



GRADES 6-12

2019-20

STUDENT/PARENT HANDBOOK

LEXINGTON CHRISTIAN ACADEMY
450 WEST REYNOLDS ROAD
LEXINGTON, KY 40503
WWW.LEXINGTONCHRISTIAN.ORG

Top 15 Handbook Topics

(each topic is hyperlinked to the corresponding section)

- ♦ **School Calendar & Bell Schedules — *Pages 13-14***
- ♦ **Attendance — *Pages 38-46***
- ♦ **Grading Policies — *Pages 24-32***
- ♦ **Make-Up Work — *Page 39-40***
- ♦ **Plagiarism/Cheating — *Pages 80-81***
- ♦ **Dress Code — *Pages 61-65***
- ♦ **Discipline (Detentions & ISS) — *Pages 81-82***
- ♦ **Bullying — *Pages 93-96***
- ♦ **Vaping, Alcohol, Tobacco & Other Drugs (Testing) — *Pages 83-92***
- ♦ **Health & Safety Concerns (Medicines) — *Page 67***
- ♦ **Emergency Procedures & Situations — *Pages 69-70***
- ♦ **Technology (Cellphones & Devices) — *Pages 102-103***
- ♦ **Communication (Wingspan, The Chronicle, etc.) — *Page 57***
- ♦ **Parent Involvement & Service — *Page 53***

Topics were selected by the junior high and high school principals.

Table of Contents

Welcome - 7

Meet Our Staff - 8

Overview - 9

- ◆ *Purpose/Mission Statement*
- ◆ *Statement of Faith*
- ◆ *Statement on Marriage, Gender, and Sexuality*
- ◆ *Statement of Sanctity of Life*
- ◆ *Theological Stance*
- ◆ *Basic Goals and Objectives*
- ◆ *Philosophy*

Operations - 12

- ◆ *Hours of Operations*
- ◆ *Early Dismissal*
- ◆ *Leaving Campus*

School Calendar - 13

Bell Schedules - 14

Academic Life - 16

- ◆ *Academic Probation Policy*
- ◆ *Achievement Testing*
- ◆ *Bell Schedules*
- ◆ *Extra Credit Work*
- ◆ *Grade Practices*
- ◆ *Homework Practices*
- ◆ *Retention*
- ◆ *Promotion & Retention Policy*
- ◆ *Student Records Policy*
- ◆ *Procedure for Requesting Student Records*
- ◆ *Student Withdrawal Policy*
- ◆ *Transferring Schools*
- ◆ *Accommodations Policy*
- ◆ *Grading Scale*
- ◆ *High School Credit: Geometry or Algebra I (Grade 8)*
- ◆ *Promotion Requirements (Grades 6-8)*

Academic Life (continued) - 16

- ◆ *Grades 7-8*
 - ◇ *Academic Recognition*
 - ◇ *Advanced Classes & Math Placement*
 - ◇ *Class Withdrawal Procedure*
 - ◇ *Grade Reporting*
- ◆ *High School*
 - ◇ *Advanced Placement & Honors Course Qualifications Policy*
 - ◇ *Class Rank Policy*
 - ◇ *Class Withdrawal Procedure*
 - ◇ *College Credits Transferability*
 - ◇ *Credits Awarded*
 - ◇ *Dual Enrollment Program*
 - ◇ *Dual Enrollment: Registration Procedures for Classes*
 - ◇ *External Credit*
 - ◇ *Extra Credit Work*
 - ◇ *Failed Course*
 - ◇ *Grade Replacement*
 - ◇ *Grade Reporting*
 - ◇ *Grade Scale*
 - ◇ *Graduation Requirements Policy*
 - ◇ *Honor Graduates*
 - ◇ *Semester Examinations Policy*
 - ◇ *Transcripts for Current Students: Procedure for Processing*
 - ◇ *Requesting Transcripts*
 - ◇ *Transfer Credits*
 - ◇ *Transfer of Advanced/Honors Courses*
 - ◇ *Transfer Students*
 - ◇ *Transfer/Weighting of Advanced Placement Courses Recommendation*

Athletics - 37

- ◆ *Fan Behavior*



Table of Contents

Attendance - 38

- ◆ Overview
- ◆ Absences, Attendance & Make-Up Work Policy
- ◆ Absences: Excused
- ◆ Absences: Unexcused
- ◆ Absence Procedures
- ◆ Absence Procedure: Notification
- ◆ Arrival & Dismissal
- ◆ Homework
- ◆ Making Up Missed Work
- ◆ Tardiness
- ◆ Tardiness Procedures

Campus Life - 47

- ◆ Addresses
- ◆ Arrival
- ◆ Dismissal
- ◆ Campus Facilities—Stewardship
- ◆ Carline Procedure (6th Grade Academy)
- ◆ Closed Campus
- ◆ Cross-Campus Traffic
- ◆ End of Day Dismissal/Pick-Up
- ◆ Field Trips
- ◆ Gum
- ◆ Hall Passes
- ◆ Lockers
- ◆ Lost & Found
- ◆ Media Center/Library
- ◆ Morning Pledges
- ◆ Parent Involvement
- ◆ Parent Teacher Fellowship (PTF)
- ◆ School Supplies
- ◆ Student Vehicles (High School Only)
- ◆ Toys & Other Distractions
- ◆ Volunteerism & Backgrounds Check Policy

Communication - 57

- ◆ The Chronicle
- ◆ Daily Announcements
- ◆ Emails
- ◆ Flyers
- ◆ LCA Tidings
- ◆ Social Media
- ◆ Text Alerts
- ◆ Website Information
- ◆ Wingspan
- ◆ Phone Messages & Procedures
- ◆ Parent-Teacher Conferences
- ◆ Problem Resolution Procedure

Counseling - 59

- ◆ Overview
- ◆ Staff
- ◆ Descriptions

Dress Code - 61

- ◆ Standardized Dress Code Philosophy
- ◆ Dress Code
 - ◆ SDC Shirts
 - ◆ SDC Pants, Skirts and Shorts
 - ◆ SDC Sweaters, Sweatshirts and Vests
 - ◆ SCD Scarves
 - ◆ Other Requirements
 - ◆ Friday Spirit Day
 - ◆ Dress Up Days
 - ◆ Dress Down Days
 - ◆ Injured Dress Code
- ◆ Prom, Homecoming and Senior Convocation Dress
 - ◆ Pre-approval process
 - ◆ Guidelines for Pre-approval
 - ◆ Dress Guidelines
 - ◆ Senior Convocation
- ◆ Standardized Dress Code Violation
- ◆ PE Uniforms

Table of Contents

Health & Safety - 66

- ◆ *Accidents & Illness*
- ◆ *Changes in Health*
- ◆ *Fever*
- ◆ *Health Services*
- ◆ *Prescription Medication*
- ◆ *Non-Prescription Medication*
- ◆ *Allergy or Diabetes*
- ◆ *Immunizations*
- ◆ *New Immunization Requirements for 2018-19*
- ◆ *Lice*
- ◆ *Student Insurance*
- ◆ *Child Abuse & Neglect Policy*
- ◆ *Emergencies—"Shelter in Place"*
- ◆ *Safety Drills*
- ◆ *Student and Parent Reunification Plan*
- ◆ *Severe Weather Emergencies*
- ◆ *"Snow Day" Procedure*

Lunch - 71

- ◆ *Rose Campus Lunch Information*
- ◆ *Lunch Guidelines*
- ◆ *Lunch Schedules*
- ◆ *Lunch Visitors*

Spiritual Life - 73

- ◆ *1 Timothy 4:8*
- ◆ *Chapel*
- ◆ *Chapel Policy*
- ◆ *Christian Service*
- ◆ *Student Prayer Meetings*
- ◆ *Chapel Schedules*
- ◆ *Contacts*

Activities - 75

- ◆ *Athletics & Competitive Extracurricular Activities Eligibility Policy*
- ◆ *Clubs & Organizations*
- ◆ *Dances (High School Only)*
- ◆ *Field Trips*
- ◆ *Leadership Trips*
- ◆ *Mission Program*
- ◆ *Student Councils*

Behavior & Conduct - 79

- ◆ *Student Behavior & Conduct Policy*
- ◆ *Behavior Contract*
- ◆ *Cheating Policy*
- ◆ *Detentions*
- ◆ *Detention Hall*
- ◆ *Disciplinary Probation*
- ◆ *Drug, Alcohol & Tobacco Policy and Drug & Alcohol Use*
- ◆ *Consequences for Violation of the Drug, Alcohol & Tobacco Policy*
- ◆ *Drug & Alcohol Testing Policy*
- ◆ *Firearm, Weapons & Destructive Devices Policy*
- ◆ *Harassment, Discrimination & Bullying Policy*
- ◆ *Definitions*
 - ◇ *Harassment*
 - ◇ *Sexual Harassment*
 - ◇ *Discrimination*
 - ◇ *Bullying*
 - ◇ *Retaliation*
- ◆ *Harassment/Sexual Harassment*
- ◆ *Discrimination*
- ◆ *Bullying*
- ◆ *Plagiarism Policy*
- ◆ *Proper Citation*
- ◆ *Search & Seizure*
- ◆ *Sexual Morality Policy*
- ◆ *Student Re-Interview Policy*
- ◆ *Suspension Policy (Out of School and In-School)*



Table of Contents

Technology - 102

- ◆ *Appropriate Use Policy for Internet Use & Other Technology*
- ◆ *Electronic Devices K-12 Policy*
- ◆ *Electronic Device Definition*
- ◆ *Procedural Consequences for Grades 6-12*
- ◆ *Student/Parent Resources*
- ◆ *Technology Integration*

WINGS Store - 105

Dear Parents and Students:

As faculty, staff and administration we want to extend to you a warm welcome from Lexington Christian Academy. We are very excited that you have chosen to send your children to our school. We appreciate the opportunity you have given us to educate them, and we take our responsibility seriously. We are committed to providing our students with a world-class Christ-centered Education.

This handbook is designed to inform you of the opportunities and responsibilities that you have as part of our school community. Just as some of you are experiencing a change in environment, there are some changes in this handbook for the 2019-20 school year.

Please carefully read the entire handbook. Routine and structure are important in the day-to-day life of the school as we seek to maintain an environment that honors God. It is our desire that our students know and understand the procedures and guidelines outlined in this handbook in order to demonstrate faithfulness and stewardship in the coming year.

*By reading this handbook and signing the "Signature Acknowledgement Form" you are committing yourself to making the philosophy of LCA a reality in your life. **Please electronically sign and submit this form via FACTS Family > School > WEBFORMS.** If you need help with the forms on the website, please email Ashley Tabor at atabor@lexingtonchristian.org.*

Once again, we want to welcome you to another school year at LCA.

In Him,

LCA Staff & Faculty

Please note: During the school year LCA's Board of Directors may revise policies that affect the contents of this handbook. The most current policy will supersede the information contained herein. A link to Student Sections of the current Policy Manual is available on the website. If you need further policy information please contact your campus principal.



High School:



Dr. Scott Wells
Principal



Keith Galloway
Assistant Principal

High School Counselors:



Callie Donovan
9th-10th Grade
Academic Advising
Counselor

6th Grade Academy & Junior High



Coleman Marshall
6th Grade Academy
& Junior High
Principal



James Jaeger
Director of
6th Grade Academy



Nancy Jaeger
Guidance Counselor,
6th Grade Academy
& Junior High



FAITH · SERVICE · EXCELLENCE

Overview

Purpose/Mission Statement

Our mission is to equip and nurture students to fulfill God's calling on their lives through Christ-centered education. The purpose of this independent Christian school shall be to provide a creative, loving academic environment for children to grow spiritually, socially, emotionally, physically, and academically through individual and group learning experiences under the guidance and nurture of carefully chosen Christian teachers, administrators, and under the Lordship of Jesus Christ. It shall be the purpose of Lexington Christian Academy to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man, and the kinship of all peoples as taught in the Holy Scriptures, while providing students with the opportunity for achieving academic excellence and furthering the special gifts, such as fine arts and athletics, that God has bestowed on them. The mission of Lexington Christian Academy is to present the whole truth, for the whole man, for the whole life, under the Lordship of Jesus Christ, for the glory of God. In order to fulfill this mission, all members of the LCA community must communicate in a manner and work together in a like-minded desire to further LCA's religious purpose and beliefs.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30,



FAITH · SERVICE · EXCELLENCE

Overview

Statement on Marriage, Gender, and Sexuality

1. **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
2. **We believe** that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Hebrews 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. **We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, transgender behavior, rejection of one's biological sex, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
4. **We believe** that in order to preserve the function and integrity of LCA as the local Body of Christ, and to provide a biblical role model to the LCA's community, it is imperative that all persons employed by LCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
5. **We believe** that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
6. **We believe** that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of LCA.

Statement On The Sanctity of Life

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

Theological Stance

Lexington Christian Academy is a non-denominational school providing a Christian education; all that is said or done would be to the glory of God. 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 purposes of Lexington Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Directors is LCA's final interpretive authority on the Bible's meaning and application.



FAITH · SERVICE · EXCELLENCE

Overview

Basic Goals/Objectives

1. Lexington Christian Academy shall endeavor to insure that every student comes to an understanding of basic Christian theology.
2. Lexington Christian Academy shall unify academic preparation and spiritual training from a Christian worldview perspective.
3. The curriculum shall include the study of the Bible for every student each year he/she is enrolled at Lexington Christian Academy.
4. Lexington Christian Academy shall seek, and seek to maintain, accreditation of its elementary and secondary programs and facilities with accrediting organizations chosen by the Board; provided the requirements of such accreditation are not in conflict with the Purpose,; Mission; Statement of Faith,; Statement of Marriage, Gender, and Sexuality; Statement of Sanctity of Life; Theological Stance; Philosophy and the other Basic Goals and Objectives of Lexington Christian Academy as set out in these Bylaws.
5. Lexington Christian Academy will maintain appropriate class sizes and appropriate teacher/student ratios.
6. The teachers, administrators, committees and the Board shall work closely with parents or guardians for the benefit of the students.

Philosophy

Lexington Christian Academy shall provide each student the opportunity to study and to develop his/her spirit, mind and body in a wholesome, Christian environment. It shall strive to provide the best education possible in preparation for high levels of education and to contribute to the establishment of Christian values for a happy and creative life, while working in the Lord's kingdom.

Being non-discriminatory and Christian in nature, the school shall be directed toward instruction concerning God's will for each person and shall teach that all truth is of divine origin. Knowledge to choose between good and evil, based upon God's Holy Word, shall be imparted to each child.

Those serving the school in any capacity, whether in administration, on the faculty, on the staff, on the Board of Directors, or as a volunteer shall subscribe to the school's philosophy of providing a high quality, Christian education in a Christian atmosphere. The establishment and subsequent operation of Lexington Christian Academy shall be successful only when done in accordance with His will and for His honor and glory.



FAITH · SERVICE · EXCELLENCE

Operations

Hours of Operation

Central Business Office	8:00 a.m.-4:00 p.m.
Immanuel Preschool	8:30 a.m.-11:45 a.m. (half-day); 8:30 a.m.-3:30 p.m. (full-day)
Immanuel Elementary TK-5	8:30 a.m.-3:30 p.m.
6th Grade Academy	8:20 a.m.-3:20 p.m.
Junior High	8:20 a.m.-3:20 p.m.
High School	8:20 a.m.-3:20 p.m.
Before Care (Immanuel)	7:00 a.m.-8:10 a.m.
After Care (Immanuel)	3:25 p.m.-6:00 p.m.

Early Dismissal

On early dismissal days, all students PS-5th will be dismissed at 11:30 a.m. at the Immanuel Campus. Before Care/After Care *will not be available on these days*. All students will be dismissed at 12:20 p.m. at the Rose campus. Students must be picked up within twenty minutes of dismissal. Students may not stay in the building to wait for sporting activities. Also note, lunch **will not be served** on the early dismissal days. ****Each grade will release a specific schedule for Finals Week.***

Leaving Campus

All students are expected to remain on campus once they have arrived at school. Students should not leave campus until the 3:20 p.m. dismissal bell rings or until they have received authorization to leave.

With various persons coming and going from campus during the school day, it is necessary for a student to check-in and check-out with the school secretary. The principal, counselor, or school secretary must be notified by the parent or guardian before a student may leave school before the close of the school day. This may be done with a note, or if necessary, by phone or in person. Students who have properly checked-out early, must leave campus and not return during the school day unless to check back in.

A student may not sign out of school and leave with another student. A parent or pre-authorized adult must come to the school office to sign a student in or out. An early dismissal request form from the secretary is necessary for a teacher to release a student for an early dismissal.

2019-2020

Yearly School Calendar

Lexington Christian Academy
Phone: (859) 422-5700
www.lexingtonchristian.org

July '19						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '19						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '19						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '19						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '20						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March '20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '20						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '20						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- Jul 29 1st Day for 10 Month Employees
- Aug. 7 1st Day for Teachers
- Aug. 14 1st Day of School for Students (TK-12)
- Aug. 15 1st Day of School for Preschool (T/Th & M-F)
- Aug. 16 1st Day of School for Preschool (M/W/F)
- Aug. 23 Back-to-School Bash
- Sept. 2 Labor Day (No School/Offices Closed)
- Oct. 3-4 Fall Break (No School)
- Oct. 16 Early Dismissal Day (Parent-Teacher Conferences after dismissal)
- Oct. 17-18 Parent-Teacher Conferences after regular dismissal
- Oct. 21-22 Parent-Teacher Conferences after regular dismissal
- Oct. 25 Trunk-or-Treat/Homecoming
- Oct. 26 Homecoming Dance
- Nov. 1-2 Peppermints & Pearls (Rose Campus)
- Nov. 3 Daylight Savings Time
- Nov. 5 Election Day (No School-Offices Closed)
- Nov. 11-12 No School (Kentucky Baptist State Convention at IBC)
- Nov. 25-29 Thanksgiving Break (No School/Offices Closed)
- Dec. 23-Jan. 3 Christmas Break
- Jan. 6 Students & Teachers Return
- Jan. 20 MLK Jr. Holiday (No School-Offices Closed)
- Feb. 17 President's Day (No School-Offices Closed)
- Feb. 19 Early Dismissal Day
- Mar. 30-Apr.3 Spring Break (No School)
- Apr. 10 Good Friday (No School-Offices Closed)
- May 19 Last Day of School (PS-T/Th)
- May 20 Last Day of School (PS-M/W/F & M-F)
- May 21 Last Day of School (TK-K)
- May 22 Last Day of School (1-12)
- May 25 Memorial Day (Offices Closed)
- May 27 Last Day for Teachers
- Jun 03 Last Day for 10 Month Employees



FAITH • SERVICE • EXCELLENCE

Bell Schedules

Regular	Schedule
1st Period	8:20-9:15
2nd Period	9:20-10:15
3rd Period	10:20-11:10
4th Period (8th)	11:15-12:35
1st Lunch	11:10-11:40
2nd Lunch	12:05-12:35
4th Period (7th)	11:45-12:35
5th Period	12:40-1:30
6th Period	1:35-2:25
7th Period	2:30-3:20

Morning Chapel	Schedule
1st Period	8:20-9:05
2nd Period	9:10-9:55
Chapel	10:00-10:40
3rd Period	10:45-11:30
4th Period (8th)	11:35-12:50
<i>1st Lunch</i>	<i>11:30-12:00</i>
<i>2nd Lunch</i>	<i>12:20-12:50</i>
4th Period (7th)	12:05-12:50
5th Period	12:55-1:40
6th Period	1:45-2:30
7th Period	2:35-3:20

1 Hour Delay	Schedule
1st Period	9:20-10:05
2nd Period	10:10-10:55
3rd Period	11:00-11:45
4th Period (8th)	11:50-12:35
1st Lunch (7th)	11:45-12:10
2nd Lunch (8th)	12:35-1:00
4th Period (7th)	12:15-1:00
5th Period	1:05-1:50
6th Period	1:55-2:35
7th Period	2:40-3:20

Afternoon Chapel	Schedule
1st Period	8:20-9:05
2nd Period	9:10-9:55
3rd Period	10:00-10:45
4th Period (8th)	10:50-12:05
1st Lunch	10:45-11:15
2nd Lunch	11:35-12:05
4th Period (7th)	11:20-12:05
5th Period	12:10-12:55
Chapel	1:00-1:40
6th Period	1:45-2:30
7th Period	2:35-3:20



FAITH • SERVICE • EXCELLENCE

Bell Schedules (6th Grade Academy)

Regular	Schedule
1st Period	8:20-9:15
2nd Period	9:20-10:15
3rd Period	10:20-11:10
4th Period	11:15-11:30
Lunch	11:30-12:00
4th Period	12:05-12:35
5th Period	12:40-1:30
6th Period	1:35-2:25
7th Period	2:25-3:20

Chapel	Schedule
1st Period	8:20-9:05
2nd Period	9:10-9:55
3rd Period	10:00-10:45
4th Period	10:50-11:20
Lunch	11:20-11:50
4th Period	11:50-12:05
5th Period	12:10-12:55
Chapel	1:00-1:40
6th Period	1:45-2:30
7th Period	2:35-3:20



FAITH · SERVICE · EXCELLENCE

Academic Life: Grades 6-12

Academic Probation Policy

6th-12th Grade

Students in grades 6-12 who fail to maintain a 2.0 grade point average (GPA) when all courses are averaged each mid-semester and semesters end are required to obtain tutoring assistance during the following 9 weeks after being placed on probation. The amount of tutorial time will be determined by the campus Principal. LCA is not responsible for assuming the costs of an outside tutorial program. If at the end of the nine-week program the student achieves a 2.0 GPA the student will be excused from this requirement. Students who continue to exhibit ongoing academic difficulties may be recommended to the Headmaster for re-interview, withdrawal, or may be denied re-enrollment for the next school year.

Achievement Testing

In order to assess our academic program and to provide comparative data to the school community, LCA will conduct standardized testing for all students in grades K-10. A nationally normed, referenced test, which has a high degree of validity and reliability, must be used. Grades K-2 will be using MAP Assessment and grades 3-10 will be using the Aspire Test. Additionally, the PLAN test will be given to sophomores, the ACT will be available once at LCA or can be retaken at other sites, and the PSAT will be given to juniors for National Merit Scholarship.

Bell Schedules

All Bell Schedules may be found on the previous page of this handbook and on the school website. If you are unsure which schedule the school may be following for the day, please contact your student's school office.

Extra Credit Work

Extra credit *may* be given by teachers. When it is used, it must be a planned part of the instructional process and should provide an additional incentive to excellence—stretching students to greater heights of scholarship. Extra credit may only be given on tests and cannot account for more than 5 points on any given test.



FAITH · SERVICE · EXCELLENCE

Academic Life: Grades 6-12

Grade Practices

Teachers will state clearly, in each class, the evaluation procedure for determining student grades. The teacher will determine the number and types of course assignments and methods of pupil evaluation for their respective classes. The purposes of pupil evaluation are to assess learning achievements and needs, present an accurate appraisal of the student's accomplishments, and to encourage future success.

Homework Practices

LCA recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each student's educational program. It should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

The assignment of homework should contribute towards reinforcing class work, teaching responsibility and good study habits. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers are expected to give reasonable amounts of homework in light of the subject matter and the abilities and needs of the students.

Retention

The goal of LCA is to minimize the need for retention. Through the interview and screening process, every effort is made to properly assess the student's potential success at LCA.

Early communication between the home and school, combined with intervention efforts, will be made to reduce the potential for retention. However, on occasion, the principal and teacher may recommend that a student be retained in a class for a second year. Such a recommendation is made only after careful evaluation of the student's performance, ability, social, physical development, and age/grade placement. While it is recognized that this is a significant action with potentially long range impact on students and their families, LCA will do all it can to assist the parents with the decision.

The prayer of LCA is that through the retention experience the student will meet with success in the classroom and develop age-appropriate social, academic, and emotional behaviors.



FAITH · SERVICE · EXCELLENCE

Academic Life: Grades 6-12

Promotion & Retention Policy

6th Grade Academy and Junior High Grades (7-8)

Retention may occur if the student fails to:

1. Make satisfactory progress in the class/subjects, based on such criteria as recorded grades/scores on tests, homework and projects and class participation points.
2. Progress satisfactorily on the academic expectations.

Students are to be promoted according to the number of classes passed. Students who fail two (2) or more core content classes (language arts, math, science, foreign language, social studies, Bible) are to be retained. All other students are to be promoted. Exception to this provision of the policy may be appealed to the Headmaster. The Headmaster may use any criteria except athletics as a basis to deviate from this policy and retain a student.

Senior High Grades (9-12)

Senior high students shall be promoted according to the number of credits stated in the student handbook.



FAITH · SERVICE · EXCELLENCE

Academic Life: Grades 6-12

Student Records Policy

The school shall maintain a cumulative file for each student. The cumulative file shall consist of the student's academic and guidance records. This file shall be kept in the school office at the student's campus of attendance. All information in this file is treated as strictly confidential.

Parents or guardians have the right to inspect and review the cumulative file of their student(s). Copies of the information contained in the cumulative file shall be provided to the parent upon request. At age eighteen (18), the student has the right to inspect, review, copy, and send material to another party from the cumulative folder.

Without the written consent of the parent, guardian or eligible student, there will be no release of the information contained in the student's cumulative folder to any individual, agency or organization other than the following:

- ◆ Court or law enforcement officials, if the school is given a subpoena or court order
- ◆ Federal, state or local authorities performing functions allowed by law

Parents or guardians shall have an opportunity for a hearing with the administration to challenge the information contained in their student's cumulative folder. The records included in the cumulative folder of LCA graduates will be kept permanently. Should a student withdraw before graduation from LCA, the student's cumulative file will be kept for a period of five (5) years from the date of withdrawal. After that time, the student's cumulative file will be destroyed.

Procedure for Requesting Student Records

- ◆ Submit a written request from parents to the school office.
- ◆ Copies of records will be sent the day after the request is received.
- ◆ LCA will send records to other schools with parent approval and appropriate forms from the school.



FAITH · SERVICE · EXCELLENCE

Academic Life: Grades 6-12

Student Withdrawal Policy

Enrollment in Lexington Christian Academy is for the entire academic year. By signing the student's Statement of Financial Agreement (electronically or by other means) the parents or guardians commit to payment of all tuition and fees for the applicable school year, regardless of whether or not the student remains enrolled in LCA. LCA makes significant financial commitments well in advance of each new fiscal year that begins on June 1. The school hires staff and purchases materials based upon the number of students enrolled.

Student records will not be released and no credit for a student's work can be earned unless all financial obligations are met. No portion of the tuition shall be refunded for a student who is either dismissed or withdraws for disciplinary reasons.

Withdrawing a student is a significant decision, and one that LCA believes should be made only after concerted efforts to resolve any issues or concerns have been exhausted by both the school and the family.

Withdrawal Notifications Received On or Before May 31

All or a portion of the tuition obligation may be reduced based upon the date that the Director of Constituent Relations receives written notification of the withdrawal signed by the student's parent or guardian. All fees are non-refundable regardless of the notification date. No exceptions. These fees include, but are not limited to, application, enrollment, re-enrollment, grade-level and other fees.

Withdrawal Notifications Received After May 31

For all written notifications of withdrawal signed by student's parent or guardian received after May 31, all tuition and all fees are owed for the entire school year. All fees are non-refundable regardless of the notification date. No exceptions. These fees include, but are not limited to, application, enrollment, re-enrollment, grade-level and other fees. Parents are strongly encouraged to consider purchasing tuition refund insurance as a part of the enrollment/reenrollment process.



FAITH • SERVICE • EXCELLENCE

Academic Life: Grades 6-12

Student Withdrawal Policy (cont'd.)

Appeals

Appeals will be considered for only four qualifying events that may reduce the amount of tuition owed for withdrawal notifications that are received after May 31. To be considered, the qualifying event must have occurred after the effective date of the Statement of Financial Agreement, and an appeal including adequate substantiation must be made in writing and received by the Director of Finance within seven (7) days of the receipt of the withdrawal notification. The four qualifying events are as follows:

- ◆ Death of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- ◆ Unemployment that persists for more than sixty (60) days of a parent or guardian who is a member of the student's household, or is providing significant financial support.
- ◆ Relocation of the student to an address more than thirty (30) miles from an LCA campus. To qualify, the student must reside at this address more than 50% of the school week, on average, during the school year.
- ◆ Significant decrease in tuition assistance for returning students when there has been no corresponding improvement in the family's financial position. To qualify, the student must have received tuition assistance from LCA and completed the prior school year at the school.

If the appeal and supporting documentation received confirms that the conditions for one of the four qualifying events is met, then the tuition obligation may be prorated based on the number of educational days in the school year calendar through withdrawal date. The school will determine if the withdrawal is in the best interest of the school, and may elect to offer a partial release of the family's obligation. All appeals that result in any release of obligation must be approved by both the Director of Finance and the Head of School. The school will respond within thirty (30) days of the date that the qualified written appeal and adequate documentation is received by the Director of Finance.

Transferring Schools

Withdrawals begin with the Admissions Office. Withdrawals are not official until the school is notified by Admissions. The school office must certify that all library books, athletic, and band equipment have been turned in before the withdrawal will become complete.



FAITH · SERVICE · EXCELLENCE

Academic Life

Accommodations Policy

Student Support Services

Academic success is defined differently for every student. For some students, they need additional support or strategies in order to be successful in the classroom. LCA's "Student Support Services" program which is designed to assist students in need of intervention in area(s) of reading, mathematics, written expression, and/or attending difficulties. The Student Support Services program is an expansion of LCA's elementary reading and math intervention programs. The expanded program will now serve children from elementary through high school.

The goal of the program is to help students develop academic skills and apply instructional strategies to become independent, life-long learners. Highly trained learning specialists (interventionists) work with small groups of students with similar academic needs to capitalize on students' strengths while helping them to improve in academic areas. Students, parents, teachers, and guidance counselors collaborate with the learning specialist in a team approach to create a student academic plan with measurable goals and objectives that is highly individualized and designed to promote student success and independence. Examples of allowable accommodations include: time and a half for assessments, reader, use of assistive technology, alternative testing environment, note taking guide and/or movement breaks.

Eligibility for Student Support Services

All students must meet previously established admission criteria to be eligible for support services. Students entering Lexington Christian Academy with previously diagnosed academic and/or attending difficulties must have the ability to demonstrate performance commensurate with same age peers utilizing minimal accommodations strategies. Modifications to materials, content, and or curriculum will not be offered. Approved accommodations are listed below.

Policy for Supporting Students with Learning Differences

Lexington Christian Academy does not adhere to the state or federal-mandated programs required in public school systems. However, Lexington Christian Academy does recognize the importance of meeting the needs of all learners, at no additional cost to families. LCA's System of Interventions is designed to assist students in need of early intervention in the area(s) of reading, mathematics, written expression and/or attending difficulties. When assessment(s) and direct observation deem intervention to be necessary for academic success, appropriate and evidenced-based interventions including accommodations will be provided. Modifications to materials, content, and or curriculum will not be offered. Additionally, LCA will accommodate students with physical disabilities and injuries including, but not limited to, concussions, short/long-term illnesses and physical impairments.



FAITH · SERVICE · EXCELLENCE

Academic Life

Accommodations Policy

Guidelines for Receiving Support

By the conclusion of 3rd grade if an individual has been receiving intervention services in the areas of reading, math and or written expression and adequate progress has not been evidenced, students will be required to seek a holistic physiological evaluation by a reputable organization. Students in 4th through 8th grade will be required to seek a holistic physiological evaluation if support has been offered for one academic year and adequate progress is not evidenced. Once the evaluation has been obtained LCA will determine if the student's needs can be met by the approved accommodations outlined below. Adequate progress is defined as performance commensurate with same age peers.

Proposed Accommodations

- ◆ Time and Half for Assessments
- ◆ Reader
- ◆ Use of Assistive Technology
- ◆ Alternative Testing Environment
- ◆ Note Taking Guide
- ◆ Movement Breaks

For more information regarding the school's student support services, please contact your student's guidance counselor and principal.



FAITH · SERVICE · EXCELLENCE

Academic Life

Grading Scale: 6th Grade Academy Grading Scale

The following percentages are used on 6th grade report cards:

100 - 90	A = 4.0
89 - 80	B = 3.0
79 - 70	C = 2.0
69 - 65	D = 1.0
64 - 0	F = 0.0



FAITH • SERVICE • EXCELLENCE

Academic Life

Grading Scale

Student grade point averages will be calculated each mid-semester and semester. GPAs will be based upon total quality points divided by the number of classes. (Info in shaded area for Grades 9-12 only.)

Letter Grade	Scale	College Prep*	Honors*	AP*
A	100-90	4.0	4.5	5.0
B	89-80	3.0	3.5	4.0
C	79-70	2.0	2.5	3.0
D	69-65	1.0	1.5	2.0
F	64-0			
TI	Temporary Incomplete			
PI	Permanent Incomplete			

Temporary Incomplete:

For junior high, a "TI" (temporary incomplete grade) will be given when part of the work in a course is not completed due to illness or to other circumstances beyond the control of the student at the time grades are due. Temporary incomplete grades must be cleared in accordance with Attendance Policy Procedures. It is the student's responsibility to contact his/her teachers concerning make-up assignments. After the appropriate period has passed and the make-up work has not been completed, the "TI" will be cleared by assigning zeros for all missing work and calculating the grade with these zeros.

High School Credit: Geometry or Algebra I

Students that take Geometry or Algebra I in the 8th grade will receive 1 math credit that may count toward high school graduation requirements. Only Algebra I or Geometry taken in 8th grade will receive high school credit. Transfer students that take Algebra I or Geometry may receive 1 high school credit provided that the sending school provides high school credit in Algebra I and Geometry. The school must also be an accredited institution. Students must receive a B (80% or higher) in the course for credit. This will be retroactive to the 2015-16 academic year. Further, all KDE Regulations for High School Credit Earned in Middle School must be met.

Promotion Requirements

Students in Grades 6-8 who fail an academic course (Bible, English, History, Mathematics, or Science) may proceed to the next grade if the failure is made up in an accredited summer school program. Bible must be made up during the summer through LCA. A student failing three or more academic courses must repeat the entire grade.



FAITH · SERVICE · EXCELLENCE

Academic Life: 7th & 8th Grade

7th & 8th Grade

Academic Recognition

The school will recognize students for their academic excellence during the Awards Chapel at the end of the year. The honor roll is a three tiered system as follows:

Highest Honors:	4.0 or better GPA
High Honors	3.70 - 3.99 GPA
Honors:	3.50 - 3.69 GPA

Advanced Classes & Math Placement

Placements at the junior high school will be based on several factors including teacher recommendations, standardized achievement test scores, and previous year class grades.

Class Withdrawal Procedure

Each student's course selection is the result of a careful decision made after consultation with parents and school advisors. Schedule changes after the deadline for scheduling may be made only if deemed necessary after review by the administration or guidance office.

Grade Reporting

Grade reports will be issued after the completion of each semester. Mid-semester reports will be available on RenWeb about nine weeks into each semester. The semester grade is based on the following calculation: ***(Grade average x 88%) + (Final exam x 12%) = Semester Grade***

Attendance, punctuality, conduct, and effort for each class will also be reflected on grade reports. We encourage parent follow-up calls or conferences concerning grades. Grades received at the end of each semester become part of the student's junior high grade report. The Final Year Grade will be determined by averaging the first and second semester grades.

*****Parents may access student progress reports weekly using RenWeb. Parents will receive instructions and a password from the technology department. Please call the school office for further assistance.***



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Advanced Placement (AP) & Honors Course Qualifications Policy

Advanced Placement (AP) courses are nationally standardized classes whose curriculum is set by the College Board. High school students may take AP courses offered at LCA if they meet the Aspire test score stanine, previous related class grades, teacher recommendation, and pre-requisite class criteria set forth in the *LCA Course Selection Catalog* per individual class.

AP classes do offer an official standardized test at the end of the course that the student may choose to take. The scores are reported independently through College Board to the college or university that the student chooses (much like the ACT reporting process). It is the responsibility of the student to determine what scores or other criteria will be accepted by their college of choice. The College Board website provides scoring data for all institutions. A student may take an AP course simply for the knowledge and experience and not take the college credit test if they choose and the individual instructor allows. If the student does not take the AP test, the student shall take a final exam in the class at issue.

Any student may take an Advanced Placement (AP) course that is not currently offered at LCA, at their own expense, through an approved provider recommended by the College Board online. If the student wishes to have the class reported on the official LCA high school transcript and count in their GPA, the course must receive prior approval by the principal to count as an External Credit course. Any student can take online AP courses outside of LCA at their own expense through online providers approved by the College Board that **will not** be included in the student's official LCA transcript. The providing institution will furnish official documentation of course completion that can be used as supplemental inclusions when applying to the college or university of the student's choice.

AP and honors courses will be weighted in their grading for class purposes as well as GPA calculations. Honors courses that are offered at LCA in the junior high and high school in select subject areas may be taken by students who meet the standards of the 3 criteria that follow:

- ◆ Standardized test score stanines
- ◆ Prior grades in related courses
- ◆ Teacher recommendations

There is a principal waiver form available for appeal if a teacher recommendation has been obtained.



FAITH • SERVICE • EXCELLENCE

Academic Life: High School

Class Rank Policy

Lexington Christian Academy does not rank students. The school will continue to calculate grade point averages internally, but the class rank will not appear on official high school transcripts. Percentile ranking information may be provided if requested directly from a college, university or scholarship organization. Further, Class rank will be used internally to determine the honor of Valedictorian and Salutatorian for graduating seniors who have attended LCA since the fall semester of their freshman year. The cumulative grade point average used will be made using the weighted course system over the period of seven semesters of work, excluding the spring semester of the senior year.

Class Withdrawal Procedure

Each student's course selection is the result of a careful decision made after consultation with parents and counselors. Changes after the scheduling deadline may be made only if deemed necessary after review by the administration and counselors.

- ◆ Schedule changes which are deemed necessary may be made within the first five days of the course without penalty.
- ◆ Schedule changes made during day six to ten of a course will carry the designation of "WD" (withdrawn).
- ◆ Schedule changes made after ten days of taking a class will carry the designation of "WF" (Withdrawal while failing – computed as an F in determining GPA).

College Credits Transferability

Although many colleges and universities, both public and private, will accept college course credits offered by LCA without reservation, there are schools that may not accept the credit or place restrictions on application toward degree requirements. It is the student's responsibility to check the transferability of the college courses offered at LCA with the Registrar's Office at the University or College he/she is interested in before registering for the courses. Students must have prior approval from the principal and college counselor in order to take any dual enrollment classes on a college campus or online.



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Credits Awarded

- ◆ College credit shall be awarded by the college to the participating high school student upon successful completion of the course. Three semester hours will be the equivalent to one-half high school credit. Six semester hours will be equivalent to one high school credit. In the case of lab sciences, eight semester hours will be equal to a high school credit.
- ◆ The college course semester grade will be used in computing the student's high school grade point average.
- ◆ The Georgetown College courses taught will be weighted when the cumulative grade point average is calculated. All other college courses will not be weighted.
- ◆ College credit is earned only if a student achieves a "C-final grade or higher.
- ◆ Students who complete college courses off campus must request that the college send an official transcript to the LCA Registrar.

Dual Enrollment Program

Dual enrollment allows students to meet the requirements for high school graduation while simultaneously earning credit at colleges and universities. The program was developed to allow students to begin working on their college degree earlier in their academic careers and thus complete their college degree in a shorter period of time. The particular courses to be offered are determined through the mutual agreement of LCA and colleges.

Admissions requirements for Dual Enrollment classes offered at LCA are:

- ◆ Student must have earned a 3.0 GPA or a 3.0 in the subject area to be studied
- ◆ Student must have completed the sophomore year of high school
- ◆ Parent(s) must provide consent prior to student enrollment
- ◆ Student must have earned one of the following minimum scores:
 - ◆ ACT composite score of 19
 - ◆ PLAN composite score of 18
 - ◆ SAT combined math and critical reading score of 920
 - ◆ PSAT combined math and critical reading score of 96
- ◆ Student must have been accepted by the college for admission to the course(s)
- ◆ Student must meet any additional admissions criteria specified by the college
- ◆ Student must maintain a college GPA of 2.0 (C average) in order to remain in the Dual Enrollment course.



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Dual Enrollment: Registration Procedures for Classes

- ◆ Student must complete a registration form and return it to the LCA Registrar.
- ◆ Student must have been accepted by the college for admission to the course(s).
- ◆ College tuition is the responsibility of the student and must be paid at the time of registration.
- ◆ Individual course fees (i.e. lab sciences) and costs of textbooks are the responsibility of the student.
- ◆ Students must adhere to the official course withdrawal policy of the college.

External Credit

External credit for courses not taken at LCA may be approved on an individual basis with prior approval by the principal for the following reasons:

- ◆ Accelerated learning
- ◆ Student falls short of a graduation requirement or behind in an area
- ◆ Student has exhausted all the course offerings in a particular discipline at LCA

Extra Credit Work

Extra credit may be given by teachers. When it is used it must be a planned part of the instructional process and should provide an additional incentive to excellence—stretching students to greater heights of scholarship. Extra credit may only be given on tests and cannot account for more than 5 points on any given test.

Failed Course

A student, who fails a required semester or full year course, must retake it and pass it in order to graduate.

The student has the following options:

- ◆ Retake the failed course at LCA
- ◆ Enroll in an approved correspondence course
- ◆ Enroll in an accredited summer school program

When the student completes the course and the final grade is received by the Registrar, the transcript will display the original grade as well as the new grade. The repeat course grade will be used in the GPA calculation. The failed course will not be calculated into the GPA. The credit earned from the repeat course will also be noted in the transcript.



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Grade Replacement

Students may retake a course and replace their previous grade to improve that grade; however, the following must take place:

- ◆ The course must be retaken at LCA.
- ◆ The transcript will display the original grade as well as the replacement grade.
- ◆ The calculation of the GPA will include the higher of the two grades.
- ◆ If the student earned credit the first time the course was completed, no credit is earned when the course is repeated.

When course is completed and the Registrar receives an official transcript from the institution, the transferred course, grade, and credit will be added to the student's transcript.

Grade Reporting

Grade reports will be issued after the completion of each semester. Mid-semester reports will be available on RenWeb about nine weeks into each semester. The semester grade is based on the following calculation: ***(Grade average x 88%) + (Final exam x 12%) = Semester Grade***

Attendance, punctuality, conduct, and effort for each class will also be reflected on grade reports. We encourage parent follow-up calls or conferences concerning grades. Grades received at the end of each semester become part of the student's junior high grade report. The Final Year Grade will be determined by averaging the first and second semester grades.

*****Parents may access student progress reports weekly using RenWeb. Parents will receive instructions and a password from the technology department. Please call the school office for further assistance.***



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Grade Scale

Student grade point averages will be calculated each mid-semester and semester. GPAs will be figured based upon total quality points divided by the number of classes.

Temporarily Incomplete:

For high school, a "TI" (temporary incomplete grade) will be given when part of the work in a course is not completed due to illness or to other circumstances beyond the control of the student at the time grades are due. Temporary incomplete grades must be cleared by the tenth school day of the next grading period or as directed by the principal. It is the student's responsibility to contact his/her teachers concerning make-up assignments. At the end of the 10-day period, if the make-up work has not been completed, the "TI" will be cleared by assigning zeroes for all missing work, and calculating the grade with these zeroes. The grade will be calculated with these zeros.

Letter Grade	Scale	College Prep*	Honors*	AP*
A	100-90	4.0	4.5	5.0
B	89-80	3.0	3.5	4.0
C	79-70	2.0	2.5	3.0
D	69-65	1.0	1.5	2.0
F	64-0			
TI	Temporary Incomplete			
PI	Permanent Incomplete			



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Graduation Requirements Policy

In order to graduate from Lexington Christian Academy's High School, a student must earn 26 credits in accordance with the policy, Course Credit. The graduation requirements are aligned with the Kentucky Pre-College Curriculum (PCC) Guidelines. Students are also required to earn a Bible credit each year they are enrolled in Lexington Christian Academy.

Specific course requirements for the diploma are listed below:

SUBJECT AREA	LCA REQUIREMENT FOR GRADUATION
Bible	4 credits ¹
English	4 credits (English 9, 10, 11, and 12)
Communication	0.5 credit of Speech and 0.5 credit of College Writing ²
Math	4 credits (must include minimum of Algebra I, Geometry, Algebra II and 1 additional credit) ³
Science	3 credits (Physical Science, Biology, and Chemistry) OR (Biology, Chemistry and Science Elective)
Social Studies	3 credits (World Civilizations, US History 11, 1 semester Government, 1 semester Economics)
Health	0.5 credit (1 semester)
Physical Education	0.5 credit (1 semester)
Humanities	1 credit (art, music, digital art/tech classes, Creative Writing) ⁴
Foreign Language	2 credits (both years must be same language)
Electives	3 credits

TOTAL CREDITS REQUIRED FOR GRADUATION: 26 CREDITS

¹ Students who transfer after grade nine will not be required to make up the missing Bible credits.

² Classes of 2019 & 2020 - Students who earn a B or better in AP Language and Composition OR earn a 3,4 or 5 on the AP exam would be exempt from College Writing.

Class of 2021 and beyond - Students who take the AP Language and Composition exam and score a 3, 4, or 5 (same requirement as BCTC) would be exempt from College Writing.

³ Students will be required to take 4 years of math beginning in 2020. The class of 2019 may have 4 math and 3 science or 4 science and 3 math credits. Students that take Geometry or Algebra I in 8th grade may have one credit applied toward high school graduation requirements.

⁴ Humanities credits are specifically designated in the course guide.

⁵ There are 28 credit hours available in high school not utilizing zero hour classes.

Honor Graduates

In order to qualify as an honor graduate, a student must have a 3.50 or higher grade point average.

The three types of honor graduates are:

- ◆ Graduating with Distinction 4.0 or higher
- ◆ Graduation with High Honors 3.7-3.99
- ◆ Graduating with Honors 3.5-3.69



FAITH • SERVICE • EXCELLENCE

Academic Life: High School

Semester Examinations Policy

Semester exams are calculated as 12% of the semester grade. All students are required to take a comprehensive first semester exam. Comprehensive semester exams for second semester must be taken for all students with the following exceptions:

- ◆ **Seniors** will be required to take first semester final exams in all courses but will not be required to take second semester final exams in courses where they have earned an "A" when semester grades are calculated.
- ◆ Any **underclassman** may be exempt from **one** second semester final examination provided the student's semester average in the course chosen for exemption is an "A".

Transcripts for Current Students: Procedure for Processing

- ◆ Student or parent may request a copy of their perspective counselor.
- ◆ The college counselor will submit the required student documentation to colleges that utilize Docufile through Naviance.
- ◆ Colleges that require a mailed transcript will be submitted by the registrar with official stamp and signature.

Requesting Transcripts

Contact the Registrar's office:

Julie Guilliams

LCA Registrar

Phone: (859) 422-5723

Email: jguilliams@lexingtonchristian.org

Contact the High School office at (859) 422-5701.



FAITH · SERVICE · EXCELLENCE

Academic Life: High School

Transfer Credits

The standard unit of credit for graduation will be based on a minimum of 140 clock hours of instruction.

- ◆ Lexington Christian Academy will accept all credits earned in accredited secondary schools, including summer schools, special sessions and educational programs operated by the state. Credit shall also be accepted for courses satisfactorily completed in accredited colleges and universities when prior written approval by the principal is obtained.
- ◆ When credit is awarded in less than whole units, the increment awarded will be no greater than the fractional part of 140 hours of instruction.
- ◆ Students transferring from out-of-state will be required to earn 27 standard credits for graduation. Each student's prior record shall be evaluated to determine the number of credits previously earned and the number of additional credits required for graduation. Specified courses normally taken at lower grade levels shall not be required, provided the student has completed the courses required at those grade levels by the school division or state from which the student transferred. Students transferring from states not granting credit for health and physical education shall not be required to repeat these courses. Students transferring after the beginning of their senior or twelfth grade year shall be given every opportunity to earn a diploma. If it is not possible for the student to meet the requirements for a diploma, arrangements should be made for the student's previous school to award the diploma. If this arrangement cannot be made, an appeal may be made to the Headmaster to request a waiver on behalf of the student.
- ◆ When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit shall not be counted toward graduation requirements.
- ◆ Students transferring from non-accredited schools or from home schools receive credits on the basis of evidence, including at least two of the following:
 - ◇ Course descriptions including the time allotment per course
 - ◇ Results of standardized tests
 - ◇ Results of objective-referenced tests
 - ◇ Pass an LCA examination that is equivalent in scope and content to the final examination for the selected subject.



FAITH • SERVICE • EXCELLENCE

Academic Life: High School

Transfer of Advanced/Honors Courses

Courses which are denoted as “advanced” or “honors” on previous high school transcript(s) will be assigned the same status on the LCA transcript, though shown as “transfer courses”, as long as credits are earned at an accredited high school.

Transfer Students

When a student transfers to LCA after the ninth, tenth, or eleventh grades, credits earned at the previous high school(s) will count toward graduation requirements at LCA.

- ◆ Transfer students are not required to make-up Bible courses missed while not enrolled at LCA.
- ◆ Transfer students are required to take the pre-admission computer exam. Those students who do not pass are required to take Computer Literacy as an elective during their first year at LCA.

Transfer/Weighting of Advanced Placement Courses Recommendation

LCA will calculate weighted credit for a completed AP course (this includes-LCA offered AP courses transferred from a state or regionally accredited school).



FAITH • SERVICE • EXCELLENCE

Athletics

Fan Behavior

It is important that LCA presents itself in a Christ-like manner in all avenues, and this includes our behavior as fans at athletic contests. We would like our students to be seen as enthusiastic students who loudly support their team, but do not fall prey to insults and taunts of the opponents of other schools. A list of general guidelines are below. For more details about LCA Athletics visit www.lexingtonchristian.org/athletics/.

Guidelines

- ◆ Keep all chants and yells directed in positive manner toward our team.
- ◆ Apply self-control over questionable calls by officials.
- ◆ Any costumes must meet modesty guidelines of school. Boys may not remove their shirts. Girls should not reveal their midriff.
- ◆ Students will stand in reverence and respect and pay attention to the flag during the singing of the national anthem.
- ◆ Absolutely nothing should ever be thrown onto playing surface during a contest or timeout.
- ◆ Respect the playing area and keep a safe distance from court or field to give players and official's room to play and work.
- ◆ Refrain from communication and or contact with opposing player or fans.



FAITH · SERVICE · EXCELLENCE

Attendance

Attendance at LCA is a privilege. In order for the student to receive maximum benefit from his or her education, regular attendance is crucial. Any pattern of absences which totals 15 instructional days (excused or unexcused) in a semester is cause for serious concern and may lead to a repeating of the grade or a loss of academic credit.

In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents submit a written note or doctor's excuse. *The parents must sign the note.* The written statement of absence is to be given to the office secretary. Teachers will provide students an opportunity to make up work, which was missed during an excused absence. The school will not grant an excused absence to events in which the school does not have a vested interest as determined by the principal.

***Understand that absences are accrued per class period. Please note that even an absence for half of one period (25 minutes) will be considered an absence on your attendance record.*

When the student has accumulated 10 absences in a semester, the campus principal will contact the parents by mail and may require a meeting with the parents and student to discuss the situation and possible effects on the student's academic standing.

When the student accumulates 15 absences in a semester, the parents will be notified by mail. At this point the student may fail those classes in which the 15 absences have occurred as outlined in our accreditation standards.

Appeal Process:

- ◆ Parents may appeal to the administration and/or Education Committee in writing with documentation.
- ◆ The appeal must be received in the principal's office within 15 business days of the date of the 15th absence to school.
- ◆ The decision of the administration or Education Committee will be communicated in writing.
- ◆ Any absence, for whatever reason (excused or unexcused) shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's record.

Absence Notes:

In order to assist school personnel in distinguishing between truancy and absence for good and sufficient reasons, it is required that parents submit a signed note to the school office that states clearly the reason for the absence or tardy. The campus principal will have final determination for the excused or unexcused status.



FAITH · SERVICE · EXCELLENCE

Attendance

Absences, Attendance & Make-Up Work Policy

Attendance at Lexington Christian Academy is a privilege. In order for the student to receive maximum benefit from his or her education, regular attendance is crucial. Any pattern of absences which totals more than 15 days of instructional time or 15 missed class periods in one subject area per semester is cause for serious concern and may lead to a repeating of the grade, repeating of the class, or a loss of academic credit.

Records of attendance shall be kept for each student. Each campus Principal shall establish procedures for keeping attendance, as well as recording and addressing absences, as approved by the Headmaster. As much as possible, the Principals shall coordinate their respective procedures to ensure consistent implementation among the campuses and grade levels. Absences while participating in an approved school activity are not counted against the student's record.

In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents submit a signed, written note which states that the student was absent for justifiable reasons. Please note that there is a difference in credit assigned for excused and unexcused (truancy) absences as outlined below.

Absences: Excused

A. Definition:

- ◆ Illness
- ◆ Death or severe illness of a family member
- ◆ A reasonable number of religious holidays or church functions approved in advance
- ◆ Health related appointments
- ◆ Family emergencies
- ◆ Family trips or activities approved in advance
- ◆ College visits
- ◆ Approved school activities
- ◆ Special circumstances approved by the Principal

B. Make-Up Work:

Students are responsible for seeking all assignments by contacting the teachers or through online postings. Students may make up work missed during an excused absence for full credit. Missed lab work will not be made up. Students will have one day to make up work for every day they were absent. Exceptions may be determined by the campus principal for extended absences or extenuating circumstances.



FAITH · SERVICE · EXCELLENCE

Attendance

Absences: Excused (cont'd.)

C. Make-Up Tests:

Announced tests for which students had adequate time or prior notice to study shall be made up on the day immediately following the absence unless determined otherwise by the teacher or campus Principal. The home and school should work together to honor the student's good faith effort to attend school following an illness by scheduling make-up tests in a manner that allows academic success.

D. Special Problems:

Parents must apprise the school of special problems that are of a continuing nature related to patterns of absences. School administration, in cooperation with the parents, will make reasonable attempts to ensure that course requirements are met.

Absences: Unexcused

A. Definition:

- ◆ Truancy-the act of a student being away from school without permission
- ◆ Absences not approved by the Principal or that do not lie within the scope as defined by Excused Absences listed prior.

B. Make-up Work and Tests:

Students are responsible for seeking all assignments by contacting the teachers or through online postings; however, for unexcused absences students will receive only partial credit for work completed on all assignments, tests, or quizzes. Partial credit is defined as the highest possible failing grade for each assignment completed with a passing grade. Students will receive a lower grade if their score is less than the highest failing grade. Students will receive a 0 for assignments not completed. Students cannot receive full credit for work completed for unexcused absences.



FAITH · SERVICE · EXCELLENCE

Absences: Unexcused (cont'd.)

All absences not meeting the criteria listed previously are considered unexcused and are also counted with the student's total absences and recorded on the student's report card. The student's absence will be counted as unexcused if the parent does not report the absence by written note explaining the reason for the absence. Students with unexcused absences will be allowed to make up missed work but not for full credit. The administration may determine that an absence is unexcused even though approved by the parents.

***A Pre-Excused absence form should be picked up from the school office and returned for approval two weeks before any planned absences. Homework for absences should be accessed off the website or requested by students from teachers on the day they return.*

Students are permitted to make up work missed for excused absences. It will be counted if turned in within the allotted time (see page 3). Students will receive no credit for work missed during an unexcused absence unless the principal, with the teacher, permits the work to be made up and counted. Some teachers may require work missed during unexcused absences to be completed and turned in even though no credit will be received for it.

Absence Procedures

Absence on the Day of a Test: If a student is absent on the day a test is given, and the student was present at school when the test was announced, the student is expected to take the test on the day they return to school. The test must be made up before or after school in a specially designated location so that they will not miss additional class time. (Tests must be made-up according to policy without additional days for preparation.)

Absence on the Day Before a Test: If a student is absent the day before a test is given, and the student was present at school when the test was announced, the student is expected to take the test on the day they return to school provided they were at school for adequate review time. If the teacher determines they missed the test review, adequate review time should be given prior to taking the test.

The test must be made up before or after school in a specially designated location so that they will not miss additional class time. (Tests must be made-up according to policy without additional days for preparation).

The principal must ensure that guidelines set by the individual teacher are consistent with this policy and procedure.



FAITH · SERVICE · EXCELLENCE

Attendance

Absence Procedure: Notification

When your child is absent from school, please call or e-mail the school office. The following procedures apply to absences:

- ◆ Teachers and the receptionist will maintain an accurate record of attendance. The attendance record will appear on report cards.
- ◆ Please call or e-mail the receptionist by 9:00 a.m. on the day of the absence to inform the school of the reason for the student's absence.
- ◆ Please have your child turn in a physician's or parent's note to the receptionist stating the reason for the student's absence. This needs to be done the day the student returns to school. These notes may be verified by a phone call.
- ◆ Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
- ◆ An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return.
- ◆ Students are expected to attend school for the entire day of competition and the entire day after competition. If a student is absent, a valid written excuse must be submitted to the administration.
- ◆ When parents are aware of special problems concerning their child, which are of a continuing nature and related to patterns of absence, the parents must notify the administration of the special nature of the problem. The administration, in cooperation with the parents, will make reasonable attempts to ensure that course requirements are met and teachers are informed.



FAITH · SERVICE · EXCELLENCE

Attendance

Arrival & Dismissal

The following procedures will be in place to ensure the safety of your K-12 student on campus:

- ◆ Students may not be dropped off prior to 7:30 a.m. unless they are meeting a teacher for tutoring, or making up a test.
- ◆ Students who are not picked up by 3:45 p.m. must report to the gymnasium hallway. This excludes students participating in athletics or other school activities.
- ◆ Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, chapel, lunch or any other scheduled event for any reason without prior administrative approval.
- ◆ Students must sign in or sign out in the school office when arriving to school late or leaving school early.
- ◆ When a student needs to depart from school early for an appointment, the parent must send a note, e-mail or call the receptionist as early in the day as possible. Students will need to be signed out at the receptionist's desk by their parents. Students are responsible for missed work when leaving early.
- ◆ If students become ill during the day, they are to get a pass from their teacher and report to the school office where the receptionist will contact the parent to determine if it is necessary for the student to go home early.
- ◆ When checking out a student, the parent or guardian may be required to show their driver's license to confirm identification.
- ◆ Students may not leave campus for lunch.
- ◆ Students may not sign out and leave with another student.



FAITH · SERVICE · EXCELLENCE

Attendance

Homework

It is the student's responsibility to contact the teacher regarding make up homework. If a student is absent one day, please check Canvas for missed work. If a student is absent two or more days, parents may call the school office by 10:00 a.m. to request assignments from the teachers to be picked up by 3:00 p.m. Teachers will provide students with the opportunity to make up work that was missed during an excused absence. If the student misses a lab, the lab will not be made up.

Special Health Problems: When parents are aware of *special health problems concerning their child*, which are of a continuing nature and related to a pattern of absence, the parents must apprise the school of the special nature of the problem. School authorities, in cooperation with the parents, will make reasonable attempts to arrange for alternative educational experiences in an effort to ensure that the maximum course requirements are met.

Medical Appointments: If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should not be scheduled so that a student misses the same class consistently.

Practices: Attendance will be taken in each class and entered into the database as well as kept in teacher classroom record books. A Daily Absentee List will be generated and distributed along with morning announcements. The Athletic and Competitive Extracurricular Activities Eligibility Policy states that students are expected to attend school for the entire day of a competition and the entire day after a competition. Students may not participate in any school sponsored extracurricular activity (e.g. athletic team practices/games, class socials) if they are absent any part of the day of the event. A physician's note for a scheduled appointment is the primary reason a student would be permitted to participate in a school activity that day. An absence list will be distributed each morning, and a summary attendance list will be available in the office near the close of each school day. Coaches and other sponsors are to monitor students who may not participate due to missing all or part of a school day.

A student returning to school following an absence, *even a portion of a day*, must take either a physician's note or a parent's note stating the reason for the absence to the school secretary before 8:20 a.m. These notes may be verified by phone. The student will be given an admit slip which indicates if the absence is excused or unexcused. If a student returns to school without a properly signed note, they also must obtain from the school secretary an admit slip which indicates "unexcused" because no note was shown. The admit slip is to be signed by each teacher, kept by the 7th period teacher, who in turn gives it to the school secretary for filing. Teachers will ask students for the form if students fail to ask for their signatures.



FAITH · SERVICE · EXCELLENCE

Attendance

Making Up Missed Work

- ◆ If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student should e-mail the teacher requesting the assignments or check Canvas. It is the student's responsibility to contact the teacher regarding any make-up work.
- ◆ Students may make up work missed during an excused absence for full credit. Students with an unexcused absence can score no higher than a 69% on make-up work.
- ◆ Students will have one class period for each day absent to make up work.
- ◆ A plan for making up work for an extended absence should be arranged with each teacher prior to the absence.
- ◆ If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return to that class unless determined otherwise by the teacher or principal.
- ◆ For students who have been absent for two or more days, parents may contact the receptionist to request homework assignments. Homework assignments may be picked up in the school office between the end of school and 4:00 p.m.



FAITH · SERVICE · EXCELLENCE

Attendance

Tardiness

Regular attendance and punctuality to class are essential to success in school and later on the job. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class every day.

Tardiness Procedures

When tardy to class (unexcused):

- ◆ A student late to class less than three minutes without a valid hall pass or admit slip that justifies the lateness is tardy to class. Students with justification given by the office or a teacher are not tardy and their lateness is not to be recorded as a tardy. Students who have a matter of personal illness or personal hygiene are to indicate the problem to a member of the office staff.
- ◆ A student late to class from between 3 to 25 minutes without proper justification will be given one detention hall for having an elongated tardy.
- ◆ A student late to class more than 25 minutes without proper justification is not considered tardy to class and should not be counted as such. Rather, the student is to be sent directly to the principal for skipping class.
- ◆ Penalties for tardiness (less than three minutes) to class each semester are as follows:

2 nd tardy.....	Warning
3 rd tardy.....	Detention hall

When tardy to school:

A student tardy to school is also tardy to class. All procedures related to class tardiness apply. A student arriving to school after 8:20 a.m. must sign-in with the school secretary and receive an admit slip to enter class. In order to alleviate conflict and clarify valid reasons for being excused, the following examples are provided:

- ◆ Illness (personal or immediate family)
- ◆ Extremely poor weather conditions.
- ◆ Involvement in automobile accident.
- ◆ Emergency at home.
- ◆ Medical/dental appointment.



FAITH • SERVICE • EXCELLENCE

Campus Life: Addresses

ADDRESSES

ROSE CAMPUS

**450 West Reynolds Road
Lexington, KY 40503**

Main: (859) 422-5700

Fax: (859) 223-3769

6th Grade Academy

Main: (859) 422-5703

Fax: (859) 422-5784

Junior High Office

(Grades 7-8)

Main: (859) 422-5702

Fax: (859) 422-5792

High School Office

(Grades 9-12)

Main: (859) 422-5701

Fax: (859) 224-0456

IMMANUEL CAMPUS

**Immanuel Baptist Church
3100 Bates Creek Road**

Lexington, KY 40502

Preschool & TK-2

Main: (859) 422-5705

Fax: (859) 422-5795

Grades 3-5

Main: (859) 422-5704

Fax: (859) 422-5795



FAITH • SERVICE • EXCELLENCE

Campus Life: Arrival & Dismissal

Arrival

6th Grade Academy

Parents can drop off their children in 6th Grade Academy car line drop off between 7:30 a.m.-8:10 a.m.

Junior High

Parents can drop off their children in the junior high student drop off between 7:30 a.m.-8:10 a.m. Students should report to the main gym where they can socialize with friends, study for classes, or play. Students may sit at the tables in the gym hallway only if they are eating. At 8:10 a.m., the junior high hallways will open, students can go to their lockers and then report to 1st period.

High School

Parents can drop off their children in the high school student drop off between 7:30 a.m.-8:10 a.m. Students can go to their lockers and prepare for their 1st period. If a high school student is driving his/herself, then he/she needs to arrive and report to 1st period by 8:20 a.m.

Dismissal

6th Grade Academy

Students who are leaving school at 3:20 p.m. will be dismissed via a carline. If a parent is unable to pick up his/her child at 3:20 p.m., the student can remain in the gym hallway until 5:30 p.m. During this time, the school provides concessions for sale and adult supervision.

Junior High

Parents can park and wait for their children in the "junior high student lot." The students are dismissed at 3:20 p.m. If a parent is unable to pick up his/her child at 3:20 p.m., the student can remain in the gym hallway until 5:30 p.m. During this time, the school provides concessions for sale and adult supervision.

High School

Parents can park and wait for their children in the "high school student lot." The students are dismissed at 3:20 p.m. If a parent is unable to pick up his/her child at 3:20 p.m., the student can remain in the gym hallway until 5:30 p.m. During this time, the school provides concessions for sale and adult supervision.



FAITH · SERVICE · EXCELLENCE

Campus Life: Arrival & Dismissal

Campus Facilities - Stewardship

LCA students and faculty are privileged residents of the Rose Campus and should act responsibly. It is a beautiful facility that each student and teacher should feel honored to call home this year. Thank you for helping care for them properly.

School administration asks that students abide by the following regulations:

- ◆ No student is to be in undesignated areas except for PE, Chorus, Band, Orchestra, or chapel.
- ◆ All food and drink is to be consumed in the lunchroom.
- ◆ No opened drinks are to be kept in lockers or brought upstairs from the lunchroom (screw top water bottles are permissible in lockers only).
- ◆ Students are to help teachers clean up rooms at the close of each school day.

Campus Visitation

Parents and alumni are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who wish to visit classes do so within the following guidelines:

- ◆ Please contact the school in advance to schedule your visit.
- ◆ At the time of your visit, sign in at your student's school office, where a visitors badge will be provided.
- ◆ Students are not allowed to have friends from another school visit during lunch or during the school day without prior approval from the principal.
- ◆ Any items such as lunch, books, or uniforms that need to be dropped off during the school day should be left in the office. The receptionist will call the student to the office to pick up the item(s).



FAITH · SERVICE · EXCELLENCE

Campus Life

Carline Procedure (6th Grade Academy)

Confusion can occur when parents relay “change-of-plans” messages in the car line. Please be diligent to notify the office no later than 30 minutes prior to dismissal of a change regarding the dismissal of your student. If plans have not been relayed by a note to the teacher or a call to the office, your student will not be dismissed until the office can confirm the change with the parent. Students will be supervised by faculty members at their assigned exit and must be picked up within 15 minutes after school is dismissed. Parents are asked to contribute to maintaining a safe pickup process by using the carline at all times.

Closed Campus

Lexington Christian Academy maintains a closed campus. All visitors to the school must enter each office by its entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum safety for all students. Non-LCA guests are not allowed in the classroom or in the lunch room without prior approval from the administration. Parents must sign in at a school office, and must also sign in/out a student at the office, and will not be permitted to sign in/out a student via the Wings Store.

Cross-Campus Traffic

All traffic between the High School and Junior High is allowed if a class is taken in that campus; otherwise, a student must have permission. All traffic through the 6th Grade Academy is prohibited without staff supervision. Junior high school students who enter the high school or 6th Grade Academy portion of the building without permission will be subject to disciplinary action.



FAITH · SERVICE · EXCELLENCE

Campus Life

End of Day Dismissal/Pick-Up

Parents, or designated representatives, who are picking up students prior to the end of school should go directly to the campus office, sign for the student, and follow the campus procedures for dismissal. People not known by sight to office personnel should be prepared to show picture identification. Office personnel will also verify that they are on the list of people authorized to pick up your child. Please make sure emergency information provided to the school is updated.

In order to ensure the safety of your student at all times, the school will maintain a list of people who are authorized to pick up your student(s). A written note from home will be required before students will be released to anyone not on the list of people authorized to pick up their student(s). In an emergency you must call the school office to discuss pick up arrangements.

Field Trips

Field trips are considered a very valuable educational opportunity for the students of Lexington Christian Academy. The teachers will plan field trips that relate to their curricular studies. Parents will be notified in advance, usually through the classroom newsletter, and must provide permission for each field trip the student takes. Children will not be able to participate without a signed permission slip. Students not attending a field trip will remain in the parent's care and may be given an alternative assignment by the school. Additional fees may be necessary for some trips. Parents are encouraged to go on field trips to provide transportation as well as supervision. All students will be required to wear seatbelts. For safety reasons, younger siblings cannot accompany parents on field trips.

Volunteers who transport children in their private vehicles, or act as overnight chaperones (at any age level) will be subject to submission to a criminal background check in accordance with KRS 156.483, KRS 17.160 and KRS 17.165 and/or in accordance with the reporting agencies' rules and procedures as applicable. Additionally, volunteers who will be in a position of oversight of students without a supervisor or administrator of LCA (who has undergone a criminal background check present may be asked to submit to a criminal background check as well). **NO VOLUNTEER shall have any contact with students until the results of the criminal background check are received and approved by LCA.**

Gum

Gum chewing is not allowed in Grades 6-8. Students in Grades 9-12 are permitted to chew gum.



FAITH • SERVICE • EXCELLENCE

Hall Passes

All students who have a staff member's permission to leave the classroom or office and enter the hall must have in their possession a hall pass.

Lockers

Students will be assigned a locker for the 6th Grade Academy and Junior High/High School. These lockers are for the student's convenience, but are school property. The administration reserves the right to search the contents of a locker. Locker checks may be made during the course of the school year to ensure cleanliness. Although the principal will investigate any reports of stolen property, the school cannot be held responsible for items lost or taken from lockers. Students will be held accountable for damage caused to lockers, including the permanent jamming of locks. **Students are not allowed to write on the inside or outside of any locker.**

Lost & Found

The offices at the Rose Campus will maintain their own respective "lost and found" tables. A lost and found is also located in Officer Hart's office in the High School. Both the 6th Grade Academy and Junior High/High School students/parents must refer to this location. If an item is lost, a form must be filled out and turned into the office for an inquiry to be made concerning the missing item. Forms may be found at each office.

**Any and all belongings found unattended will be confiscated and locked up for protection. This process is implemented to protect personal belongings and have them secured for safe keeping until the owner can be identified.*

Media Center/Library

Over the last several years, the library facilities and collection have been upgraded to include individual study areas, multi-media technology, and research resources. Individual classes may schedule library time to work on projects or research papers. The library is open during regular school hours. Students will be assessed a late charge of \$0.05 per day for overdue books.

Library hours are 7:30 a.m.—3:45 p.m. school days only, unless otherwise posted.

**Students have access to the media center laptops and printing at no charge.*



FAITH · SERVICE · EXCELLENCE

Morning Pledges

Every morning our students start their school day reciting pledges to the American flag, Christian flag, and Bible. In addition, our students will spend time sharing prayer requests, scripture, and then prayer.

Parent Involvement

Lexington Christian Academy is delighted that you have entrusted the formal education of your child to our school, and we consider ourselves a partner with you in the educational process. Parents are encouraged to volunteer at the school on a regular basis. Opportunities are available to volunteer in the regular classroom or a specials' class. All visitors are asked to sign in at the school office.

Parents Teacher Fellowship (PTF)

The purpose of the Parent Teacher Fellowship is to provide all LCA parents (PS-12) with opportunities to connect with the school and build relationships through service and involvement. There are six sub-teams that parents are able to sign-up to participate with: Community/Service Outreach, Fundraising Events, Teacher Appreciation Events, School Social Events, Parent Ambassadors, and Prayer Team. These groups will impact every aspect of school life. We encourage every family to give wherever your heart leads you, whether it is one team or all teams.

School Supplies

General school supplies are listed on the school summer webpage by every campus before each new school year.

Workbooks are supplied by the school and are included in the tuition package for Junior High students.

High School students are required to purchase/rent their textbooks through the online link provided on our school website. Some art and music supplies are provided.

**Students must reimburse the school for any lost or damaged textbooks. Students furnish Bibles (NIV).*



FAITH · SERVICE · EXCELLENCE

Campus Life

Student Vehicles (High School Only)

Vehicle Use on Campus

Student driving and parking on campus is a privilege. The following are guidelines governing student drivers:

- ◆ Students who operate a vehicle on school property must have a valid driver's license as well as insurance.
- ◆ Students who drive to school must register their vehicle with the high school office by the end of the second week of school or immediately upon receiving their license (requires student driver to obtain a parking tag in the high school office).
- ◆ Students may park only in their assigned parking area.
- ◆ Reckless or careless driving will not be tolerated.
- ◆ Vehicles are not to be moved during the school day without administrative approval.
- ◆ Once a student arrives on school property, students are required to immediately leave their vehicles and enter the school building.
- ◆ Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
- ◆ No writing, pictures, or symbols shall be displayed on any vehicle which promotes a philosophy contrary to the philosophy of LCA.
- ◆ No loud music will be permitted in the vehicles while on school property or at school activities.
- ◆ The administration reserves the right to search vehicles parked on school property for illegal drugs, alcohol, or other inappropriate contents.
- ◆ Violation of any of the above vehicle guidelines may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.



FAITH · SERVICE · EXCELLENCE

Campus Life

Student Vehicles (High School Only)

Student Drivers-No Pass No Drive & KRS159.051

No Pass No Drive Statute KRS 159.051 (effective August 1, 2007) governs loss of driver's license or permit due to academic deficiency or dropping out of school.

Students who are 16 and 17 years of age applying for a drivers permit or license must submit form, School Compliance Verification Form for Driver Licensing. Students must request this form from the high school office at least one day prior to their appointment with the DMV.

By law, LCA is required to inform the Transportation Cabinet of any student that is in non-compliance. A student is in non-compliance when he/she has received 9 or more unexcused absences, or has dropped out of school, or has not received passing grades in at least 66% of course work taken in the previous semester. In our current 7 period day, the student must pass 5 classes in the previous semester. The student in non-compliance will have his/her permit or license revoked until compliance is regained according to the statute.

Further, reporting of Students in Non-Compliance with KRS 159.051 is required. LCA is required to report students who are in non-compliance with KRS 159.051, which governs loss of driver's license or permit due to academic deficiency or dropping out of school.

The Assistant Principal will be required to:

1. *Become familiar with their responsibilities via the Division of Driver Licensing website.*
2. *Track and report non-compliance of all 16 and 17 year old students to the Division of Driver Licensing.*
3. *Immediately contact the parent or guardian of any student in non-compliance by phone and letter.*

The report can be made at the end of the semester or earlier as appropriate. In the event a 16 or 17 year old student drops out of school, the school will report it immediately. One to three administrators will be registered as "authorized users" at the web portal of the Division of Drivers Licensing. They will be required to become familiar with their responsibilities via the Division of Driver Licensing website.



FAITH · SERVICE · EXCELLENCE

Campus Life

Toys & Other Distractions

Toys and other items that would cause a distraction to classroom environment are not permitted at school.

Volunteerism: Parental Involvement & Background Checks Policy

Lexington Christian Academy is a partnership between the home, the church, and the school. Volunteers and parents serving as volunteers make important contributions to the educational process of the students. Throughout each school year each campus will have available a list of opportunities to volunteer, including, but not limited to, classroom and office assistance, fundraising activities, field and mission trip chaperones, Board committees, Parents in Prayer, and Parents and Teachers in Fellowship (PTF).

All volunteers, regardless of position of volunteerism, shall be in agreement with the Purpose (Article 2); Mission (Article 2); Statement of Faith (Article 3); Statement of Marriage, Gender, and Sexuality (Article 4); Statement of Sanctity of Life (Article 5); Theological Stance (Article 6); Philosophy (Article 8); and all Basic Goals and Objectives (Article 7) of Lexington Christian Academy stated in these the current Amended and Restated By Laws of Lexington Christian Academy. Further, all volunteers will be willing to sign a Statement of Faith; profess Jesus Christ as their personal Lord and Savior; adhere to the basic precepts of historic, orthodox Christianity made visible by active membership in a local church; provide each student the ability to study and develop his spirit, mind and body in a wholesome Christian environment; agree to abide by all guidelines, procedures, and policies as set forth by LCA; and are willing to submit to the authority of their supervisor or administrator.

All volunteers that act as a coach, assistant coach or perform any of the duties of a coach or assistant coach on any LCA athletic team (competitive or club sports at any age level); or volunteers who act as a leader, sponsor, director or assistant to any of these positions to any LCA extracurricular organization (at any age level); or volunteers who transport children in their private vehicles, or act as overnight chaperones (at any age level) will be subject to submission to a criminal background check in accordance with KRS 156.483, KRS 17.160 and KRS 17.165 and/or in accordance with the reporting agencies' rules and procedures as applicable. Additionally, volunteers who will be in a position of oversight of students without a supervisor or administrator of LCA (who has undergone a criminal background check present may be asked to submit to a criminal background check as well). **NO VOLUNTEER shall have any contact with students until the results of the criminal background check are received and approved by LCA.**

No payment or financial benefit will be given for volunteer services.



FAITH • SERVICE • EXCELLENCE

Communication

In order for school and home to join in partnership, communication is vital. The school shall make every effort to effectively communicate with the home. Examples of standard communication techniques are described below:

The Chronicle: A monthly publication designed to provide additional information about our school, the leadership team, faculty, alumni, and much more.

Daily Announcements (Junior High and High School Only): If the information is deemed important, it will be posted on Parent Web under “Documents,” posted on the lobby monitor, sent to teachers to announce to class, as well as posted on the announcement’s bulletin board for students to read.

Emails: Each school office will utilize mass e-mails periodically throughout the school year to communicate important information.

Flyers: On occasion, special flyers with important information are sent home at the end of the school day. These flyers are distributed through the seventh period classes or Thursday folders.

LCA Tidings: Published near the beginning, middle and end of each school year, this publication focuses on celebrating all of LCA’s accomplishments during the school year.

Social Media: Follow LCA on these social media pages

- ◆ Facebook—www.facebook.com/LexingtonChristianAcademy
- ◆ Twitter—@LCAKYEagles
- ◆ Instagram—lca_ky_eagles

Text Alerts: LCA’s text alert system is used to notify families of important pieces of information or reminders. For example, LCA will use the text alert system to announce snow days.

Website Information: You may find all pertinent information concerning Lexington Christian Academy via our website at www.lexingtonchristian.org. Click on the Academics tab, then select your relevant campus.

Wingspan: Wingspan is a weekly newsletter sent to all families on Thursday. Wingspan is the primary means of sharing important information with our parents and students include: school news, upcoming events, and reminders. Within Wingspan, families will find “campus connections” highlighting information, not only for the entire school system but for each campus as well.



FAITH · SERVICE · EXCELLENCE

Communication

Phone Messages & Procedures

Students are not to use their cell phones during the school day; this is a violation of school rules and will be disciplined accordingly. If there is a genuine need to call home, students can come to the school office to use the phone.

Parents, if you have an important message that needs to be relayed to your child, please call the school office and we will deliver the message to your son's/daughter's classroom. Please limit telephone messages for students. Only necessary and emergency messages will be delivered to students. Students do have the opportunity to use the office phone in the event of a necessary matter or emergency situation. Messages for student group activities/sporting events will be made during the morning and/or afternoon announcements.

Parent-Teacher Conferences

Please call the school secretary in advance to schedule a meeting. A full day of Parent-Teacher Conferences will be scheduled after each mid-semester grading period.

Problem Resolution Procedure

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, or a parent and the school. This is often the result of a lack of communication between those involved. Therefore, in an effort to allow communication to flow freely based on the scriptural model given in Matthew 18 the applicable procedure follows:

1. All questions, problems or complaints regarding a teacher should be brought to the teacher first before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should then be brought to the principal.
3. If the problem is still unresolved, it should then be referred to the Headmaster.



FAITH • SERVICE • EXCELLENCE

Counseling

Overview

Galatians 6:2 says, "Bear ye one another's burdens..." The main goal of the counselor is to help students with those concerns, academic and/or personal, which need to be shared. It is only to this end that the counselor will be successful.

Resources and services offered include assistance in educational planning, interpretation of test scores, help with difficulties encountered in class, and personal problems which arise from time to time. An appointment is all that is required to meet with any school counselor; however, students may see them on a walk-in basis, without an appointment, if they are available.

Staff

6th Grade Academy/Junior High Guidance Counselor

Nancy Jaeger

859-422-5777

njaeger@lexingtonchristian.org

High School Coordinator of Academic and Counseling Services

9th & 10th Grade Academic Advising

Callie Donovan

(859) 422-5744

cdonovan@lexingtonchristian.org

Vacant, Junior College Counselor

Vacant, Senior College Counselor



FAITH · SERVICE · EXCELLENCE

Counseling

Descriptions

6th Grade Academy/Junior High Guidance Counselor

The Counselor is responsible for the guidance and support services as provided at the junior high campus. It is the Counselor's duty to design and maintain student support services as aligned with the vision, beliefs, mission, and expectations for student performance as defined by the school. The Counselor will design and manage a system of referral services for counseling as needs are identified.

Coordinator of Academic & Counseling Services

9th and 10th Grade Counselor

The Coordinator of Academic and Counseling Services is responsible for the guidance and support services as provided at the high school campus. It is the duty of the Coordinator of Academic and Counseling Services to design and maintain student support services as aligned with the vision, beliefs, mission, and expectations for student performance as defined by the school. The Counselor will design and manage a system of referral services for counseling as needs are identified.

High School College Counselor

The College Counselor is responsible for the guidance and support services as provided at the high school campus. It is the Counselor's duty to design and maintain student support services as aligned with the vision, beliefs, mission and expectations of student performance as defined by the school. The Counselor will have familiarity with the goals, objectives, and mission of a Christian school; the ability to respond effectively to the needs of our student and parent population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.



FAITH · SERVICE · EXCELLENCE

Dress Code

Standardized Dress Code Philosophy

It is the desire of LCA that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. While some aspects of the standardized dress code (SDC) are not biblically mandated, the idea of submitting to God-given authority is a biblical concept. The SDC is not intended to measure spirituality but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

Dress Code

- ◆ Modesty is required at all times at any school event or function.
- ◆ No tight-fitting or spandex polos.
- ◆ All clothing must be modest and unrevealing in cut, fit, and texture.
- ◆ The SDC does not require purchasing items from specific vendors.
- ◆ Students must be in compliance with the SDC prior to entering school and continue until the end of the school day.
- ◆ The SDC is for all school days with exceptions as previously approved by the principal (Spirit Weeks, students with injuries, etc.) and Friday Spirit Dress (defined as Friday Spirit Day outlined on page 64).

SDC Shirts

- ◆ Students must wear a polo at all times (with the exception of Friday Spirit Day as defined below), including under sweaters, sweatshirts, pullovers, or zips (3/4 or full).
- ◆ Must be a traditional polo or oxford style (long or short sleeved).
- ◆ Must be a solid color (any color).
- ◆ Must have a collar.
- ◆ Must have buttons. No more than two buttons will be left unbuttoned.
- ◆ Must have a placket interfacing with a seam on each side of the buttons.
- ◆ Shirts must have sleeves.
- ◆ Students may wear an appropriate plain white, short or long sleeve crew neck t-shirt under a standardized polo or oxford shirt.
- ◆ The shirttail must be tucked in at all times.



FAITH · SERVICE · EXCELLENCE

Dress Code

SDC Pants, Skirts and Shorts

- ◆ Must be Chino, Cargo or Khaki style only.
- ◆ Must be khaki (tan or beige) in color.
- ◆ No corduroy fabric is allowed.
- ◆ No leggings, jeggings, or tight-fitting spandex, jean-cut, or low-rise pants.
- ◆ Shorts and skirts must be no shorter than three inches above the knee.
- ◆ Pants and shorts must have standard belt loops.
- ◆ Students must wear a belt. The belt must have a buckle and be easily visible. This excludes shirts that do not have standard belt loops.

SDC Sweaters, Sweatshirts and Vests

- ◆ Students may wear a solid color sweater, sweatshirt, pullover, or zip (3/4 or full) with a logo no larger than a credit card.
- ◆ Students may wear LCA logoed sweatshirts (crewneck or hooded) purchased through the school store or LCA team's spirit pack (e.g. athletic team, fine arts program, robotics team, etc.).
- ◆ These pieces are not required to be tucked in, but must be long enough to tuck in.
- ◆ Students may wear an LCA letterman jacket any day of the week.
- ◆ SDC Scarves
- ◆ Students may wear a solid colored scarf (no patterns) of any material.

SDC Scarves

- ◆ Students may wear a solid colored scarf (no patterns) of any material.

Other Requirements

- ◆ Footgear (shoes or sandals) must be worn and be neat and clean.
- ◆ No outerwear is to be worn in class, excluding sweatshirt material and letterman jackets.
- ◆ Hats, hoods, bandannas, scarves, sweatbands or other pieces of cloth worn as head coverings or sunglasses must not be worn in the building.
- ◆ Fads, trends, innovative fashions, extreme hairstyles/hair color, jewelry, make-up and/or clothing, which the principal deems to be potentially disruptive or inappropriate will not be allowed.
- ◆ Visible pierced jewelry is only allowed in the ears for girls. No visible pierced jewelry is allowed for boys.
- ◆ No visible tattoos are allowed.
- ◆ School attire must be free of suggestive words/pictures, offensive advertisements, holes or frayed designs.
- ◆ Boys' hair is not to exceed the middle of the ear on the sides, top of the collar on the back, and top of eyebrows on the front. Facial hair (goatee, beard, and moustache) is not allowed.



FAITH · SERVICE · EXCELLENCE

Dress Code

Friday Spirit Day

- ◆ Every Friday, students may wear any style LCA shirt, sweatshirt (including hoodies) or letterman jacket that is modest to promote school spirit. This top must be professionally manufactured by LCA for students or be part of an LCA team's spirit pack (e.g. athletic team, fine arts program, robotics team, etc.).
- ◆ Students may wear SDC pants, shorts, skirts, or blue jeans (blue jeans cannot have holes in them).
- ◆ Students may also wear an SDC shirt and jeans on Friday (blue jeans cannot have holes in them).

Dress Up Days

- ◆ Dress up days will be announced in advance. The dress code will be outlined by the school principal.

Dress Down Days

- ◆ Dress down days will be announced in advance. The dress code will be outlined by the school principal. This includes school-wide or individual class activities (e.g. service day, field trips, etc.).

Injured Dress Code

- ◆ If a student has been injured and cannot dress per the Standardized Dress Code due to a cast, medical boot, splint, etc., then the student or family must make a written request to the school principal/assistant principal in order to dress according to the modifications below.
- ◆ LCA colored sweatpants (royal blue, gray, black or white).
- ◆ Solid-colored spandex or leggings covered with LCA colored (royal blue, gray, black or white) baggy athletic shorts.
- ◆ LCA Spirit Day top purchased through the school store or team's spirit pack.



FAITH · SERVICE · EXCELLENCE

Dress Code

Prom, Homecoming and Senior Convocation Dress

Pre-approval Process

Attendees have the option to submit a picture of their dress for pre-approval. Any attendee who chooses to submit their dress for pre-approval is not subject to re-evaluation at the time of the dance. The dresses will be pre-approved by a committee of three women. The same women will be conducting the dress evaluation at the dance. ALL attendees who do not submit their dress prior to the dance are subject to "dress check" upon entry.

Guidelines for Pre-approval

- ◆ Attendees must submit pictures of the dress they are wearing to the event.
- ◆ The attendee must be wearing the dress in the pictures.
- ◆ Pictures should show the hem, neckline, front, and back of dress.
- ◆ If the dress is changed/altered between the time of pre-approval and the day of the dance, the attendee may be subject to "dress-check".
- ◆ Pictures/questions should be emailed to promdress@lexingtonchristian.org.

Dress Guidelines

- ◆ Must not have a plunging or revealing neckline.
- ◆ Length must not be higher than three inches above the knee, including sheer material and slits.
- ◆ Must not have a backside lower than the waistline.
- ◆ Must not have cutouts below the neckline or sides.
- ◆ Must not have midriffs, including sheer material.

Senior Convocation

- ◆ Dresses must not be sleeveless. Shoulders must be covered.
- ◆ Dress length must not exceed three inches above the knee.
- ◆ Girls may wear dress pants or pant suits. Shoulders must be covered. Spandex material is not allowed.
- ◆ Boys must wear ties or bowties.
- ◆ Boys must wear dress pants or khakis.



FAITH · SERVICE · EXCELLENCE

Dress Code

Standardized Dress Code Violation Policy

1st Offense

- ◆ Verbal warning issued.
- ◆ Violation will be corrected if possible, if not possible, student will be sent to the office and remain in the office until a parent can help correct the issue.
- ◆ Violation reported to administration and documented.

2nd Offense

- ◆ Written warning issued.
- ◆ Violation will be corrected if possible, if not possible, student will be sent to the office and remain in the office until a parent can help correct the issue.
- ◆ Violation reported to administration and documented.
- ◆ Parent Communication via email or phone call.

3rd Offense

- ◆ Violation will be corrected if possible, if not possible, student will be sent to the office and remain in the office until a parent can help correct the issue.
- ◆ Detention assigned.
- ◆ Parent Communication via phone call.

4th Offense

- ◆ Violation will be corrected if possible, if not possible, student will be sent to the office and remain in the office until a parent can help correct the issue.
- ◆ Junior High – Tuesday/Thursday Detention assigned.
- ◆ Senior High – Friday School assigned
- ◆ Parent Communication via phone call.

Should any further violations occur, a parent meeting would be scheduled with the Principal to discern the underlying problems contributing to the ongoing lack of compliance. The Principal will then recommend to the Head of School actions necessary to bring final resolution to the issue.

PE Uniforms

6th Grade Academy students **do not** need PE uniforms.

Students in Grades 7- 9 are required to wear PE uniforms (blue LCA Athletics t-shirt and either gray or black athletic shorts). These uniforms should be purchased in the Wings Store.



FAITH · SERVICE · EXCELLENCE

Health & Safety

Accidents & Illness

Limited first aid is available through the school office. Please be sure that any injuries are reported to the teacher in charge. All accidents must be reported on the proper form. Any time you are ill or are injured, report to the principal's office. The school secretary will assist you and if necessary, contact your parents. **Do not leave the school or miss a class due to illness without notifying the office.**

Changes in Health

Parents are required to keep the school informed if there are any major changes in your child's health and/or medications. Also, let the appropriate school office know of any changes in phone numbers to the emergency form (especially changes to work numbers or daytime phone numbers, addresses, etc.).

Students should not return to school if they have experienced fever (100.4 degrees or higher), diarrhea, or vomiting within the last 24 hours. Reducing a fever with medication does not mean your student is fever free. Please be diligent in helping to reduce the spread of illness by following the 24 hour procedure.

If students experience any of these conditions during the school day, parents will be called to pick them up. A child with conjunctivitis (pink eye) must use a prescription antibiotic cream or drops for 24 hours before returning to school.

Fever

If a student develops a fever (100.4 degrees or higher) while at school, a parent will be called and must pick their child up as soon as possible. The child will not be permitted to remain at the school. Medication may be administered, but will only be done so to aid the child until a parent can arrive.

**If the student is out sick with a fever, they may not return to school until the fever is non-existent for 24 hours (unaided by meds).*



FAITH · SERVICE · EXCELLENCE

Health & Safety

Health Services

All parents must complete an Emergency Form online via RenWeb for each student. Parents are responsible for making changes to the Emergency Form through Parent Portal under:

WEBFORMS>Student Demographic Form>Student Medical Information.

Prescription Medication

On occasion, it is necessary for students to take medication during the school day. In order to ensure that medication is appropriately given, the following steps need to be taken:

- ◆ All prescription medicines need to be added in FACTS SIS by the parent under the student medical information section.
- ◆ All prescription medicine needs to be turned into the office to be secured during the school day for the length of the school term, and will be returned to the parent upon request.
- ◆ All medicine will be administered at the time(s) requested by the parent by office personnel only, and an email notification will be sent to the parent once medication is administered.
- ◆ The student is responsible for taking it at the appropriate time.
- ◆ Only daily doses may be brought to school, which by federal law must be in the original container with full prescribing information labeled. Your pharmacist can provide duplicate bottles or vials with labeling for school.

Non-Prescription Medication

For non-prescription medication (i.e. aspirin, antihistamine, etc.), parents are required to grant/deny the school permission to administer medication by filling out the medical section in the Emergency Form; otherwise, a call must be made to the parent for permission. If we are unable to reach the parent, no medication will be administered.

Medication Disposal

At the conclusion of the fall semester in December and the spring semester in May, all leftover medicines, including prescription medicines, will be collected by the campus resource officer. A receipt of items collected will be provided to school administration. The officer will then take all medicines to an approved Prescription Medicine Take Back location and dispose of them and receive a receipt of its disposal.

Allergy or Diabetes

If your student has an allergy or has been diagnosed with diabetes, the parent/guardian needs to complete some forms and return them by the first day of school. This information helps the campus staff determine how best to help your student during the school day. Details will be distributed to appropriate personnel on a need-to-know basis. The applicable allergy and diabetes forms can be found in FACTS Family.



FAITH · SERVICE · EXCELLENCE

Health & Safety

Immunizations

A student enrolling in Lexington Christian Academy must provide proof of immunizations from the State of Kentucky and medical/dental/eye examinations as required by Kentucky Law. All required immunizations must be up-to-date. All forms must be completed and on file in the school office within two weeks of the beginning of school or the student will not be allowed to continue in school. The student will be allowed to return to school when all requirements are met. If you are not sure about the required immunizations, please check with your family doctor.

Lice

Lexington Christian Academy shall enforce a nit-free policy in regard to head lice. All students found to have head lice or nits shall be removed from class. Parents will be called to pick up their child immediately from the school office. The school office personnel will check all students returning to school following a case of lice before being admitted to class. Students must be louse and nit free in order to return to school.

Student Insurance

Students are encouraged to check with their parents to make certain that they have sufficient medical insurance to cover them in the event of an injury or illness. This is particularly important for student athletes.

Child Abuse & Neglect Policy

In accordance with Scripture, a balance between the principles of the God-given right of parents and the role of state authority must be maintained. If there is suspicion or knowledge by an employee of Lexington Christian Academy that a child attending school is suffering from abuse or neglect the following steps shall be taken.

- ◆ Immediate notification by the teacher to Social Services as required by law.
- ◆ Notification by the teacher to the appropriate principal and headmaster.
- ◆ Prompt investigation by the appropriate school official.
- ◆ The school will take appropriate steps to follow the situation.



FAITH · SERVICE · EXCELLENCE

Health & Safety

Emergencies – “Shelter in Place”

If the school is informed by state and/or local emergency personnel of a biological and/or chemical attack, our school would be secured with no one entering or leaving the building. In the event of this occurring, parents will be notified via television news channels. We will follow the directive of emergency management personnel in regards to the release of the students.

Safety Drills

Fire, severe weather, earthquake and lockdown drills will be conducted throughout the school year in accordance with city, county and state regulations.

Student and Parent Reunification Plan

Student and parent reunification is the means for safe and orderly reunions of students and families in the event of an emergency evacuation.

If LCA was to experience some type of emergency or natural disaster that required students and staff to evacuate the buildings and/or property, the following established student/parent reunification plan would be utilized:

- ◆ School personnel and students would evacuate to their designated reunification location.
- ◆ Based on campus and grade level, the school would notify all applicable families of the emergency. The notifications will be distributed via text alert and email.
- ◆ Families would be asked to “stage” at the applicable reunification locations and await further direction so that first responders and emergency personnel have access to the school’s parking lot and facilities. **PARENTS ARE STRONGLY DISCOURAGED FROM COMING TO THE SCHOOL.**

Rose Campus Reunification Locations:

High School Students	Meijer’s Parking Lot (351 West Reynolds Road)
Junior High Students	Ashland Baptist Church (483 West Reynolds Road)
Sixth Grade Academy	Wellington Elementary School (3280 Keithshire Way)

Immanuel Campus Reunification Locations:

PS-2nd Grade Students	Tate’s Creek Christian Church (3150 Tate’s Creek Road)
3rd – 5th Grade	Centenary Methodist Church (2800 Tate’s Creek Road)



FAITH · SERVICE · EXCELLENCE

Health & Safety

Severe Weather Emergencies

When it becomes necessary to cancel school due to weather, this information will be broadcast over local television, radio stations, and on the school website. Once school is in session for the day and weather becomes inclement, school is generally **NOT** cancelled; however, parents may pick up their child at their discretion and it will be an excused absence.

“Snow Day” Procedure

The Headmaster will review the radar and weather reports of the main TV stations (WLEX, WKYT, and WTVQ) and weather.gov the night before, and if it is an obvious call will then post a cancellation that evening.

- ◆ In the morning of the day in question, the Headmaster reviews the weather reports and if obvious, will call in the cancellation between 5:30 a.m.-6:00 a.m.
- ◆ If there is a doubt about the weather and its effect on drivability, parents may opt to keep their child at home at no penalty.
- ◆ A 1-hour delay would be called in order to allow you time to safely come to school and to give our maintenance and facilities people time to clear off critical pathways and outside stairs.

With the 1-hour delay there might be the need to post a cancellation due to a change in the weather pattern or the lack of readiness of the roadways or school. If need be, LCA would call school off no later than 8:00am. **Always assume with a 1 hour delay that school will be on**, but please be tuned into the various stations around 8am to make sure that is the case, as weather can be fickle. Parents, if school is in session and you should feel unsafe with your student drivers or yourself on the roads, please know that you may keep your student home at your discretion. Likewise, if at any point during the school day you are worried about road conditions, you are always welcome to come pick up your child. In both scenarios, students will not be penalized for these absences.



FAITH • SERVICE • EXCELLENCE

Lunch

Rose Campus Lunch Information

LCA partners with several local vendors and business partners to provide hot lunch options to all students and staff each day. We will continue to serve tasty and satisfying hot lunches from popular vendors such as Chick-Fil-A, Fazoli's, and Raising Cane's.

- ◆ Lunches can be ordered daily with the option of ordering for the whole week online via FACTS Family or the RenWeb app.
- ◆ Lunches will be invoiced weekly to your incidentals account housed in FACTS. Your payment will be deducted on the date indicated on your invoice. You also have the option to go into FACTS upon receiving your invoice and pay at that time with an alternate form of payment.
- ◆ Students in Grades 6-12 may access our Grab-N-Go lunch table in the cafeteria during lunch times to purchase additional snacks/meal options. Students must use their Eagle cards (cash not accepted) and must be funded.
- ◆ Lunch ordering for the following week will be turned on Friday at 8:30 a.m.

You can find more information on the Parent's Resource webpage at www.lexingtonchristian.org. If you have additional questions or issues with ordering or paying for your student's lunches, please contact FACTS at (866) 441-4637. If you have questions regarding lunch options, please contact Kim DuFour at kdufour@lexingtonchristian.org.

Lunch Guidelines

Students are to consume all food and beverages in the lunchroom. They may either bring their lunch or purchase a lunch from the school. Microwaves are available to students to heat up lunches. After each lunch, students are expected to help wipe down their table and throw away any trash. **All students will remain on campus for lunch** with the exception of one lunch period a month that will be designated as *Senior Lunch*, and only senior students will be permitted to leave the school premise on the scheduled date. Junior High students will be dismissed by a lunch attendant and may not excuse themselves and leave the lunchroom unless given prior approval.



FAITH • SERVICE • EXCELLENCE

Lunch

Lunch Schedules

6th Grade Academy:

All 6th grade students eat lunch in the Rose Campus Lower Level from 11:30 a.m.—12:00 p.m. Lunch on chapel day (Tuesday) for 6th graders will be from 11:20 a.m.—11:50 a.m.

Junior High:

All Junior High students eat lunch in the Rose Campus Lower Level. 7th graders eat lunch at 11:10 a.m., and 8th graders eat lunch at 12:05 p.m. Lunch on chapel day (Wednesday) for 7th graders will be at 10:45 a.m., and 11:35 a.m. for 8th graders.

High School:

The High School students shares the same regular lunch time with Junior High; however, lunch on chapel day (Wednesday) is 11:30 a.m.—12:00 p.m. and 12:20 p.m.—12:50 p.m.

<u>1st Lunch</u>	<u>2nd Lunch</u>
Math Department	History Department
Fine Arts	Science Department
English Department	Bible
Business/Tech Department	Men's Choir
Career Development	Health & PE
Foreign Language	
Study Hall Students	

Lunch Visitors

Only guests approved prior to the date by the principal may come for lunch. LCA Junior High discourages parents from checking students out for lunch, but if they do they can only check out their student. A student's own parents must be present to check them out for lunch; parents may not check out students other than their own student.



FAITH • SERVICE • EXCELLENCE

Spiritual Life

I Timothy 4:8

“Physical training is good, but training for godliness is much better, promising benefits in this life and in the life to come.”

Chapel

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to Chapel. The format and presentation of chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected.

Chapel Policy

The weekly chapel experience at Lexington Christian Academy provides students with an opportunity to individually and corporately worship the Lord. Intentional Spirit-lead planning for all chapel services will be the standard. Excellence will be the goal.

Guest speakers and all participants must respect the spiritual goals and intent of chapel at LCA. Chapel messages and programs must honor the Lord as well as respect the students as image-bearers of the Lord Jesus Christ. Profanity, inappropriate remarks and/or inappropriate illustrations, or any statement that dishonors God or His Word is not acceptable. Every aspect of LCA's chapel program should draw students closer in their relationship with the Lord.

Christian Service

Every Christian is “God’s workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them,” Ephesians 2:10. There will be opportunities for students as groups, and as individuals, to serve others both at home and away from school. Each student is also encouraged to be active in his/her home, church and/or in a neighborhood ministry.

Student Prayer Meetings

Students are encouraged to form and participate in prayer groups and Bible studies during the school year. Peer accountability groups are an important aide to spiritual growth.



FAITH • SERVICE • EXCELLENCE

Spiritual Life

Chapel Schedules

6th Grade Academy

The 6th Grade Academy chapel will be held on Tuesday in the Rose Campus Chapel from 1:00 p.m.—1:40 p.m.

Junior High

The Junior High chapel will be held on Wednesday afternoons in the Rose Campus Chapel from 1:00 p.m.—1:40 p.m.

The goal of weekly chapels in the Junior High is to engage all students with identity establishing truths found in the Bible, to motivate, encourage, and challenge them to live their lives in response to what Christ has done for them and who He has made them to be!

High School

High school chapel is every Wednesday at 10:00 a.m.—10:45 a.m. Parents are welcome to attend.

The LCA High School Chapel is a dynamic mix of speakers and presentations meant to enhance the worship experience of 9th through 12th grade students.

Contacts

Junior High Spiritual Life Director

Josh Robinson

jrobinson@lexingtonchristian.org

High School Spiritual Life Director

Vacant



FAITH · SERVICE · EXCELLENCE

Activities

Activities

Student activities are an integral part of the LCA educational experience. In order to be effective and successful, the activities promoted must meet the needs and interests of the student body.

Athletics & Competitive Extracurricular Activities Eligibility Policy

In an effort to maintain academic excellence with all student-athletes, cheerleaders, dance team members, student managers, fine arts students, Academic Team members, Robotics Team members, and all other competitive extracurricular activity participants the following requirements have been established.

1. Christian conduct requirements:

- A. All students are to exemplify Christian standards and are to use their extracurricular activities in away to honor the Lord with their talents. Ineligibility will occur for failure to abide by Christian standards and for behavior not honoring to the Lord.

2. Academic requirements:

- A. Beginning with the third week of school, grades will be examined and reported to the coaches, Athletic Director, directors of the various fine arts, the sponsor or the Academic Team, and the sponsor of the Robotics Team on a weekly basis. The report will include any participating student who has any cumulative Fs. The appropriate coach or director or sponsor will immediately communicate with the parents or guardians of such students via e-mail (by formal letter for those parents who do not have access to email) as well as text or telephone call sent/made by the Athletic Director or Principal. The appropriate coach director or sponsor will also communicate the information to the student involved with the intent to provide Christian counsel, encouragement, and assistance to the student.
- B. To be eligible to participate, a 2.0 cumulative GPA is the minimum requirement. However, this requirement begins at the grade check inclusive of the third week through the end of the semester, for both first and second semesters. After the initial three week period, there is no grace period for a student whose grades drop below a 2.0 GPA. Anytime a student's GPA drops below a 2.0, even if he or she does not have any F's, the following consequences occur:
 - ◆ The student is immediately ineligible to participate;
 - ◆ The student will also fall under all consequences in policy, *Academic Probation*.



FAITH · SERVICE · EXCELLENCE

Activities

Athletics & Competitive Extracurricular Activities Eligibility Policy

- C. In addition to the minimum requirement of a 2.0 GPA, beginning at the grade check inclusive of the third week through the end of the semester, for both first and second semesters, the student must not have an F as a cumulative grade in any class. If the student has a cumulative grade of an F in a class, he or she will have a two (2) week grace period to bring the class grade(s) up to a passing grade(s). At the next grade check, the student would remain eligible to participate if he or she has raised all grades to passing. If the student has not raised all grades to passing within the two(2) week grace period, or has accumulated any additional F's, he or she would become ineligible to participate. If, at any time, the student accumulates 3 F's as cumulative grades, that student will become immediately ineligible under KHSAA rules for athletes, and in this case the grace period does not apply. This standard also applies for non-athletic participants in competitive extracurricular activities.
- D. Any participant who fails to meet the foregoing grade requirements will be ineligible to practice, travel with the team or participate in games or competitions until the grade requirements are met.
- E. A student will be restored to full eligibility when the above requirements are met and at the next grade check. All standards of academic probation will be enforced regardless of eligibility status.

3. School discipline requirements:

- A. Students may lose the privilege to participate in extracurricular activities for behavioral issues at the discretion of the Administration, Athletic Director, directors, or sponsors.
- B. The eligibility of a student placed on suspension will be determined by policy. Students serving either In School suspension (ISS) or Out of School Suspension (OSS) are not allowed to participate in any school activities including extracurricular.
- C. At the Intermediate levels 3 or more missed assignments will result in ineligibility to participate. At the Intermediate level art, physical education, computer, and music will not be calculated as part of the GPA for eligibility purposes.

4. Student attendance requirements:

- A. Students are expected to attend school for the entire day on the day of competition and the entire day after competition. If a student is absent, a valid written excuse must be submitted to the Administration.
 - B. If an exemption is sought, prior approval must be obtained from the Administration. If an extenuating circumstance exists, the decision can be appealed to the Headmaster, with the understanding that the Headmaster will comply with KSHAA requirements.
5. Written parental approval and written approvals from the student's physician and LCA's Athletic



FAITH · SERVICE · EXCELLENCE

Activities

Dances (High School Only)

There are two dances that have become important traditions at the High School: Homecoming and Prom. LCA will sponsor these two dances for High School only and is a part of its approved school-directed activities. The school will sponsor no other dances.

- ◆ The Homecoming dance is held in the fall in conjunction with an athletic event.
- ◆ Prom is held in the spring as a part of our year-end activities.
- ◆ Prom is organized by the junior class.
- ◆ Prom may be attended by any LCA junior or senior and one guest. The guest's names will be submitted prior to the dance.
- ◆ The high school administration will oversee the Homecoming Dance and Prom.
- ◆ Faculty will be the primary chaperones for the dances.
- ◆ The administration will talk with the students prior to the dances to let them know what is/is not acceptable behavior (Back to front dancing and "bumping and grinding" will not be allowed).
- ◆ Care will be taken in the selection of the DJ. There will be an agreement that only songs on the play list will be played.
- ◆ A group of students will put together a number of songs which they would like played that evening (Songs that have sexually suggestive or inappropriate lyrics will not be considered). The administration will look over the list and ultimately decide the play list.
- ◆ There will be appropriate lighting at the dances.
- ◆ Modest dress will be required. See Homecoming and Prom Dress Code for specific dress guidelines.
- ◆ Students who come inappropriately dressed will be asked to leave.

Field Trips

Field trips are considered valuable supplementary activities to classroom instruction. Small fees may be charged to cover expenses. Parents will be notified in advance. Parents may be asked to drive and chaperone on a field trip. As chaperones, parents are required to maintain the godly standards of the school.

Leadership Trips

Lexington Christian Academy offers leadership trips for High Schoolers on an annual basis. Attempts will be made to take 2 trips per year: Fall semester, and Summer break. Theme, location, and dates will vary. The purpose is to train students to be effective Christian leaders in a broken world. Students have the option to attend the designated conferences for credit or to audit them for no credit. Students must meet the criteria set forth by the administration, school policy, and procedures.



FAITH • SERVICE • EXCELLENCE

Activities

Mission Program

Lexington Christian Academy offers an extensive missions program. Trips may be located locally, regionally, within the United States, or internationally. Students in 9th-12th grades are eligible to participate in any available trip. Students in 7th-8th grades are eligible to participate in only trips that are less than 7 days (generally extended weekends) and are either local or regional in location. The focus of each trip varies, but examples include service projects, children's ministry, homeless ministry, sports ministry, and others. All mission trips are voluntary, but students must meet the criteria set forth by the administration, school policy, and procedures.

Student Councils

Officers are elected from the student population to serve as leaders and representatives of their class. Students must meet academic, spiritual and behavioral standards in order to run for office. Once elected, students must maintain a certain grade point average and cannot receive more than one D-Hall per academic year to remain qualified to serve on the student council.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Student Behavior & Conduct Policy

The home, the church and the school ideally form an educational tripod that provides a solid base for shaping the behavior and conduct of the student. Each leg of the tripod contributes to the formation of the student's understanding of his/her responsibilities before the Lord. While the specifics of the school's behavioral standards may differ from those of the home or church, the ultimate goal for the student should be the same. The student must be taught the principles of God's Word in order that they may be made wise unto salvation and thoroughly equipped for all good works according to Deuteronomy 6:6-7; II Timothy 3:14-17.

Lexington Christian Academy is not the primary entity responsible for corrective discipline, which is the responsibility of the parents. However, the school does have a responsibility to maintain an environment that is both conducive to learning and honors the biblical principles of conduct. It is the expectation of Lexington Christian Academy that students will conduct themselves at all times in a manner that is consistent with the school's mission and philosophy.

The school has sole discretion in determining what conduct constitutes a behavioral problem. Such conduct may include, but is not limited to, inappropriate use of e-mails or websites, social media or cellular devices. In such instances, the first response is to contact the parents. While the parents are primarily responsible for corrective discipline, Lexington Christian Academy does have a responsibility to maintain standards of conduct in order to promote a biblical role model with the student body. Based upon the offense, the student may be suspended, expelled or not allowed to re-enroll in accordance with existing policies.

Parents will be made aware of the disciplinary measures taken with their students. When a probation or suspension is involved, a conference with the appropriate teacher(s), principal, parents and student is required. The purpose of this conference is to ensure that everyone is aware of the seriousness of the situation and is committed to a positive resolution.

The Head of School may become personally involved in a behavior situation. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the Headmaster and the Board of Directors. A full report of the expulsion process, the meeting with the parents and student, and the intervention measures taken will be forwarded to the school board.



FAITH • SERVICE • EXCELLENCE

Behavior & Conduct

The following list is illustrative of reasonable classroom expectations:

1. Take your seat promptly and quietly.
2. Speak when properly recognized by the teacher.
3. Bring books, pens, paper, pencils, homework, etc. to class.
4. Maintain cleanliness around your desk.
5. Listen carefully to a teacher's instructions.
6. Enjoy yourself but not at someone else's expense.
7. Eat at designated times and places.
8. Keep your hands to yourself.
9. Gum chewing is not allowed.

Behavior Contract

Students may be placed on a behavior contract for repeated violations and disregard for LCA's standards of behavior. The terms of the contract are made by the Principal. Students and parents are required to meet with the Principal and Headmaster to address terms of the contract.

Cheating Policy

Cheating is a serious offense. It involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying.

Grade Levels 6th-12th

1. **First Offense:** If it has been determined that a student has cheated, that student will receive a zero on the assignment and any other disciplinary action deemed appropriate by the Principal. The parents or guardians will be notified in writing, with a copy of such notice maintained in the student's file.
2. **Second Offense:** If a student commits a second offense of cheating within the same academic year in any class the student will receive a zero on the assignment and will lose any leadership positions for the rest of the school year. Junior High students will be assigned Tuesday/Thursday School and High School students will be required to attend Friday School or In-School Suspension* and any other disciplinary action deemed appropriate by the Principal or Assistant Principal. The parents or guardians will be notified in writing, with a copy of such notice maintained in the student's file. A conference with the parents or guardians, student, teacher, and Principal will be required.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

3. **Third Offense:** If there is a third occurrence of cheating within the same academic year in any class the student will automatically fail the semester in the class where the offense took place and will receive any other disciplinary action deemed appropriate by the Principal. A conference with the parents or guardian, student, teacher, and Principal will be required. The student and family will be required to be re-interviewed pursuant to school policy.

*Pursuant to school policy during in-school suspension the student will be suspended from all school activities including athletics, extracurricular events, dances, prom, graduation, trips, etc.

Homework is intended to be done by each student independently. Unless work is assigned to be done in cooperation, it is expected that students will do their own work. Help should be limited to instruction from parents or other students. Copied answers on homework assignments will be considered cheating and will receive the discipline as above mentioned.

Detentions

Detentions will be served at the discretion of the Principal and may include morning, afternoon, and/or lunch detention, Saturday School, and/or In-School Suspension.

Detention Hall

The Principal or classroom Teacher shall have the authority to assign students a detention. Detentions are assigned for classroom tardiness, classroom misbehavior, multiple dress code violations, and other misbehavior that is not conducive to maintaining an effective learning environment. It is required that whoever assigns a student detention, they notify parents or guardians by e-mail or a phone call.

6th Grade Academy and Junior High Detention—will be 25 minutes. Detention will begin at 7:40 a.m. and end at 8:05 a.m. every day except Wednesday. Students arriving late will be rescheduled and will receive an extra day of detention.

High School Detention—will start at 7:15 a.m. sharp and will end at 8:15 a.m. on Tuesday and Thursday mornings only.

Students arriving late will not be admitted and will in turn receive an extra day of detention. Students must be in standardized dress code and complete all assignments as required by the detention supervisor. Students must serve detention by the assigned date. There is to be no sleeping or talking. Food or drink will also not be permitted. Students must stay on task the entire time in detention. Student must serve detention on the date assigned unless rescheduled by the Assistant Principal.



FAITH • SERVICE • EXCELLENCE

Behavior & Conduct

Detention Hall

Tuesday/Thursday Detention (6th Grade Academy and Junior High only)

A student may be assigned to Tuesday/Thursday detention. This detention is only assigned by the Principal. This detention is served after school.

Friday Evening School (High School only)

Friday Evening School is assigned for, but not limited to, the more serious misbehaviors, repeated minor violations, or willful student disregard for established school policies and procedures. Friday Evening School will last from 3:30 p.m. to 6:00 p.m. Anyone arriving late will not be admitted and will have to face further discipline consequences. The student must also pay a fee of \$30 (cash or check made payable to LCA) for Friday Evening School teacher supervision. Students must be dressed in school dress code. The same class rules apply as with detention. Students will receive 2 five minute breaks.

Disciplinary Probation

Probation may be given only by the principal and for a maximum of nine weeks. A parent-teacher-student-administrator conference will be required at the beginning of the probation period. The student's progress will be monitored on a regular basis. Parents will be notified of their student's progress. At the end of the probation period, an evaluation and recommendation shall be made by the principal.



FAITH • SERVICE • EXCELLENCE

Behavior & Conduct

Drug, Alcohol, & Tobacco Policy & Drug and Alcohol Use

As part of the LCA student body, students are expected to abide by a high set of standards. The following is strictly prohibited at any time while a student is enrolled at LCA, whether on campus or off campus:

1. Use or possession of tobacco;
2. Use or possession of alcoholic beverages;
3. Use or possession of controlled substances, narcotics, drugs, counterfeit drugs, look-alike drugs, other intoxicating substances, or drug paraphernalia; and
4. Abuse of legal or prescription drugs.

Drugs Defined: The term “controlled substance” means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Families and Children and regulations pursuant to KRS 218A.020 or KRS 217.900(2). Drugs shall also refer to any intoxicating substance defined in KRS 217.900 used or intended for an abusive or intoxicating purpose. Use of prescription or over-the-counter drugs is not prohibited when taken in standard dosage and/or according to a physician’s prescription and stored in the originally dispensed prescription or commercial (OTC) container with dosage information. If the appropriate use of a legal or prescription drug might impact a student’s cognitive abilities while at school, the student’s parents will notify the appropriate principal prior to the time the student begins using the medication. If the administration is informed of a student participating in any of the above behaviors, the principal or assistant principal will investigate the allegations. Parents will be notified once the allegations related to their son or daughter have been substantiated. If appropriate, the local law enforcement agency will also be contacted. An admission by a student that he or she has used drugs, alcohol, or tobacco constitutes a violation of this policy.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol & Tobacco Policy

I. Drug Violations

A. First Offense (Drug Violation):

1. Student will complete a Christian chemical dependency counseling program at the family's expense.
2. Student will be required to test monthly for the next 12 months. The family will be required to pay for all tests. The student has the option to take the drug test while at school along with students on the random list or the family can choose for their student to complete a urine test or a hair follicle test at their own expense within the same week at a CLIA Certified Lab that will report the results directly to LCA. If the test is preformed outside of LCA it must conform to the same testing standards used at LCA. A urine test must be performed within three (3) days of the assigned random test. Outside of that three (3) day time period, a hair follicle test must be performed. This option applies for the summer months as well.
3. The student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.):
 - ◆ Currently held positions are forfeited for the remainder of the year;
 - ◆ If student is running for election at the time of the positive test, they will be required to forfeit the election;
 - ◆ If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
4. The Principal or Assistant Principal shall immediately impose a five day in-school suspension. During the in-school suspension the student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. In addition to the five day in-school suspension, the student will be suspended from all extracurricular school activities and school events including, but not limited to athletics (competitive and club) events, fine arts events and performances, academic competitions, club participations, practices of any and all activities, school and class events (dances), trips and graduation.
5. If the offense occurs during a break, the consequences shall be enforced when the student returns to school.
6. Student and family will go through the re-interview process.

B. Second Offense (Drug Violation):

The Headmaster will recommend to the Board of Directors that the student be expelled.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol & Tobacco Policy

II. Alcohol Violations

A. First Offense (Alcohol Violation)

1. The student will complete a Christian alcohol dependency counseling program at the family's expense.
2. Student will be required to test monthly for the next 12 months. The family will be required to pay for all tests. The student has the option to take the drug test while at school along with students on the random list or the family can choose for their student to complete a urine test or a hair follicle test at their own expense within the same week at a CLIA Certified Lab that will report the results directly to LCA. If the test is preformed outside of LCA it must conform to the same testing standards used at LCA. A urine test must be performed within three (3) days of the assigned random test. Outside of that three (3) day time period, a hair follicle test must be performed. This option applies for the summer months as well.
3. The student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.):
4. Currently held positions are forfeited for the remainder of the year;
5. If student is running for election at the time of the positive test, they will be required to forfeit the election;
6. If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
7. The Principal or Assistant Principal shall immediately impose a five day in-school suspension. During the in-school suspension the student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. In addition to the five day in-school suspension, the student will be suspended from all extracurricular school activities and school events including, but not limited to athletics (competitive and club) events, fine arts events and performances, academic competitions, club participations, practices of any and all activities, school and class events (dances), trips and graduation.
8. If the offense occurs during a break, the consequences shall be enforced when the student returns to school.
9. Student and family will go through the re-interview process.

B. Second Offense (Alcohol Violation):

The Headmaster will recommend to the Board of Directors that the student be expelled.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol, & Tobacco Policy

For purposes related to this Alcohol and Tobacco Policy, Tobacco Product shall be defined as the following:

- ◆ Any combustible tobacco product that is designed to be smoked – other than cigarettes – including cigars, cigarillos, little cigars, blunts, and bidis or beedis (small, flavored filterless Indian cigarettes).
- ◆ Electronic and/or battery-operated devices designed to deliver an inhaled dose of nicotine or other substances. Examples include electronic cigarettes (e-cigarettes), electronic cigars, electronic cigarillos, electronic hookah, vaporizers, and vape pens.
- ◆ A single or multi-stemmed instrument for vaporizing and smoking flavored tobacco (shisha or sheesha) or other products in which the vapor or smoke is passed through a water basin – often glass-based – before inhalation. Water pipes are known by a variety of names such as hookah, huqqah, nargilah, nargile, arghila, and qalyan.
- ◆ Including roll your own (RYO) tobacco for hand rolling cigarettes and pipe tobacco (not including chewing tobacco).
- ◆ Tobacco products that are used by means other than smoking, such as chewing, sniffing, or placing between the teeth and gum. Examples include chewing tobacco, dipping tobacco, snuf, snus, gutkha or gutka, and dissolvable tobacco products.
- ◆ **Vaping Devices** — All vaping, electronic vaping, or similar devices are prohibited on school property and students are prohibited from using. All vaping devices that deliver non-nicotine vapor such as fruit flavored water vapor or gas shall be included in this policy.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol, & Tobacco Policy

III. Tobacco Violation

A. First Offense (Tobacco Violation)

1. The student will complete a tobacco awareness/counseling program at the family's expense.
2. The student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.):
 - ◆ Currently held positions are forfeited for the remainder of the year;
 - ◆ If student is running for election at the time of the positive test, they will be required to forfeit the election;
 - ◆ If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
3. The Principal or Assistant Principal shall immediately impose a one to three day in-school suspension. During the in-school suspension the student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. If the student receives in-school suspension, in addition to the in-school suspension the student will be suspended from all extracurricular school activities and school events including, but not limited to athletics (competitive and club) events, fine arts events and performances, academic competitions, club participations, practices of any and all activities, school and class events (dances), trips and graduation during the term of the one to three day in-school suspension.
4. If the offense occurs during a break, the consequences shall be enforced when the student returns to school.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol, & Tobacco Policy

III. Tobacco Violation

B. Second Offense (Tobacco Violation)

1. The student will complete a tobacco dependency counseling program at the family's expense.
2. The student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.):
 - ◆ Currently held positions are forfeited for the remainder of the year;
 - ◆ If student is running for election at the time of the positive test, they will be required to forfeit the election;
 - ◆ If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
3. The Principal or Assistant principal shall immediately impose a five day in-school suspension. During the in-school suspension the student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. If the student receives in-school suspension, in addition to the five day in-school suspension the student will be suspended from all extracurricular school activities and school events including, but not limited to athletics (competitive and club) events, fine arts events and performances, academic competitions, club participations, practices of any and all activities, school and class events (dances), trips and graduation during the term of the five day in-school suspension.
4. If the offense occurs during a break, the consequences shall be enforced when the student returns to school.
5. Student and family will go through the re-interview process.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol, & Tobacco Policy

III. Tobacco Violation

C. Third Offense (Tobacco Violation)

1. The student will complete a tobacco dependency counseling program at the family's expense.
1. The student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.):
 - ◆ Currently held positions are forfeited for the remainder of the year;
 - ◆ If student is running for election at the time of the positive test, they will be required to forfeit the election;
 - ◆ If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
3. The Principal or Assistant Principal will immediately impose a five day out-of-school suspension. During the out-of-school suspension the student will complete all regularly scheduled class work. The student will make up all tests and quizzes upon return to school. In addition the student will be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. In addition to the five day out-of-school suspension the student will be suspended from all extracurricular school activities during the term of the out-of-school suspension.
4. If the offense occurs during the off-season, the penalty will go into effect during the next extracurricular activity.
5. Student and family will go through the re-interview process.

D. After the Third Offense

The Headmaster will recommend to the Board of Directors that the student be expelled.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Consequences for Violation of the Drug, Alcohol, & Tobacco Policy:

Possession/Use of Drugs or Alcohol on School Premises or at School Functions

In addition to or in lieu of the consequences set for above, those who bring, or are in possession of, and/or use drugs, alcohol, or other intoxicating substances on school premises or at any school function may be immediately referred to the campus Principal, Assistant Principal and Headmaster for immediate discipline, and may be recommended for re-interview, suspension, or expulsion. The student will be required to submit to a drug/alcohol test at the earliest available time determined by administration.

There is no statute of limitations regarding the usage of illegal substances. It is our expectation that a student will comply with and respond to the disciplinary actions as outlined in our handbook. If a first offense is on record, it does not matter what time period has elapsed if a second offense is committed it will be ruled as a second offense and the consequences for the second offense will be applied. (Example: if the first offense occurs in the Fall of 2016 and another offense occurs in the Spring of 2020, the second offense is treated as such and would incur the consequences for the second offense even though the offenses were separated by 4 years.) If a first offense occurs on a different campus, and a second offense occurs later on another campus the second offense will be treated as such and the second offense consequences will apply. (Example: If the first offense occurs on the Junior High campus in seventh grade and another offense occurs during sophomore year on the High School campus then the sophomore offense would be a second offense. The same holds true for offenses on lower campuses.)



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Drug & Alcohol Testing Policy

Routine Drug & Alcohol Testing Policy

Mandatory Drug/Alcohol testing is conducted for all students in the 9th through 12th grades. Its purpose is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing another legitimate reason for students to refuse to use illegal drugs/alcohol; and (3) to encourage students who use drugs/alcohol to participate in drug/alcohol treatment programs.

For the purpose of this policy “drug” shall mean any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Cabinet for Families and Children under regulations pursuant to KRS 218A.020 or KRS 217.900(2). Drugs shall also refer to any intoxicating substance, including synthetic drugs or other substances however taken or used, including inhaling, ingesting, and/or injecting. Drugs shall also refer to any prohibited volatile substance defined in KRS 217.900 used or intended for an abusive or intoxicating purpose. Drug shall not include properly prescribed prescription medications.

1. Consent & Procedures for Selection of Students for Testing:

Consent: Each student and the student’s parents or guardians shall consent in writing to drug/alcohol testing pursuant to this testing program. No student shall be allowed to attend class or participate in any school-sponsored activity without such consent having been properly signed.

Student Selection: All students shall submit to random drug/alcohol testing at the cost of the school. Selection for testing will be by random selection from a pool consisting of all students. The Principal or Assistant Principal shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process including, but not limited to, assuring that the names of all students are in the pool, assuring that there is no way of purposely choosing or failing to choose a particular student for testing, and by assuring that the identity of students selected is not known to those involved in the selection process. The selection shall not be invalidated even if the stated assurances are breached.

2. Basis for Mandatory Testing:

In addition to random drug/alcohol testing, any one of the following criterion constitute justification for a student to be required to submit to a drug/alcohol test to maintain enrollment at LCA:

- ◆ Any school employee personally observes a drug/alcohol violation;
- ◆ A police report to the school outlining a drug/alcohol violation;
- ◆ A personal confession by a student of drug/alcohol use;
- ◆ A refusal to submit to testing when requested will be treated as a positive test;
- ◆ A school employee has reasonable suspicion that a student is participating in drug/alcohol use;

Parents or guardians will be informed of the results of any mandatory testing regardless of result.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Drug & Alcohol Testing Policy (cont'd.)

3. Sample Collection:

Hair or urine samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, an alternate student will be chosen. Students undergoing scheduled testing as required by section 2, who are absent on the day of testing, may be tested by an alternate approved source on the student's first day back in school. All students required to give a urine sample will be given the option of doing so alone in an individual stall with the door closed.

4. Scope of Tests:

Student samples will not be screened for the presence of any substance other than drugs/alcohol or the existence of any physical condition other than drug/alcohol presence.

5. Limited Access to Results:

The results should be reported to 2 school administrators. The testing lab will be authorized to report results only to the school Principal and the Assistant Principal. The Principal and Assistant Principal may assign a designee in their absence.

6. Procedures in the Event of a Positive Result:

Whenever a student's random or mandatory drug test result indicates the presence of drugs and/or alcohol ("positive test") the consequences set forth in the Drug, Alcohol and Tobacco Policy for drug and alcohol offenses shall be followed.

Firearm, Weapons & Destructive Devices Policy

Carrying, using, or possessing any firearm or other deadly weapon, destructive device, or explosives on school grounds, in any school vehicle or at any school-sponsored activity is strictly prohibited. This policy applies to students, staff/faculty members, and visitors to any LCA campus. Except for authorized law enforcement officials, LCA prohibits the carrying of concealed weapons on school property. In keeping with the Kentucky State law, LCA will post a notice stating:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND TEN THOUSAND DOLLAR (\$10,000) FINE.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Harassment, Discrimination, & Bullying Policy

Preamble:

The Lexington Christian Academy community is premised on the scriptural foundation of Matthew 22:37-39, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself." This gives the justification and way in which we should love; in obedience to God who He is and His commands. Our expectation is that our community and those who a part of it would be known to respect one another and be committed to fulfilling Christ's command. Therefore, student or teacher disrespect will not be tolerated. Students, teachers, and staff are to refrain from words or actions that harass, discriminate, demean, insult, bully, or threaten others. The principles of Ephesians 4:29 ("Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.") shall be followed at all times. Even if a student considers his or her disrespectful comments or behavior to be a joke, such activity will be considered a violation of our discipline system. Verbal attacks on one's sex, race, religion, ethnic origin, or economic status is not acceptable and will not be tolerated. Explicit or subtle references of sexual nature, e-mails, social media, notes, letters, comments, or jokes with sexual overtones, obscene language, racial epithets or language denigrating ones race or ethnicity, unwanted physical advances or the invasion of one's personal space have no place within the LCA community.

Definitions

Harassment:

Creating a hostile environment by means of any gestures, written communications, and electronic communications, including any type of social media, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another person to suffer fear of physical harm, intimidation, humiliation, or embarrassment. Harassment can be a one-time occurrence and does not have to involve repeated behavior targeted at a specific individual or group. (KRS 525.070)

Sexual Harassment:

Unwelcome sexual advances; requests for sexual favors; and/or verbal, visual, or physical conduct or written, cellular, or online communications of an intimidating, hostile, or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when: (1) Submission to such conduct is made a term or condition of person's employment or academic progress; or (2) Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or (3) Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Definitions (cont'd.)

Sexual Harassment (cont'd):

Sexual harassment includes, but is not limited to, unwelcome verbal, visual, or physical behaviors as well as virtual contact on any computers or computer networks, electronic bulletin board, social media, or cellular device (sexting). These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Individuals should be aware that comments or conduct that one person finds merely amusing may offend or upset another person.

Discrimination:

An action or behavior that results in negative or different treatment of an individual based upon race, color, ethnic origin, national origin, creed, religion, political belief, biological sex, marital status, age, or physical or mental disability.

Bullying:

Bullying is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual. Bullying is a pattern of repeated behavior rather than a single act. Bullying is targeted at a specific victim or victims. Bullying includes online or cyber bullying on or off school property. Bullying includes sexting (also on or off school property) which currently in Kentucky is prosecuted as a felony offense of child pornography for minors that can carry a sentence of incarceration for juveniles as well as mandating that they register as a sex offender. Bullying can involve any of the following:

- ◆ Physical-use of body to harm another's body or personal property;
- ◆ Verbal-use of words or threats to harm another;
- ◆ Emotional/Mental-use of nonverbal harm to another's self-concept. (ignoring, isolating, excluding);
- ◆ Social-use of peer relationships to harm another's group acceptance;
- ◆ Use of electronic means, originate or receive, using a communications system including social media, computer bulletin boards, computers and computer networks, cellular phones (sexting) or any other electronic means.

Retaliation:

Retaliation occurs when an adverse action is taken against an individual because he or she reported harassment, discrimination, or bullying, or participated in an investigation of a report. No employee or student may be retaliated against for such a report.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Harassment/Sexual Harassment

If You Believe Harassment or Sexual Harassment Has Occurred:

Any person who believes that he/she has been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to a school complaint coordinator listed below. If a student is more comfortable reporting the incident to a faculty member, he/she is encouraged to do so immediately and then that person should inform the appropriate complaint coordinator. If the appropriate complaint coordinator is unavailable, incidents should be reported to any available coordinator.

Complaints against Lexington Christian Academy Students: Campus Principal

Complaints against Lexington Christian Academy faculty and staff: Headmaster

Complaints against Headmaster: Chairman of Board of Directors

LCA does retain the right to only admit students from families that agree with LCA's statement of faith and to hire faculty and staff that agree with LCA's statement of faith. In addition, both students and faculty/staff are expected to conduct themselves consistent with Christian principles.

Resolution Process:

Complaints about harassment or sexual harassment will be responded to promptly, thoroughly, and equitably as the law requires. The right to confidentiality of all members of the Lexington Christian Academy will be respected insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

Formal Complaint Process:

- ◆ The complaint coordinator will request that the person provide a detailed written complaint which describes the circumstances and facts, including witnesses, surrounding the complaint.
- ◆ The complaint coordinator will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused.
- ◆ Upon receiving a written complaint, the complaint coordinator will convene a three-member committee consisting of two (2) members of the Board of Directors and one (1) member of the school faculty. The committee shall be appointed by the Chairman of the Board of Directors.
- ◆ The committee will appoint one of its members to assist the complaint coordinator in conducting an investigation in a manner appropriate under the circumstances.
- ◆ After a timely and thorough investigation is completed, the committee will review the results and determine whether the complaint has merit. If the complaint is without merit, the accused will be promptly notified of such determination. If the complaint is determined to have merit, the committee will recommend appropriate disciplinary action to the complaint coordinator. The complaint coordinator will then determine the disciplinary action to be imposed and promptly advise the accused of such decision. Such disciplinary action may range from a formal written reprimand to dismissal or termination for an employee to in-school suspension, out-of-school suspension, or expulsion for a student.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Discrimination

Employee Non-Discrimination Policy:

Lexington Christian Academy does not discriminate on the basis of race, color, age, sex, ethnic origin, disability, or pregnancy, in the hiring of its employees. For purposes of this policy sex shall be defined consistent with Article 4 of the By Laws: Statement on Marriage, Gender, and Sexuality.

Students Non-Discrimination Policy:

Lexington Christian Academy admits students of any race, color, national 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 on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs.

Bullying

When a report of bullying comes to the attention of the school (teacher, counselor, principal) the following will occur:

1. School official will investigate the report of bullying by:
 - ◆ Talking with student(s) being bullied.
 - ◆ Talking with teacher(s).
 - ◆ Talking with student(s) accused of bullying.
 - ◆ Confiscating devices
2. Based on information gathered, the administration will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
3. Administration will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

Bullying is a serious offense and will be treated as such. If the Principal determines the action to be bullying, the Principal, in consultation with the Headmaster, will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Plagiarism Policy

At Lexington Christian Academy, we believe that academic honesty is not only God-honoring but also essential for the growth of our students. A thorough understanding of plagiarism must exist in order to protect our students from intentional or even accidental academic dishonesty.

Plagiarism is defined as follows:

- ◆ To steal and pass off the ideas or words of another as one's own;
- ◆ To use another's production without crediting the source;
- ◆ To commit literary theft;
- ◆ To present as new an original idea or product derived from an existing source.

Examples to consider are as follows:

1. Turning in someone else's work (published or not) as your own. In other words, if your name isn't on it and you didn't write it, it's plagiarism;
2. Simply changing a few words from someone else's text;
3. Copying ideas from someone else without giving credit—generally pertains to fictional writings;
4. Failing to put quotation marks around an exact quotation;
5. Giving incorrect information about the source of a quotation;
6. Copying so many words or ideas from a source that it makes up the majority of the work, whether you give credit or not.
7. Copying calculations from a source such as, but not limited to Wolfram Alpha or tutorial or college sites.

It is often difficult for a faculty member or administrator to distinguish between intentional and accidental plagiarism. For this reason, and to academically challenge our students as they prepare for college work, we want to ensure that every student, parent, or guardian has a working knowledge of what constitutes plagiarism. Turnitin is a technology based plagiarism prevention program with the goal of acting as a safeguard for students' academic integrity. Therefore, 7th-12th grade students will now, as best practice, submit all English papers and other classroom assignments as instructed individually by their teachers into Turnitin for proofing prior to submission for a final grade. Once an assignment has been turned in for final grading the student is responsible for the academic honesty of the assignment. Consequences for plagiarism are the same as those for cheating.



FAITH • SERVICE • EXCELLENCE

Behavior & Conduct

Proper Citation

The LCA English Department will provide appropriate training to all students in proper MLA citation. The best policy that you, as a student writer, can adopt with regard to academic honesty in writing is to simply ask if you aren't sure.

The student is responsible for the academic honesty of the assignment. If you would like to review some specific examples of plagiarized text, feel free to read over those contained on the following websites:

<http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html>

http://depts.drew.edu/composition/Avoiding_Plagiarism.htm

Your completion of the signature acknowledgment page reflects your commitment to and understanding of the policy.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Search & Seizure

LCA will maintain a climate that assures the safety and welfare of all students. Students have the right to be protected from unreasonable search and seizure by federal, state, or school officials. School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe and orderly school. Search and seizure by the principal or his/her designee may occur when suspicion exists. School authorities may make a personal search and seize any illegal contraband, dangerous weapons, or stolen property.

Sexual Morality Policy

In accordance with scripture, Lexington Christian Academy adheres to the following standards of sexual conduct:

- ◆ As followers of Jesus Christ our bodies are the dwelling place of the Holy Spirit and we are called to holiness through the power of the Holy Spirit (Ex. 19:5-6, Romans 12:1, I Cor.3:16-17, II Tim. 2:19,22, Philippians 4:8-9, I Peter 3:3-4, II Peter 1:5-7);
- ◆ Sexuality and the gift of marriage relationship is designed by God and is defined as between one man and one woman (Gen. 1:27, Gen. 2:18, 23-24, Mark 10:8-9, I Cor. 7:2, Ephesians 5:21-33, Hebrews 13:4);
- ◆ We are called to abstain from sexual relationships while outside of the marriage covenant (Gen. 2:24, Mark 10:7-9, I Cor. 7:1,7-9, 27, Heb. 13:4);
- ◆ We are called to refrain from immorality, i.e. adultery, homosexuality, lust, pornography, sharing of pornographic or sexually explicit material over electronic devices whether commercially or personally produced, including but not limited to websites, social media, and sexting or any other sexual behavior that dishonors God or discredits our Christian witness (Ex. 20:14, 17, Prov. 2: 16-20, Prov. 6:20-33, Matthew 5:27-28, Mark 7:20-23, John 8:12, Romans 1:24-27, Romans 6:12-14, Romans 13:13-14, I Tim. 1:9-11, Philippians 2:15, I John 2:16).

These standards apply to Board members, Administrators, Faculty, Staff, Coaches, Directors, and students. These standards also apply to all teachers and coaches who receive a stipend who act as coaches or assistant coaches on athletic teams, and volunteers who act as leaders, sponsors, directors, or assistant directors with any extracurricular organizations or in any other volunteer position. Failure to abide by these standards will result in disciplinary action up to and including termination of position for employees/volunteers and up to and including expulsion for students. Consistent with Biblical instruction on discipline the severity of the consequences will be based on the condition of the heart, remorsefulness, and true repentance. (Isa. 1:18-20, John 8:10-11).



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Student Re-Interview Policy

A student who has manifested a pattern of behavioral or academic problems, or parents or guardians, who have not cooperated with or supported the school's staff or mission, may be subject to the re-interview process. The re-interview process will occur at the end of the current semester. The Headmaster and appropriate Principal and administrative staff will conduct the re-interview. The student, parents or guardians involved may appeal the decision of the administration. If an appeal is made, the appeal will be heard by the Executive Committee of the Board. The student, parents or guardians shall be informed of the time and place for the appeal and shall be invited to address the Executive Committee regarding the matter, subject to reasonable limitations set by the Chairman of the Board of Directors. The decision of the Executive Committee is final.

Suspension Policy

The Principal or the Assistant Principal has the authority to suspend a student. The length of the suspension will be 1-5 days and will be determined by the Principal in consultation with the Assistant Principal. Suspension may be given for any of the following reasons:

- ◆ Deliberate disobedience or disrespect
- ◆ Breach of Discipline Policy
- ◆ Failure to comply with disciplinary actions of the school
- ◆ Cheating or Plagiarism
- ◆ Violation of the *Drug, Alcohol, and Tobacco Policy and/or the Drug and Alcohol Testing Policy*
- ◆ A serious breach of conduct that results in negative impact to the testimony of the school
- ◆ Violation of the Harassment, Discrimination, and bullying Policy
- ◆ Violation of the Sexual Morality Policy

There are two types of suspension:

1. Out of School Suspension (OSS)

- ◆ The student is placed on behavior contract and will be re-interviewed at the end of the school year.
- ◆ The student is not allowed to be on campus or to attend school-sponsored extracurricular activities for the term of the suspension. All school activities will include, but are not limited to, athletic games, athletic practices, performances, extracurricular events, dances, prom, graduation, or trips.
- ◆ The student will receive a deduction of one percentage point from the final semester grade in each course for each day of suspension, not to exceed a maximum of five percentage points lost.



FAITH · SERVICE · EXCELLENCE

Behavior & Conduct

Suspension Policy (cont'd.)

2. In-School Suspension (ISS)

- ◆ The student is placed on behavior contract and will be re-interviewed at the end of the school year.
- ◆ The student is not allowed to be in the hallways or on school grounds before or after school, or to attend school-sponsored extracurricular activities for the term of the suspension. All school activities will include, but are not limited to, athletic games, athletic practices, performances, extracurricular events, dances, prom, graduation, or trips.
- ◆ The student will not receive an academic penalty. The student will be responsible for completing all work assigned and quizzes/tests scheduled before or during the suspension, and will receive full earned credit for work completed.
- ◆ The student must report to office at 8:10 a.m. and will be monitored in ISS room for the duration of the day. The student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. During in-school suspension the student will be apart from their classmates for the entire school day, but will have one to one supervision by a staff member assigned by the administration. There may be a cost assessed to the parents for the payment of the supervisor.

The Headmaster shall have the authority to suspend a student with the recommendation to the Board for expulsion as set forth in the policy, Expulsion.



FAITH · SERVICE · EXCELLENCE

Technology

Appropriate Use Policy for Internet Use & Other Technology

The Appropriate Use Policy (AUP) is available at each school office or on our web site:

www.lexingtonchristian.org. An electronic agreement form may be found on RenWeb under Resources>Webforms>Electronic Signature Form.

**Once the agreement has been signed it is valid until the policy changes or until your child is no longer an LCA student.*

Electronic Devices K-12 Policy

The Principal of each campus shall develop an electronic device policy or procedures for his or her particular campus and shall be responsible for communicating it to students and parents. The consequences for violations of this policy shall be determined by the Principal and set forth in the campus student handbook. The Principal shall report both the procedures and the consequences for violations of the procedure to the appropriate committee, i.e., Education/Student Life.

Electronic Device Definition

Personal telecommunications devices are defined as any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device, cellular telephone/smartphone, smart watch, or personal digital assistant.

Personal telecommunications devices shall not be used, turned on nor activated by students:

(1) During the instructional day without teacher approval or (2) While attending school-sponsored or school-related activities that are held during the instructional day. The instructional day is defined as the first bell of the day through the last bell of the day. Sharing data between students via cable, peer-to-peer networking or wireless during a classroom activity is permitted only with teacher approval. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Exceptions to this policy may be made by the campus principal on a case-by-case basis. Violations of this policy shall be reported to the campus principal, who will note the violation in the student's behavior log. The campus principal or appropriate school employee shall confiscate the device.



FAITH · SERVICE · EXCELLENCE

Technology

Procedural Consequences for 6th Grade Academy and Junior High Violation

1st Violation: Confiscation of device and returned to the student at the end of the day.

2nd Violation: Confiscation of device and returned to student's parent(s) at the end of the day.

3rd Violation: Confiscation of device, parents/student meeting with campus principal. Device will be returned to parent(s) by the principal.

Procedural Consequences for Senior High Violation

1st Violation: Confiscation of device and returned to the student at the end of the day.

2nd Violation: Confiscation of device and returned to student's parent. Office/Asst. Principal gives back to the parent at the end of the following school day, plus student is issued a detention.

3rd Violation: Confiscation of device, parents/student meeting with assistant principal. Device will be returned to parent(s) by the assistant principal, plus a Friday (evening) school is assigned.

4th Violation: Confiscation of device, Asst. Principal assigns an In-school suspension and returns the device to a parent.





FAITH • SERVICE • EXCELLENCE

Technology

Student/Parent Resources

FACTS SIS

FACTS SIS is LCA's student information system. It also captures student, family, and faculty information. In addition, it stores grades, attendance, and guidance records. Parents can log into FACTS via the LCA website. Parents and students have instant access to school and academic information, including online lunch ordering,. In addition, RenWeb Home App provides access to the features in FACTS via a mobile app. RenWeb Home is available for iOS (iPhone or iPad) and Android devices for an annual subscription of \$4.99 per household.

Canvas

Canvas is a focused learning management system designed to connect educators to students. Canvas allows educators to organize and share information including: class notes, assignments, announcements, and grades. Students and parents can access this system via an online portal.



Technology Integration

Through the integration of technology in the core curriculum, LCA's goal is to move students from being technology literate to technology proficient. Full integration began in the fall of 2007 as teachers' integrated computer into the classroom environment through the use of computers on wheels (COW). Students will be given a proficiency test at the end of sixth grade or upon being accepted into the junior high. If deficiencies are found, recommendations will be made to help the student improve their technology skills. A computer class will be taken in 7th and 8th grades to enhance technology skills and the integration within the classroom setting. The semester grades for both the 7th and 8th grade classes will serve to determine proficiency on entering the high school. Student must maintain 70% grade or better to meet proficiency.



FAITH • SERVICE • EXCELLENCE

WINGS Store

The WINGS store serves our LCA students, families, staff, and alumni by offering reasonably priced products while promoting LCA spirit by proudly displaying the LCA trademarked logo bearing the cross.

WINGS is a place where students and parents can conveniently purchase school apparel, school supplies, accessories and snacks while also helping members of the LCA family “build eagle spirit”.

The WINGS store is located on the Rose campus next to the Gym entrance.

Student Procedure for 6th Grade Academy/Junior High Students: (Rose Campus)

Students are welcome to visit the store after school hours outside of class time or when permitted by their teacher. Students are to adhere to the no food/drink policy in their teacher’s class and their lockers.

*Junior High students may visit the store during lunch time, but must report to the cafeteria first. Junior High students must seek permission from the Junior High lunch staff to visit WINGS. “Grab ‘N Go” food selections are provided in the cafeteria as a lunch/snack option.

Student Procedure for High School: (Rose Campus)

Students are welcome to visit the store during school hours outside of class time or when permitted by their teacher. Students are to adhere to the no food/drink policy in their teacher’s class and their lockers.

WINGS School Year Hours

Monday: 8:30 a.m.—4:00 p.m.

Tuesday: 8:30 a.m.—4:00 p.m.

Wednesday: 8:30 a.m.—4:00 p.m.

Thursday: 8:30 a.m.—5:00 p.m.

Friday: 8:30 a.m.—4:00 p.m.

ETIP cards can be picked up in the Wings store only during operating hours.

Payment

WINGS accepts payments by cash, check, VISA, MasterCard, Discover, and student Eagle Account

Manager

Sabrina Holley

sholley@lexingtonchristian.org

(859) 422-5791