

2022-2023 Student Handbook  
Volume 25



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

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**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,

**Mrs. Cribbs**

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, ESV, 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, NIV

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

### 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.

### Abeka Streaming

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Lake Christian Academy offers online access to classwork and lessons through the Abeka Streaming service. This program helps your student achieve academic success while absent from the academy and ensures he/she will be prepared during times of illness or weather cancelations. Students may study core subjects, including language arts, mathematics, history, and science. (Login information will be provided when streaming is needed)

Program benefits include:

- \*Around-the-clock access to lessons
- \*Recorded teacher instruction for convenience

### Absences/Tardies

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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 8:00 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. Parents are expected to coordinate with the student’s teacher to collect daily work for the student to complete during the absences. **Students are not to report their own absences.**

Students will receive a tardy on their record only for unexcused tardies. Students are considered tardy if they arrive to the academy after 8:00am without a written (email or hand written) excuse by the parent/guardian, **OR** arrive to the designated class late (7-12 only). If the student arrives after 8:00am, excused or not excused, the parent will need sign their student in for the day. For student drivers, they are to sign themselves in and report to the office. For grades 7-12, unexcused tardies will be subject to detention. We allow for 2 unexcused tardies before detention is assigned. After 3, every unexcused tardy receives a detention slip. There will be one day per week allotted for detention. Your student will be assigned detention on the week following the occurrence to allow reasonable parent accommodation. Bus riders will forfeit their bus seat that day and will have to be picked up at the academy. Detention is for one hour after the academy day from 3:15-4:15. Any student with detention forfeits any after academy sport or practice. See the athletic agreement for further clarification.

**Being tardy is disrespectful to both the instructor and the other students. We understand that on occasion, a student may be late, however the school requests that we be informed by phone call or email when such cases arise.**

## **Absences Due To Travel**

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When a vacation or extended absence is known in advance, all efforts should be made to be in communication with the students' teacher(s). Parents are expected to coordinate with the student's teacher to collect daily work for the student to complete while absent. Parents are expected to ensure the student completes all work assigned during a planned absence.

## **Academy Bus Route**

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The academy runs a van/bus route to/from the Potter's House at 2073 S Business Route 5 in Camdenton to the academy in Sunrise Beach Tuesday through Friday. The monthly fee for a reserved seat on the bus route is \$65 per child per month. A car/booster seat must be provided by the parent/guardian. Bus pick-up time is between 7:00-7:25 a.m. with a drop off time between 3:30-3:45 p.m.

\*\*Bus route fees are subject to change with less than one month's notice

## **Address or Phone Number Change**

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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**

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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 12<sup>th</sup> 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 beginning of the 3<sup>rd</sup> quarter of the year.

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.

## **PROCEDURE FOR NEW STUDENT ADMISSIONS**

1. **Schedule a tour** with the LCA office at 573-374-1500

2. **Complete the application**

*The following must accompany the application by mail or drop off at academy:*

*1. Non-refundable application fee of \$10 (applications submitted without this fee will not be processed)*

*2. Signed Standard of Conduct page*

*3. Copies of previous homeschool or school records including all educational and diagnostic testing, standardized testing, report cards and/or transcripts (does not apply to K4 or K5)*

*OR*

*\*Signed Release of Records (for students entering 1<sup>st</sup> grade or higher)*

3. **Parent/Guardian interview**

*You will be contacted by administration to set up a family interview. The interview is with both parents/guardians and this will be the time to answer any questions you may have, determine the academy's ability to meet the needs of your student, and assess philosophical compatibility.*

4. **Entrance exam or assessment**

*An entrance exam or assessment is used to determine how the student will integrate into the Abeka curriculum. There will be a non-refundable exam fee due upon testing. Because Abeka is faster paced than many curriculums, we want to ensure your student is placed in the correct grade level prior to acceptance. If your student tests below grade level, we will recommend that he or she repeat their current grade for the next academy year.*

5. **Acceptance**

*Acceptance or non-acceptance will be communicated to all families in writing through email.*

6. **Enrollment and Resource fee**

*If acceptance is granted, the annual enrollment fee of \$100 and annual resource fee of \$350-\$400 (fee is calculated based on grade level) is collected after the acceptable letter and no later than August 1st of the upcoming academy year (fees are non-refundable should the student be withdrawing or removed for any reason).*

## **7. Tuition and fees**

*Tuition may be paid in full for the upcoming academic year or automatic payments may be set up through your bank for the 1st of the month. If monthly personal check or cash payment methods are desired, the tuition is due on the 1<sup>st</sup>, but no later than the 5<sup>th</sup> of every month in the designated tuition box in the lobby. Late fees will be assessed if tuition is late. There are no late fee exceptions.*

## **8. Orientation**

*New Parent Orientation is scheduled with new families as well as the mandatory main orientation in August of every upcoming academy year.*

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.

## **Appearance Standard**

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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: K-6<sup>th</sup> Grade**

- Polo and Oxford (dress button-up) shirts –Polo shirts (collared) in solids. Only true red, white, and navy shirts are permitted. True red, navy, and white oxford with short or long sleeves 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 is no more than 2 inches above the knee when standing.
- Knee-length Shorts and Capri Pants – Uniform khaki or navy knee-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, altered, or OVERSIZED. 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 only one pair of shoes during the academy day. **Students should wear a tennis/sport shoe for purposes of the gym floor and recess.**
- Hair/Makeup/Nails – Student’s hair must be clean without distractive styles or colors. Boys’ hair should be neat and clean. Students should not have any non-natural hair color, even with highlights. No excessive or distractive jewelry is allowed. Hats are not permitted to be worn in the building. Fake nails are not permitted in the elementary grades. Excessive makeup is not permitted in elementary grades.

### **Jr. High & High School Students: 7<sup>th</sup>-12<sup>th</sup> Grade 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 should be worn when appropriate

- LCA T-Shirts, Sweatshirts and Hoodies- T-shirts, sweatshirts and hoodies purchased and previously purchased directly from LCA may be worn. 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. Red, white, and navy oxford style shirts may be worn.
- 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 – Student’s hair must be clean without distractive styles or colors. Boys’ hair should be neat and clean. Students should not have any non-natural hair color, even with highlights. Students shall not have permanent tattoos or body piercing other than earrings for girls. No excessive or distractive jewelry is allowed. Hats are not permitted to be worn in the building.

### **Casual Day Attire for ALL students**

- All casual day attire must meet the length criteria from above. All shorts or skirts must be no more than 2 inches above the knee. In elementary grades, all skirts should have shorts underneath for recess and gym purposes. No skinny jeans or slacks allowed. No open toes shoes allowed. Clothing should be free from offensive images or language. No clothing promoting alcohol, drugs, or any illegal substance is allowed.

All school clothing should be free from any rips, holes, or tears **including** any clothing with patched holes, or the trendy material under the holes.

*“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 has value for all things, holding promise for both the present life and the life to come..” ([1 Timothy 4:8, NIV](#))*

*“And I want women to be modest in their appearance. They should wear decent and appropriate clothing and not draw attention to themselves by the way they fix their hair or by wearing gold or pearls or expensive clothes.” ([1 Timothy 2:9 NLT](#))*

*“In your relationships with one another, have the same mindset as Christ Jesus.” ([Philippians 2:5 NIV](#))*

*“Likewise you younger people, submit yourselves to your elders. Yes, all of you be submissive to one another, and be clothed with humility, for God resists the proud, but gives grace to the humble” ([1Peter 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**

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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."(ESV) 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 12<sup>th</sup> 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.

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

## **Conflict Resolution**

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**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 <sup>15</sup> "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. <sup>16</sup> 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.'<sup>17</sup> 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.<sup>18</sup> "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.<sup>19</sup> "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**

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**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
- ✓ Check online grades
- ✓ Work with staff to immediately address concerns and conflicts as they arise

## 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 by being respectful and obedient
- ✓ 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

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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. All disciplinary interactions will be documented and placed in the student file for future reference. If the behavior continues, students will be held accountable as follows:

1. Student conference with Administrator/Guidance Counselor
2. Parent/Student Conference with Teacher and Administrator/Guidance Counselor
3. 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 causing disruption
- Physical fighting
- Bullying
- Drug, alcohol, or tobacco use to include all vaping products
- Promotion of secular ideologies that are contrary to scripture and promote inappropriate behaviors/attitudes

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. No refunds for tuition or fees are granted as a result of dismissal.

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

## **ZERO TOLERANCE**

Lake Christian Academy has a zero-tolerance policy regarding the use of drugs, alcohol, tobacco or vaping products. Any use or presence of this at the academy is subject to immediate dismissal.

## **Dismissal for Spiritual Reasons**

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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. Please refer to the LCA Standard of Conduct.

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

## **Electronics Usage at Academy**

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LCA encourages and endorses the use of new technology; however, unauthorized use of electronics in the classroom and school building 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 smart watches, iPods, MP3 players, Palm Pilots, tablets, laptop computers, cell phones, etc. during academy hours. Therefore, electronic devices may only be used with the approval of the administration. 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. Internet access is a privilege and not a right. This privilege is extremely limited and only granted upon approval from administration.

### **Social Media:**

Video games, Facebook, YouTube videos, TikTok, Snapchat, Instagram, or any other form of electronic entertainment is strictly prohibited at the academy.

## **Emergency Evacuation**

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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. An official Emergency Operations Plan is available on request.

## **Food and Beverages at Academy**

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Aside from the lunch period, students are allowed to partake of food during specified times. Otherwise, no food or beverage is allowed in the classroom unless approved by the teacher. Water bottles with a sealed lid are permissible in class. No other type of beverage will be permitted in the classroom.

## **Homework**

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Because daily work is an integral part of the Lake Christian 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 at home. Failure to complete daily work will affect the student's grade.

Students and parents are expected to view assignments online or in the student's folder or planner each day. Teachers will update each day to ensure that the students have accurate assignments. Parents are encouraged to communicate any questions, concerns, or issues to the teacher.

In case of weather closing, all students are required to logon to Abeka.com to stream the day's lessons in order to stay up-to-date with assignments. Login information will be provided to each family on orientation night.

## **Make-Up Quizzes and Tests**

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Make-up tests and quizzes will be taken at the discretion of the teacher. The parent should be in communication with the teacher about make-up dates. It is your responsibility as the parent/guardian to ask for make-up work and communicate with your student's teacher(s) on all make-up work and missing assignments. Every student at the academy will have a take-home folder (K4-2<sup>nd</sup>) and an assignment planner (3<sup>rd</sup>-12<sup>th</sup>) to record all assignments and upcoming tests/quizzes. Teachers often utilize these for information you will need regarding your child's day or academic progress.

## **Illness**

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**All students must be free of fever, vomiting, or diarrhea for 24 hours, without the use of medication, 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. If your child becomes ill during the academy day, we expect that you or an approved person(s) will pick up your child from the academy in a timely fashion.

### Medication use at the academy:

Parents are to send instructions to the teacher AND the office if medications are to be administered during the academy day. Please be specific on dose on time for the staff to properly dispense medicine. We will fill out a nurse's station report for all medication use and/or injury during the school day. In many cases, we will also inform you by a phone call to notify you of such occurrences. If you do not receive a nurse's report, please contact your child's teacher by the next academy day to inform him/her.

## LCA Grading Scale for Grades 1-12

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

A student is automatically placed on academic probation for receiving overall grades less than 70%. 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 has a failing grade(s) in any core subject(s) will come under academic review before being advanced to the next grade.**

## Minimum Graduation Requirements-High School

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<u>24 units of credit are required.</u> This is a suggested breakdown.	Language Arts	4	Bible/Ancient History -	4 required every year student attends LCA
	Mathematics	3	Foreign Language	(required for some college acceptance)
	Science	3	Physical Education	1
	History	3	Fine Art	1
			Electives	8

## College-bound students recommendations:

English/Language Arts – 4	Science-4	Practical Arts- 1
Social Studies/History - 4	Fine Arts-1	Electives- 6
Mathematics - 4	Physical Education- 1	

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. Elective credits as follows: classes meeting 1x a week will be worth 0.25 credits for the year, if a student completes a semester they will be given a P/F status and the credit will not go against their GPA. Classes meeting 2-3x a week will be worth 0.50 credit a year or a 0.25 credit a semester, and classes meeting 4 or more days a week will be worth 1.0 credit for the year or a 0.50 credit a semester.

\*On transcripts, Bible could be listed as Ancient History to be accepted by some secular universities and colleges as credit

## **Lake Christian Academy Board of Directors**

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President- Kevin Kiske

Vice-President- Nick Stutesman

Secretary/Treasurer- Ben Blankenkemper

Member- John Book

Member-Suzie Pollock

The nonprofit board of directors of LCA is the governing body of the Academy and its mission. The primary focus of the LCA Board is to continue discerning the Lord's desires and direction in the operation and fulfillment of the mandate for a "Christ-centered education". The purpose of the board in general, is to first focus on strategy, oversight, and accountability of the organization. The majority of the day-to-day operations of the Academy are implemented and overseen by administration, most specifically, the administrator.

Secondly, the role of the board is to ensure the purpose, mission, vision, and core values are defined. Clearly outlined with documentation including but not limited to: bylaws, faculty and student handbooks, as well as individual circumstances in which policy is needed and becomes Standard Operating Procedures. Thirdly, the board of directors working with administration, set broad goals and approves the annual strategies including providing adequate, well-managed resources.

The L.C.A. Board of Directors meet often throughout the year. Any parent that wishes to address the board may do so at our open forum board meetings. These will occur once per semester during the academy year. Please contact administration to be placed on the meeting agenda. Board meeting dates are set one month in advance.

## **Lake Christian Academy Boosters**

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Our small academy thrives from the support in time, talents, and resources that our parents provide. We do not receive ANY government funding and as such, some staff positions are filled by volunteers. A form will be made available at orientation that we ask all families to participate. 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-ups for LCA Booster teams 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.

The LCA Boosters is a parent-volunteer led group. This group is for any parent, grandparent, family member, or community member who would like to be directly involved in the fundraising efforts, sports programs, community outreach programs, and special programs at the school. Please contact the academy office, request to be added to the Team Reach group, or sign up at Orientation if you would like to be a part of our LCA Boosters.

## **Library**

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We have an excellent selection of books in our library. Elementary classes are accompanied by their teacher if the librarian is not available. In the event that a library book is not returned, you will be charged a library fee to replace the book.

*\*\*Not all books in our library are from a Biblical worldview. We do not endorse all book content.*

## **Locker Use**

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Students are responsible for the cleanliness of their lockers. It is a privilege to use one of LCA's lockers. They are free to use a padlock on their lockers. The combination needs to be provided to the administration before it is placed on the locker. All backpacks, lunchboxes, and other items that belong to students are expected to remain in lockers except while in use or on the designated hooks.

## **Lost and Found**

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Very often, items are turned into our Lost and Found Table. We want our student's to feel of sense of responsibility for their own belongings and learn to keep all items in the appropriate place during the academy day. It is our policy to keep the items found on academy property, on the lost and found table for the month of September in order for students to claim without a fine. Beginning in October, students can reclaim property on the first academy day of each month for a fine of \$1.00. If any items on the lost and found table are not claimed, they become property of LCA and will be sold or donated.

## **Library**

---

We have an excellent selection of books in our library. Elementary classes are accompanied by their teacher if the librarian is not available. In the event that a library book is not returned, you will be charges a library fee to replace the book.

*\*\*Not all books in our library are from a Biblical worldview. We do not endorse all book content.*

## **Lunch / Brown Bag**

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Brown bag style lunches are to be brought from home. Please send nutritious lunch items with your child. Students are expected to exhibit good table manners. Students also need to bring necessary items (silverware, napkins, etc.) with which to eat lunch. While we have microwaves and refrigeration available, time spent completing this task greatly reduces the student's lunchtime. Elementary students cannot be expected to perform this task alone, therefore the teacher spends his/her lunchtime doing this for your child instead of having a lunch themselves. Parents serve as lunch room monitors, please notify the school of a day you can volunteer.

## **Make-Up Quizzes and Tests**

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Make-up tests and quizzes will be taken at the discretion of the teacher. The parent should be in communication with the teacher about make-up dates. It is your responsibility as the parent/guardian to ask for make-up work and communicate with your student's teacher(s) on all make-up work and missing assignments. Every student at the academy will have a take-home folder (K4-2<sup>nd</sup>) and an assignment planner (3<sup>rd</sup>-12<sup>th</sup>) to record all assignments and

upcoming tests/quizzes. Teachers often utilize these for information you will need regarding your child's day or academic progress.

## **Medication and Accidents**

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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. If your student requires occasional medication, please send instructions directly to the administrative team OR your child's teacher with clearly written instructions for administration of medication.

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, he/she will be taken to the hospital by ambulance and parents will be notified of the location.

## **Music**

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Private lessons may be offered, if available, during the academic day at an additional cost. For grades 9-12, private music lessons may count toward fine art or elective credit on the transcript.

## **New Students**

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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. Monitoring of your student's grades is expected through Gradelink.

## **Office**

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The academy office is open for business each academy day between 8:00 a.m. and 3:00 p.m. Anyone needing information concerning academy policies and activities or having 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, he/she should bring it to the reception desk. Parents are asked not to go directly to the classroom, but to check in at the front desk. Please make an appointment if you need a meeting with the administrator, guidance counselor, or teacher. Before making an appointment with administration, make every effort to contact the teacher first.

## **Orientation Night**

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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 will be emailed to enrolled families during the summer months. Attendance by parents and students is **mandatory**.

## Parent Conduct

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The parents of LCA are to conduct themselves in a respectful and appropriate manner while their children are in attendance at LCA at all times. Failure to comply may result in student dismissal from LCA. Please refer to the Parent/Guardian Code of Conduct and the LCA Standards of Conduct

*\*Proverbs 22:6 NKJV, "Train up a child in the way he should go; even when he is old he will not depart from it."*

## Parent-Teacher Meetings

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- **Children are not to attend Parent-Teacher meetings. Please make child-care arrangements for your meeting.**

Individual and/or group Parent-Teacher Meetings are scheduled once during the Academy year following the end of each quarter. This date is listed on the website. Both parents are expected to attend. These times are designated for discussing the class's academic achievement and what is upcoming for the next quarter. Individual academic or behavioral discussions are by appointment. Parents and teachers are welcome to request additional conferences throughout the year.

## Parking and Pick-up/Drop off Procedure

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Student drivers, parents, and visitors are NOT permitted to park immediately in front of the school building. This is a designated BUS ONLY drop off zone. Parking for students, teachers, and volunteers is available in front of the school facing the highway, in front of the building beyond the gymnasium doors, or on the far side of Sunrise Bible Church. Student pick up and drop off may be done in front of Sunrise Bible Church, but please do not park there for the day. **You should enter the premises on the southeast or northwest entrances and exit in the center in order to allow for one-way traffic.**

Academy drop off time begins at 7:30 a.m., however the main academy reception door is opened at 7:45 a.m. for students to enter. Students are to remain in the lobby until 7:45 a.m. The main door closes promptly at 8:00 a.m. and after such time your student will be counted as tardy. **For 7-12th grade, Homeroom begins promptly at 7:55 a.m. for the 8:00 a.m. class to begin. After 7:55 a.m., your student will be counted as tardy.**

Academy pick up time is at 3:00 p.m. All parents from K4-6th grade are expected to be on-time to pick up their student as we do not offer an after-school program. Any parent arriving after 3:10 p.m. will need to make prior arrangements with the student's teacher or administration. All students from 7-12th grade will be dismissed at 3:00 p.m. to leave the building without an in-person parent pick-up. If you do not wish for your 7-12th grade student to be freely released at 3:00 p.m., please contact the administration office.

## Patriotism

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“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

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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

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During the second semester, students presently enrolled may enroll for the upcoming academy year. Return of the re-enrollment form, with the appropriate fee, secures space for these students for the upcoming academic year. Parents are asked to complete all re-enrollment papers and pay the returning student registration fee during the re-enrollment period. Once open enrollment begins, space in the class is not guaranteed. (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

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- **Four-year old Kindergarten:** No report cards are given, however teachers will give a hand written report with behavior marks will be given every 9 weeks
- **Five-year-old Kindergarten:** No reports are given the first six weeks while kindergarten students acclimate themselves to the curriculum. At the end of the 12th week of Academy, grades will be available on paper K5
- **Grades 1-12:** Report cards are issued at the end of the academy year. However, your student may have a paper report card sent home to be signed if grades are lower than a C-. Gradelink will have ongoing and quarter grades posted live.

## Resource Fee

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An annual resource fee, covering textbooks, teaching aids, or applicable class fees is due by the first day of August. Fee amounts are subject to change yearly and will be published in registration materials. Resource fees are due upon

registration for all students registered after July 15th. For the academy year of 2022/2023, the K4-6<sup>th</sup> grade fee is set at \$350, while the 7-12<sup>th</sup> grade fee is \$400.

Book fees are due on August 1st of every academy year and price is subject to change due to the current market. Additional fees apply to all students enrolled after August 1st.

## Restriction and Child Pick-Up

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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.

## Service Hour Requirement

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Since we are a tuition driven academy, and receive NO government funding, service hours required of families provide the necessary resources our academy needs to run efficiently, while keeping tuition affordable. Families are required to give 20 hours of service per academy year per student. This calendar runs from June 1 of the upcoming academy year to May 31 of the current academy year. For families who would rather choose a “buyout” option, the service hours will be considered completed with a buyout of \$500 per student per academy year. If a family fails to comply with the service hour requirement, they will be invoiced the balance of hours due before enrollment is considered complete for the upcoming academy year. Records will be held until all financial obligations are met. If you have questions regarding completing your service hours, please contact the LCA Boosters or main academy office to inquire on the many ways you can serve our great academy!

## Sports Programs

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LCA currently offers girls’ volleyball, girls’ and boys’ basketball, archery, and trap shooting.

### Fees:

**A \$75.00 sports fee per sport, per athlete** (volleyball and basketball only) is required for each athlete to participate in the sports programs. **If an after-academy activity van is made available, there could be a monthly fee to be determined by the Board of Directors and Athletic Director.** For archery and trap shooting, there will be associated fees with tournaments and events. (Homeschooled students are required to pay the \$75 athletic fee for archery)

### Program and Academics:

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 until the grades return to a C- or better in any core class. Parents will be informed by a coach or member of the administration team if any player becomes ineligible. 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

### \*\*\*Disclaimer:

If any athlete misuses or mishandles and therefore causes any damage to any of the sporting equipment, coaching equipment, or gymnasium, the parent(s) and/or guardian(s) are responsible for any and all damage incurred. Our athletes are taught to respect the equipment and property of others.

**\*\*Fundraising and volunteering are required for all athletes and parents to participate in the sports programs at LCA. Fundraising builds team and parent camaraderie, allows us to keep our sports fee at a low cost, pay for qualified referees, supply fuel for our transport vans, and purchase new equipment/uniforms for the athletes. All service hours invested in sports, either by the athlete or family member, count toward our yearly service hour requirement for LCA.**

## Student Conduct

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The students of LCA are to conduct themselves in a respectful and appropriate manner while in attendance of the school day or at any LCA event, including sporting events. Student activity on any social media at LCA or outside LCA is monitored for the well-being, safety, and appropriateness of content. Failure to comply with this will result in disciplinary action or dismissal. Please refer to the LCA Standards of Conduct.

**Cell phones are prohibited during school hours between 8 a.m. and 3 p.m. for all elementary students, K-6. They may, however, be kept at the reception desk for grades 7-12. If this rule is violated, the student will not be allowed to bring a cell phone to the academy. In 7-12th grade, laptops or tablets are permitted, however internet access will only be granted for special circumstances. All internet access will be approved through the admin office.**

## Textbooks

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LCA uses the Abeka curriculum for grades K through 12. 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. There may, however, be certain high school classes and electives that are non-Abeka textbooks due to subject or availability. Book fees are due on August 1st of every academy year and price is subject to change due to the current market. Additional fees apply to all students enrolled after August 1st.

## Tuition

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Tuition is set each year prior to the 1<sup>st</sup> day of May for students. Student's tuition may be paid in advance or on a nine-month payment plan, to be paid on the 1<sup>st</sup> of the month from September 1<sup>st</sup> through May 1<sup>st</sup>. This amount is non-refundable and non-transferable should the student withdraw for any reason. Service hour obligation may be paid over 9 months in addition to your tuition payment.

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 5th, when the 5th falls on a Saturday or Sunday, tuition payment may be made on Tuesday without penalty. Students enrolled one day or more of any period will owe the full period's tuition. There is a \$20 charge for late fees and any check 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 or through an emailed invoice for an additional fee. If any tuition account is 2 months in arrears, the student may not be able to attend class at LCA until the unpaid balance is paid in full.

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 Agreement, you are authorizing the academy to withhold report cards and other records until tuition and other fees have been paid in full.

## Visitors

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All visitors, including parents, must sign in and out at the front desk. All visitors will be required to show an ID for access to the building. 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. This is solely for the safety and protection of our students and staff. Safety is our top priority.

## Withdrawals

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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 8/22/22)*

## Weather and/or Academy Cancellations

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Academy closings will be made through the automated phone/text system. Please be sure we have your current phone/cell phone information. Parents will need to notify administration if they are not receiving the automated calls. Parents will be notified of any changes to the academy calendar due to academy cancellations and resulting make-up days. **Please do not contact staff the night before school of a potential snow-day. You WILL be contacted by 6 a.m. of the current academy day once a final decision can be made.**

## Academy Calendar 2022/23

**\*\*\*\* Please be sure to check our website for the most up-to-date academic calendar as dates and times are subject to change**

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8/15/22	Athletics Parent Mtg (vball/bball)	6:00pm
8/25	Doors open for LCA fanwear	4:00pm
8/25	Orientation K4-6 <sup>th</sup> grade	5:30pm
	Orientation 7-12 <sup>th</sup> grade	7:00pm
9/1/22	All staff Picture day	11:00am
	Volleyball photos	12:15-1:30pm
9/6/22	First day of Academy	7:45am
	Staff meeting	3:15pm
9/9/22	Grandparent's Day (chapel & pastries)	8-8:50am
9/23/22	Academy Picture Day	9am-2pm
10/5/22	Early release (staff meeting)	2:30pm
11/2/22	Early release (staff meeting)	2:30pm
11/4/22	End of 1 <sup>st</sup> quarter	
11/11/22	Veteran's Day assembly	TBA
11/17-11/18	Tom Meyer days (guest speaker)	
11/19-11/28	Thanksgiving Break	
12/7/22	Early release (Staff meeting)	2:30pm
12/16/22	Christmas program	TBA
12/22-1/4/23	Christmas Break	
1/5/22	Return to academy	
1/20/23	End of 2 <sup>nd</sup> quarter	
2/1/23	Early release (staff meeting)	2:30pm
3/1/23	Early release (staff meeting)	2:30pm
3/11-3/20	Spring Break	
3/24/23	Academy closed for Expo	
3/25/23	Lake West Expo	9am-4pm
3/31/23	End of 3rd quarter	

3/31/23	Athletic Banquet	6pm
4/5/23	Early release (staff meeting)	2:30pm
4/7-4/11/23	Easter Break	
5/3/23	Early release (staff meeting)	2:30pm
5/19/23	K5 and Senior Graduation	1:30pm/6pm
5/26/23	Last day of Academy (early release)	12:30 release
	(Seniors not required to attend after graduation)	

**Other events will be scheduled by administration and the Boosters**

## 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 NKJV "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 drug-free, smoke/tobacco-free, and alcohol-free environment.

**Printed Parent/Guardian Name** \_\_\_\_\_

\_\_\_\_\_  
Signature Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature Student

\_\_\_\_\_  
Date

**\*\*\*\*Sign and return to the academy office on or prior to the first day of the current academic year**