

2018-2019 Student Handbook
Volume XXII



WWW.LAKECHRISTIANACADEMY.COM

**Teach a child to choose the right path
and when he is older, he will remain upon it.
Proverbs 22:6 TLB**

Dear Parent/Guardian,

Welcome to Lake Christian Academy. I consider it a blessing and an honor to be a part of the team that you have entrusted to help raise up your student to be a warrior for Christ.

We believe God has called and established us for the high and noble purpose of training students to lead in life – first themselves, then others. As parents, the Bible gives you the greatest authority and responsibility to train your child. By selecting LCA to educate your child in a Christ-centered manner, we enter a relationship *together* to train up your child.

We believe there must be a strong emphasis on the relationship between the academy and the home, and we recognize the critical role of parents in fostering their children's education. Above all else, we see ourselves as allies with the family who reinforce parents' efforts to guide the intellectual, emotional, and spiritual development of their children.

This handbook outlines the policies and lifestyle of our academy. Education requires discipline and the self-discipline and character training your child receives will contribute to his or her success in life. Ecclesiastes tells us that a three-part cord is not easily broken; together with you and your child, we will train up a child who will not be easily broken down on the road of life.

The faculty and staff of LCA are honored to be a part of that cord of training. The policies are designed to provide an environment conducive to learning and to the safety of the students. Our lifestyle offers strong Christian character to each of our students. Your signature on the Statement of Agreement and your understanding and support of the policies of LCA is foundational to the education of your child.

Serving Christ and your child,

Monique Begley

Administrator

Vision Statement

Christ-centered Education with Academic Excellence

Philosophy

Founded in 2001, Lake Christian Academy exists for the purpose of training students academically, spiritually, physically, and socially in a Christ-honoring manner. It is our goal to stress excellence in all areas through Christ-centered instruction and example. The curriculum is structured in biblical context and emphasizes high academic standards with strong emphasis in language arts, reading, math, patriotism, and self-discipline. We consider Christian teachers to be the key in the whole process. Therefore, all our teachers are committed Christians and possess a genuine love for children.

With the departure from a spiritual atmosphere in the public classroom, a natural decline of respect, discipline and moral behavior has resulted in an atmosphere less conducive to learning. Respect and self-discipline are two principles reinforced throughout our entire day. Consequently, we welcome those students who sincerely desire to attend a Christian academy and whose parents will be in complete support of the lifestyle of the Academy.

It is the sole purpose of Lake Christian Academy to help mold the lives of young people who will be spiritually and academically equipped to follow their calling upon graduation.

**Philippians 4:8 Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.*

Statement of Faith

We believe the Bible, in its entirety, to be the inspired Word of God and the infallible rule for faith and conduct. We believe there is one God, eternally existent in three persons, the Father, Son, and Holy Spirit, Creator of all things. We believe in the deity and humanity of Jesus Christ, His virgin birth, sinless life, miracles, crucifixion, death, burial, resurrection, and His soon return. We believe that the only means of salvation is through Jesus Christ, and that anyone who will, can receive Jesus Christ as Lord and Savior and become a born again child of God. In obedience to the Lord's command, believers should follow Him in water baptism. The one who physically dies in his sins without accepting Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting," used in describing the duration of the punishment of the damned in the Lake of Fire, carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the Presence of God.

Academy Verse – Proverbs 1:7

**The fear of the Lord is the beginning of knowledge,
but fools despise wisdom and discipline.**

Academy Colors – Red, White and Navy Blue Academy Mascot – Soaring Eagle

**The eagle is the symbol of the deity of Christ; the eagle
soars above the heavens carrying the message of salvation
to the ends of the Earth.**

Absences

Missouri state law section 167.031 states:

“A parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven years of age and the compulsory attendance age for the district shall cause the child to attend regularly some public, private, parochial, parish, home school or combination of such schools not less than the entire school term of the school in which the child attends.”

Regular academy attendance is important to a student’s academic success and promotes good work habits and self-discipline. The academy recognizes there are times when a student will be absent. In case of absence, we ask parents to notify the office by 8:30 a.m. to eliminate any unnecessary concern. For extended absences, the parent is responsible for teaching the student the material that was introduced during that student’s absence. It is the parent’s responsibility to contact the teacher for the material. The student is responsible for taking all quizzes and tests missed during absence.

Students are not to report their own absences.

Being tardy is disrespectful to both the instructor and the other students. We understand that on occasion, a student may be late. Tardies will be addressed at the sole discretion of the instructor.

Absences Due To Travel

When a vacation or extended absence is known in advance, all efforts should be made to be in communication with the students’ teacher/s.

Address or Phone Number Change

It is the responsibility of the parent or guardian to notify the academy any time an address or phone number (home or work) is changed. From time to time, LCA uses an automated phone system – please make sure we have updated phone numbers.

Admission Policy

Lake Christian Academy admits students of any gender, race, color, or national heritage to all the rights, privileges, programs, and activities generally accorded or made available to students at the academy. LCA cannot, however, meet the special educational and behavioral needs of all students. While the academy desires to be helpful, we do not have the specialized programs, resources, or facilities for the proper development and education of students with physical, behavioral, or learning disabilities. If the staff of the Academy, through testing or observation, notes that your child needs special care, attention, or programs that we cannot provide, we will appreciate your understanding in moving your child to another more suitably-equipped educational environment.

Admission to LCA is a privilege and not a right. Students are admitted based on guidelines that follow the standards and ideals of work and life at the Academy. Students forfeit this privilege if they do not conform to these standards. Consideration will be given to a student's history of behavior at his/her former academy. LCA will not consider students who have been recently expelled from their previous school or who have failing grades. LCA will not consider students entering the 12th grade for admission, unless they have recently moved to the area and are transferring from an approved homeschool or private Christian academy. Students will not be considered after the 3rd quarter of the year. (*Enrollment procedures, page 9*)

1 Corinthians 15:33 Do not be deceived: "Bad company corrupts good morals."

Proverbs 13:20 He who walks with wise men will be wise, But the companion of fools will suffer harm.

2 Corinthians 6:14-15 Do not be bound together with unbelievers; for what partnership have righteousness and lawlessness, or what fellowship has light with darkness? Or what harmony has Christ with Belial, or what has a believer in common with an unbeliever?

Appearance Standards

Lake Christian Academy maintains an official standard of modest dress both for academy and academy-related functions. We believe in a dress code for several reasons:

1. We desire that our students reflect the best possible image of our academy and of the Lord.
2. To underscore the academy's seriousness of purpose by encouraging students to think of their attire as an aspect of their work.
3. To eliminate the self-consciousness and peer competition and pressure that fashion trends promote.
4. To encourage a sense of identity with the Academy and among the students as a group.
5. To show respect to all age groups, denominations, and the opposite sex.

Because of the wide differences in backgrounds and spiritual preferences/convictions, acceptance and cooperation are very important. Our desire is that the dress code be one that contributes to a distinctive Christian education and promotes an effective learning environment. Our dress codes are designed to promote a high level of personal character and appearance. It is important to understand that if we do not allow a particular article/style of clothing or dress, we are not saying the item is wrong to wear at other times – just not to the academy. Our dress code is not designed to support or encourage the latest fashion trends and fads. This means that clothing bought at some of the popular clothing stores may not meet our standards. Decisions regarding clothing choices are, at times, very complex. Because styles change frequently, we cannot anticipate and cover every possible fashion style ahead of time. Developing a dress code that is all-encompassing is nearly impossible. In all dress code issues, the administration reserves the right to make the final decision on the appropriateness of clothing and appearance. The administration also reserves the right to make adjustments to the dress code should the need arise. We recognize that families, and sometimes school officials, interpret the dress code in a different manner. We realize that consistency and fairness are vital to having an effective dress code. Yet, there is a grave danger in giving the impression that externals are more important than internals (“the hidden man of the heart” – I Peter 3:4). We desire, with your help, to let our young people know that who they are in Christ is most important.

The administration will make the final decision on the appropriateness of a student’s dress and appearance. Students violating the code will be dealt with as quickly as possible. If necessary, the student may be sent home to change or not be allowed to attend class until a change of clothing can be made available. *

Elementary Students: PreK-6th Grade

- Polo Shirts and Oxford shirts –Polo shirts in solids, true red, white, and navy shirts are permitted. White oxford shirts are permitted.
- Slacks– Slacks are defined in Webster’s dictionary as loose or less tight trousers fastened at the waist. Slacks may be khaki or navy in color. **We do not allow “skinny” or “skin tight” stretchy pants.** Extra embroidery, stitching, or adornments are not allowed.
- Skirts and Jumpers – Girls may wear solid colored khaki or navy skirts or jumpers. Make sure the length touches the knee when standing.
- Bermuda Shorts and Capri Pants – Uniform khaki or navy bermuda-length shorts (no more than 2” above the knee) and capris may be worn.
- LCA T-Shirts- T-shirts purchased and previously purchased directly from LCA may be worn. They may not be altered in any way.
- LCA Sweatshirts and Hoodies – Sweatshirts and hoodies purchased from the Academy may be worn. Sweatshirts and hoodies may not be cut or altered. A uniform polo, oxford shirt, or LCA logo T-shirt must be worn under the sweatshirt or hoodies. No other sweatshirts or hoodies are allowed.
- Cardigan Sweaters/Blazers & Ties Welcome - Red, white, grey **or** navy cardigan sweaters may be worn over a uniform polo or oxford shirt.
- Other Sweaters –Sweaters must be solid red, white, navy or grey. **NO OTHER OUTER APPAREL WILL BE ALLOWED INSIDE THE CLASSROOM.**
- Shoes – Roller shoes and open-toe shoes are not allowed. Students should wear a tennis/sport shoe **when on the gym floor.**

Jr. High & High School Students: 7th-12th Grade & Online Students

- Slacks– Slacks are defined in Webster’s dictionary as loose or less tight trousers fastened at the waist. Slacks may be khaki or navy in color. Skin tight bottoms or “skinny” slacks/shorts of any kind are not allowed. Extra embroidery, stitching, or adornments are not allowed.
- Professional Appearance-A belt is to be worn.
- LCA T-Shirts, Sweatshirts and Hoodies- T-shirts, sweatshirts and hoodies purchased and previously purchased directly from LCA may be worn. T-shirts and polos must be tucked in at all times. They may not be cut or altered in any way.
- Polos and Oxford Style Shirts - Solid colored polos in true red, navy and white may be worn tucked in. White oxford style shirts may be worn tucked in.
- Skirts – Girls may wear solid colored khaki or navy skirts. Skirts must touch the knee or fall below the knee when standing.
- Shorts and Capri Pants – Uniform khaki or navy shorts (Bermuda style or shorts that are 2” or less above the knee) and capris may be worn. No skinny or skin tight shorts will be allowed.
- Cardigan Sweaters/Blazers & Ties Welcome - Red, white, grey **or** navy cardigan sweaters may be worn over a uniform polo or oxford shirt.
- Other Sweaters –Sweaters must be solid red, white, navy or grey. **NO OTHER OUTER APPAREL WILL BE ALLOWED INSIDE THE CLASSROOM.**
- Shoes – Roller shoes and open-toe shoes are not allowed. Students should wear a tennis/sport shoe **when on the gym floor.**

Hair must be clean without distractive styles or colors. Boys’ hair should be above the eyebrows, trimmed neatly on the sides, and off the ears and collar. Boys may not highlight or dye hair from its natural color. Students shall not have permanent tattoos or body piercing other than earrings for girls. No excessive or distractive jewelry is allowed.

“We are God’s handiwork.” ([Ephesians 2:10a NIV](#))

“Do not allow this world to mold you into its own image.” ([Romans 12:2a The Voice](#))

“For physical training is of some value, but godliness (spiritual training) is of value in everything.” ([1 Timothy 4:8](#))

“Women should adorn themselves modestly and appropriately and sensibly in seemly apparel, not with elaborate hair arrangement or gold or pearls or expensive clothing,” ([1 Timothy 2:9 AMP](#))

“Your attitude should be the same as that of Christ Jesus.” ([Philippians 2:5 NIV](#))

“Clothe yourselves with humility toward one another because, ‘God opposes the proud but shows favor to the humble’” ([1 Peter 5:5](#))

“It should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight” ([1 Peter 3:4 NIV](#))

*Some ideas and elements adapted from Calvary Christian, Covington, Kentucky

Bible

We believe the Word of God should be a fundamental part of a student's education. It augments the study of English, history, geography, and science. Deuteronomy 8:3 says "Man does not live on bread alone, but on every word that comes from the mouth of the Lord." Without knowledge of Biblical truth, a child cannot be considered fully educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of students as the Bible.

In addition to the moral and spiritual values resulting from Bible-based learning, specific knowledge of the Bible is one of the greatest educational assets anyone can possess. Students attend Bible Class in Kindergarten through 12th Grade. No other course offered at LCA affords greater opportunities for laying the foundation of Christian character. For all transcripts, Bible will be listed as Ancient History.

II Timothy 3:16 Every scripture inspired of God is also profitable for teaching, for reproof, for correction, for instruction which is in righteousness.

Conflict Resolution

MATTHEW 18 PRINCIPLE: Our goal at Lake Christian Academy is to glorify God by basing all decisions on this question; "What is best for the student/s?" We ask that parents agree to demonstrate their support and cooperation by: 1) refraining from unproductive talk and gossip regarding faculty/administrative decisions, policies and procedures; and 2) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation. Board members should only be brought into the situation after you have discussed it with the administration.

Matthew 18: 15-19 NKJV ¹⁵ "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. ¹⁶ But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.'¹⁷ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.¹⁸ "Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.¹⁹ "Again I say to you that if two of you agree on earth concerning anything that they ask, it will be done for them by My Father in heaven.

Discipline

Prompted by love, discipline implies patience, long suffering, reviewing and reminding until wrong behavior changes into right behavior. (Inspired by Proverbs 3:12, 22:15)

The word discipline comes from the Latin root “discipulus” and means to instruct, train, support, and encourage ... in effect, to disciple. Additionally, discipline also means to punish, chasten, correct, and stop wrong behavior. At the Academy, the ultimate goal of reasonable discipline in the context of love is to help students become obedient followers of Jesus Christ and develop a desire to do what is right.

Ecclesiastes tells us that a three-part cord is not easily broken; together with you and your student, we will set expectations, work within an agreed-upon framework, and *train up* a child. The Statement of Agreement must be signed, indicative of a parent’s understanding and support of the policies of LCA, which are foundational in the education of each child.

Lake Christian Academy’s three-part cord of discipline is as follows:

LCA’s Part –

Provide an environment that is conducive to learning

- ✓ Provide safe facility, free of hazards
- ✓ Ensure no drug, alcohol or tobacco use on campus
- ✓ Prohibit sexual behavior and/or other inappropriate actions or words
- ✓ Maintain student dress code

Be creative in our academic approach

- ✓ Utilize classic and contemporary methods
- ✓ Help student to meet lesson expectations

Challenge students to learn

- ✓ Encourage cognitive retention
- ✓ Encourage critical thinking

Provide a learning experience when a student’s behavior is unacceptable

- ✓ Reinforce “I love you; I do not like your behavior.”
- ✓ Ensure the consequence is related to the misbehavior
- ✓ Use “time-in” approach, not “time-out” – “time in” refers to interaction with the students about behavior rather than isolation.
- ✓ Honor the parent as disciplinarian

Parent’s Part –

Support the Academy’s “lifestyle”

- ✓ Support the dress code in action and words
- ✓ Encourage respect of authority
- ✓ Sign daily planner (Grades 1-6)
- ✓ Work with staff to immediately address concerns and conflicts as they arise in accordance with Matthew 18:15-19*

*See “Conflict Resolution”

Student's Part –

Embrace the Academy's "lifestyle"

- ✓ Abide by the dress code in word and action
- ✓ Use proper behavior and language
- ✓ Display a Christ-like attitude
- ✓ Honor parents, teachers, administrators, and fellow students
- ✓ Respect academy property
- ✓ Complete daily work
- ✓ Go immediately to any peer, teacher, coach, or the administrator, in accordance with what Jesus tells us in Matthew 18:15-19, to resolve conflict.

The final responsibility for student behavior and realization of academic goals rests with parents. Our goal is to support the parents' responsibility for their child's education. We expect parents to support the Academy by enforcing LCA behavior lifestyles and by accepting responsibility for any willful misbehavior on their child's part.

Disciplinary Action

Attendance at Lake Christian Academy is a privilege and not a right. Well-ordered learning environments are crucial, both to our ability to provide a quality education and to our institutional identity.

Students whose behavior is not conducive to the classroom will receive counsel regarding that behavior, from someone in authority. If the behavior continues, students will be held accountable as follows:

- Student conference with Administrator
- Parent/Student Conference with Teacher and Administrator
- Dismissal

Unacceptable behavior includes but is not limited to:

- ✓ Being disrespectful to an adult or fellow student
- ✓ Being out of uniform
- ✓ Cheating/Plagiarism
- ✓ Displaying conduct deemed by Administration as unbecoming to LCA
- ✓ Incomplete work
- ✓ Lying, dishonesty or creating a false impression
- ✓ Speaking without permission
- ✓ Physical fighting

Remember that our ultimate recourse for handling a student/parent who simply will not adapt to Academy standards is removal of the student from LCA. Refunds on tuition are not made as a result of dismissal.

Proverbs 29:17 Correct your son, and he will give you comfort; He will also delight your soul.

Dismissal for Spiritual Reasons

Any student with a poor attitude toward Christian life and faith in God can adversely influence a large number of his or her classmates. Even though, it is our desire to help students grow spiritually, as well as academically, a student whose attitude is not supportive of the academy's spiritual training, or whose influence on classmates is clearly detrimental, will be asked to leave.

Proverbs 14:7 "Leave the presence of a fool, for there you do not meet words of knowledge."

Electronics Usage at Academy

LCA encourages and endorses the use of new technology; however, unauthorized use of electronics in the classroom can be distracting to the education environment. For this reason, LCA reserves the right to limit the use and availability of electronic devices such as iPods, MP3 players, Palm Pilots, laptop computers, cell phones, etc. during academy hours. Therefore, electronic devices may only be used with the approval of the administration or teacher. **ALL cell phones can be carried in pocket or purse.** Otherwise, electronics should be stowed in a locker with a lock. Any disruption with electronic devices will NOT be tolerated. LCA will not be held responsible for missing or misplaced devices. Electronics of any nature should only be used for instructional purposes. No video games, YouTube videos or other forms of electronic entertainment are allowed.

Emergency Evacuation

Several times during the academy year, fire, tornado, and emergency drills will be held to prepare students for appropriate responses. Procedures will be posted in the classrooms. No talking is permitted during these drills, and students must move quickly and quietly to the designated areas of safety. Students are not to collect personal items during evacuations.

Enrollment Procedures for New Students

We believe we must ask the following questions during the enrollment procedure; Do the parents share the same goals that LCA can offer? Can we help your student succeed? Do we have the resources necessary to help your student? Do the parents want their child here? Does the child want to be here? Once we share LCA's policies with inquiring families, we (the enrolling committee, parents and student) all need to be 100% in unity.

STUDENT ENROLLMENT PROCEDURE:

1. Make an appointment with the LCA administrative team. The purpose of this interview prior to an application is both to acquaint you with our education program and to make sure our goals and methods are compatible with those of the student and family.
2. Parents complete the application form, fax form request (Records Fax Request), and pay the non-refundable \$100.00 registration fee.
3. Transcripts of grade, attendance, behavioral reports will be obtained and evaluated for consideration of acceptance or transfer of student to LCA.

4. An administration committee will then meet to evaluate student records and accept or deny student's admission to the academy. They will then notify parents.
 5. Upon acceptance, we may have the student do some placement testing with us to ensure the proper grade placement. We look primarily at math, reading and language. i.e. Fourth grader will be given the final 3rd grade exam to ensure that they are ready to enter fourth grade.
 6. Copies of your child's birth certificate and record of current immunizations (or exemption document) required by Missouri state law must be submitted.
 7. Four-year old and five-year old kindergarten students must be four and five years old, respectively, before June 1st of the current academic year.
 8. The resource/book fee must be paid by August 1 of the academy year.
- Newly enrolled students will have a "checkup" at one week, one month and two months. This will include information from the administration, the student, their parents, and their teacher.

Food and Beverages at Academy

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times. Otherwise, no food or drinks are allowed in the classroom unless approved by the teacher.

LCA Grading Scale

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – 59 and below

A student is placed on *academic warning or probation* for receiving failing grades. At LCA a collaborative decision will be made with parents and staff, at the end of the year, as to the student's advancement. **Any student who is placed on *academic probation* for an entire year may need to repeat the year.**

Graduation Suggestions

<u>24 units of credit are required.</u> This is a suggested breakdown.	Language Arts	4	Bible/Ancient History - required every year student attends LCA	
	Mathematics	3	Foreign Language	
	Science	3	Physical Education	2
	History	4	Other	8

At this level the number of passing credits earned determines a student's grade level. A minimum of six (6) credits are needed to achieve sophomore status, 12 credits are needed to achieve junior status, and 18 credits to achieve senior status. This will also help to determine placement.

*On transcripts Bible will be listed as Ancient History.

Homework

Because daily work is an integral part of the Academy program, each teacher is at liberty to send uncompleted daily work home with students. Each student is required to complete his/her daily work on time. Students who do not use their study time wisely during academy will naturally have work to complete it at home. Failure to complete daily work will affect the student's grade.

Students in traditional classes, Grades 1st-6th, are required to document assignments in their daily journals each day. Teachers will initial the journals each day to ensure that the students have accurately recorded the assignment. Parents are to check and initial journals each evening. Parents are encouraged to communicate any questions, concerns, or issues.

Illness

All students must be free of fever, vomiting, or diarrhea for 24 hours before returning to academy.

Students with any type of infectious illness or condition, such as childhood communicable diseases or infections of the skin or eyes must receive proper treatment from a physician before returning to class. Please notify the academy in the event of these illnesses, so the academy may take appropriate measures. In some cases, a doctor's permission will be necessary to return to classes.

Liberty University Blended Classrooms

Lake Christian Academy offers blended education for 7th-12th grade students. (6th grade and below, contact us for more information) LCA has partnered with Liberty University Online Academy and their curriculum. Liberty University Online Academy offers a wide range of online 7th-12th grade courses in a variety of formats. These programs help your student achieve academic success and be prepared for higher education. Students study core subjects, including language arts, mathematics, history, and science. They can choose from an ever-growing variety of electives as well, including Bible and Spanish. Program benefits include:

- *Customized learning plans to meet your student's educational needs
- *Structured yet flexible program
- *Flexible enrollment allows students to enroll throughout the year
- *Around the clock access to curriculum and grades
- *Academic, administrative and technical support
- *Certified teachers and responsive staff
- *Proven curriculum taught from a biblical perspective
- *Self-directed learning helps the student take charge of their responsibility to learn

Library

We have an excellent selection of books in our library. Elementary classes are accompanied by their teacher.

Locker Use

Students are responsible for the cleanliness of their lockers. They are also free to use a padlock on their lockers. The combination needs to be provided to the administration before it is placed on the locker.

Lunch / Brown Bag

Brown bag style lunches are to be brought from home. Please send nutritious lunch items with your child. Students also need to bring necessary items (silverware, napkins, etc.) with which to eat lunch. Microwaves and refrigerators are available to heat and cool lunches. Students are expected to exhibit good table manners.

Parents serve as lunch room monitors, please notify the school of a day you can volunteer.

Make-Up Quizzes and Tests

Students are allowed twice the number of sick days missed to make up a quiz or test. The day a student returns is considered day number one. *If a student's work was clearly scheduled before the absence, then the student should be prepared to turn in/take tests the day s/he returns.*

Medication and Accidents

If a student is to take ongoing daily medication while at academy, we must have on file in the office an *Authorization for Administration* form. This form is available at the academy office. A new form is to be completed each academic year. The medication to be dispensed will be kept in the First Aid Cabinet and dispensed by the designated administrative personnel according to the doctor's instructions. All medicine must be properly labeled and in the original container.

In case of sickness or an accident to a student, parents will be contacted immediately. If the parents cannot be reached, the next person on the emergency contact list will be notified. This makes it imperative that we always have up-to-date telephone numbers for contacts. If the accident is serious and the student needs medical care immediately, s/he will be taken to the hospital by ambulance and parents will be notified of the location.

Music

Private lessons are offered during the academic day at an additional cost. Contact the office for availability.

New Students

The administration will review a new student's performance during the first week, first month and second month. Academic effort, attitude, and conduct consistent with the lifestyle of Lake Christian Academy are required for continued enrollment.

Office

The academy Office is open for business each academy day between 7:30 a.m. and 3:30 p.m. Anybody who needs information concerning academy policies and activities or who has questions may call or visit the academy office during these hours. If a parent must bring homework, books, lunches, or other materials to a student during the academic day, s/he should bring it to the front desk. Parents are asked not to go directly to the classroom, but to check in at the front desk.

Orientation Night

Prior to the start of the academy year, Lake Christian Academy hosts an orientation evening for parents and students. The purpose of the evening is to acquaint parents with the academy's programs, their child's teacher(s), and the facility, as well as to promote fellowship among the parents. Dates are listed on our website. Attendance by parents and students is **strongly encouraged**.

Parent Support

Our small academy thrives from the support in time, talents and resources that our parents provide. We do not take government funding and many staff positions are filled by volunteers. A sign up will be made available at orientation that we ask all families to participate in. Please find the RESOURCE sign up if you are willing to either shop for supplies that we may run short of during the year or are willing to send in a financial gift to cover resources that we may need. The other sign up, TIME & PROJECTS, will be available for those families that would be willing and able to provide their time for a needed project either during or outside of school hours.

Parent-Teacher Meetings

➤ *Children are not to attend Parent-Teacher meetings.*

Individual and/or group Parent-Teacher Meetings are scheduled once during the Academy year following the end of the first quarter. This date is listed on the website. Both parents are expected to attend. These times are designated for discussing your student's academic achievement and behavior. Parents and teachers are welcome to request additional conferences throughout the year.

Patriotism

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction – a feeling of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and a quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin, we do not know; but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in an atmosphere of love and security, in aroused interests and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.”

(Excerpt from *Planned Patriotism*)

Registration

A \$100.00 registration fee for new students must be paid at the time of application and is non-refundable and non-transferable. Acceptance of the registration fee by the academy indicates there is a seat available in the desired classroom but does not ensure the student will be accepted. See our admission policy for further information.

Re-enrollment

During the second semester, students presently enrolled may enroll for the fall. Return of the re-enrollment form with the appropriate fee secures space for these students for the coming year. Parents are asked to come to the academy office, complete enrollment papers, and pay the returning student registration fee. (This is non-refundable and non-transferable and guarantees a place for the child until the first tuition payment is due.) The academy reserves the right to evaluate student performance prior to acceptance for the following year.

Report Cards

- **Four-year-old kindergarten:** No report cards will be given.
- **Five-year-old kindergarten:** No reports are given the first nine-weeks while kindergarten students acclimate themselves to the curriculum. At the end of the eighteenth week of Academy, report cards are sent home every nine weeks.
- **Grades 1-6:** Report cards are issued every nine weeks and must be signed and returned to the office.
- **Liberty Courses:** Grades are available online at any time.

Resource Fee

An annual resource fee, covering textbooks and student materials, is due by the first day of August. Fee amounts will be published in registration materials. Resource fees are due upon registration for all students registered after August 1st. Students enrolled in Liberty University courses will not be required to pay a resource fee. Please check on their website or with a member of the admin team to find out what, if any, books or resources may be needed throughout the year.

Restriction on Child Pick-Up

If anyone besides the parent is allowed to pick up the student, authorization must be on file in the academy office. When unusual circumstances arise and a previously unauthorized person is to pick up the student, a phone call must be placed to the academy office so that the teacher can be notified to release the student. If parents are divorced or separated and a parent is restricted from contact with the child, the academy must have on file a certified copy of the Final Judgment.

2018-2019 Academy Calendar

Aug 30	Orientation (6:00 p.m.)	April 18	Noon Dismissal
Sep 4	First Day of Academy	Apr 19 - 22	No Academy – Easter Break
Nov 2	End First Quarter	April 12	Spring Program (6:00 p.m.)
Nov. 21 – Nov 26	Thanksgiving Break	May 17	Last Day of Academy – Noon
Dec. 7	Christmas Program (6:00 p.m.)	TBD	Graduation
Dec. 14 (noon) – Jan 2	Christmas Vacation		
Jan 18	End of Second Quarter		
Feb 28	Half Day – Expo Set-Up		
Mar. 1	No Academy – Expo Set-Up		
Mar 21	End of Third Quarter		

Sports Programs

LCA currently offers girls' volleyball and basketball & boys' basketball. A \$65.00 sports fee is required for each athlete to participate in the sports programs. Evaluations will be determined by the prospective coach for each program. Students are expected to uphold the disciplines of the program, as well as, their academics. Students on academic warning or probation will not be able to participate in the program. All parents will be in charge of their own student's eligibility, please inform the coach if your student needs to be benched for a game due to your academic standards. Any further information regarding eligibility and program requirements will be set forth in your sports material. All authorization and waiver forms must be signed before a student participates. If an after-academy activity van is made available, there will be a monthly fee to be determined by the Athletic Director.

Textbooks

LCA uses the A Beka curriculum for grades Pre-K through 6th. The scope and sequence allow a comprehensive instruction for the student. All books and materials used by LCA are intended to cultivate a Christian perspective.

Tuition

Tuition is set each year prior to the 1st day of May for traditional students. LUOA student tuition is based on courses taken. Traditional student tuition may be paid in advance or on a nine-month payment plan, to be paid on the 1st of the month from September 1st through May 1st. This amount is non-refundable and non-transferable should the student withdraw for any reason.

LUOA student tuition may be paid in advance or on a ten-month payment plan, to be paid on the 1st of the month from August 1st through May 1st. Classes start early in August.

Tuition may be brought to the academy or mailed to LCA, 17178 N. State Highway 5, Sunrise Beach, Missouri 65079. Tuition will be considered in arrears if paid after the 10th, when the 10th falls on a Saturday or Sunday, tuition payment may be made on Tuesday without penalty. Students may not be admitted to class if payments are one month in arrears. Students enrolled one day or more of any period will owe the full period's tuition. There is a \$20 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account is on a cash basis. Payment may be made using a credit card over the phone for a small fee.

In the event of withdrawal, transfer, or expulsion, parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The academy reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing the Statement of Cooperation, you are authorizing the academy to withhold report cards and other records until tuition and other fees have been paid in full.

Visitors

All visitors, including parents, must sign in and out at the front desk. All visitors are required to wear a visitor's badge. Parents are requested to stop by the front desk if they need to leave something for the student or teacher or if they have to pick up the student.

Weather and/or Academy Cancellations

Academy closings will be made through the automated phone system. This includes a recording at the main academy number and an automated phone call. Please be sure we have your current phone information. Parents will be notified of any changes to the academy calendar due to academy cancellations and resulting make-up days.

Withdrawals

All withdrawals from academy must go through the academy office. Students having attended one day or more of any period will owe the full month's tuition.

Lake Christian Academy admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this academy. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other academy-administered programs.

All dates and policies of this handbook are subject to change. Parents and students will be advised of such change. (Last revised 4/11/18)

Notes

Statement of Agreement

It is expected that all teachers, faculty, parents, students and volunteers are familiar with and understand and agree to abide by the content outlined in the Lake Christian Academy Handbooks prior to serving or attending LCA. The formal signing of the agreement will witness this fact.

**Galations 6:4-5 partial "But let each one test his own work For each will have to bear his own load."*

Each Handbook is subject to alteration without previous notice by the Administrative Team. In each instance, such changes will be formally communicated in a timely manner.

The entire Lake Christian Academy campus has been designated a year-round smoke-free and alcohol-free environment.

Signature Parent

Date

Signature Parent

Date

Signature Student

Date