



LEXINGTON CHRISTIAN ACADEMY



PRESCHOOL

2022-23 STUDENT/PARENT HANDBOOK

Lexington Christian Academy
Immanuel Baptist Church Campus
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Lexington, KY 40502

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www.lexingtonchristian.org

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Dear Parents and Guardians:

On behalf of the Preschool Faculty and Staff, we want to welcome you to the 2021-2022 school year at Lexington Christian Academy. We are excited about the new school year and the opportunity to serve the many new faces and families as well as our returning friends. We are blessed by your choice to send your children to our school, and we welcome the opportunity to partner with you in growing your children. We are committed to providing your student 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 preschool community and serves as a set of guidelines and procedures that provide the framework for our unity in Christ. It is our desire that our oneness in Him will be our focusing point. We are a school where routine and structure serve to maintain an environment that honors God in all we do.

*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. **To sign the form, go to www.lexingtonchristian.org > Click on "FACTS Family" at the top of the website > Click on "Family" on the left hand side of the page > and then scroll down to "Handbook and Policy Acknowledgement Form."** If you need help downloading or finding the form on the website, please email Mrs. Thomas at mthomas@lexingtonchristian.org.*

We are looking forward to a wonderful year at LCA!

In Him,

LCA Preschool Faculty & Staff



Thaddeus Highbaugh
Preschool and Elementary School
Principal



Beth Potter
Preschool Director

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.*

By reading this handbook and completing the "Annual Verification Form," you are committing to making the philosophy of LCA a reality in your life. To sign the form, go to www.lexingtonchristian.org>Click on "Family" on the left hand side of the page > and then scroll down to "Annual Verification Form."



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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, 5:18).



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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.



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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.



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Academic Evaluation & Standards

Testing

Four year old preschool students who are eligible to attend our Transitional Kindergarten or Kindergarten the following year will be screened at the end of the school year using the Brigance Kindergarten Readiness Test. Brigance testing covers a variety of school based curriculum topics through a series of 12 assessments which include language development, science and math proficiencies, and gross motor skills. The test is administered in a one-on-one setting and takes approximately 15 minutes.

Benchmark Reports/Student Evaluation

Benchmark reports will be done three times each year. Each report will provide information regarding developmental progress. Parents will receive a copy of all benchmark reports.

Student Re-Interview

Any student who has demonstrated a pattern of behavioral or academic problems may be re-interviewed prior to enrollment for the following school year. A request for a re-interview will be initiated by the Preschool Director or the Campus Principal.



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2021-2022 Calendar

August 4	First Day for Teachers
August 11	First Day of School for Students TK-12 th Grade
August 12	First Day of School for Preschool Students (Tu/Th Programs & M-F Programs)
August 13	First Day of School for Preschool Students (M/W/F Programs)
September 6	Labor Day Holiday (No School – Offices Closed)
October 7-8	Fall Break (No School)
October 13	Early Dismissal Day (PSAT Testing)
October 20	Parent-Teacher Conference Day (No School)
November 22-26	Thanksgiving Break (No School) (Offices Closed Nov 24-26)
December 14–17	JH/HS Final Exams
December 17	No School (PS-5 th); Final Exam Schedule (6 th -12 th)
Dec 20-31	Christmas Break (No School) (Offices Closed Dec 24 and 31)
January 3	Teachers Return
January 4	Classes Resume
January 17	Martin Luther King Jr. Holiday (No School- Offices Closed)
February 18	Professional Development (No school for students)
February 21	Presidents' Day Holiday (No school – Offices Closed)
March 8	Early Dismissal Day (ACT Testing)
March 28-April 1	Spring Break (No School)
April 15	Good Friday (No school—Offices Closed)
May 17-20	JH/HS Final Exams
May 17	Last Day of School for Tu/Th Preschool Classes
May 18	Last Day of School for MWF & M-F Preschool Classes
May 19	Last Day of School & Early Dismissal for TK & K Classes
	Last Day of School 1 st -5 th Grade (Regular Schedule)
May 20	Last Day of School – Final Schedule (6 th -12 th)
	No School PS-5 th (Records Day)
May 24	Last Day for Teachers



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Attendance

Student Arrival and Attendance

Our schedule requires that we begin our class at 8:30 a.m. Children are easily distracted by latecomers, and thus the teacher's job of keeping everyone's attention becomes more difficult. Interruptions disrupt the flow of work and thus hinder learning. We appreciate your understanding on this matter.

For morning arrival, a detailed email will be sent closer to the first day of school from the Preschool Director. The email will contain detailed information for arrival as well as dismissal. Classroom routines begin at 8:30am. **Upon arrival, licensing requires the adult responsible for the student's arrival must sign in on the attendance sheet and designate your student(s) preference for dismissal.** If you have a half-day student, you may only dismiss in carline at 11:45am. Older siblings attending LCA must arrive with the youngest student. Upon arrival into the building, your student(s) will be greeted by a teacher in order to help transition to their classroom.

In order to assist school personnel, we request that parents and guardians follow this procedure if the student will be absent:

1. Parents or guardians must call the office prior to 9:00 a.m. the day of the absence.
2. Notifications for extended absences need to be submitted in writing to the Preschool Director or the Principal.

Hours of Operation

7:00 a.m. – 8:30 a.m.	Early-care
8:30 a.m. – 11:45 a.m.	Half-day
8:30 a.m. – 3:30 p.m.	Full-day
3:30 p.m. – 6:00 p.m.	After-care

Early Dismissal

On early dismissal days all students in preschool will be dismissed at 11:45 a.m. After-care will not be available on these days.

End of Day Dismissal

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 photo 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 your student(s).



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Attendance

End-of-Day Dismissal

Confusion can occur when parents or guardians relay “change-of-plans” messages in the carline. Please be diligent to notify the preschool 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 preschool office, your student will not be dismissed until the office can confirm the change with the parent.

All students must be picked up in carline or in after-care. Accommodations cannot be made for a preschool student if an older sibling dismisses at a later time.

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 withdrawal 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.



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Curriculum Related Information

Books & Supplies

Each student is responsible for his/her general supplies. Supply lists are available prior to the beginning of school. It is recommended that students have a school bag, backpack, or satchel to transport items between home and school. No backpacks on wheels please.

Chapel

Chapel is the moment each week that the children get to come together and worship God with their friends. Chapels correlate with what the students are learning in bible that week in their classrooms, and are geared toward the spiritual development of 3-4 year olds. Our chapels and bible curriculum are on a 2 year cycle focusing on different themes and stories from both the Old and New Testament during alternating years. The main objective for preschool bible and chapel is for the students to fall in love with God and help them know how much He loves them, while helping them learn to share that love with others! Their journey with Jesus is an exciting primary element of their educational experience at LCA.

Field Trips

Preschool classes typically have one scheduled field trip each year. Students must be transported by a parent or family member in order to attend. Parents will be notified in advance of the scheduled field trip. That notification is usually done through the classroom newsletter. Written permission is required in order for your child to attend the field trip. Students will not be able to participate without a signed permission slip. Students not attending a field trip will remain in the parent's care. Small fees may be necessary.

Internet & Other Technology Use Policy

Lexington Christian Academy is proud to offer internet access and a wide array of technology services to its students, teachers, and staff. Our goal in providing these services is to promote educational excellence in school by facilitating resource sharing, innovation, communication and vast resources for research and information. These services and access are a privilege and not a right. With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Lexington Christian Academy has taken precautionary measures to restrict users from controversial materials. These measures include filtering software, internet traffic logging, and other active monitoring systems. However, on a global network it is impossible to control all materials. Restrictive policies and curricular framework will also aid the students to use the internet and other technologies in an ethical and appropriate manner.

The smooth operation of the LCA network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines and consequences of violations are described in the Lexington Christian Academy's Appropriate Use Policy located at each campus, the central business office and in the student handbook section of each campus' local web site. All handbooks can be accessed via ParentsWeb which can be accessed by going to Lexington Christian Academy website at www.lexingtonchristian.org, logging in through the gray button at the top of the page, and then clicking on resource documents in the right side navigation. If you have problems accessing ParentsWeb please contact the office.



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Communication & Support

Student Withdrawal Policy

The term of the enrollment agreement shall be in effect for the 2021-2022 academic year and shall renew automatically for each successive academic year until student's graduation from LCA, unless and until this agreement is terminated by LCA or written request of termination from parent or guardian is received by the admission office. 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.

To initiate a request for withdrawal, the parent or guardian must submit a written request of termination of the continuous enrollment agreement to the Director of Admissions. & Marketing.

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

Future year withdrawals would be considered anytime between March 1 and May 31.

All or a portion of the tuition obligation may be reduced based upon the date that the Director of Admissions & Marketing 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, continuous enrollment, grade-level and other fees.

Current year withdrawals would be considered anytime after June 1 and the last day of school for the current academic year.

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, continuous enrollment, grade-level and other fees. Parents and guardians are strongly encouraged to consider purchasing tuition refund insurance as a part of the continuous enrollment process.



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Communication & Support

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 February 28 of the calendar year, and an appeal including adequate substantiation must be made in writing and received by the Director of Finance & Human Resources within seven (7) days of the receipt of the withdrawal notification.

The four qualifying events are as follows:

- ◆ Death of the parent 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 the parent 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 student 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 days in the fiscal 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 & Human Resources and 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 & Human Resources.

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.



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Communication & Support

Complaint or Problem Procedure

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several other possibilities. This is often the result of a lack of communication between those involved. Lexington Christian Academy's policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18.

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 Preschool Director and Principal.
3. If the problem is still unresolved, it should then be referred to the Head of School.

Child Abuse and 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:

1. Immediate notification by the teacher to social services as required by law.
2. Notification by the teacher to the appropriate Preschool Director, Principal and Head of School.
3. Prompt investigation by the appropriate school official.
4. Immediate notification by the teacher to social services as required by law.



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Communication & Support

Children and Parent Rights (Pursuant to KRS 199.898)

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - (a) The right to be free from physical or mental abuse;
 - (b) The right not to be subjected to abusive language, punishment; and
 - (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.
- (2) Parents, custodians, or guardians of these children specified in subsection (1) of this section have the following rights:
 - (a) The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
 - (b) The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - (c) The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child; and
 - (d) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Licensing/Accreditation

LCA Preschool is licensed by the Kentucky Cabinet for Human Resources and is accredited by Cognia. The facility is inspected yearly by the Cabinet for Human Resources, the state fire marshal and the local health department.

Staff Requirements

Teachers and staff meet the following state requirements:

- ◆ State check for substantiated abuse and neglect
- ◆ Criminal records check
- ◆ 15 clock hours of early childhood classes annually
- ◆ CPR/First aid certificate
- ◆ Pediatric head trauma training



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Communication & Support

Conferences

Parents are encouraged to contact the teacher with any questions or concerns at any time during the school year. Please feel free to email the teacher or call the school to leave a message for the teacher.

The Preschool Director and the Campus Principal are also available for conferences. However, if the issue relates to the classroom, parents should speak with the teacher first.

Please remember that the time immediately before or after school is reserved for teachers to welcome and dismiss students. Parents are asked not to involve the teachers in a discussion or conference at those times.

Messages

Verbal messages cannot be accepted from a student. Parents need to send a written note to teachers. Conversation relating to the student should be made in private. Messages from school will be sent home in writing. Weekly newsletters will be sent from the classroom.

Parent Teacher Fellowship (PTF)

The purpose of LCA's Parent Teacher Fellowship is to provide all LCA parents (preschool – 12th grade) with opportunities to connect with the school and build relationships through service and involvement. We encourage every family to serve wherever your heart leads you. To learn more, contact the campus office.

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 your student's classroom. All visitors are required to sign in at the school office.



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Communication & Support

Birthday Parties

Birthday parties will **not** be held at school. Personal party invitations can only be distributed if every student in the class receives one. Parents may send in a birthday treat at the discretion of the preschool teacher. Teachers should be notified in advance of any treats to be shared with the class in order to avoid food allergies.

Inclement Weather Emergencies

When it becomes necessary to cancel or delay school due to inclement weather, the information will be announced on local news stations (WLEX, WKYT, WTVQ, and FOX 56) through television, posted on their websites, as well as on the LCA school website and social media pages (Facebook- www.facebook.com/LexingtonChristianAcademy, Twitter-@LCAKYEagles, Instagram-lca_ky_eagles).

Inclement Weather Procedure

The Head of School will determine school closings/delays based on inclement weather, and will use appropriate means to communicate the closings/delays to students, families, faculty and staff as stated below:

- ◆ The Head of School will review the radar and weather reports of the local news stations (WLEX, WKYT, WTVQ, and FOX 56) and weather.gov., for inclement weather.
- ◆ The Head of School will determine the cancellation/delay of school and will post and announce these on the local news stations' (WLEX, WKYT, WTVQ, and FOX 56) websites and television stations, as well as on LCA's school website and social media pages. School cancellations/delays will be determined and announced the evening of the inclement weather, or the morning of inclement weather before 6:00 a.m.
- ◆ Parents and guardians should stay regularly tuned into the local news stations through television, their websites (WLEX, WKYT, WTVQ, and FOX 56), as well as on LCA's school website and social media pages on inclement weather days to stay informed of school cancellations/delays.

Parents and guardians, if school is in-session and you are concerned about the inclement weather or the possibility of inclement weather, you may keep your student home or pick them up from school at your discretion. Students will not be penalized for these absences and dismissals.



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Communication & Support

Media Release Information

Students who attend Lexington Christian Academy are occasionally chosen to be part of school publicity, publications, and/or public relations activities. Upon acknowledging your agreement to the Parent-Student handbook annually, you are agreeing that your student can be featured in media. You may opt-out of this media policy in writing (see procedure below). Your approval includes permission to use your student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or publications, social networking, videos or on the school's website.

Parents/guardians understand and agree that::

- No monetary consideration shall be paid
- The photo, video or student statements may be used in subsequent years
- The media sometimes covers events at LCA. Students may be interviewed, recorded, photographed, or videotaped by the news media for a story in the newspaper, radio, or television.

Important Information for Families Who DO NOT Give Permission

If you as the Parent/Guardian wish to rescind this agreement, you may do so at any time with written notice. If you do not give permission you must submit a photo of your child prior to the start of the school year via email to Lisa Collins lcollins@lexingtonchristian.org, to help ensure his/her likeness is not published. Please make the subject line "No Photo Release."

Special note: If LCA is hosting a school performance and there are students in the performance who are not authorized to be published, to the best of our ability, LCA will shield those students from broadcasting, recording, still photograph, etc. by the school. LCA cannot guarantee that a "no photo release" student's image or likeness would not be captured by a family member using a recording device or camera during the event then shared publicly through other means such as social media or by a member of the news media.

Students on the "no photo release" list will still appear in the school yearbook. This includes any candid pictures, class pictures or formal pictures.



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Discipline

Student Discipline

The Teachers and Principals of Lexington Christian Academy use a variety of disciplinary methods to maintain a positive and safe school environment. Lexington Christian Academy expects full cooperation from both students and parents. The Bible admonishes, "Train up a child in the way he should go; and when he is old, he will not depart from it." (Proverbs 22:6)

Discipline at LCA is viewed as an opportunity to teach. A biblical approach is followed as the teachers, directors and principals assume the role of shepherd. Creating a safe and nurturing environment is a priority. The Bible also admonishes, "Above all else, guard your heart, for it is the wellspring of life." (Proverbs 4:23) Addressing the heart of the student is paramount in providing the proper direction for school behavior and for life.

Disruptive behavior will be dealt with in the context of pastoral counseling with a goal of bringing the student to true repentance and restoration. While grace will play a major role and forgiveness issued, continually disruptive students will not be permitted to remain in school.

Harassment, Discrimination, and Bullying

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 are a part of it would be known to respect one another and be committed to fulfilling Christ's command. 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.

The Lexington Christian Academy will not tolerate harassment, sexual harassment, discrimination, bullying or retaliation.

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.

Definitions

Harassment is defined as 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.



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Sexual Harassment is defined as 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 a 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. ([29 C.F.R. § 1604.11 \[1980\]](#))

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 is defined as an action or behavior that results in negative or different treatment of an individual based upon race, color, ethnic origin, national origin, political belief, biological sex, marital status, age (40 and over), physical or mental disability, or any other trait protected at a religious institution by law.

Employees: Lexington Christian Academy does not discriminate on the basis of race, color, age (40 and over), biological sex, ethnic origin, disability, or pregnancy, in the hiring, promotion, or termination of its employees.

Students: 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 is defined as any unwanted verbal, physical or social behavior among students that involves a real or perceived power imbalance and is repeated or has the potential to be repeated: 1) That occurs on school premises, on school-sponsored transportation, or at school-sponsored event; or 2) That disrupts the educational process.

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.



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Discipline

Retaliation is defined as 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.

Reporting

Any person who believes he/she has been the recipient of, or witness to, harassment, sexual harassment, discrimination, bullying, or retaliation is strongly encouraged to report the alleged occurrence(s) to any of the following:

1. Principal
2. Head of School
3. Counselor
4. Teacher
5. Spiritual Life Director
6. Board or individual Board member

A hotline (859-422-5757) has been established for any person to report an alleged incident of harassment, sexual harassment, discrimination, bullying, or retaliation. The hotline number and information regarding its intended use will be described in the Student Handbook, school website, and other regular publication released by the school. All calls will be documented and forwarded to the Principal of the campus where the alleged incident occurred and to the Head of School for initial review. If the alleged conduct involves a team coach, the Athletic Director shall also be included in the initial review. A request for an investigation may also be initiated by the Head of School or the Board. A decision to investigate or not investigate shall be documented in writing and retained in school records.

School administration will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused until the completion of the investigative process.

Investigation

Students, parents, all senior staff and faculty will be cooperative with the investigation process. In accordance with the school virtues, participants in the investigation will be truthful during the investigation. If there is a determination by the investigator that a participant was either non-cooperative or untruthful, these facts will be described in the investigative report and provided to school administration for consideration during any future discipline process.

Complaints about any conduct addressed in this policy 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 practicable. This policy explicitly prohibits retaliation against individuals for bringing complaints pursuant to this policy.

Investigation of alleged student conduct that is prohibited by this policy shall typically be investigated by the principal of the campus where the person alleged to have committed the transgression is a student; provided, however, that the Head of School may, in his or her discretion, staff the investigation in any manner he or she believes is in the best interests of all concerned.



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Discipline

Investigations of alleged adult conduct, or alleged conduct that involves both adult conduct and student conduct, that is prohibited by this policy, shall typically be investigated by a qualified human resources expert or any other qualified person selected by the Head of School or, as needed, by Lexington Christian Academy's Board of Directors.

In addition to the Head of School, one Executive Leadership Team member (i.e. – a Director or Principal), will be involved in all investigations.

Resolution Process and Discipline

After completion of a timely and thorough investigation, the Head of School or the Board, as appropriate, shall determine the appropriate disciplinary action to be imposed, if any, and promptly advise the accused of such decision. The Board (but excluding any member whose conduct is the subject of the investigation) shall review the report and appropriate disciplinary action, if any, shall be taken.

Disciplinary action may range from a formal written reprimand to dismissal or termination for an employee or Board member to in-school suspension, out-of-school suspension, or expulsion for a student.

All matters discussed in this policy are considered serious offenses and will be treated as such. The Lexington Christian Academy is committed to insuring the safety and security of its students, parents, teachers and faculty. All investigations of these matters will be treated with the highest level of confidentiality and care.

Appeal

A determination made and disciplinary action imposed as described above may be appealed within ten (10) days of delivery of the written report to the aggrieved party. Such appeal shall be made in writing and considered (i) by the Head of School as to any determination made by a Principal or (ii) by the Board (excluding any member whose conduct is the subject of the investigation) as to any determination made by the Head of School or the Board.

Approved: 4/3/17

Revised: 10/28/19

Revised: 08/27/22



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Health & Safety

COVID-19

Lexington Christian Academy has implemented various preventive measures aimed to reduce the risk of the spread of COVID-19 to students, staff, guests, and visitors. However, we do not guarantee or warrant against the risk of infection.

Emergency Information Form

At the start of each school year, families must submit emergency contacts and a list of individuals who are authorized to pick-up their children from school via the Annual Verification Form. Parents are responsible for making changes to the emergency form if changes occur during the school year.

Gum

Gum chewing is not allowed at Lexington Christian Academy in any part of the school. Teachers will not permit gum chewing as a privilege or reward.

Health Requirements

An immunization certificate must be completed by your family doctor and be on file within 30 days of the first day of school.

Illness

- ◆ Students should not return to school if they have experienced fever (100.4 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 keeping your student home if your student displays sick symptoms. If students experience any of these conditions during the school day, parents or guardians will be called to pick them up.
- ◆ All communicable diseases will be reported to the local health department.
- ◆ A child with conjunctivitis (pink eye) must use a prescription antibiotic cream or drops for 24 hours before returning to school.

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 or guardians will be called to pick up their child immediately from the school office. The school nurse 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.



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Health & Safety

Potty-Training

We believe in order for children to be successful in a learning environment and for classroom settings to flow smoothly, potty-training is a necessity. An admissions requirement for LCA's Preschool Program is that each student be potty-trained by the first day of school. "Potty-trained" simply means that your child has obtained control of bodily functions and has achieved independence in usage of the bathroom. Diapers or pull-ups are no longer part of their attire.

We understand at the beginning of the school year, an occasional accident may occur. However, due to the orientation of our school being an educational facility, and adherence to state regulations, if a child is soiled or heavily wet, parents will be called to come and pick up the student.

If parents are called on a routine basis, and it is evident that the child has regressed in his or her potty-training, the Preschool Director and Principal will schedule a meeting with the parents to review the child's continued enrollment. Please contact the office if you have any questions.

Safety Drills

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

Toys and Other Distractions

Toys and other items that would cause a distraction to classroom environment are not permitted at school. The only exception is with reference to announced "show and tell" days for students in preschool through first grade classrooms.

Medicine Policy

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 are to be taken:

- ◆ For all drugs prescribed and non-prescribed, parents need to complete a medication form available in the school office. If a form is not on file, parents will be called before any non-prescription medication is given.
- ◆ Only a daily (single) dose may be brought to school.
- ◆ Prescription medicine requiring three doses a day may be given before school, after school, and before bed eliminating the need to bring this medication to school.
- ◆ Medication cannot be kept in a child's backpack.

Drugs & Alcohol

Those who bring or are in possession of drugs or alcohol on school premises or at any school function will be immediately referred to the Campus Principal and Head of School for immediate discipline and will be recommended for re-interview, suspension or expulsion.



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Health & Safety

Pets

Prior approval from the Preschool Director must be obtained before bringing any pet to school. Small pets brought into the school must be in a cage at all times. Dogs are not to be brought into the building. Dogs or pets shown outside must be on a leash at all times and no pets are to be on the playground at any time.

Weapons

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.

Violations of this policy will include but is not limited to, the following:

- ◆ Confiscation of the firearm or deadly weapon
- ◆ An immediate phone call to the student's parents
- ◆ An immediate phone call to the appropriate law enforcement agency

In keeping with the Kentucky State Law, LCA will post the following notice in prominent locations in the school, including but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and state:

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

Policy is intended to reflect all provisions of Kentucky law.



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Health & Safety

Student and Parent Reunification Plan

Student/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 Baptist Church Campus Reunification Locations:

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



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Campus Facilities

Location

The Preschool Campus of Lexington Christian Academy is located at 3100 Tates Creek Road, Lexington, Kentucky 40502.

Campus Visitation

Parents, family of students, 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 the reception desk located in the elementary 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 Preschool Director or 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).

Closed Campus

Lexington Christian Academy maintains a closed campus. All visitors to the preschool must use entrance #8 during the school day. All other doors leading into the buildings must remain locked during the school day to provide maximum safety for all students. Please use entrance #6 for morning arrival.



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Dress Code

Standardized Dress Code

By definition, “standardized dress code” is a flexible selection of clothing from which students may choose. Standardized dress code is not a uniform where every student is dressed in identical outfits. It is designed to promote modesty, create a safe and positive climate, and ensure a distraction-free learning environment. Dress code items may be purchased from the vendor of your choice. Fads, trends, innovative fashions, extreme hairstyles or hair colors, jewelry, and/or clothing, which the preschool director deems to be potentially disruptive or inappropriate, will not be allowed.

Basic Dress Code

For preschool, brand labels, personal monograms, or team logos are not permitted on the outside of any uniform item. Approved colors for tops include: **pink, grey, light blue, navy blue, red, royal blue, and white.**

Shirts:

- ◆ Plain polo shirt (pique or smooth)-long sleeve or short sleeve -no jersey knit, lace, trim, snaps etc.
- ◆ Plain knit turtleneck (mock or regular collar)
- ◆ Plain button down collar oxford shirt-long sleeve or short sleeve-light blue or white-not tapered or fitted
- ◆ LCA logo polos purchased at the Wings Store are permitted Monday - Friday.

Sweaters:

- ◆ Plain or cable crew neck
- ◆ Plain or cable V-neck
- ◆ Plain or cable cardigan
- ◆ Plain or cable pullover sweater vest
- ◆ Collared shirts must be worn under a sweater

Sweatshirts/Fleece

- ◆ Plain crew neck sweatshirt
- ◆ Plain crew neck fleece
- ◆ Plain quarter-zip pullover
- ◆ LCA logo sweatshirt (crew neck), fleece or quarter-zip purchased at Wings Store permitted Monday-Friday.
- ◆ Collared shirts must be worn under a sweatshirt/ fleece Monday - Thursday.
- ◆ No hoodies are permitted for preschool students.





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Dress Code

Basic Dress Code (cont'd.)

Approved colors for bottoms include: khaki (light or dark) or navy.

Skorts:

- ◆ Plain or pleated twill chino skorts
- ◆ Knee length (longer style)

Skirts/Jumpers:

- ◆ Pleated twill chino skirt or jumper
- ◆ Knee length (longer style)
- ◆ Shirt must be worn underneath jumper
- ◆ 2 or more pleats required

Pants:

- ◆ Plain twill, straight leg chino pant
- ◆ Elastic waist suggested for preschool
- ◆ No sash or rope ties
- ◆ No cargo or zippered pockets
- ◆ No capris

Shorts:

- ◆ Plain twill chino walking short
- ◆ No cargo or zippered pockets
- ◆ Knee length (longer style)
- ◆ Shorts should not fall below the knee

Shoes:

- ◆ Athletic shoes must have enclosed toes and heels. No heelys (shoe skates).
- ◆ Dress/casual shoes must have enclosed toes and heels (no sandals, clogs, flip flops or Crocs).

Socks/Tights/Leggings:

- ◆ Socks/knee socks (of any color) are required and visible above shoes. Athletic socks (e.g. Nike Elite) are permitted.
- ◆ Leggings may ONLY be worn under dresses, jumpers or skirts (leggings may not be worn under pants or shorts).
- ◆ Leggings or tights must be navy, red, or white.

Outerwear

There are no restrictions on coats or jackets. However, jackets and coats may not be worn in the classroom.





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Dress Code

Basic Dress Code (cont'd.)

Accessories:

- ◆ Preschool students are not required to wear a belt. If belts are worn, they must have a buckle or a belt ring.
- ◆ There are no restrictions on the color or style of hair bows; however, headband scarves are not permitted.
- ◆ Permanent or clip-on feathers and/or hair wraps are not permitted.
- ◆ Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn during the school day.

General Appearance Guidelines:

- ◆ Shirts must be tucked in at all times.
- ◆ No sleeveless clothing.
- ◆ Short sleeve shirts may not be worn over long sleeve shirts except for spirit days (Friday).
- ◆ No extremes in fashion or hair, as defined by the school administration, are permitted.
- ◆ Stickers, face paint, or visible tattoos are not permitted.
- ◆ Pierced jewelry is only allowed in the ears of girls. No pierced jewelry is permitted for boys.
- ◆ No sagging, fraying or oversized clothing is appropriate.
- ◆ Make-up is not permitted.

Hair

- ◆ A boy's hair is not to exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front.
- ◆ Hair coloring, including highlights and/or dyes done on the hair, is not permitted at the preschool level as well as permanent and clip-on feathers and hair wraps.

Spirit Day Dress

Every Friday, students may wear any LCA spirit t-shirt or sweatshirt with jeans or their dress code bottoms. Jeans must be free of holes or frayed designs. Jean shorts or jean capris are not permitted.

Dress Up/Down Days

During the year students will have the opportunity to dress up/down for school. These will be announced in advance and will have specific details of what can be worn (i.e. individual picture day, spirit week, book fair week, etc). During these days, costumes, pajamas or sleeveless clothing are not permitted. All shoes must be closed toe and be attached to the heel.