



Loganville Christian Academy  
Family Handbook  
2023-2024

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# General Guidelines

## Loganville Christian Academy

### **Statement of Faith**

The Statement of Faith reflects Loganville Christian Academy's belief as it relates to faith, doctrine, practice, policy, and discipline. Our Board of Trustees have drafted and approved this statement in its entirety and have resolved that this is our firm position on how the Scripture is interpreted and applied. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind and, as such, is the sole and final source of all that we believe.

### **Bible**

We believe the Bible tells the story of God's glory and his plan of salvation for humanity. As God's revelation of himself, we believe the Bible is inspired by God. The Holy Spirit worked through human authors to record God's work of redemption. This record is found in the 66 books that comprise the Old and New Testaments. We believe the Bible is accurate, authoritative, true, and is sufficient to teach us how to live in relation to God (2 Timothy 3:16–17; 2 Peter 1:20–21; Luke 24:27; John 17:17).

### **God**

We believe there is one God, eternally existing in three persons: Father, Son, and Holy Spirit. Each Person is distinct in their role yet sharing the exact same divine nature. God is the Creator, Sustainer, and Ruler of all that exists. We believe God is personal and relational and has chosen to reveal himself through his creation, the Bible, and most clearly in the person of Jesus Christ (Romans 3:30; Matthew 28:19; John 1:2; Genesis 1:1; Hebrews 1:1–3; Psalm 19).

### **Jesus**

We believe in Jesus Christ, the only Son of God, who became human, lived a sinless life, and through many miracles gave witness to the truth. His life, his death, and his resurrection from the dead are the only hope for humanity's reconciliation with God. He has ascended into heaven, and we await his bodily return in power and glory (John 1:1–3, 14; Hebrews 4:15; John 18:37; 1 Corinthians 15:3–4; 2 Corinthians 5:18–19; Acts 1:9; Luke 21:27).

### **Humanity**

We believe that all people are created in God's image, male and female, to have fellowship with God and with each other. Each person has inherent value and dignity from conception (Genesis 1:26–27; Psalm 139:13–16). We believe that humanity, because of sin, has been alienated from fellowship with God. Sin has corrupted human nature, resulting in a separation from God that cannot be restored through human efforts. We are born in sin, and apart from Christ we would desire to live independent of God (Psalm 51:5; Colossians 1:21; Romans 3:23; Ephesians 2:1–3).

### **Salvation**

We believe that sinful humanity is reconciled to God by grace through faith alone in Jesus Christ. God, in his love and mercy, has provided the means of covering sin and renewing fellowship with himself, namely, by the blood of Jesus Christ and his death on the cross. There, Jesus took the place of sinners and provided the righteousness they needed to find acceptance with God. (Ephesians 2:8–9; 1 John 1:7; 2 Cor 5:18–19, 21)



### **Holy Spirit**

We believe the Holy Spirit renews our fellowship with God, teaches us truth, and produces in us a godly life. Through the Holy Spirit we receive power to follow Christ, desire to do his will, and preach the gospel to the world. The Holy Spirit produces in our lives evidence of new life and works through us to accomplish the work that Christ began during his ministry (2 Corinthians 13:14; John 16:13; Galatians 5:22–23).

### **Marriage**

We believe that God designed marriage and defined it in the Bible as the lifelong covenant between one man and one woman; all forms of sexual activity outside of biblical marriage fall short of that design (Genesis 2:18–25; Ephesians 5:22–33).

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as 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 the purposes of Loganville Christian Academy's faith, doctrine, practice, policy, and discipline, our trustees provide the final interpretive authority on the Bible's meaning and application for the principles of Christian education at Loganville Christian Academy.

## **Principles of Christian Education**

WE BELIEVE that prayer is vitally important to undergird the oneness we have in Christ as a Loganville Christian Academy family.

WE BELIEVE parents are the primary educators of their children spiritually, physically, socially, and emotionally.

WE BELIEVE that the Christian school should partner with the parent to provide a Christian education for the child. Compromises will not be made when philosophy is based on Scripture.

WE BELIEVE that the Bible and religious training are a part of every aspect of the Christian school program.

Loganville Christian Academy is an independently run school. The governing body of the Academy consists of an executive board, supported by trustees, who will see that the mission of the school is promoted in all aspects of school life. This body sets policies for the school that are carried out by qualified administrators, faculty, and staff.

## **Core Values**

We follow Jesus.

We build relationships.

We never stop learning.

We go the extra mile.

We display integrity.

## Use of Facilities

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological gender shall only be used by members of that biological gender. Gender identity is defined as the biological condition of being male or female as determined at birth based on physical differences or, when necessary, at the chromosomal level.

In any other school facilities or settings where a student may be in a state of undress in the presence of other students (that is, changing costumes during school theatrical productions and so on), school personnel shall provide separate, private areas designated for use by students according to their biological gender.

## Accreditation

Loganville Christian Academy is committed to fostering a quality Christian education informed by a biblical worldview that provides students with answers for life and living.

The school is a member of **GISA** (Georgia Independent School Association). LCA holds dual accreditation with **ACSI** (Association of Christian Schools International) and **Cognia**. In turn, the school is a member of **GAPSAC** (Georgia Private School Accreditation Council).

## Nondiscriminatory Policy

Loganville Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, sex, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic, or other school-administered programs.

## Enrollment and Reenrollment Eligibility

Loganville Christian Academy is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christlike, as defined by biblical criteria. If the student's conduct or the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, engaging in, condoning, or supporting sexual immorality as defined in the school's Statement of Faith.

## Student Dismissal

LCA reserves the right to terminate, dismiss, or suspend enrollment of any student:

- whose conduct, behavior (both on and off campus), performance or progress falls short of the standards of LCA or is considered unsatisfactory, as determined by LCA
- whose parents/guardians exhibit inappropriate, unsupportive, or disrespectful behaviors that do not meet LCA community standards, as determined by LCA in its sole discretion
- whose account balance is left outstanding for a period longer than 60 days

## Financial Information

### GOAL

LCA participates in the Georgia GOAL Program. This education expense credit was passed into law in 2008 to provide families in our state with access to better educational opportunities for their children. Please see the finance department for more information regarding how you can become a donor in the GOAL program.

### Program Supply Fee

Upper School elective courses may require an additional fee.

### Property Fee

A fee will be incurred for damaged or lost textbooks, library books, lab equipment, or other school issued devices or materials.

### Registration Fee

The registration fee is paid annually for each student and is nonrefundable.

### Sustaining Fee

Tuition and registration fees cover approximately 90 percent of all operating costs for LCA. The remaining 10 percent of the budget is reliant on fundraising. In an effort to provide flexibility, a sustaining fee of \$125 per family is due September 15 and April 15. Parents may offset some of their entire family fee by participating in various fundraising events during the school year. These events include raising a minimum of \$250 in the Annual Fund, securing a Corporate Partnership, or a sponsorship in the Sporting Clays Tournament.

For more information on waiving your sustaining fee, please contact the Financial Office.

### Technology Fee

Each student is required to pay an annual, nonrefundable technology fee, classified by his or her grade level. The fee schedule is listed below:

<b>Grade</b>	PreK3-1 <sup>st</sup> grade	2 <sup>nd</sup> -12 <sup>th</sup> grade
<b>Fee</b>	\$250	\$350

This fee helps provide access to wireless and wired networking throughout campus, use and access Student Information System software (FACTS SIS), email, specialized curriculum software, student file storage, IT Help Desk support and training, and system-wide efforts that include upgrades, repairs, maintenance, and ongoing costs to support the use of technology at LCA.

For Lower School, this includes sustainability and support of Chromebooks, iPads, technology in the LS STEM Lab, and other various experiences on campus.

For Upper School, this includes Learning Management Software (iLearn) and a school-owned, student-issued device.

For device repair costs related to damage and loss, LCA will charge for the entire repair or replacement cost of the device if damage or loss occurs due to intentional acts or as the result of their negligence in handling the device.

For school-owned devices and peripherals, an asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a device for tampering with a school asset tag or turning in a device without a school asset tag, as this may render the device unidentifiable and may not be able to be identified back to the original assigned user. See the Technology Handbook for more details about fines and late charge penalties.

### Past Due Accounts

Monthly tuition payments will be made by an automatic draft of the family's account. For accounts that are not paid by the due date, a \$25.00 late charge or 1.5% of the outstanding balance, whichever is greater, will be applied to the tuition account. Families that choose the one or two pay plans must make payments by the respective due dates or risk forfeiting the discount. If an account has a past due balance in excess of 60 days, parents may be asked to withdraw their child(ren) from school.

### Withdrawal Fee

It is assumed that a student is enrolling for the entire year. Faculty and staff hiring, and budgets are set accordingly based upon enrollment numbers. Students who withdraw before fulfilling their financial contract must submit thirty days' written notice. All paid fees are forfeited, and a two-month withdrawal fee will be assessed. Report cards and/or transcripts are released to the parent or other schools only when the student's account is paid up to date and all school property is returned in good condition.

Thank you for understanding that if a student withdraws during the year, financial accounts must be cleared before school records and report cards will be released.

## **Grievance Procedure**

Matthew 18:15-16

"If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother. But if he does not listen *to you*, take one or two more with you, so that by mouth of two or three witnesses every fact may be confirmed.

Galatians 6:1

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

To model scriptural principles, LCA adheres to the biblical standard for dealing with conflict. Simply stated: conflict must be dealt with at the lowest level. The best chance for clarifying the situation or bringing resolution is to meet with the one most directly involved. Sideways conversations or the airing of grievances with individuals or the school as a whole will not be tolerated.

When a concern arises, parents are asked to address the situation only with the parties involved. Concerns about the teacher or classroom should be addressed with the specific teacher in private. If a student is struggling with another student in class, parents are asked to encourage the student to reason with the offender and speak with the teacher.

If the problem persists, parents of the involved students are also encouraged to talk with one another to help mediate the difficulties of their children.

For concerns regarding the Lower School or Upper School programs, parents are asked to contact the respective principal. The administrator should only be contacted after speaking with the principal.

Parents are strongly encouraged to resist the urge to gossip with one another regarding frustration, problem, or concern with another student, teacher, or the school. This provides an avenue for the enemy to create division and dissension and is not in keeping with the strong culture we endeavor to support at LCA.

## Communication

### Parent Teacher Fellowship

The purpose of the PTF is as follows:

- To acquaint parents with the school's philosophy of Christian education as an extension of the Christian home
- To support and encourage teachers, staff, and parents.
- To promote cooperation between the groups in every phase of student development, as the students are prepared academically, spiritually, and socially for God's call on their lives.

### Paw Prints

Paw Prints is the weekly newsletter sent via email to parents in an effort to keep them informed of the happenings that week. It is sent on Monday. Paw Prints, the LCA Family Calendar, and the school's website should be relied on as the source of the most up-to-date information. It's our desire to reduce the amount of email communication for your family by encouraging you to depend on these resources for your content.

### School Closing

In the event of a possible school closing due to weather, announcements will be heard on all major TV news stations as well as Christian radio stations when possible. We will also update families via social media and send a text via Parent Alert. We will send an email when appropriate.

### Absence Line

Parents are asked to submit the [LCA Absence Line Form](#) by 10:00 a.m. each time their student will not be at school. By keeping the school informed of your student's whereabouts, you enable us to count excused absences correctly, keep track of illnesses and their possible impact on the school environment, as well as ensure a student's absence from school in the event of an on-campus emergency.

An email clearing your student for return to school will be sent to the email address provided in the absence line submission.

### Calendars

There are 3 calendars that as a LCA family you may need to view on a routine basis: LCA Family Calendar, LCA Athletics Games Only Calendar, and LCA Fine Arts Calendar.

LCA Family Calendar: This calendar includes all school functions.

LCA Athletics Games Only Calendar: This calendar includes all contests for all athletic teams.





LCA Fine Arts Calendar: This calendar includes all performances for Fine Arts

These calendars are available on the [LCA website](#)

## Social Media

LCA maintains an active presence on various social media platforms. The official LCA accounts are listed below. If you are a member of the social media community, please take a moment to follow these accounts and interact with the posts by liking, commenting, or sharing.

The creation of social media accounts for classes, extracurricular activities/clubs/groups, and athletic teams of LCA is not permitted by students or families.

LCA School Accounts		LCA Athletic Accounts
	LCA Lions	Loganville Christian Academy Athletics
	lca_lions	lcalionssports
	@lca_lions	@LCA LionsSports
	<a href="http://www.linkedin.com/school/loganville-christian-academy/">www.linkedin.com/school/loganville-christian-academy/</a>	n/a

## School Directory

FACTS contains a directory that includes contact information for LCA families. Every family has the ability to opt out of their information being included during the enrollment process. Contact information obtained from the directory is not to be used for business solicitation.

## Daily Schedule

Lower School		Upper School	
<i>Monday, Tuesday, Thursday, Friday</i>		<i>Monday, Tuesday, Thursday, Friday</i>	
7:40-7:55 a.m.	Drop off at The Lodge & The Village	8:10-8:19 a.m.	Drop off
7:55 a.m.	School begins	8:20 a.m.	School begins
2:45 p.m.	Dismissal	3:05 p.m.	Dismissal
2:55 p.m.	PreK3 Dismissal	3:15 p.m.	Carpool ends
3:05 p.m.	Carpool ends/Aftercare begins	4:00 p.m.	Students not staying after school for an activity are picked up
<i>Wednesday- Late Start</i>			
8:40-8:55 a.m.	Drop off at The Lodge & The Village	<i>Wednesday- Late Start</i>	
8:55 a.m.	School begins	8:40-8:49 a.m.	Drop off
		8:50 a.m.	School begins

Students may arrive on campus as early as 7:40 a.m. on any school day. Students must be supervised. PreK3 to 5th grade students are to be dropped off in the Lodge – Gymnasium if it is before 7:40 a.m. There is no additional charge for parents who still need to drop off at 7:40 a.m. on Wednesday mornings.

Students in grades PreK3 to 5th who are not picked up by 3:05 p.m. will be taken to the Aftercare room for supervision. If not picked up by 3:10 p.m., parents will be charged for aftercare.

## Extended Care Program

LCA is happy to provide our Extended Care Program as a benefit to parents who work and are unable to drop off or pick up their child during normal school arrival and dismissal times. Our qualified staff will provide a time for your student to work on homework and then transition the students into time filled with socializing with one another by enjoying the playground, creating a craft, or playing a board game. Our hope is to provide security and peace of mind that your child is well-cared for while you work.

### ***Jump Start is available:***

Starting at 7:00 a.m. each school day.

### ***After Care is available:***

3:05-6:00 p.m. every day

A registration fee is due upon enrollment into the program. Rates do not include additional events, late pickup, or early release school days. The monthly plan remains the same regardless of absences or weeks in a month (excluding December). Registration is available at <http://lcalions.com/beyondthebell/>.

## Lunch

### Ordering Catered Lunches

LCA has partnered with Yay Lunch to provide a secure, fast, and easy way for parents to order, prepay, and manage hot lunches online. All meals are nutritious, allergen-friendly, and delivered fresh daily.

- Lunches are delivered to LCA on Monday - Friday.
- The cut-off for placing orders is always noon on Sunday for the upcoming week. Although, late orders can be added by contacting Yay Lunch directly for an additional fee.
- All lunches are individually packaged, labeled, and delivered contact-free.
- All meals are nutritious, allergen-friendly, and delivered fresh daily.
- Parents may order weekly, up to four weeks in advance.

Parents can sign up and order on [Yay Lunch's website](#).

If you miss the ordering window or have any questions about the menu, billing or the program, please contact Yay Lunch directly at [info@yaylunch.com](mailto:info@yaylunch.com) as they are fully managing the program for LCA and are very responsive.

Other helpful information:

- Need to change an order at the last minute? Cancel by noon the day before lunch is to be delivered by email [info@yaylunch.com](mailto:info@yaylunch.com).
- Lunches start at \$4.49 and pricing varies based on vendor, size (Daily Deal, Standard, Big, Premium) and any add-ons or options.
- All lunches come with a fruit or a side as noted.
- Click [here](#) for FAQ.

### Forgotten/Emergency Lunches

- Parents may drop off a lunch ahead of the child's lunchtime: for LS students with the receptionist in the LS office and for US students with the receptionist in the front US office.
  - This should be the exception and not the rule. We are not equipped with personnel to manage multiple drop-offs of lunch consistently.
  - If a lunch has not been obtained before the child's lunchtime, he or she should notify a member of the lunchroom team so that an emergency lunch may be received.

- Students without lunches will have the option to purchase a school-provided lunch. This charge will be placed on the student’s FACTS account. Additional charges will be added if the student chooses other options.

### Guests

Guests are welcome to join students at lunch starting the third week of school.

- Prior approval by Gina Morton (Lower School) or Tracey Monda (Upper School) is required for non-LCA students to attend lunch.
- Guests should receive a visitor’s pass from the office before proceeding to the lunchroom.
- Guest tables are provided for the adult/student only. Guests may choose to eat at student tables if the child would prefer to eat with friends.
- If a guest has more than one student dining at the same time in two different lunchrooms, they may check one of the students out (with the lunch staff) but must bring the student back by the time their lunch period is over so that they can return to class.

### Lunchroom Guidelines

- Students in grades 2–12 have access to microwaves; however, please exercise wisdom in what is packed and be sure that your Lower School student has practiced using a microwave at home. Please refrain from sending items that require longer than 2-3 minutes for LS students.
- Please remember to include plastic utensils and napkins when packing lunches from home. We strongly encourage that students in grades 3–12 be given the responsibility to pack his or her healthy lunch daily.
- Students need permission from the adult on duty to leave the lunchroom.
- To maximize classroom instruction, lunch is not served on Early Release days.
- Students may not “order in” for lunch. Parents are also asked not to do this for students (i.e., Pizza Hut delivery for your child’s lunch one day). Drinks may be brought from home or can be purchased at school. Students who choose not to purchase a drink at lunch will need to bring his or her water bottle every day.
- Students may not check out for lunch.
- Birthday celebrations for Lower School students are coordinated with each student’s teacher and celebrated in the classroom.
- Lower School students may not bring toys, games, electronics, or homework/classwork to lunch.
- If your child has food allergies, a completed Allergic Reaction Emergency Health Care Plan form must be completed and uploaded to Magnus.
- Due to potential allergies, Lower School students may not share or trade food of any kind.

### USDA Recommendations for lunches

<b>Minimum Requirements for Food Groups at School Lunch</b>			
<b>Food Group</b>	<b>Grades K-5</b>	<b>Grades 6-8</b>	<b>Grades 9-12</b>
Fruits (cups)	½ per day 2 ½ per week	½ per day 2 ½ per week	1 per day 5 per week
Vegetables (cups)	¾ per day 3 ¾ per week	¾ per day 3 ¾ per week	1 per day 5 per week
Grains (ounces)	1 per day 8-9 per week	1 per day 8-10 per week	2 per day 10-12 per week
Meat/Meat Alternatives (ounces)	1 per day 8-10 per week	1 per day 9-10 per week	2 per day 10-12 per week
Milk (cups)	1 per day 5 per week	1 per day 5 per week	1 per day 5 per week



## Student Health

Students should stay home if there is fever, vomiting more than once, diarrhea, a very frequent cough, strep throat, pinkeye, persistent pain (ear, stomach, etc.), or a widespread rash. To prevent the spread of illness, we ask that students not return to school for at least twenty-four hours. The nurse will determine when students can return to school based on their illness and symptoms.

- Fever-free of temperature over 100.0 without the use of fever reducing medication for at least 24 hours. The nurse will advise on returning to school.
- Free from vomiting or diarrhea.—This includes being able to tolerate food and drink without recurrence.

If a student or staff member is seen by a physician and tests positive for a viral or bacterial infection, that person must be fever free for at least 24 hours, as well as no diarrhea or vomiting for at least 24 hours. Fever, nausea, and diarrhea must be completely resolved without the aid of medications. Nurse discretion will be used with all students returning to school after having any fever, vomiting, or diarrhea and must have clearance from the clinic before returning.

Students that become ill during school hours will be sent to the clinic. The nurse will evaluate the whole picture of the student's symptoms when determining if a student needs to go home. If deemed necessary, parents will be contacted to pick up their student.

- Students with a temperature of 100.0 will be sent home. If temperature is taken, but potentially elevated due to the student being outside and warm from surroundings or extra clothing, a retake of the temperature will be done to ensure accuracy.
- Students with a temperature less than 100.0 but displaying illness symptoms or the teacher states that the student is unable to participate in class because they do not feel well will be evaluated by the nurse and sent home if necessary. Students will remain in the clinic until pick up. Students may be picked up directly from the clinic or can check out from the appropriate office but must have a pass from the clinic to do so. Please notify the school immediately if your child is diagnosed with any communicable disease or possible symptoms of such. An email clearing your student for return to school will be sent to the email address provided in the sick line submission.

## Communicable Diseases

Parents will be notified promptly via email if their child is exposed to a communicable disease at school and suggested follow-up treatment or next steps will be noted.

## Notification

In order to enhance communication, an email will be sent to you via Magnus Health when your student comes to the clinic. Even visits for minor difficulties will be documented so that you can track your child's illnesses and clinic usage. Parents/guardians are asked to update their contact information in FACTS and/or update medical information via Magnus, as needed.

## Clinic Passes

Students are required to sign in and out of the Clinic to record their visit. Students in PreK3 through K5 will be escorted to the nurse's office by an adult.

## AED

LCA has multiple Automatic External Defibrillators (AED) that can be used for extreme crisis situations. These are in the Upper School building outside the lunchroom, in the foyer of the Lodge, the Lower School office, and The Barn. In addition, there are two mobile units that travel with all athletic teams. One of the mobile units is held in the Lower School office. Students are not to touch these unless otherwise instructed to do so by an adult.

## Medication Policy

Students are not permitted to have medication in their possession on campus. LCA's Clinic is stocked with Acetaminophen (Tylenol—pill and liquid), Ibuprofen (Advil and Motrin—pill and liquid), Diphenhydramine (Benadryl—pill, liquid, topical spray, or cream), Triple Antibiotic Ointment/Cream (Neosporin), Hydrocortisone Cream 1% (Cortisone), Calcium Carbonate (Tums and Children's Pepto-Bismol), Bismuth Subsalicylate (Pepto-Bismol), and cough drops. Parents must give permission, through Magnus Health, for the nurse to administer these medicines if they feel it is appropriate for their child's symptoms. Medication is always administered per the manufacturer's recommendation, based on student's weight and then age. If your child requires a dose exceeding the dosage recommended on the product label, a note of medical necessity will be required from your physician. If possible, administer any needed and/or necessary medications at home before arriving to school.

For students needing any other over the counter or prescription medication, the medicine must be supplied by the parent directly to the Clinic with the respecting Authorization to Administer Medication form.

If medication needs to be taken during the school day, the medicine will be kept in the Clinic, and the student must come to the Clinic for its administration. Parents must upload the appropriate paperwork in Magnus Health, which is the Authorization to Administer Medication form.

Parents must hand-deliver all prescription medications to the Clinic as they must be counted and logged in by the nurse(s). Upper School students may hand-deliver over-the-counter medications to the nurse(s). Parents of Lower School students must hand-deliver all medications (over the counter and prescription). All persons turning in medications must have the appropriate Authorization to Administer Medication form. Records will be kept of all medications administered.

In the event an Upper School student brings an over-the-counter medication with him or her, it must be immediately dropped off at the Clinic for storage upon arriving on campus. There are no exceptions to this rule.

With certain medical conditions, such as diabetes, asthma, and severe allergies, 6<sup>th</sup>–12<sup>th</sup> grade students are allowed to carry their necessary medications, inhalers, or Epi Pens. All K4–5<sup>th</sup> grade students' medications will be kept in the classroom bag, which travels with their class wherever they go on and off campus. To safely administer medications during school hours, the following is required:

**PRESCRIPTION MEDICATION:** An Authorization to Administer Medication form must be completed and signed by both a parent and the physician. When filling a prescription, ask the pharmacist for a "school bottle," which is an empty bottle with the correct prescription label. Medications will not be administered from an envelope or plastic bag brought in from home.

**NON-PRESCRIPTION MEDICATION:** All non-prescription medication must be in the original container and accompanied by an Authorization to Administer Medication form. A parent signature is required, but no physician signature is required. All medication must be picked up from the Clinic by the end of the school year; otherwise, it will be discarded during the week following the last day of school.

## **Disaster**

LCA has a written crisis management plan in case of a major disaster or emergency. The school holds regular, all-school emergency drills.

Please note that during an actual emergency our highest priority is the safety of our students and team members. We will communicate with parents/guardians as soon as possible.

LCA's expectations exist to prepare students for a culture in which they will adhere to a standard of dress in most any profession they undertake. From Chick-fil-A's work uniform and name badge to the khaki pants and red shirt that set a Target employee apart, most every major organization has an expectation of dress that represents them and projects professionalism. Our school is no different.

The standard of dress at LCA is consistent with those of an excellent academic environment. We are not trying to keep up with cultural fashion trends, our guidelines do not indicate a theological stance or moral statement, nor are they intended to be a line in the sand between modest/not modest. This is not a "what would Jesus wear?" question. The question being asked here is, "What would an LCA student wear?"

Enforcement of this standard of dress is based on cooperation between students, parents, and the school. All students benefit from attending an educational institution with high expectations in each of their areas of influence. It is our hope that LCA students will embrace this standard and encourage their peers to as well. Thank you for joining us in portraying consistency by adhering to this standard.

## **Standard of Dress**

### Overall Appearance

- All clothing will be neat and clean (not torn, cut, or worn out) and should not be worn in a sloppy manner.
- Proper undergarments will be worn with all clothing and may not be visible at any time. This includes bralettes.
- Male students will not have any piercings.
- Female students may have no more than three piercings in each ear. Earrings will not have a chain connecting them. There will be no other visible body piercings.
- There will be no visible tattoos on any student, including henna tattoos.
- Hair should be neat and well groomed. Hair may be colored but should only be in natural colors (no blues, greens, purples, etc.). For male students, hair should not extend below the top of the collar. Hair should be kept in such a way that the student's face is visible at all times.

### Monogramming/Embroidery

- If items are purchased through Lands' End, monogramming is available at the time of purchase.
- Monogramming is also available through LCA. Submit the [monogramming form](#) along with the garments to be monogrammed to front office.
- Embroidery of a navy blazer is available through LCA. Forms are available in the front offices where items may also be dropped off.

### Student Daily Uniform Expectations

School uniforms may be purchased from any vendor of your choosing. For those who prefer a traditional uniform store, LCA partners with Lands' End, and school uniform options are preselected in LCA's School Store on their website.

Regardless of where school uniforms are purchased, the following guidelines must be followed:

#### ***Shirts***

- Polo – white, navy, yellow (all grades) as well as gray or hunter green (6<sup>th</sup>–12<sup>th</sup> grade only).
- T-shirts, tank tops, and camisoles worn under uniform tops will be solid white or black with no graphics.
- Students in 9<sup>th</sup>–12<sup>th</sup> grade also have the option of a white, yellow, blue, or pinstriped oxford shirt.

### ***Pants/Shorts/Skorts/Dresses***

- Navy or khaki twill or chino shorts must fall midway between the inseam and the top of the knee (all the way around) for both male and female students. Cargo shorts are not an acceptable style of shorts.
- Female students may wear navy or khaki twill or chino skorts with the same length requirements as shorts.
- LS girls may also wear navy crew neck dresses.
- Navy or khaki twill or chino pants. Joggers, cargo pants, leggings or pants made of jegging material are not to be worn.
- Pants/Shorts/Skorts/Dresses made from athletic material are not approved uniform clothing. This includes tennis-type skorts, running skorts, athletic material pants, and athletic materials shorts.

### ***Sweaters/Sweatshirts/Fleece/ Blazers***

- All solid navy, white, black, or gray sweaters, sweatshirts, hoodies, or fleece purchased outside the LCA School Store should have the LCA logo monogrammed on the left chest if they intend to wear them inside. Outside of monogramming garments on the left chest, families and students are not permitted to create their own tops (shirts, sweatshirts, hoodies, etc.) Solid is defined as a garment that has no contrasting color/thread whatsoever. If a student is wearing a hoodie, the hood should not be on the student's head while in the building.
- An LCA uniform oxford or polo is to be worn underneath sweaters or sweatshirts.
- Students in grades 9–12 also have the option of a navy-blue blazer with the LCA crest embroidered on it.

### ***Coats/Jackets***

- LCA letter jackets or any coat with the LCA logo monogrammed on the left chest may be worn inside.
- In cold weather, students may wear a non-uniform coat/jacket to and from the parking lots, during recess for travel outdoors between classes, and at other outside times. Once indoors non-uniform coats should be removed and stored.

### ***Tights/Leggings***

- If chosen, solid black, white, gray, or navy full-length leggings/tights may be worn **Monday through Thursday under a uniform skort or short only.**
- Tights and leggings must be without rips, holes, or mesh above the knee.

### ***Shoes***

- Shoes should be practical and not excessively worn out.
- Female students should not wear high heels with uniforms.
- Shoes must have a fixed back on them. Crocs, clogs, sandals, flip flops, etc. are not acceptable footwear.
- Bedroom shoes/slippers are not acceptable footwear.
- Shoes with wheels are not allowed.
- Foam runners are not allowed.

### ***Accessories***

- Any color belt may be worn.
- Any color scarf may be worn.
- Closely shaven facial hair is acceptable for male students.
- Blankets are not to be used in the classroom.

### ***Student Spirit Wear Standard of Dress***

Friday will be a spirit wear day unless otherwise specified. Other days will be deemed spirit wear days at the discretion of the leadership. Students may wear uniform shirts or an LCA shirt accompanied with bottoms as detailed below. Spirit wear items worn during the school day are items purchased from the Prideland School Store, Team Gear purchased through the Athletic Department or items from athletic or fine arts competitions. Outside of monogramming garments on the left chest, families and students are

not permitted to create their own tops (shirts, sweatshirts, hoodies, etc.) Clothing must meet the following appearance expectations:

- Students may wear blue jeans/blue jean shorts, khaki pants/khaki shorts, sweatpants, or uniform bottoms. Blue jeans should be plain and free of frays. Girls may wear jeans with holes at the knee or below. Blue jeans and khaki pants/shorts may be any brand, but shorts must meet length requirements. Sweatpants must be plain black, navy, or dark gray and free from holes or tears.
- Female students may wear black, navy, or dark gray leggings that are free from holes or mesh inserts above the knee. Any top worn with leggings **MUST** cover the student's bottom and should be of sufficient length in the front.
- Hats purchased from the Prideland Store may be worn.
- Anything purchased from the Prideland Store may be worn on spirit wear days **as long as they meet the length requirement.**

### ***Student Casual Day Standard of Dress***

The Casual Day Standard of Dress includes guidelines for bottoms and footwear as outlined in the policy above. In addition,

- No spaghetti straps or off-the-shoulder shirts should be worn on casual days.
- Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate is not permitted.

### ***Upper School Physical Education and Weight Training***

- PE shirts and shorts, all with the LCA logo, must be worn for class daily. These are purchased through the Prideland Store.
- Sneakers must be worn.
- Dressing out is part of the student's PE/weight training class grade.

### ***Upper School Gameday Attire***

- Student athletes who are part of a MS, JV or V team are allowed to wear a team shirt (t-shirt, hoodie, etc.) ***with standard school uniform bottoms*** on gamedays.
- Athletic shorts, leggings, sweatpants, etc. are ***not*** permitted on days other than casual/spirit wear days.
- Student athletes should not wear their gameday jersey/top unless the Athletic Department has specified for them to do so.

## Extracurricular Standard of Dress

### ***General Clothing Guidelines***

- Students should use discretion when selecting their clothing for extracurricular activities. Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate is not permitted at LCA extracurricular activities.
- When wearing jeans, leggings, sweatpants, or shorts on a casual day, the guidelines outlined in the Spirit Wear Standard of Dress must be followed.
- No spaghetti straps or off-the-shoulder shirts should be worn.

### ***After School Activities/Athletic Practices***

Guidelines for length and clothing expectations outlined under Spirit Wear apply here, but a length of 6" from the top of the knee is permitted for shorts at athletic practices. Spirit wear shirts are not a requirement for after-school activities unless otherwise instructed by a coach.

## Overnight Trips

- Spirit Wear and Casual Wear guidelines apply based on trip and as communicated.
- One piece or tankini swimsuit (with no midriff skin showing).

## Field Trips

- School uniforms will be worn unless otherwise stated on the registration form.
- One piece or tankini swimsuits (with no midriff skin showing)

## Platform Event Recommendations

A platform event is an occasion such as a ceremony, induction, awards program, banquet, concert, or senior chapel. Thank you for considering the following suggestions:

### ***Guys***

- Khaki or dress pants with a golf shirt or dress shirt (tie optional). Shirts should be tucked in when appropriate. If a shirt is tucked in, a belt should be worn.

### ***Girls***

- Dress, skirt, or dress pants/blouse (should be professional in nature).
- Hemline and/or a slit in the dress/skirt should fall midway between the inseam and the top of the knee (all the way around).

## Formal Event Standard of Dress

At LCA, formal events provide an opportunity for social training as well as the building of vital community and camaraderie among our students. The standards provided here are not merely suggestions but provide the basis for all those attending a homecoming or prom event.

It should be noted that LCA does not (nor can we) enforce this dress standard anywhere other than at the event itself. Though we are aware that social media often depicts students in dress contrary to various sections of this standard prior to the event, when those students arrive to the event, they've usually altered the outfit to comply with the standard of dress as stated. It is not the school's responsibility to monitor what a parent allows their student to be photographed in prior to the event and should not be the gauge for whether the guidelines are being complied with at the event itself or enforced by our leadership team. Thank you for your understanding.

## ***Homecoming (9<sup>th</sup>–12<sup>th</sup>) and Prom (11<sup>th</sup>–12<sup>th</sup>)***

### ***Guys***

- Suit or dress pants with a dress shirt and tie (Homecoming)
- Suit or tux (Prom)
- Jeans, baseball hats, or other casual wear are not permitted.

### ***Girls***

- Cocktail-type dress (Homecoming)
- Formal dress (Prom)
- Strapless and halter dresses are permitted but must ensure a modest bustline.
- Cleavage should be minimized rather than maximized by undergarments.
- Halter dresses may require that a piece of fabric be added to ensure a modest bustline.
- See-through material or keyholes in the midriff, sides, or bust line are not permitted.
- Two-piece dresses are not permitted unless a bodysuit is worn underneath. Bodysuits cannot be nude/flesh colored.

## Dress Expectation Enforcement

Since no dress expectation list is all-inclusive, the school must deal with dress that violates the spirit as well as the specifics of the expectations. All faculty and staff are expected to monitor dress code and appropriate consequences will be dispensed for noncompliance. Consequences could include:

- detention (automatic upon a student receiving three dress code violations)
- upon receiving a 4<sup>th</sup> dress code violation, the student will be sent home from school

- parent call to retrieve correct clothing
- sent home from event
- other consequences at the discretion of the LS/US principal

Thank you for doing your best to ensure that no enforcement of these dress expectations is necessary.

## **Technology**

Loganville Christian Academy recognizes that access to technology in the school, home, and community environment provides students with greater and more frequent opportunities to learn, engage, communicate, and develop the necessary skills to be career and college-ready in the 21<sup>st</sup> century. A structured digital environment that is safe yet demanding will support students and teachers as they explore uses of technology, thereby enhancing students' engagement with content and promoting the development of self-directed and responsible lifelong learners and biblically-aligned digital citizens.

The Technology Handbook which includes LCA's Use of Technology policy is linked on LCA's website.

## **The Honor Code**

In the Loganville Christian Academy community, lying, cheating, defaming others, and intentionally damaging the property of others will not be tolerated.

### ***Lying***

A person lying or purposely misrepresenting the truth violates the Honor Code.

### ***Cheating***

A person giving or receiving unauthorized help on a test or a graded assignment or a person submitting the work of another as his or her own violates the Honor Code.

### ***Defaming Others***

A person writing or speaking with malicious intent to injure a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm. This includes items on all social media platforms or sharing/posting false or misleading information about LCA, another student, and/or family.

### ***Intentionally Damaging the Property of Another***

A person deliberately and intentionally causing damage to the property of the school, the property of the faculty and staff and administration, or the property of his or her fellow students violates the Honor Code. When someone has personal knowledge of the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administration, etc.).

Loganville Christian Academy reserves the right to suspend and, when circumstances warrant, dismiss students whose behavior is disrespectful, disruptive, immoral, or illegal. LCA also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus. Participation in a prank will be seen as trespassing and may result in disciplinary and/or legal action.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. LCA will, however, separate the student from the school when it is determined that continued enrollment may damage the community or the ability of the school to pursue its goals.

## Academic Integrity

### **Plagiarism**

Plagiarism is the use of someone else's material or ideas as if one's own. It may occur in any field of activity, from the sciences and business to artistic endeavors, such as music and painting. Whenever a person copies someone else's material without proper credit to the source, that person plagiarizes. Because it involves unwarranted use of another's work, plagiarism is a form of stealing; because it involves misrepresenting someone else's work as one's own, plagiarism constitutes a form of lying.

Plagiarism is a form of cheating because the student shortcuts the educational processes involved in theme writing. Any student who helps another student gain an unfair advantage is also guilty of the offense.

### **Cheating**

Cheating typically involves giving or receiving illegitimate means of assistance, potentially resulting in an improper advantage in completing one's academic coursework. Forms of cheating include, but are not limited to:

- Sharing academic coursework electronically or via hard copy. This includes checking answers with one another.
- Using unauthorized materials (books, notes, calculators, etc.), information, study aids, or computer-related information on academic assignments, including but not limited to: quizzes, tests, or exams.

### **Inappropriate Collaboration**

While students are often encouraged to collaborate in healthy ways, there are forms of collaboration that are inappropriate and violations of academic integrity. This may include, but is not limited to:

- Copying homework answers from another student.
- Dividing an assignment into sections and then sharing answers (i.e. Student A does problems 1-5 while Student B does problems 6-10. Once each is finished, these students then share the answers with the other.).
- Completing work together when it was assigned individually.

### **Consequences for Academic Integrity Violations**

Academic integrity is a cornerstone for all academic institutions. Therefore, violations of such are taken very seriously. Consequences for academic integrity violations may include:

- failure of the assignment,
- suspension
- removal from honors societies and/or leadership organizations (such as Beta Society, National Honors Society, Student Government Association, etc.)
- and/or academic probation.

The consequences are determined at the discretion of the administration and department involved.

## Miscellaneous Information

### Child Abuse or Neglect

Georgia law concerning child abuse reporting has requirements for volunteers at independent schools. The law makes "child service organization personnel" mandatory reporters of suspected child abuse. "Child service organization personnel" are defined as: "Persons employed or volunteering at a business or organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children" O.C.G.A. §19-7-5(b)(5).

This definition extends the mandatory reporting requirements to all employees—not just certain designated employees—and all volunteers, including parents, coaches, community volunteers, and board



members of independent schools. The new law states: “If a volunteer has reasonable cause to believe that a child is abused, a report may be made orally, in writing, or by electronic means to the respective principal or administrator.” Any person making a report or causing a report to be made in good faith “shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed” O.C.G.A. §19-7-5(f).

### Contacting Your Student

Should a parent have an emergency and need to reach his or her child during the school day, they should contact the school, and we’ll get the message to the student.

### Drug-Free Environment

LCA is a tobacco-free, drug-free, and alcohol-free environment. Use or possession of any kind is not permitted on the premises by either students or adults. No one will be allowed to smoke while on the LCA school property.

### Forgotten Lunches/Homework

When it becomes necessary for a student’s lunch/homework to be dropped off at school, parents are asked to leave the items with the appropriate receptionist. Please exercise wise judgment if forgotten items become a habit for the student. One aspect of training responsible students is allowing them to experience the consequences of not following through with their responsibilities. Parents may not deliver forgotten items directly to the classroom or locker.

### Gifts

LCA is blessed with many generous parents and grandparents. Unless a gift is personal in nature (coffee, candy, restaurant gift cards, etc.), it is assumed to be considered school property.

### Lost and Found

The best way to ensure the return of your student’s belongings is to put his or her name on any items that could become separated from him or her during the school day, i.e., coats, sweaters, lunch boxes, etc.

If an item is found by a student or adult, he or she should:

- Check the item thoroughly to determine to whom it belongs.
- Upon finding the identification, return it to the student.
- If there is no identification, take the item directly to an administrative assistant where it will be placed in lost and found.

Items that are not claimed by the last Friday of each month will be donated to charity or saved for LCA consignment sale.

### Music

The use of music on campus whether at an athletic event, a dance, or in the classroom should be free of profanity, a description of an unbecoming lifestyle, or any insinuation of a lifestyle unbecoming of a Christ follower. Any music played at an event should be managed by the event owner; Athletics, Fine Arts, PTF, etc.

### Pet Free Environment

Students, faculty, staff, and parents are asked to refrain from letting pets walk or run (whether loose or leashed) at LCA in order to maintain the beauty of our campus. Service animals or class pets approved by administration are allowed.

### Prospective Families

Preview Days will be scheduled throughout the school year for prospective parents. Prospective students may shadow LCA classes with prior approval from the principal. Students shadowing classes will be assigned a student host after checking in with the respective administrative assistant. Families can also reach out to the Admissions Office for private or group tours.

### Public Displays of Affection

Warmth and friendship are hallmarks of LCA; however, public displays of affection are not in keeping with the educational atmosphere and tone LCA wishes to maintain. The consequences for these displays may result in disciplinary action. Therefore, students are expected to refrain from public displays of affection at school. Upper School students may hold hands at LCA venues outside of school hours.

### School Vehicle Safety

The safety of our students is of our utmost concern. The following guidelines are expected to be adhered to while students are traveling in LCA vehicles.

- Students will follow the directions of the driver.
- Students will remain properly seated and keep hands to themselves.
- Students will wear seatbelts in the school van at all times.
- Students will not extend head, arms, or objects out of the windows.
- Students will ensure that the vehicle is returned clean by throwing away all trash.

### Search and Seizure Policy

Lockers, desks, and parking areas are school property, and students are allowed to use them as a matter of privilege, not right. Lockers, as well as automobiles parked on school property, are subject to unannounced searches by school authorities. LCA adheres to a strict Honor Code that applies to all students. If there is a reasonable basis to believe that a student has violated this Honor Code, the school reserves the right to search and examine the digital data in a student's cell phone or computer at any time and without warning.

### Water Bottles

Students are encouraged to keep a water bottle in class. Water bottles should be labeled with the student's name and can be refilled throughout the day and the drink filling stations.

# Lower School Guidelines

## Instructional Program

### Grading Scale

PreK to 1st grade specials: PE, art, technology, and music are graded by the scale M, P, N, and NE.

M = Meets requirements, exhibits skills

P = Progressing, but needs support

N = Needs improvement, experiencing difficulty

NE = Not evaluated at this time

Students in grades 2–5 will receive numerical grades for all subjects except the specials classes listed above based on the following scale:

A = 100-90

B = 89-80

C = 79-75

D = 74-70

F = 69 or below

### Homework Assignments

Homework is considered to be an integral part of retaining important information. It may be assigned to provide necessary reinforcement or expansion of content.

In an effort to support church attendance, homework is typically not assigned to Lower School students on Wednesday nights. However, a test or assignment may be due on a Thursday if sufficient notice is given by the teacher.

### Late Work/Absence Policy

Beginning in fifth grade, 10 percent will be taken off the assignment's grade each day it is late. This policy is in place in order to adequately prepare students for 6th grade.

The responsibility for initiating any make-up work (whether due to absence or otherwise) belongs to the student.

### Help Class/Tutoring

Teachers are available for after-school help on Tuesdays and Thursdays until 3:30 p.m. The parent or student may request help during this time. Teachers may encourage students to attend help classes as needed. Help class is designed to remediate a specific concept and is not intended to replace an outside tutor. Students who have a deficit in a subject area may be required to secure a private tutor. This expense is covered by the parent.

## Awards

### Character Awards

Throughout the year our teachers observe their students to determine a distinguishing characteristic in which to honor the student. Each student receives an award at the end of the year for the character quality they have displayed throughout the year.

### Honor Roll/Merit Roll

The Honor Roll is awarded to students in grades 2–5 who have demonstrated superior achievement in academic excellence by maintaining all A's in all subjects.

The Merit Roll is awarded to students who have demonstrated academic achievement by maintaining all A's/B's in all subjects.

## **Confidentially**

All current students' records are kept confidential and in locked, fireproof files. Information in these files will be released only upon receipt of written permission from the student's parents. Alumni files are kept as a permanent, digital record of the students' efforts and are property of LCA. The student's academic file will be transferred to another school after receiving a written request from said school and once all outstanding financial balances are paid.

## **Conferences**

Teachers schedule conferences semi-annually. Conferences are held in the fall and following the second trimester grading period. Students in grades PreK through 5th will be dismissed early on conference days. It is important that both parents are present for conferences and that childcare for younger siblings is secured.

Parents may also request a conference with their child's teacher throughout the school year and are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the school office or send a note to your child's teacher.
- Allow the teacher or administrative assistant an opportunity to arrange a conference time.
- Confirm that you can attend the conference.

## **Retention Policy**

Any student who fails language arts or math one (1) of three (3) trimesters must complete the following in order to be eligible for advancement to the next grade:

- Receive tutoring in the failed subject or subjects by a certified teacher in that subject area. Tutoring may be required prior to a specified date. A verification letter must be sent from the tutor to the principal, stating that the criterion was completed.
- Complete a recommended curriculum over the summer in the failed subject or subjects.
- Test for verification of mastery of subjects.
- The prescribed plan for remediation must be approved by the school. Any student failing two or more courses will warrant retention.

## **Standardized Testing**

Students participate in standardized testing each spring. This instrument is used as an evaluation tool, not only of each student's progress but also to give input to our school-wide program. Those students having an unexcused absence during this week will not be able to make up these tests.

## **Student Support Team**

Teachers follow a checklist of accommodations and steps when a child shows difficulty in an academic area. The teacher or parent may request extra support for a student and begin following the checklist. Teachers will complete items listed and submit the Tier 2 Checklist to administration. A meeting will be scheduled with the teachers, parents, and administrator, and a plan will be implemented specifically for the students to help with his or her area of need. The team will follow up as needed and communicate with teachers, parents, and administration.

## **Barton Reading and Spelling System**

The Barton Reading and Spelling System is a one-on-one, research-based, Orton-Gillingham-influenced tutoring method that will help a student of any age who struggles with learning difficulty in the areas of reading, spelling, and written expression. Tutoring sessions are two 50-60 minutes per week, but there may be circumstances where we are able to schedule more time per week. Fees associated with this program are the responsibility of the parent.

## **Summer Remediation**

Summer tutoring may be recommended or required for students who have academic weaknesses and are not performing on grade level. In some cases, tutoring may be required for placement to the next grade. Students who are required to attend summer school and/or tutoring will be tested for mastery of the concepts and skills before placement in the next grade level. The expense of tutoring will be the parent's responsibility.

## **Summer Requirements**

Each student is required to complete the summer work as listed on the LCA website. The completed work is to be returned on the first day of school and will be recorded in the first trimester grades.

## **Textbooks**

LCA provides all textbooks and lab equipment to students. Students are expected to care for their books in a manner that will prolong their usefulness. Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student's responsibility to return materials and textbooks to issuing teachers. Students will be responsible for cleaning out their desks and cubbies at the end of the year. Students must return textbooks and materials assigned to them as well as clear any outstanding fines or fees to receive any grade reports or transcripts.

## **Curriculum Night**

In an effort to maintain open communication between the home and school, LCA sponsors a curriculum event each fall. These are in-person sessions and parents are strongly encouraged to be in attendance.

## **Classroom Observations**

The following process should be followed for a classroom observation:

- Call the Lower School office with your request. Visits should not be longer than a thirty-minute period of time. Visits are limited to one per trimester unless prior approval is granted by the principal.
- The Lower School administrative assistant will coordinate a time compatible with the teacher and class schedule and will inform the principal.
- Please be prompt for the scheduled visit.
- Parents should check in and secure a visitor's pass prior to visitation.
- Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until a free time in the teacher's schedule allows for discussion.
- Classroom visits may not be scheduled for the day prior to or the day following a school holiday, during the first and last week of school, or during achievement testing and/or exams.

## **Visitors/Volunteers**

Any person entering the campus should receive a visitor's pass from the respective school office. Parents are encouraged to be an active participant in their child's education. If interested in volunteering in the classroom, please check with your child's teacher. All volunteers, chaperones, and field trip drivers who attend an overnight field trip must have a clear background check prior to interacting with students.

## **Cocurricular Activities**

### Field Trips

Field trips are an essential part of the learning experience. Students arriving back on campus from a field trip prior to 2:15 p.m. are expected to remain in class until the end of the school day.

### Journey Program

The Journey Program exists to encourage and provide academic enrichment through a series of nurturing and stimulating activities in an informal and relaxed setting. The program was developed to meet the needs of 2nd–5th grade students who demonstrate an extraordinarily high degree of intellectual, academic, creative, and/or artistic abilities. During the screening process, students will be evaluated in four categories: 1) mental ability, 2) academic achievement, 3) creativity, and 4) motivation. To qualify for placement into the Journey Program, a student must meet the eligibility criteria and must score at or above the 95th percentile on the Kauffman Brief Intelligence Test (K–BIT) Second Edition, a nationally-used intelligence survey test.

### Leadership Academy

The Leadership Academy is a service-oriented organization made up of students in 4th and 5th grades, established to promote leadership and the best possible communication between students, staff, parents, and the community. Students are given opportunities to gain experience in leadership and responsibility. To be considered for the Leadership Academy, each student must have a servant’s attitude, a strong Christian walk, at least an 80 percent grade average, a supportive school spirit, good citizenship, and a good working relationship with his or her classmates and teacher.

### Lower School Chapel

Students worship in an environment where they can freely praise the Lord, recognize that God’s Word is relevant for today, and build relationships that will last. There are special chapels throughout the year for PreK3-kindergarten to gather for worship. Our primary (1st-3rd) and our upper elementary (4th-5th) meet on alternating weeks starting in September and ending in April.

Our 5<sup>th</sup> grade Leadership Academy students may have the opportunity to help lead the musical worship portion.

### Media Center

Students in grades PreK3 to 2 will visit the media center on a weekly basis. Students in grade 3 will visit the media center bi-weekly. Students in grades 4–5 will have opportunities before and after school hours or during reading class to visit the media center. Selections borrowed from the library may be taken home and returned at their next visit. Students are responsible for lost or damaged items.

### Recess

Students enjoy daily recess time. Parents are encouraged to be sensitive to weather conditions and to send their student(s) to school properly dressed for recess. Raincoats, ponchos, and/or umbrellas are encouraged for rainy weather. Students will go outside unless the temperature and/or wind chill is below 40 degrees, or it is raining. We will move inside when the air quality is above 200 ppm and stop all outside activity when the heat index is above 104 degrees.

Wrestling or martial arts fighting, even if pretend, is not allowed because it can lead to injury. Students may play flag football or two-hand-touch football but no tackle football. Electronic toys may be played on special days. (This will be left up to the discretion of each individual classroom teacher.)

## **Extracurricular Activities**

LCA seeks to provide extracurricular opportunities for students. Class offerings may vary from year to year.

### Beyond the Bell

Beyond the Bell are extracurricular activities available to students for an additional fee. Most of these activities take place after school hours, though there may be exceptions to this. Offerings include, but are

not limited to drum, guitar, interpretive dance, and piano. For a complete listing and descriptions of the available Beyond The Bell opportunities, please visit the website at [www.lcalions.com/beyondthebell](http://www.lcalions.com/beyondthebell).

### Athletics

Play LCA is a program that provides exposure to multiple sports with an emphasis on fundamental skills in an environment that is safe, fun, and educational. All Play LCA programs will focus on age-appropriate skill development using a “skills over schemes” coaching strategy. Play LCA is open to community students as well. Information on the seasonal programs and how to register can be found at [www.lcalions.com/playlca](http://www.lcalions.com/playlca).

Lower School students are also encouraged to actively support the Upper School athletes by attending games.

### Fine Arts

LCA recognizes the significant role of fine arts in the extracurricular program and offers the following after school opportunities for Lower School students: chorus, Christmas drama, and chapel worship leaders.

## **Behavioral Management**

The purpose of the discipline procedure at Loganville Christian Academy is to direct students toward learning self-control. Attending Loganville Christian Academy is a privilege. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The key to conduct is respect for administration, staff, and fellow students. A student’s honesty, repentance, and cooperation in the discipline process say much about whether he or she wants to be at LCA and whether he or she is willing to accept responsibility for his or her behavior. If a student is unwilling to accept responsibility or exhibits behavior(s) harmful to the school, he or she will be dismissed.

Classroom teachers will implement an age-appropriate system of management to include positive and negative consequences for reinforcement. This management system is clearly explained to students ~~and~~ parents in the beginning of the school year and to parents at Curriculum Night. A progression of consequences are developed for a student to recognize their need to change their negative choices. The progression may begin with a verbal warning to be followed by consequences, such as a loss of privilege, (i.e., recess free play), parental contact, detention, suspension, and/or expulsion. If the negative choices continue, a call home is made, and the next step would be for the student to be sent to the principal’s office.

The following expected positive behaviors are to be displayed by students:

- Listen
  - No talking out in class or talking while the teacher is talking
- Respect
  - Arrive to class on time
  - Show respect to peers by not putting others down or intentionally causing embarrassment
  - No food or drink, other than water, may be brought into the classroom
- Show Self-Discipline
  - Respect others’ personal space
  - No horseplay
  - Respect property
  - No infliction of any kind of pain, verbally or physically, nor any bullying of another student.
  - Throwing objects is dangerous and unacceptable behavior.
- Be Prepared

- Necessary materials, pencils, books, charged devices, and homework should be brought to class daily.

### Administrator Office Visit

If a student is sent to an administrator's office this means their behavior has not improved based on classroom rules/consequences or the behavior was so egregious that classroom consequences were not sufficient. A visit to an administrator's office could result in a phone call home, silent lunch, detention, in school suspension, out of school suspension or expulsion.

When behaviors are extreme or chronic, the consequences, and/or procedure may be altered.

## **Birthdays**

If birthday party invitations are handed out in the classroom, every child should receive an invitation. Otherwise, invitations should be mailed. Birthdays are celebrated with an acknowledgment song during snack time or recess time.

Parents may send in a treat to share with the class at this time. If a parent would like to aid in handing out the snack, a prior teacher contact is beneficial to make timely arrangements.

## **Miscellaneous**

### Cell Phones

Cell phone usage is not permitted in Lower School. Students may use their phones after school at 3:05 p.m. to contact their parents. The school reserves the right to search and examine the digital data in a student's cell phone. Unless directed by the students' teacher, personal property including any technology device is to be turned off, kept out of sight, and not used during the school day.

### Gum

To keep the campus as clean as possible, Lower School students will refrain from chewing gum at school. A teacher may use gum as a treat, but it must be disposed of after that class.



# PreK Guidelines

## Overview

Our PreK program is based on the understanding that the early years are crucial to subsequent educational programs. Our students are active learners in their education by participating in problem solving, cooperation, movement, singing, building, creating, and playing all while laying the foundational building blocks of a biblical worldview.

Thank you for entrusting your children to LCA this year. We seek God's direction daily in planning for the school year. We do not take lightly our partnership with you in educating your children - to help them grow in wisdom, stature, and in favor with God and man.

## Instructional Program

### Literacy

We provide our students with a literacy-rich environment throughout the day. In our PreK3 program, students are introduced to letters and sounds while building phonemic knowledge through multi sensory options to meet the diverse needs of all children. Active, hands-on, and play based learning activities allow kids to explore letters, sounds, and paths of motion by seeing, hearing, touching, singing, and moving their bodies to meet all modes of learning for our students.

Our PreK4 students begin mastering letter recognition, sounds, and letter formation. This is then followed by an introduction to short vowel and consonant sounds, while focusing on forming sounds together and reading "consonant, vowel, consonant" words, so students are ready for our Kindergarten program. We do this through explicit and systematic instruction which is interactive and incorporates multisensory activities.

### Math

We use a variety of hands-on resources to teach the students preschool and kindergarten math concepts. Each program works to build number sense to help students understand numbers and how they work.

In PreK3, some of the concepts we will be learning through play, song, and dance include identifying our numbers up to 10, rote counting by 1's to 20, identifying shapes and colors, learning the months and days of the week, and starting patterns.

In PreK4, concepts include identifying numbers up to 30, rote counting by 1's to 100, skip counting by 5's and 10's to 100, identifying shapes, making patterns, counting sets of objects to build knowledge of addition and subtraction concepts.

### Bible

Through daily Bible lessons from the Old and New Testament, PreK students learn the importance of obedience, kindness, thankfulness, sharing with others, and trusting God. Through teacher guidance and modeling, students learn to apply these principles in their daily lives. Our curriculum places a special emphasis on the birth, death, burial and resurrection of Jesus Christ, as well as a study of many of Jesus' miracles and parables. Students learn to think, speak and behave in a manner pleasing to God.

### Science and Social Studies

Our science and social studies lessons are taught through books and mini lessons. The students will then practice the science and social studies concepts during our learning stations, STEM activities, and free choice center times. Some of the concepts they will be learning in science include living and nonliving organisms, mammals, weather, healthy habits, and our solar system. A few social studies concepts include self-help skills, community and community helpers, important presidents, and famous US landmarks.

## Specials

PreK4 attends a special each day of the week and they include PE, art, technology, library, and music. PreK3 attends PE, art, library, and music; they do not attend a special on Wednesdays.

## Grading Scale

PreK3 specials of PE, art, media center, and music are graded by the scale M, P, N, and NE. PreK4 specials of PE, art, technology, media center, and music are graded by the scale M, P, N, and NE.

M = Meets requirements, exhibits skills

P = Progressing, but needs support

N = Needs improvement, experiencing difficulty

NE = Not evaluated at this time

Our PreK program students are not evaluated using a traditional report card. We utilize a skills checklist that includes Literacy, Mathematics, work habits, and attitudes. Each student is formally assessed on this checklist four times a year to monitor growth and areas of need. In addition, we use the CDC's Checklist for 3-, 4- and 5-year-olds. This includes a development checklist filled out by the teacher, a checklist for parents to fill out, and on the back are ways a parent can help their child. The teacher will share this at parent/teacher conferences.

A parent resource notebook is located in the PreK classrooms and is available to parents. The resource notebook includes development checklists, resources for speech and occupational therapy, as well as pediatric groups in our community.

## **Student Support Team**

The Student Support Team (SST) process is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the SST paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the SST meeting, and a plan will be implemented specifically for the student to help with his or her area of need. The SST team will follow up as needed and communicate with teachers, parents, and administration.

## **Confidentiality**

All students' records are kept confidential and in locked, fireproof files. Information in these files will be released only upon receipt of written permission from the student's parents. Alumni files are kept as a permanent record of the students' efforts and are property of LCA. The student's academic file will be transferred to another school after receiving a written request from said school and once all outstanding financial balances are paid.

## **Classroom Management**

We strongly encourage the growth of appropriate and Godly behavior in our PreK children. Developmentally, all preschool aged children are at different stages of learning self-regulation and social-emotional behavior.

To keep students motivated and following procedures, teachers use developmentally appropriate ways to motivate the students. Research shows that when students are active and engaged in learning, it minimizes disruptive behaviors. Children are motivated to show positive behaviors using verbal praise or extrinsic rewards like stickers. When 10 stickers have been acquired, a student will come home with the completed sticker chart and the reward they received.

In those instances, a child cannot recover and cooperate with reasonable requests, the following procedures may be taken for disruptive and undesirable behavior. Factors such as a child's developmental

level, severity of the behavior, physical harm of others, and disrupting the learning environment are taken into consideration as to which steps are taken to redirect the student.

- Students move through a three-strike process in the classroom for undesirable behavior.
- Parents will receive a note stating which rule the student is having difficulty with to follow up with the discipline at home.
- Loss of privileges such as a fun activity or free play. This may include sitting in a supervised area outside of the classroom to calm down.
- Visit with the principal or assistant principal.
- A meeting will be called to discuss the behavior the student is exhibiting.

## **Communication**

### Seesaw Communication App

With Seesaw, home-school communication is centered on the student and their learning. It keeps student work and family communication all in one place. Seesaw builds family trust and support with ongoing visibility into student learning. You will be able to see pictures, video, work samples, and your child's behavior report all on Seesaw. Parents can communicate with the teacher and also comment on what is posted and happening in the classroom.

### Newsletters

A classroom newsletter will be sent home through Friday folders or Seesaw each Friday with important dates, reminders, and information regarding our units of study and skills being covered.

Paw Prints is the weekly newsletter sent from LCA via email to parents to keep them informed of the happenings that week. It is sent each Monday. Paw Prints, the LCA Family Calendar, and the school's website should be relied on as the source for the most up-to-date information. It's our desire to reduce the amount of email communication for your family by encouraging you to depend on these resources for your content.

### Take Home Folder

Your child will bring home a folder on Fridays with work they have completed throughout the week. The empty folder should be returned to school on Mondays.

### Conferences

Teachers schedule conferences semi-annually. Conferences are held in the fall and following the second trimester grading period. Students in grades PreK through 5th will be dismissed early on conference days.

Parents may also request a conference with their child's teacher throughout the school year and are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the school office or send a note to your child's teacher.
- Allow the teacher or administrative assistant an opportunity to arrange a conference time.
- Confirm that you can attend the conference.

If you need to reach the teacher during the day, please email her, and she will reply within 24 hours.

## **Lunch and Snacks**

### Lunch

- Students in our PreK program are not allowed to heat up food. Parents may place hot food in a thermos to keep it warm.
- Please remember to include plastic utensils and napkins when packing lunches from home.
- To maximize classroom instruction, lunch is not served on Early Release days.

- Drinks may be brought from home or can be purchased at school.
- Birthday celebrations for Lower School students are coordinated with each student’s teacher and celebrated in the classroom.
- If your child has food allergies, a completed Allergic Reaction Emergency Health Care Plan form must be completed and uploaded to Magnus.
- Due to potential allergies, Lower School students may not share or trade food of any kind.
- PreK3 students will eat with their teachers in the classroom.

## Snacks

PreK students will eat a snack each day. Parents must send a separate snack labeled “snack” in their child’s lunchbox or backpack each day. Please refrain from sending in unhealthy snacks that contain unhealthy amounts of sugar. Water only is recommended.

## **Technology**

### Evaluation of Technology

Our educators are knowledgeable in child development theory and developmentally appropriate practices. They possess the knowledge, skills, and experience to select and use technology tools and interactive media that suit the ages and developmental levels of the children in their care. Passive use of technology is an inappropriate replacement for active play, engagement with other children, and interactions with adults.

### Passive Technology

PreK student screen time will be recommended by the American Academy of Pediatrics. Passive technology is used in a limited capacity in the PreK classroom. Two areas it may be used is 1) as a resource in our Bible curriculum and 2) as a reward for positive behavior. For the Bible Curriculum, the video resources encourage the students to respond, move, and sing as they are viewing the Bible story videos. When students are allowed to watch videos for positive behavior, it correlates to the unit theme, is age appropriate, and is less than 30 minutes long.

### Active Technology

All students in our PreK program have monitored access to various technologies and interactive media throughout the year in their classroom. Projectors may be used for interactive calendars, song and movement activities, games to review skills, and videos. iPads are used for review games, creating illustrations, a digital tablet to practice handwriting, and use critical thinking with the Osmo system. These technologies give students additional resources to learn, grow, and explore. Technology and interactive media available to students include iPads, Osmo system, and light table. The technology instructor will come to the PreK4 classes for student instruction.

### Student Responsibilities

Each school year, all students and their respective parents/guardians must agree to all policies listed in the school’s [technology handbook](#) to utilize LCA technology resources, LCA network, and all other school-owned, technology-related items.

When at school, the student will use the school’s technology equipment primarily for educational purposes. Using the device for recreational use during instructional time is not permitted unless explicitly allowed by teachers.

The student will assume responsibility for:

- Always holding the device with two hands while transporting.
- Never running while holding the device.
- Never leaving a device unattended.
- Always placing the device back in a predetermined place.
- Keeping the device on a flat, solid surface.

- Never set food or drink next to a device.
- Never put pressure on the top of a device.
- Never defacing the device and its accessories by writing, drawing, or by any other means.
- Never bring personal devices to school for any reason. If a device is brought, it will be powered off and placed in the student's book bag.
- Never remove any logo, branding, serial numbers, stickers, or other ID tags on the device.
- Students should have their own personal set of headphones for sanitary reasons.

### Technology Safety

- LCA utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Devices, regardless of physical location, will have all Internet activity protected and monitored by LCA.
- All applications on the iPads have been approved by teachers and administration for educational purposes.
- Teachers will be observing appropriate practices during technology usage.

# Upper School Guidelines

## Instructional Program

### Grading Scale

A	=	100–90
B	=	89–80
C	=	79–70
F	=	69 or below

### Exams

#### **Grade 6–7**

These grades have regular chapter tests in English, math, science and history. In seventh grade these tests become cumulative throughout each semester.

#### **Grade 8**

Semester exams count 10 percent of the semester average. This grade has cumulative exams in English, math, science, and history each semester.

#### **Grades 9–12**

Semester exams count 15 percent of the semester average for these grades. Students are required to attend all exam periods during the exam week unless they are exempt from the exam or extenuating circumstances have been discussed with the US Principal.

### Exam Policy

At LCA, final exams have a two-fold purpose. First, exams are meant to assess cumulative knowledge of the coursework by providing mastery. Secondly, they are meant as a teaching tool in preparation for college courses in which a student may only have (2) assessments: a mid-term and a final. We believe it is important for students to practice preparing for cumulative exams by taking at least one final exam per semester. In 9<sup>th</sup> and 10<sup>th</sup> grade, students may earn one academic exemption, in 11<sup>th</sup> grade students may earn two academic exemptions, and in 12<sup>th</sup> grade students may earn three academic exemptions with at least one exam being taken each semester. Students are unable to exempt AP or DE exams or projects.

#### ***All academic exemptions require the following:***

- Students must not have received any zeros for failing to turn in an assignment. (If a teacher drops one homework grade, this will allow for grace for a missed assignment.)
- No more than three (3) nonmedical/non-school related absences. Illness related absences must be confirmed by a written note from a doctor or parent and do not count toward overall attendance requirements.
- A 90 percent grade average is required in order to exempt an exam prior to Honors points being added.

### Curriculum

LCA offers a curriculum based on a Christian perspective of education. The most suitable materials and resources have been selected to aid in accomplishing our objectives. LCA's core curriculum is based on educational goals and objectives that have been developed through reviewing the State of Georgia performance standards, national education guidelines, and selected publishers' curriculum guides. Objectives have been put in place for each subject and grade to aid in holding to this set of standards.

To ensure an overall program of excellence, LCA uses a variety of publishers for its curriculum. Textbooks are chosen with much research, thought, and prayer. Both secular and Christian texts are evaluated for

their academic soundness and their appropriateness in relationship to our conservative Christian environment.

### Observations

The following process should be followed for a classroom observation:

- Call the school office with your request. Visits should not be longer than a thirty-minute period.
- Visits are limited to one per quarter unless prior approval is granted by the principal.
- The principal will coordinate a time compatible with the teacher and class schedule.
- Please be on time for the scheduled visit.
- Parents should check in and secure a visitor's pass prior to visitation.
- Remember that the teacher has obligations to the students for the day. Avoid conversation with the teacher until free time in the teacher's schedule allows for discussion.
- Classroom visits may not be scheduled for the day prior to or the day following a school holiday, during the first and last week of school, or during achievement testing and/or exams.

### Homework and Classwork

Students should not be dominated by excessive homework, nor should they be void of homework in areas in which they need improvement. Please contact your child's teacher with your concerns/questions in this area.

#### ***Late Homework and Classwork***

LCA is committed to preparing students to succeed in life; therefore, choosing not to complete an assignment is not an option for students. Middle School students will have two days to complete late work for a maximum grade of 70. High school students will have one day to complete late work for a maximum grade of 50. Completion assignments gone over in class with the answers revealed to the student may be made up and awarded credit at the teacher's discretion. Late policies for papers, projects, and major assignments are covered in the teachers' syllabi.

#### ***Make-Up Work Due to Absence***

The responsibility for make-up work belongs to the student. To receive an excused absence, parents must notify the school office via note, phone, or email within twenty-four hours.

Students are allowed to make up any work missed for a maximum grade of 100 if submitted within the stated timeframe. Work will be made up within the same number of days that were missed plus one. A zero will be recorded in place of the grade until the work is submitted.

Extenuating circumstances will be reviewed by the Upper School principal. Work that was assigned prior to the illness still needs to be completed by the original due date. Homework, papers, and projects that were assigned prior to the illness are due when the student returns to school. If the student is absent the day that a test is given, he or she is expected to make up the test the day that he or she returns to school.

### Help Class

Teachers are available after school for help two days per week until 3:30 p.m. The parent or student may request help during this time. Teachers may encourage students to attend help classes as needed. Help class is designed to remediate a specific concept and is not intended to replace an outside tutor.

### Plan of Action

The Plan of Action (POA) process is designed to help students who may have a particular need. Parents or teachers may request this support. Teachers will complete the POA paperwork and contact the parents to notify them that this process has begun for their child. Parents will be invited to attend the POA meeting, and a plan will be implemented specifically for the student to help with his or her area of need. The POA team will follow up as needed and communicate with teachers, parents, and administration.

## Private Tutoring

Students who have a deficit in a subject area may be required to secure a private tutor. This expense is covered by the parents.

## Conferences

Communication is extremely important between the teacher, student, and parent. Previous information about a student's past educational experiences or present struggles can enhance the effectiveness of the teacher with the student.

Conferences are held on an "as needed" basis throughout the school year. Parents are strongly encouraged to resist the urge to talk with the teacher prior to the beginning of the school day when dropping off the student or directly following school when picking up the student unless an appointment has been scheduled. If you need a five-minute conference to check on your student's overall progress, to discuss a test grade, etc., then please schedule an appointment.

### ***Requesting a Parent-Teacher Conference***

Parents are asked to follow these guidelines in setting a time to meet a teacher during the school year:

- Call the Upper School office or send an email to your child's teacher.
- Allow the teacher or secretary an opportunity to arrange a conference time.
- Confirm that you can attend the conference.
- Please be on time for the scheduled visit.

## Minimum Requirements

All students are required to schedule seven periods per day per semester. Students taking courses for credit at LCA must observe the following guidelines:

- All courses, including English, foreign language, math, social studies, Bible, and science, must be taken at LCA unless approval is granted by the principal.
- Students may receive credit for selected courses through independent study with prior written permission granted by the Upper School principal.
- In extenuating circumstances, students may take a course for credit during summer school if the Upper School principal agrees it would benefit the student's academic plan and if the student meets established criteria decided upon by the US Principal. (Courses must be approved according to LCA standards, and documentation of the high school credit for the course must be sent to the Upper School office.)

Students may not take courses through summer school or correspondence work to get ahead and/or avoid taking certain classes at LCA.

Students can participate in a variety of academic and elective courses during the school day. Scheduling meetings are offered each spring for parents and students to discuss course-placement options for the coming school year.

All core academic course placements are made with the inclusion of teacher recommendations. In addition, a non-weighted grade minimum average of 88 in prerequisite courses may be required for students to enroll in honors, dual enrollment, and AP courses at LCA. \*Should a parent choose to override a teacher recommendation, the parent and the student will be asked to sign-off on this decision understanding that any support that might be needed will be the responsibility of the student/parent.

## Honors Courses

Students successfully completing honors level courses receive four numerical points added to the final semester average. A minimum grade average of 88 along with a teacher recommendation may be required for students to enroll in an honors level course.



## Dual Enrollment

These courses are designed for Upper School students who wish to take academic college courses to receive both high school credit and postsecondary credit. These courses are taught on a college level and are more rigorous than a high school class. A grade minimum average of 90 along with a teacher recommendation may be required for students to enroll in a DE course. These classes are paid for by the State of Georgia. Students will have eight numerical points added to the final semester average. Students taking these courses are required to take the final exam. Placement in dual enrollment math courses will require an Accuplacer score prior to the start of the dual enrollment course. Please note that the grading scale for DE courses is different than the grading scale for other courses. This scale is set by the college/university and will be communicated via the course syllabus for each class at the start of the school year.

College credit is awarded through the college of enrollment. Students receive a grade for the class that is added to their college transcript, which can be transferred to a college of their choice. Depending on the school and degree of study, students have the opportunity of receiving full credit for the course completed. Not all colleges accept college credit for dual-enrollment courses. Check with the college to ensure credit.

## AP Courses

LCA offers AP course options when appropriate, allowing the most highly motivated and capable students to maintain a competitive status while in high school and as college applicants. A grade minimum average of 90 along with a teacher recommendation and no zeroes in prerequisite courses may be required for students to enroll in an AP level course. Likewise, AP students may also be required to purchase supplemental review materials and/or attend review sessions and practice exams outside of school hours. Students successfully completing AP level courses receive ten numerical points added to the final semester average. College credit is based on end-of-the-year test scores. Not all colleges accept college credit for AP courses. Check with the college to ensure credit. Students taking AP courses are required to take the AP exam during the AP testing period in May. The AP Exams cost is \$92 per test; the fee may increase slightly year by year. The cost of the AP Exam will be added to the student's account at the beginning of the first semester.

## Georgia Virtual School

Georgia Virtual School is a program of the Georgia Department of Education's Office of Technology Services. The program is fully accredited and operates in partnership with Georgia parents and schools to offer high school level courses across the state.

- Georgia Virtual has a full high school curriculum with Advanced Placement® and college prep level courses.
- Georgia Virtual offers a limited middle school curriculum for summer use only.
- All Georgia Virtual courses are taught by Georgia certified, highly qualified teachers.
- Georgia Virtual offers courses free of charge to all Georgia public school students who are taking the courses as a part of their state reported school day. A limited number of state funded seats are available to private and home school students in the state.
- Students are required to complete all GA Virtual course work in accordance with the GA Virtual academic calendar.

## Drop/Add Policy

At the beginning of each semester, certain days are set aside for students to drop or add courses for the semester/year. The student and parent should consult with the principal concerning any schedule changes. Under certain circumstances, seniors may be required to notify colleges about spring semester course changes.

## Textbooks

LCA provides all textbooks and lab equipment to students. Students are expected to download digital copies of their textbooks at the beginning of each school year when applicable. They are also asked to delete these titles when finished with the course. Students do have access to “hard” copies of the textbook if needed.

Loss, unusual wear, or destruction of school property will result in the student being charged a replacement fee. It is each student’s responsibility to return materials and textbooks to the issuing teachers.

Students must return textbooks and materials assigned to them as well as clear any outstanding fines or fees to receive any grade reports or transcripts. Students will be required to purchase selected novels for personal annotations.

## Student Records

All current students’ records are kept confidential and in locked, fireproof files. Information in the files will be released only upon receipt of written permission from the student’s parents. Alumni files are kept as a permanent, digital record of the student’s efforts and are the property of LCA. The student’s academic file will be transferred to another school after receiving a written request from the said school and all balances are paid.

## Standardized Testing

Students participate in standardized testing. These instruments are used as an evaluation tool, not only of each student’s progress but also to give input to our school-wide program. Those students having an unexcused absence or tardy during this week will not be able to make up these tests. LCA administers the ITBS to all 6<sup>th</sup>-9<sup>th</sup> grade students, the PSAT to all 9<sup>th</sup>-11<sup>th</sup> grade students. Students needing to take the ACT/SAT should register for that at their own discretion.

## College Application

Every senior is required to apply and be accepted to at least one college in which he or she is eligible for enrollment.

## Failed Courses

### ***Grades 6–8***

Failure in any core course may warrant retention. Tutoring may be required for students exhibiting a weakness in foundational skills in core subjects. In some cases, the student’s progress may decide promotion and/or placement since a firm foundation and a good grasp of core skills are necessary to be successful academically.

### ***Grades 9–12***

Students failing either semester of any subject must make up the course prior to the following school year. Course credit can be obtained from an accredited institution, such as LCA, Foothills, Faith Academy, and Georgia Virtual School (<http://www.gavirtualschool.org/>). Final approval for course completion must be obtained from the US Principal.

## Academic Probation

A student may be placed on academic probation if one or more of the following stipulations are applicable:

- The grade point average falls below 2.0.
- A course is failed for one semester.

- Any time a subject average falls below a 70.
- As a consequence for a violation of academic integrity.

At this point, a conference will be arranged for the student, parents, teachers, and Upper School principal. During the conference an agreement will be made, specifying the duration of the probation and the actions necessary for the student to end the probationary period. Agreements may differ for each situation. At the end of the probationary period, another conference will be held to determine if the probation will end or be extended. If the probationary period is not successful in improving the student's academic performance, enrollment may be in jeopardy.

## Attendance

Regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. It is assumed that each student will do everything possible to fulfill commitments to the school, including attendance and coursework. These expectations are for the good of the student, as well as to uphold the academic integrity of Loganville Christian Academy.

## ABSENCES

Parents are asked to help keep absences to a minimum by abiding by the school vacation calendar and scheduling medical and dental appointments after school hours. **High school students that have eight or more unexcused absences in any one class period for a semester may be subject to loss of credit for the course.** If absences are excessive, an appeal for credit must be submitted in writing to the Upper School principal no later than two weeks prior to the end of a semester. The appeal will be reviewed by the US Principal and a committee of teachers and leadership team members. The decision will be shared with the family no more than three (3) days after the appeal is filed. Students that do not file and receive an approved appeal will be in danger of losing credit for the course.

While the school seeks to keep an accurate record of students' attendance and communicate with parents regarding excessive absences, it is the responsibility of students and parents to keep track of their attendance and they are encouraged to check attendance in FACTS regularly. Should a student or parent notice a discrepancy regarding attendance, they should notify the Upper School Office of such immediately.

Absences are categorized as either "excused" or "unexcused." The following explains how the school designates each, the process for notifying the school of absences, as well as the potential consequences for unexcused absences.

### ***Excused Absences***

While we highly value regular attendance, we understand that various events and/or incidents will arise throughout the year that require students to be absent from school. Sometimes these events are pre-planned (weddings, college visits, etc.) and at other times they are unplanned (illness, family emergencies, etc.).

#### **Pre-Planned Excused Absences**

- For pre-planned excused absences, the parent or guardian should email Mrs. Keimel [pattyk@lcalions.com](mailto:pattyk@lcalions.com) for approval of such requests. This email should contain the date(s) and reason for the absence. Please send all pre-approval requests as early as possible, and no later than three (3) days before the planned absence, to ensure completion of the approval process. Mrs. Keimel or a school administrator will review the request and either grant or deny approval. An email will be sent to the parent/guardian notifying them of the status of the request.
- Pre-planned absences that are not submitted for approval will be considered unexcused.

- Examples of pre-planned excused absences are: medical appointments, court appearances, college visits, DMV appointments, weddings, and positive student experiences.
- Family trips are not considered excused unless they are of a “once in a lifetime” nature and/or of an educationally redemptive nature.
- Students are allotted a maximum of three (3) non-medical excused absences per semester. This allotment does not ensure the approval of non-medical excused absence requests.
- Pre-planned absences immediately preceding or following an extended break (Fall, Thanksgiving, Christmas, Winter, and/or Spring breaks) will not be excused.
- School-sponsored events and activities will be classified as “excused,” but will not require the previously outlined steps.

**Unplanned Excused Absences**

- From time to time we understand that students will experience personal illness, emergency family matters, death or serious illness of a family member, or impossible or hazardous conditions to student safety/health. In such instances, we desire to be gracious and understanding and excuse such absences.
- When matters such as these arise, please notify the school by completing the “Absence Line” on the school website ([www.lcalions.com](http://www.lcalions.com)). We also ask that you provide appropriate documentation for illness related absences (physician's note, etc.).
- Any absence for which the school does receive proper notification and/or documentation within ten (10) school days of the absence may be permanently recorded as unexcused.
- Once a student has reached five (5) illness-related absences, the school may require a written physician’s note in order for the absence to be considered excused.

**Unexcused Absences**

For each unexcused absence that a student accrues, a one-half (.5) point deduction for the current grading period will be assessed. The following are examples of unexcused absences:

- Trips, family vacations, or family visits not approved in advance.
- Any unplanned absence which is not properly documented within ten (10) school days.
- An absence during the week of standardized testing when not for illness.
- Out-of-school suspensions.
- Babysitting, oversleeping, hair appointments, shopping excursions, etc.

**TARDIES**

Students who arrive after class begins (US – 7:50 a.m./8:50 a.m.) must report to the office for a late pass before going to class. Upper School students that miss more than twenty-five minutes of class are considered absent for that period. Excessive tardies will be addressed by the administration and may result in disciplinary action. The following chart outlines this process:

Step One	5 Tardies	<ul style="list-style-type: none"> <li>• Parents are notified.</li> </ul>
Step Two	6-7 Tardies	<ul style="list-style-type: none"> <li>• Parents are notified.</li> <li>• The student is assigned a silent lunch.</li> </ul>
Step Three	8-9 Tardies	<ul style="list-style-type: none"> <li>• The parent must check-in the student. <ul style="list-style-type: none"> <li>○ If the student drives to campus, the parent may call for check-in.</li> </ul> </li> <li>• The student is assigned a silent lunch.</li> <li>• The student loses parking privileges for a week (if applicable)</li> </ul>

Step Four	10 Tardies	<ul style="list-style-type: none"> <li>• The parent must check-in the student. <ul style="list-style-type: none"> <li>○ If the student drives to campus, the parent may call for check-in.</li> </ul> </li> <li>• The student is assigned an in-school suspension.</li> <li>• The student loses parking privileges for the semester (if applicable).</li> </ul>
Step Five	11+ Tardies	<ul style="list-style-type: none"> <li>• The student and family must meet with the Upper School Principal to discuss the student's excessive tardiness.</li> </ul>

### CHECK-IN/CHECK-OUT

Checking out of school early is reserved for illness or excused appointments. Siblings of athletes affected by the early release of athletes will also be allowed to check out. All missed work for siblings falls under the excused absence policy.

No student may leave campus without parental permission and signing out with the respective office. A student who re enters school the same day must sign in at the office and receive a check-in slip to go back to class.

Parents who do not check their student in or out of school in person must contact the school via note, email, or phone call giving permission for a student to check out of school. The reason and time should be stated in the note as well as a phone number for verification.

### MAKE UP WORK

The responsibility for make-up work belongs to the student. Students are allowed to make up any work missed for a maximum grade of 100 if submitted within the stated timeframe. Work will be made up within the same number of days that were missed plus one. A zero will be recorded in place of the grade until the work is submitted.

Extenuating circumstances will be reviewed by the Upper School principal. Work that was assigned prior to the illness still needs to be completed by the original due date. Homework, papers, and projects that were assigned prior to the illness are due when the student returns to school. If the student is absent the day that a test is given, he or she is expected to make up the test the day that he or she returns to school.

### COLLEGE VISITS

Junior and senior students are allowed three (3) excused absences for college visits each school year. These days must be preplanned and preapproved through the LCA college admissions advisor. The form for a college visit can be picked up from the college advisor's office and must be returned to the college advisor two days prior to the absence.

### PARTICIPATION IN ATHLETICS/EXTRACURRICULAR ACTIVITIES

Typically, any student involved in athletics or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate the student must check in by 11:30 AM and complete the rest of the school day. This does not apply to off-campus school activities/events such as field trips.

### SCHOOL EVENTS

Student fans who have a participating sibling in a school event may receive an excused check-out to attend that event. All missed work will be due upon return to school. Other student fans may receive an excused absence with prior approval from the respective principal. Student fans who check-out without said permission will receive an unexcused absence.

## LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

For a student to receive credit in a class, his or her total number of absences may not exceed ten (10). Whether one's absences are excused or unexcused has no bearing on this policy. Exceptions may be granted in cases where there are extenuating circumstances and may be granted by the Upper School Principal upon consultation. Though the school will attempt to notify parents when a student has reached five (5) and ten (10) absences in a semester, it is the responsibility of the student and parents to keep track of their attendance.

## **Awards**

### Honor/Merit Roll

The Honor Roll is awarded to students who have demonstrated superior achievement in academic excellence by maintaining 90 percent or above in all subjects. The Merit Roll is awarded to students who have demonstrated academic achievement by maintaining 80 percent or above in all subjects. Students receiving academic adaptations or modifications may not be considered for these awards.

## **Community Service**

The goal of LCA's community service program is to develop a daily lifestyle of service by providing opportunities for leadership outside of academics and athletics. This allows students' spiritual gifts and talents to be used to impact our community for Christ.

Middle School and Upper School students are strongly encouraged to participate in community service. Students who choose to participate may select almost any area of service and should record their community service hours in iLearn. Students who record their community service will have a reference document that can be reviewed when completing and submitting college applications.

Various organizations, such as Beta Club and NHS, require a minimum number of community service hours per year. For those students who are a part of those organizations, recording requirements may differ from this recommendation. Be sure to contact the club sponsor for specific details.

## **Senior Trip**

Seniors will have the entire week of Winter Break to take a Senior Trip. This trip is not planned by the school and is completely optional. Seniors not going on a trip will stay at home for the week.

## **Cocurricular Activities**

### National Honor Society

Each fall, selection to the National Honor Society is a privilege bestowed on rising juniors and seniors who meet the following qualifications:

1. **Scholarship:** Full-time LCA students with an overall average of 93 or higher will be considered for membership.
1. **Service:** The student is willing to serve a minimum of twenty-five (25) hours in the school and the community. Five (5) of these hours must be LCA sponsored hours. The student gladly renders any requested service at the school and is willing to represent the class or school. The student shows courtesy in assisting teachers, students, and visitors. These hours will be verified each semester by an LCA advisor. Failure to complete and submit hours will lead to probation.
2. **Leadership:** The student takes the initiative in promoting school activities and has a positive influence on peers in upholding school ideals. The student shows a positive attitude, inspires positive behavior in others, and lacks any discipline record.

3. **Character:** The student has a positive attitude toward school, faculty, peers, and studies. The student takes criticism well and accepts recommendations graciously. The student shows the qualities of honesty, integrity, reliability, courtesy, and respect.

\*\*Deficiency in any of the four criteria may result in non-selection.

### Beta Club

Membership in LCA's chapter of the National Beta Club is granted to students beginning the first semester of the ninth grade with a transcript reflecting an average 90 or above. \*This club emphasizes scholarship, leadership, and service. Beta Club members are expected to serve a minimum of twenty (20) school and community service hours each year to remain an active member. Five of these service hours must be LCA sponsored hours. Failure to complete or submit hours can result in probationary status. \*A fall induction ceremony will recognize all high school student inductees.

### Junior Beta Club

Membership to Junior Beta Club is granted to students in the ~~second semester of sixth grade through the~~ seventh and eighth grades. Membership is determined by reviewing the second semester of sixth grade grades through eighth grade. An average of 90 in English, math, science, social studies, and Bible is required each semester for membership. Jr. Beta Club members are expected to serve a minimum of ten (10) school and community service hours each year to remain an active member. Five (5) of these service hours must be LCA sponsored hours.

### Mu Alpha Theta- Math Honor Society

Mu Alpha Theta is an international high school and two-year college mathematics honor society formed in 1957 at the University of Oklahoma and is dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics. The name Mu Alpha Theta was constructed from the Greek lettering for the phonemes m, a, and th. LCA high school students who have completed Geometry and meet GPA requirements in their high school math courses may apply to join Mu Alpha Theta with teacher recommendation. Members will be registered with the national office at the University of Oklahoma. See Mr. Schaffer for an application.

### International Thespian Society

Commitment to theatre is what the International Thespian Society is all about. The Society was established in 1929 by a group of college and high school teachers in Fairmont, West Virginia. They named their organization for Thespis, the Greek who, according to legend, was the first actor; their guiding principle was a dedication to excellence in theatre arts in secondary schools. The Society has grown over the years into an international organization with more than 2.2 million members, but its goals haven't changed; the International Thespian Society still strives to make education and arts programs places for good theatre and to honor those students who do theatre well. The Society is a service as well as an honorary organization. It is a title of honor, signifying a commitment to an art as old as humanity. Thespian membership is offered to all students who qualify. No student can be elected to the troupe, nor can a student be denied membership if all membership requirements have been met. Students must apply for induction by submitting their performance resume (minimum of 10 points = 100 hours of excellent work) to the theatre teacher by September 1. Inductees will be notified of their acceptance and an induction ceremony will take place each Fall.

### Student Government Association- SGA

Student government association is a service-oriented organization made up of students in grades 6–8 and 9–12. This organization has been established to promote leadership and the best possible communication between students, staff, parents, and the community. Council members gain experience in efficient self-government and fiscal responsibility while providing opportunities to build and maintain the school spirit.

Elections are held each spring. Candidates should exhibit a servant's attitude, a strong Christian testimony, a supportive school spirit, and a strong working relationship with their teachers and peers.

## Chapel

Students in grades 6-12 participate in chapel services. Chapel services take place approximately every other week. LCA sponsors additional opportunities for spiritual training such as retreats, conferences, outreach, and community service.

## **Extracurricular Activities**

### Athletics

LCA recognizes the importance of extracurricular activities to the school experience and currently sponsors the following Upper School sports programs:

- **Fall:** Football, Spirit Cheerleading, eSports, Volleyball, Cross Country, Softball, Clay Targets
- **Winter:** Boys Basketball, Girls Basketball, Spirit Cheerleading, Swimming, Wrestling, Game Day Cheer
- **Spring:** Boys Baseball, Golf, Boys Soccer, Girls Soccer, Tennis, Rodeo, Track and Field

The school's desire is to grow the athletic program, and LCA is excited to offer Play LCA, a separate intramural program, to Lower School students.

The LCA Athletic Department endeavors to use athletic competition to train young people in how to reflect their Creator more faithfully. The drive is to win, but the goal is excellence, joy, and growth in Christlike character. We desire to instill a positive self-image, commitment to personal and team goals, and to develop each athlete in skills and knowledge of sports.

The Athletic Department's philosophy, procedures, expectations, and general information can be found in the Athletic Policy Manual.

### Sports Physicals

All students must have a valid Sports Physical Form on file before they can try out for or participate in any sport. LCA will offer a sports physical that will be done on campus by a physician at the beginning of the school year. Students also have the option of obtaining their sports physical by their private physician. The completed and physician signed Sports Physical Form then must be uploaded into Magnus. Students without a sports physical on file will not be eligible to try out for any sport. Blank Sports Physical Forms can be downloaded from FACTS and used for physicals. Contact sports require an impact test. Contact the athletic office for details.

### Fine Arts

LCA recognizes that the arts are essential to every child's education. As a result, LCA offers a number of cocurricular classes in visual and performing arts as well as extracurricular programs in the form of private music lessons. Private lessons will occur before or after school hours. (Cocurricular classes include in class and out of class assessments.) Extracurricular programs in the form of private music lessons are offered through the LCA Beyond the Bell Program.

### Visual Arts

The visual arts curriculum is both vertical and horizontal in approach. Curriculums formulate a balanced and age-appropriate art experience for all students. Through the implementation of a cross-curriculum-based approach, the instructor intentionally connects art history and art making to math, science, history, and writing. The visual arts are taught from a biblical perspective, relating art production to art history, criticism, and aesthetics.

### Band

All Upper School students can sign up for the Concert Band class. No prior knowledge in music is necessary! Students come together with varying skill levels to form the Concert Band as well as to perform



in smaller ensembles. The Concert Band performs at our annual Christmas Concert and Spring Concert, and they participate in the ACSI Band Festival each spring. Students also have the opportunity to audition for District Honor Band and All State Band.

### ***Marching Band (The Marching Lions)***

The Marching Lions is an extracurricular performance ensemble. The Marching Lions practice after school on Mondays and Thursdays during football season. They perform at all football games. Marching band is available to any 7th–12th grade musicians with at least one year of experience. The Color Guard is a component of the Marching Lions and is open through audition to all students in 7th–12th grade. The Color Guard members enhance the performance aspect of the Marching Lions by spinning and tossing flags as a part of the half-time show.

### **Chorus**

All 6th-12th grade students are eligible for the US Chorus class. Chorus provides a unique opportunity for middle and high school students to learn the basics of music theory, develop healthy vocal technique, and collaborate with other students to produce high-quality choral music. The US Chorus performs at our annual Christmas Concert and Spring Concert, and they participate in the ACSI Choral Festival each spring. Students can also audition for All State Chorus in 7th-12th grade, or Honor Chorus in 6th grade.

### **Theatre**

The theatre program is designed to allow students who are interested in acting and staging to participate in productions. The Upper School curriculum includes a variety of theatre courses. High School theatre students compete annually in the GIAA One Act Play competition in the fall and produce a musical in the spring.

## **Discipline**

The goal of student conduct measures at Loganville Christian Academy is to use instruction, encouragement, discipline, and education to train and direct students towards self-discipline and self-control, resulting in “the peaceful fruit of righteousness” (Hebrews 12:11). LCA is interested in the hearts of our students and believes that rules accomplish nothing of lasting value if students and families are not willing to cooperate with the mission, core values, and aims of the school.

Attending Loganville Christian Academy is a privilege. Students are expected to conduct themselves in an appropriate manner as they participate in all areas of school life. The key to conduct is love and respect for others (Mark 12:31). A student’s ability to demonstrate love and respect for others at LCA—as well as their response to discipline when these expectations are not met—says much about whether he or she truly wants to be a part of the LCA community. If a student is unwilling to meet these expectations, accept responsibility for his or her actions, and/or exhibits behavior(s) harmful to the school, he or she will forfeit this privilege.

Common sense and biblical principles should guide students’ actions. Students are expected to know and abide by the school rules and policies at all times. The goal and intent of these rules and policies is to create a community in which Christian virtues are cultivated and encouraged and an environment that is conducive to the teaching and learning process. In acknowledgment of this, it is the belief of the administration that healthy and effective discipline is both punitive and restorative. While punitive measures help to deter future recurrences, it is our hope that discipling students through a biblical process of responsibility and conflict resolution will lead to redemption, as well as restored fellowship with the LCA community.

LCA encourages students to seek help, wisdom, prayer, and direction from LCA staff for both social and personal issues that they may need assistance with. Students that are genuinely seeking help will have that “seeking” taken into consideration by administration if they are struggling with an issue that could result in discipline. It is certainly better and more desirable for a student to seek out help rather than to attempt to hide an issue that they need assistance with.

Since the lifestyle of a student is considered a reflection of the school and its standards, school policies apply to behavior both on and off campus while a student is enrolled at Loganville Christian Academy. Therefore, Loganville Christian Academy has the responsibility to review and, if necessary, deal with any student's behavior, inclusive of social media posts, off campus.

### ***General Guidelines and Expectations for Student Behavior***

- Students should show proper love and respect for peers and those in authority by being considerate to all. This includes respecting school property and the property of others.
- Students should be on time and prepared for the academic day.
- Students should adhere to the standard of dress and all other policies as outlined in the Family Handbook.
- Students should value school and Christian education by abstaining from gossip or slander of students, faculty, and/or LCA as a Christian academic institution.

### ***Conduct Violations***

Any violation of school rules shall subject the student to disciplinary action. Based on the nature of the violation, disciplinary action may be placed in one of the following categories:

- **Level 1** - Administered by the teacher.
- **Level 2** - Administered by the teacher and/or an administrator.
- **Level 3** - Administered by the Assistant Principal and/or the Upper School Principal.
- **Level 4** - Administered by the Upper School Principal with the advice and approval of the Head of School.

#### **Level 1 Violations**

Such violations will be managed by the classroom teacher in harmony with their own age-appropriate system of classroom management practices and in a manner that is consistent with school policies. Mild disciplinary consequences could range from a reprimand to detention. These could include but are not limited to: communication with parents, service work, writing an essay, or silent lunch.

Detentions may be issued by a teacher or an administrator and typically occur during lunch, or immediately after school. Restorative work and/or writing may be a part of the assigned detention.

Level 1 violations may include, but are not limited to:

- Disrespect towards others.
- Classroom disturbances.
- "Standard of Dress" violations.
- Repeated tardiness

#### **Level 2 Violations**

This class of violations are often similar to those in Level 1, but are escalated either as a result of their egregious nature or continuation following other attempts at correction. Disciplinary action in these cases could result in a detention, a "Saturday School" detention\*, or an in-school suspension, depending on the severity of the violation.

Level 2 violations may include, but are not limited to:

- Repeated "Standard of Dress" violations.
- Violations of academic integrity / plagiarism.

- Public displays of affection.
- Disrespect for school and/or personal property.
- Egregious violations of disrespect for others.

\*Students subject to a “Saturday School” detention will be required to pay a fine of \$25 to cover the cost of supervision.

### **Level 3 Violations**

This class of violations would be considered particularly egregious in nature and are flagrant violations of school policy and expectations, typically resulting in a suspension. The Upper School Principal and/or Assistant Principal will administer all suspensions.

Level 3 violations may include, but are not limited to:

- Fighting (on school property or at school events).
- Lying.
- Bullying and/or harassment.
- Foul or inappropriate language, abusive language, bullying, and/or racial disrespect.
- Possession of a knife (regardless of type or size) on campus.
- Skipping class and/or leaving campus without permission.
- Possession, use, supplying, or selling of nic salts and/or tobacco.
- Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or culture of the school.

### **Level 4 Violations**

Violations of this nature may result in expulsion—permanent dismissal from the school. The Upper School Principal will administer an expulsion with the advice and approval of the Head of School. Any parent wishing to appeal an expulsion must do so in writing to the Head of School within three (3) days of the expulsion. The student may not attend school during the appeals process. Within seven (7) days the Head of School will render a decision regarding the appeal. This decision will be final.

Level 4 violations may include, but are not limited to:

- Possession, use, supplying or selling of controlled substances (including the misuse of prescription drugs) on or off school property.
- Possession, use, supplying or selling of alcohol on school property or at school-sponsored events.
- Sexual misconduct, including but not limited to:
  - Sexual activity outside the allowances of the God-ordained institution of marriage.
  - Sexual innuendo, sexual harassment, or verbal abuse of a sexual nature.
  - Solicitation, possession, or distribution of pornographic materials.
  - Solicitation, possession, or distribution of inappropriate/nude images of other students.
- Theft or the intentional and flagrant destruction of personal or school property.
- Possession of a firearm or explosive device on school property, and/or the use of a weapon in a threatening or dangerous manner.
- Failure of parents to cooperate with the school in the discipline of their children.
- Other serious behavior deemed by the administration to be inconsistent, contrary, or detrimental to the spiritual mission or culture of the school.

Students who have been expelled or withdrawn from LCA for disciplinary reasons are not permitted on school grounds or at school events for a minimum of one full academic year. They are also not allowed to apply for readmission for at least one full calendar year. Any request for readmission must be made in writing to the Head of School. LCA reserves the right to deny

readmission to any student whose actions demonstrate that it is not in the school's best interest to allow such.

Lastly, when necessary, the Assistant Principal and/or Upper School Principal has the responsibility to involve the appropriate law enforcement agency in disciplinary measures.

## **BULLYING**

Physical, verbal, and cyber bullying will be dealt with swiftly and definitively when it is reported. Bullying is defined as a deliberate negative action from one person(s) toward another person(s) that is repeated over time.

## **SUSPENSION GUIDELINES**

**Note:** Suspensions are recorded on the student's records and will be reported to colleges/universities when required.

### ***In-School Suspension***

Serious discipline infractions or repeated violations of the behavioral guidelines may result in the student serving a suspension. Students in an in-school suspension will report to the office at 7:50 a.m. The student will work on assignments throughout the school day under faculty supervision. In-school suspension will end at 3:05 p.m. If the infraction directly relates to the student's class work, an academic penalty may be applied to the work which the student misses and must make up. A parent may be required to meet with the Assistant Principal and/or Upper School Principal to reinstate the student prior to his or her return to class.

### ***Out-of-School Suspension***

An out-of-school suspension is considerably more serious than an in-school suspension. In most cases, a suspension away from the school will be levied only after the student has served an in-school suspension within the same school year. Suspensions may be given for a period of up to five days. An "out of school" suspension is regarded as an unexcused absence and as a result, a one-half (.5) point deduction per course for the current grading period will be assessed. If the infraction directly relates to the student's class work, a penalty may be applied to the work which the student misses and must make up. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with the Assistant Principal and/or Upper School Principal to reinstate the student prior to his or her return to class.

## **DISCIPLINARY PROBATION**

Students may be placed on disciplinary probation for a specified period of time for any of the offenses previously mentioned or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant disciplinary transgression will likely result in dismissal or expulsion. Probationary status may also jeopardize the student's right to participate in and/or attend LCA activities.

## **Miscellaneous**

### **Lockers**

Students will be issued a locker during the Launch event. Students are responsible for keeping their lockers neat and well organized. Food items are not to be kept in lockers overnight as this has a tendency to attract pests. Students who leave food in their lockers for extended periods of time may face disciplinary consequences. The only adhesive that should be used on the lockers is the "Command" style strips. Student lockers are subject to periodic inspections by school officials. All lockers will be thoroughly cleaned at the end of each semester.

## Senior Lunch

Seniors may be allowed to leave the LCA campus for lunch on days that are predetermined by the Upper School principal. Students must have written permission from their parents on file to attend the special, off-campus lunch. Seniors will be given a specific time to return to campus. Failure to report back to campus on time will result in the forfeiture of the next senior lunch privilege.

## Snack Purchases

LCA offers vending before and after school and at lunch, which may include fruit, yogurt, chips, cookies, popcorn, ice cream, etc. Snack choices will change periodically. These purchases are optional and are left to the discretion of the parents. No food is allowed in classrooms. All drinks must have a fixed lid that will not spill if the drink is knocked over. "To-go" cups, canned drinks, and drinks with straws are not allowed.

## Student Driving

In a continuing effort to maintain a campus free of weapons, alcohol, drugs, or anything posing danger or risk to students and faculty, parents and students need to know that vehicles parked on the school campus before, during, or after the school day or at school-related activities are subject to periodic inspections by school officials.

Other rules which apply to students driving and parking on the school campus are as follows:

- The speed limit is 10 mph in the school area and 25 mph on the campus drive.
- Reckless driving will not be tolerated.
- Only those who possess a valid, state-issued driver's license may drive and park on campus.
- Students will park vehicles in designated areas and must have an LCA parking tag displayed.
- Sitting in vehicles in the parking lot during school is not permitted.
- Students may not return to their vehicle during the school day without being accompanied by an LCA adult.

## **Electronic Media Use Policy**

In an effort to prevent distraction and misuse, cell phones and/or any other personal electronic devices may only be used in accordance with the specific guidelines outlined in this section. Violators of the school cell phone policy will have their phone taken up. While there are specific guidelines for both Middle and High School students, there are some general rules that apply to all.

- Students are not to photograph, audio record, or video record other students and/or LCA staff without their expressed permission.
- Students are not to use cell phones and other electronic devices that have the ability to capture photographs, audio recordings, or video recordings in restrooms or locker rooms.
- Students should not be in possession of phones, smart watches, or other personal electronic devices while testing.
- Students are not to use headphones, earbuds, etc. in the academic buildings during school hours except for academic purposes with the expressed permission of a teacher (e.g. when completing work for a virtual class, etc.).

LCA reserves the right to restrict the use of any electronic device whether or not the specific device is mentioned in the handbook. LCA is not responsible for the loss, damage or theft of personally owned electronic devices.

### **Middle School (Grades 6-8)**

Middle School students must turn in their cell phones to their first period teacher each morning. Cell phones are then placed into a container and stored in the Main Office throughout the day before being returned to the student at the end of the school day. Should a student fail to turn in their cell phone, they may face disciplinary action.

### **High School (Grades 9-12)**

High School students are allowed to be in possession of personal electronic devices throughout the day. However, when in class, cell phones must be silenced and placed in the appropriate area for the duration of the class period. A failure to do so may result in disciplinary action.

If a student's phone is taken up due to violation of this policy, it will be turned over to the US Assistant Principal, the student's parent(s) will be notified, and a fine will be imposed. Once the fine has been paid, the device will be returned to the student's parent(s). If it is discovered that a student's use of technology has violated local, state, and/or federal law, the student's device(s) will be confiscated and turned over to the appropriate authority.

## **Student Social Media Use Policy**

While it is not our desire to monitor or control students' personal social media accounts, due to the potential for misuse and harm, it is our desire to not only develop policies that protect our students, but to also share words of wisdom that might better equip students for responsible action in the digital age.

### **School Policies**

- Students may not post an image or video recording of another student and/or LCA staff without their expressed permission.
- Students should be mindful of what they post to social media when wearing LCA branded attire or mentioning the school. Should a student post content that violates LCA policies or brings disgrace and/or shame upon the school, they may face disciplinary consequences.

### **Words of Wisdom**

- Students should always be mindful of who they represent when posting content (their self, their parents, LCA, and ultimately, the name of Christ).
- Due to the lasting nature of the internet, students should also consider what college admissions advisors and future employers might think of their posts, comments, likes, etc.
- Students should never feel pressured to post or share content, especially that of a sexual nature. If a student is asked or pressured to post or share such content, they should tell an adult immediately.
- We recommend that parents place age-appropriate boundaries around their children regarding technology and social media. These may include, but are not limited to:
  - Limiting what apps, websites, etc. their child has access to.
  - Monitoring of social media accounts and usage.
  - Restricting technology use in private spaces such as bathrooms and bedrooms.
  - Limiting the amount of time spent on social media.
- We highly discourage the use of self-deleting apps such as SnapChat and hidden-vault apps such as Secret Photo Album++, where there is clear intention to conceal information. Apps such as these are often utilized for sexting and other misuses.

Because we cannot address every specific use and/or misuse of social media, we simply ask that students seek to be wise and to use discretion as far as social media is concerned and to seek counsel from their parents when questions arise.