be held virtually.

Decisions about other school events will be made as needed.

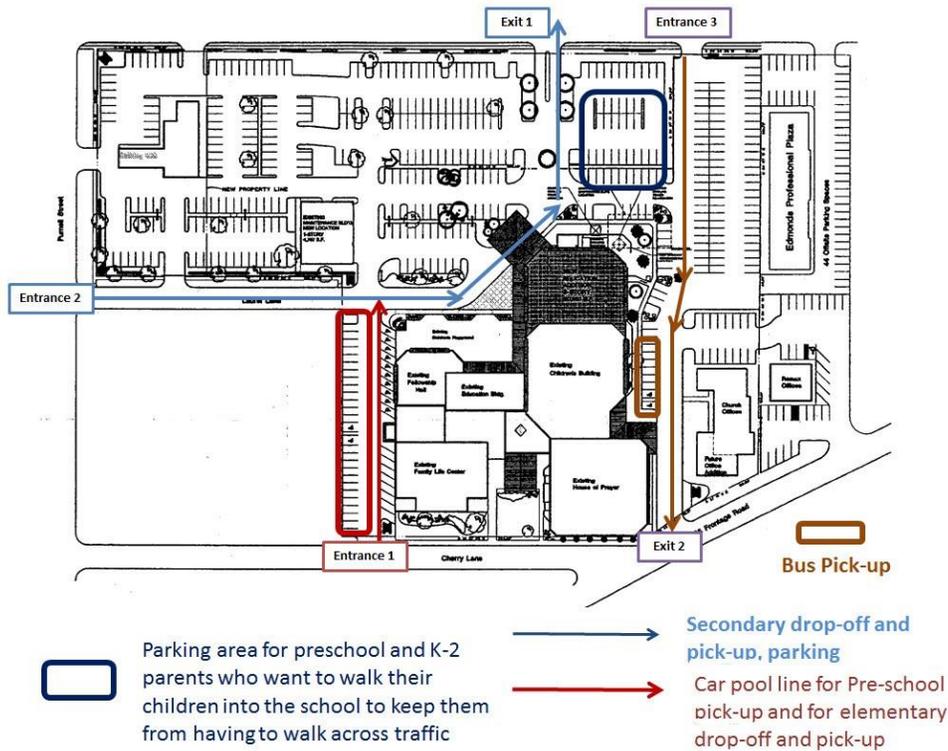
**DROP-OFF AND PICK-UP**

Staggering the time that school starts and ends by organization (Preschool, Elementary/Intermediate, Junior High/Senior High) eliminates cross-over. See the specific grade-level handbooks for more detailed instructions. The following drop-off and pick up schedule will be followed:

	Drop-off	Pick-up
Junior/Senior High (7th-12th)	8:00-8:10 (tardy at 8:15) *	3:20-3:30 (dismissal: 3:15)
Elementary/Intermediate (K-6th)	8:15-8:25 (tardy at 8:30)	3:35-3:45
Preschool (tots-K4)	8:35-8:45 (class starts at 8:45)	1:00-1:15

\*the start time may be earlier

The designated parking areas and flow of traffic is depicted in this map. Students and parents will be expected to adhere to the criteria on the map.



**RESOURCES FOR LAKELAND CHRISTIAN ACADEMY COVID POLICIES.**

- CDC website <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Denton County Health Department <https://dentoncounty.gov/Departments/Health-Services/Denton-County-Public-Health.aspx>
- Policies developed by various local school districts
- TEA Guidelines (private schools do not need to comply)

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**DEVELOPERS OF LAKELAND CHRISTIAN ACADEMY COVID POLICIES.**

- Patti Nason, Superintendent and Elementary Principal
- Linroy Kilgore, Secondary Principal and AD
- Jennifer Gray, Preschool Director
- LCA School Board

We are available for concerns relating to COVID-19. Please do not hesitate to contact Lakeland Christian Academy if you have questions.

**APPENDIX D****LAKELAND CHRISTIAN ACADEMY SECONDARY COURSE CATALOG  
LAST UPDATED: FALL 2020**

Grade Level	Course Code	Subject Group	Course Title	General Requirements
7	10107	Group 1 – Language Literature	Explorations in Literature	N/A
8	10108	Group 1 – Language Literature	Excursions in Literature	Explorations in Literature
9	10109	Group 1 – Language Literature	Fundamentals of Literature	Excursions in Literature
10	10110	Group 1 – Language Literature	Elements of Literature	Fundamentals of Literature
11	10111	Group 1 – Language Literature	American Literature	Elements of Literature
12	10112	Group 1 – Language Literature	British Literature	American Literature
7	20107	Group 2 – Language Acquisition	Writing and Grammar 7	N/A
8	20108	Group 2 – Language Acquisition	Writing and Grammar 8	N/A
9	20109	Group 2 – Language Acquisition	Writing and Grammar 9	N/A
10	20110	Group 2 – Language Acquisition	Writing and Grammar 10	N/A
11	20111	Group 2 – Language Acquisition	Writing and Grammar 11	N/A
12	20112	Group 2 – Language Acquisition	Writing and Grammar 12	N/A
7	20207	Group 2 – Language Acquisition	Vocabulary 7	N/A
8	20208	Group 2 – Language Acquisition	Vocabulary 8	N/A
9	20209	Group 2 – Language Acquisition	Vocabulary 9	N/A
10	20210	Group 2 – Language Acquisition	Vocabulary 10	N/A
11	20211	Group 2 – Language Acquisition	Vocabulary 11	N/A
12	20212	Group 2 – Language Acquisition	Vocabulary 12	N/A
7-12	20301	Group 2 – Language Acquisition	Spanish 1	N/A
8-12	20302	Group 2 – Language Acquisition	Spanish 2	Spanish 1
7	30107	Group 3 – Social Studies	World Studies	N/A
8	30108	Group 3 – Social Studies	The American Republic	World Studies
9	30109	Group 3 – Social Studies	Geography	The American Republic
10	30110	Group 3 – Social Studies	World History	Geography
11	30111	Group 3 – Social Studies	U.S. History	World History
12	30112	Group 3 – Social Studies	American Government	US History
12	30113	Group 3 – Social Studies	Economics	N/A
12	30114	Group 3 – Social Studies	Psychology	N/A
12	30115	Group 3 – Social Studies	Sociology	N/A
7	40107	Group 4 - Science	Life Science	N/A
8	40108	Group 4 - Science	Earth Science	Life Science
9	40109	Group 4 - Science	Physical Science	Earth Science
10	40110	Group 4 - Science	Biology	Physical Science
11	40111	Group 4 - Science	Chemistry	Biology
12	40112	Group 4 - Science	Physics	Chemistry
7	50107	Group 5 - Math	Fundamentals of Math	N/A
8	50108	Group 5 - Math	Pre-Algebra	Fundamentals of Math
9	50109	Group 5 - Math	Algebra 1	Pre-Algebra
10	50110	Group 5 - Math	Geometry	Algebra 1
11	50111	Group 5 - Math	Algebra 2	Geometry
11	50112	Group 5 - Math	Precalculus	Algebra 2
12	50113	Group 5 - Math	Calculus	Precalculus
12	50114	Group 5 - Math	Trigonometry	Calculus
12	50115	Group 5 - Math	Consumer Math	N/A
7-9	60101	Group 6 – Fine Arts	Art 1	N/A
8-12	60102	Group 6 – Fine Arts	Art 2	Art 1
11-12	60103	Group 6 – Fine Arts	Art Portfolio	Art 2
9-12	60104	Group 6 – Fine Arts	Digital Photography	N/A
9-12	60105	Group 6 – Fine Arts	Digital Design	N/A
7-12	61001	Group 6 – Fine Arts	Band	N/A

7-12	61002	Group 6 – Fine Arts	Instrumental	N/A
7-12	61003	Group 6 – Fine Arts	Voice	N/A
7-12	61004	Group 6 – Fine Arts	Dance	N/A
7-12	61005	Group 6 – Fine Arts	Drama	N/A
7	70101	Group 7 – Physical Education	Physical Education JH 7	N/A
8	70102	Group 7 – Physical Education	Physical Education JH 8	N/A
9	70103	Group 7 – Physical Education	Physical Education 1	N/A
10-12	70104	Group 7 – Physical Education	Physical Education 2	N/A
10-12	70105	Group 7 – Physical Education	Health	N/A
10-12	70106	Group 7 – Physical Education	Varsity Sports	N/A
7	80007	8 - Studies	Design Technology 7	N/A
8	80008	8 - Studies	Design Technology 8	N/A
9	80009	8 - Studies	Design Technology 9	N/A
10-12	80010	8 - Studies	Information Technology in a Global Society	N/A
7	90007	Group 9 - Bible	Bible 7 - Story of the Old Testament	N/A
8	90008	Group 9 - Bible	Bible 8 - Life of Christ	Bible 7 - Story of the Old Testament
9	90009	Group 9 - Bible	Bible 9 - Triumph of Christ	Bible 8 - Life of Christ
10	90010	Group 9 - Bible	Bible 10 - Bible Truths	Bible 9 - Triumph of Christ
11	90011	Group 9 - Bible	Bible 11 - Biblical Worldview	Bible 10 - Bible Truths
12	90012	Group 9 - Bible	Bible 12 - Biblical Worldview	Bible 11 - Biblical Worldview
11	100001	Group 10 - Studies	College 1	N/A
12	100002	Group 10 - Studies	College 2	N/A
All	100003	Group 10 - Studies	Academic Support	N/A
All	100004	Group 10 - Studies	Credit Recovery	N/A

All courses are organized into “Subject Groups.” Within the groups, the last two digits of the “Course Codes” generally refer to the grade level. Some courses may not conform to the Course Code grade level designations.

“General Requirements” provide guidance on the sequence of courses and may be waived or adjusted as necessary.

## APPENDIX E

### **LCA'S PRESCHOOL, ELEMENTARY SCHOOL, AND SECONDARY SCHOOL HYBRID CLASSROOM**

LCA Elementary and Secondary Hybrid Classrooms offer **synchronous learning** as well as the traditional, face-to-face learning. This means that students:

- Attend class at the regular time, but do so from home.
- Dress appropriately.
- Are ready to learn.
- Have a designated, distraction-free workspace to engage in learning.
- Show their face on the screen to engage with the teacher virtually.
- Participate in the class discussions and practice lessons.

In other words, the only difference between face to face instruction and online instruction is where the student is sitting – some in the classroom and some at home.

Asynchronous learning is when the student can access videos and online teaching whenever they want. **LCA does not offer asynchronous learning.** Teachers will not record their lessons. Teachers plan a lesson, teach the concepts in a lesson, provide activities that help the student understand the lesson, use a variety of strategies to check for student understanding, mentor students when they have difficulties with lesson concepts, and assess their learning through tests and a grading process. Such teaching requires the teacher's presence so they can mediate between the lesson materials and the student's learning.

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#### **Elementary classrooms will use Google Classroom as the platform for facilitating learning both at home and in school**

Google Classroom will be the web service used for elementary class instruction. Students have dedicated Chromebooks. The first two weeks of school, the students (K-6) will learn how to use the apps in Google Classroom so they can independently and successfully participate in their classroom activities without parents having to help them. Students will not be able to take home a Chromebook without going through the training and successfully applying what they learned. Students will also use Zoom if they are in a virtual setting. They will be able to see the teacher and participate in class discussions through Zoom.

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#### **Secondary classrooms will use Moodle as the platform for facilitating learning both at home and in school**

The Moodle web portal will be the web service used for secondary class instruction. Students have dedicated Chromebooks. The first two weeks of school, the students (7-12) will learn how to use Moodle so they can independently and successfully participate in their classroom activities without parents having to help them. Students will not be able to take home a Chromebook without going through the training and successfully applying what they learned.

Students will also use Zoom if they are in a virtual setting. They will be able to see the teacher and participate in class discussions through Zoom.

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#### **Expectations of the Student when participating in the virtual setting of the Hybrid Classroom**

Please note the virtual classroom expectations are no different than what is expected of the student when s/he is in a traditional classroom. Expectations can also be found in the student handbook. LCA's 4-R's (be responsible, be respectful, be ready, and be Christ's representative) provide the basis of our discipline policy. No matter what the learning environment is, the student:

- Follows the teacher's directions.
- Listens when the teacher gives instructions.
- Respects the teacher and other students when they are talking.
- Participates in activities and discussions during live class time.
- Takes responsibility for completing assignments and uploading them into Google Classroom (elementary) or Moodle (secondary).
- Turns in schoolwork assigned by the teacher; late work will have the same deductions as indicated in the handbook.

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### **Expectations of the parents when their child is participating in the virtual setting of the Hybrid Classroom**

The goal for hybridizing the instruction is to allow for continued instruction while acknowledging the additional challenges that come without traditional, face-to-face classroom learning. LCA administration and faculty is aware of and understands the difficulties faced by students and families and assures families that educational decisions are built to support the needs of parents and students. **Parents must also commit to a sense of cooperation in supporting the school's decision-making role.**

Please note the following expectations are no different than what is expected of parents when their child is in a traditional classroom:

- Provide a designated place (desk and area) for the students to participate in school virtually; students who are attending school face-to-face also need their own space to do homework and study.
- Motivate and support your child.
- Provide assistance when necessary.
- NOT correct independent work, quizzes, and exams, all of which are indicators that help the teacher assess if the student has learned the concept so s/he can reteach when necessary.
- Ensure your child is "on track" with assignments and coursework. Checking into your child's Google Classroom (elementary) or Moodle (secondary) and/or Gradelink frequently will help you get a picture of your child's progress. The grades in Google Classroom and Moodle and Gradelink will be synchronized for easier access. If your child is failing a class, the teacher will talk with you personally but, by keeping a close eye on daily grades, you can catch problems when your child lacks understanding.
- Support your child's needs by establishing and managing the daily schedule communicated by the teacher and/or school.
- Communicate with your child's teacher via email to create a learning partnership. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If your student is struggling with time management, then the parent should contact their teacher to add additional assistance. (Teachers will have 24 hours to answer emails and phone calls.)

- Expect your child do his/her part – struggling is part of learning. Don't help too much. Becoming an independent learner takes practice and is a necessary quality to become a successful student.

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### **Confidentiality during Web Casting**

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All classrooms are subject to live broadcasting; if you have any confidential information pertaining to health or other concerns that may arise in your child's classroom or that you do not want shared, please inform your teacher and Vanessa Wolfe, our office manager, so she can put it in your child's files. Know that any discipline measures being administered in the classroom that you may personally observe are confidential.