2026-2027 Student Handbook
Volume 27

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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,

Mrs. Jennifer Kiske

Head 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 and, therefore, has no further opportunity of hearing the Gospel or repenting.

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

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 cancellations. Students may study core subjects, including language arts, mathematics, history, and science. (Login information will be provided for Abeka only classes when streaming is needed. Other material will not have a streaming option.)

Program benefits include:

*Around-the-clock access to lessons

*Recorded teacher instruction for convenience

Absences/Tardies

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 front desk and teacher by email** (frontdesk@lakechristianacademy.com **or 573-374-1500) 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 at the academy after 8:00am without a written (email or hand written) excuse by the parent/guardian, **OR** arrive at 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. Student drivers may not sign themselves out without written permission from parents. Form must be completed and on file. They also MUST notify and get approval from each of their teachers and sign out at the front desk before leaving/returning. Students may not get approval if they have not completed ALL of their work for the day. For grades K4-6, once the student is signed in at the front desk, please walk your child to the office so we may escort them to class in order to minimize interruptions. For grades 7-12, students with an excuse from a parent may sign themselves in at the front desk and then report directly to the homeroom teacher before entering the appropriate class. For unexcused tardies, these students can sign themselves in and then will need to 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 unexcused tardies per quarter, students will receive a detention slip. There will be one day per week allotted for detention. Your student will be assigned detention in 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.

Every student driver or parent is required to sign in upon arrival to the academy if it's after 8 a.m.

Teacher Emails:

- K4/K5 Mrs Beal: kindergarten@lakechristianacademy.com
- 1st/2nd Mrs. Alkire: firstgrade@lakechristianacademy.com
- 3rd/4th Mrs. Homan: thirdgrade@lakechristianacademy.com
- 5th/6th Ms. Folk: fifthgrade@lakechristianacademy.com
- Mr. Schoolfield: english@lakechristianacademy.com
- Mrs. Moreland: history@lakechristianacademy.com
- Mrs. Brammer: math789@lakechristianacademy.com
- Mrs. Hancock: science@lakechristianacademy.com

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). 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.

Academic Review and Probation Policy

Students earning a **70% or below in any subject for a quarterly grade** will be placed on **Academic Probation** for the next quarter. During this time, academic progress will be monitored, and support measures--such as tutoring or study hall—may be required. Parents/guardians will be notified.

If low performance continues for two consecutive quarters or adequate progress is not made, the student may be subject to an **Academic Review**, which could include an improvement plan, schedule changes, or a review of continued enrollment.

If the student receives an overall grade at the end of the quarter of 70% or below in any core subject(s), the administration reserves the right to place that student under **Academic Review** before being advanced to the next grade.
The administrator, student's teacher, and the student's parent/guardian will be part of the academic review process. During this process, the administration will determine if the student should be advanced, repeat the current grade, or a specific course

Students may not graduate early if receiving a D for an overall grade in a core class. See below for Early Graduation Requirements.

Address, Phone, Email, or LCA Form Change

It is the responsibility of the parent or guardian to notify the academy any time an address, phone number (home or work) or email is changed. From time to time, LCA uses an automated phone system – please make sure we have updated phone numbers.
If an update is needed for any LCA Form on file, please contact the academy office to request a new form, then submit to the office for processing. (Parent Pick-Up, Counseling Form, etc.)

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. We, at LCA, are not equipped to offer Individual Educational Plan (IEP) or any special classes for our students. If the need for professional evaluation becomes necessary, we ask that the parents schedule an appointment within 30 days of the need being made known by administration. Testing/diagnosing must be done in a timely manner following the initial appointment with the doctor. Parents are solely responsible for achieving the necessary evaluation and testing of their students. LCA requests proper documentation from the Doctor and/or therapist stating the process and procedure for your student. 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 beginning of the 3rd quarter of the year. Any exceptions to this must be approved through the LCA Board of Directors.

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 students succeed? Do we have the resources necessary to help your student? Do both parents and the student want to enroll 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 1st grade or higher)*

3. **Parent/Guardian interview**

   You will be contacted by the 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. 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 $150 and annual resource fee of $400-450 (fee is calculated based on grade level) is collected after the acceptance letter is sent and no later than August 1st of the upcoming academy year (all fees are non-refundable should the student be withdrawn 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 1st, but no later than the 5th 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. A late fee of $25 will be assessed.

8. **Orientation**

New Parent Orientation is scheduled with new families as well as the existing families and is mandatory in nature. This is scheduled for August of every upcoming academy year.

A+ Program

LCA is an A+ Designated School. High School Students are able to obtain A+ Program documents to sign and agree to participate. Requirements are stated and outlined in the A+ Program Handbook. Please contact the LCA Office for further information.

A+ Program website for more specific requirements: https://dese.mo.gov/quality-schools/designated-schools

Appearance Standard

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-6th 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 black, 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 black, khaki, or navy skirts or jumpers. Make sure the length is no more than 2 inches above the knee when standing. Worn under skirts or jumpers- leggings, tights, or knee socks **MUST be school colors- red, white, navy, or black**. Extra embroidery, stitching, or adornments are not allowed.

➢ Knee-length Shorts and Capri Pants – Uniform black, khaki, or navy knee-length shorts (no more than 2" above the knee) and capri pants 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. Solid school color (no print or graphics) zip-front hoodies are allowed with LCA approved shirt underneath. ***No other sweatshirts or hoodies are allowed.***

➢ Cardigan Sweaters/Blazers & Ties Welcome - **Red, white, khaki, or navy cardigan sweaters (no black)** may be worn over a uniform polo or oxford shirt. Solid school color (no print or graphics) zip-front hoodies are allowed with LCA approved shirt worn underneath. Hoods must be down during school session.

➢ Other Sweaters –Sweaters must be solid red, white, or navy. LCA outer apparel IS allowed in the classroom. **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, clean, off the shoulder, and out of the face. Any boy with long hair should have it pulled back so that it is not a distraction. 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. Students shall not have permanent or fake tattoos visible at any time or body any piercing other than earrings for girls.

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

➢ Slacks– Slacks are defined in Webster's dictionary as loose or less tight trousers fastened at the waist. Slacks may be black, 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 polo's in true red, navy and white may be worn. Red, white, and navy oxford style shirts may be worn.

➢ Skirts or Dresses – Girls may wear solid colored black, khaki, or navy skirts/dresses. Make sure the length is no more than 2 inches above the knee when standing. Dresses must have a modest neckline, no sleeveless dresses. Worn under skirts or dresses- leggings, tights, or knee socks **MUST be school colors- red, white, navy, or black**. (nylons- beige or black color only)
Extra embroidery, stitching, or adornments are not allowed.

➢ Shorts and Capri Pants – Uniform black, khaki, or navy shorts (Bermuda style or shorts that are 2" or less above the knee) and capri pants may be worn. **No skinny or skin tight shorts will be allowed.**

➢ **Cardigan Sweaters/Blazers & Ties Welcome - Red, white, khaki or navy cardigan sweaters (no black)** may be worn over a uniform polo or oxford shirt. Solid school color **(no print or graphics**) zip-front hoodies are allowed with LCA approved shirts worn underneath.

➢ Other Sweaters/ –Sweaters must be solid red, white, or navy. The LCA gear outer apparel IS allowed in the classroom. **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, clean, off the shoulder, and out of the face. Boy's with long hair should have it pulled back. Students should not have any non-natural hair color, even with highlights. Students shall not have permanent or fake tattoos visible at any time or body any piercing other than earrings for girls. No excessive or distractive jewelry is allowed. Hats are not permitted to be worn in the building.

PE Dress code: PE uniform is required of all students 5th-12th grade. The PE uniform is included in your book fee, but additional uniforms may be purchased for $15.

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 toe shoes allowed. Clothing should be free from offensive images or language. No clothing promoting alcohol, drugs, or any illegal substance is allowed.

➢Spirit Week attire- students must wear their uniform if not participating in Spirit Week, this is NOT a casual day, students must follow the rules of Spirit Week dress code

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.[a] 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)

"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*

Plagiarism and Artificial Intelligence Policy (AI Use)

Students who plagiarize should be given a zero on their composite papers and be required to rewrite the composition.

Plagiarism is defined by the American College Dictionary as "copying or imitating the language, ideas, and thoughts of another author and passing off the same as one's original work. To be more specific, it involves the copying of someone else's writing without giving proper credit to the original author. Merely changing words is not enough. In addition to complete rewording, it is also necessary to rework the order of ideas and thoughts. The personal ideas and thoughts of other authors must be reworked until your work becomes 'personal'. In other words, your organization of information should be original. To steal someone's organization (or order) of ideas and thoughts without giving them credit is also plagiarism. In a research paper, you are not expected to come up with and discuss original ideas. Your task is to collect and organize information. The proper way to give credit for information obtained from someone else's writing is by using in-text citations and/or including a Works Cited page.. A good research paper abounds with citations from many sources. If you quote the author, you would also enclose the information in quotation marks.

The use of AI is strictly prohibited. We expect our students to work with integrity, and to not choose to steal the work of others and claim it as their own or to resort to laziness to complete work that may be challenging or not very fun to do. If a student is caught using AI or plagiarizing as a 1st offense, they will be required to redo the assignment properly, but will only receive up to 70% possible of that grade. For any offense after, the student will receive a zero, and we will be in contact with parents about this and any further consequences.

Students must write all essays and papers through a google account and email the link to their teacher. This makes it much easier for us to provide comments, suggest editing needs, and it provides better formatting and helps students prepare for further education and online platforms they may use there. Students may use their own account or one that is tied to a parent's.

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."(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 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.

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.

Bus Route & Policy

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 $70 per child per month. A car/booster seat must be provided by the parent/guardian. Bus pick-up time is between 7:00-7:10 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.

If ANY changes are needed for the bus riders in the afternoon, the parent should email the following people: office@lakechristianacademy.com, frontdesk@lakechristianacademy.com, and your student's teacher for elementary students only. ANY changes must also be communicated via phone call to LCA at 573-374-1500. TeamReach posts are not acceptable for notifying staff, although may be done **in addition** to the beforementioned.

If your child is in the SOAR after school program, please inform:
The front desk at frontdesk@lakechristianacademy.com along with your child's teacher. **THIS MUST BE DONE BY 12PM.**

Bus Policy

In alignment with LCA discipline policies, bus riders will uphold the current Student Conduct Standards. More specifically:

- 3 Write-ups = 2 week suspension
- +1 Additional Write-up = month suspension
- +1 Additional Write-up = suspension for remainder of academic year

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. If in the event, the board needs to be contacted directly, you should attend any open board meeting or they can be emailed at Board@lakechristianacademy.com

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.*

Parent-Teacher Meeting —> Head Teacher —> Administration —> Board

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 <u>Three-Part Cord</u> 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 the "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

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 in Gradelink for future reference by administration. If the behavior continues, students will be held accountable as follows:

1. Discipline Incident Referral Form submitted to the academy office
2. Student conference with Administrator/Guidance Counselor
3. Parent/Student Conference with Teacher and Administrator/Guidance Counselor
4. 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.

DETENTION POLICY

1. **Unexcused Tardy Policy 7-12th grade**

   1st offense: Verbal warning: Teacher will document into Gradelink that warning was given

   2nd offense: Written warning: An emailed note sent to parent and academy advisor. Communication through Gradelink. Parents and academy advisors should be informed that the next offense results in a one-hour detention.

   3rd offense: One hour detention scheduled for the following week of the offense. If any student earns detention, he or she may not participate in any athletics on the detention date.

2. **Missing Assignments Policy**

   See "Missing Assignments Policy"

3. **Consequence for Behavior**

   This is at Administration's discretion.

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. 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

LCA encourages and endorses the use of new technology; however, unauthorized use of electronics in the classroom and school building can be distractive 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. Students that bring any of these electronic devices to school must check them in with the receptionist at the beginning of school at the Front Desk. Therefore, electronic devices may only be used with both the approval of the administration and the teacher. Students may

pick up their device(s) at the dismissal of school. 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

Throughout 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

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 or in chapel.

Homework

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 in Gradelink 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 log on 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

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 (K4-2nd) and an assignment planner (3rd-12th) 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. Please contact your child's teacher for specific information.
If your child is absent on the day of a scheduled quiz or test, the student is required to take the quiz or test on the day they return to the academy. For extended absences beyond one day, the teacher will inform the student and/or parent when they will be required to take the make-up quiz(es) and/or test (s). This will not be extended past 5 academy days beyond the date of return.

Illness

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 filled out on the "medicine administration form" to the teacher AND the front desk 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.

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. 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.

Lake Christian Academy Grading Scale for Grades 1-12

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

Minimum Graduation Requirements-High School

Bible - One for every year present (Counts towards Elective credits) *May be labeled as Ancient History for college transcript purposes
English - 4
Math - 3 (Recommended 4 for College)
Science - 3
Social Studies - 3
Health - 0.5
Physical Education - 1
Fine Art - 1
Practical Art - 1
Personal Finance - 0.5
Electives - 7.5 (Recommended 2 credits of Foreign Language for College) (Includes American Government)

Students must also take and pass the MO and US Constitution tests.

MINIMUM: 24.5 credits

Early Graduation Requirements

1. Letters of recommendations from each HS teacher
2. Student application stating reasoning why they desire to graduate early including aspirations and plans in the future (i.e. college plans, technical school, work etc.)
3. Parent letter addressing student's character/work ethic/maturity level
4. 85% present attendance rate in 9-10th grades, and maintained during senior year
    a. Certain cases will be exempt as per administrator discretion
       i.e. Extended hospital stays, family emergencies, etc.
5. Maintain a GPA of 3.8 in core classes in 9-10th grades, and continuing to maintain the student's senior year
6. If the student is found to engage in inappropriate use of AI, they may forfeit their early graduation considerations. (See Use of AI clause)

Completing the above steps does NOT guarantee early graduation. The final decision will be made as a team between the LCA Board, Administration, and the student's parent/guardian(s) on a case-by-case basis.
*Not applicable to students graduating 1 semester early.

Minimum Grade Promotion Requirements- Elementary Grades K5-6th grade

Elementary Grades: students must maintain a GPA of 2.0 in Core Classes and pass Reading to be promoted to the next grade level. Age requirement for kindergarten graduation: any student not turning 6 years old during the kindergarten school year will be evaluated for readiness before being advanced to 1st grade.

Lake Christian Academy Board of Directors

Board@lakechristianacademy.com

President-Nick Stutesman
Treasurer-Chris Wolfe
Secretary-Sharon Rockley
Member-Jamie Dwight

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 LCA 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 normally set one month in advance.

Lake Christian Academy Boosters

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.
Email: boosters@lakechristianacademy.com

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 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

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

Very often, items are turned into our Lost and Found Table. We want our students to feel a 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 shelf in order for students to claim.. If any items on the lost and found table are not claimed within a timely manner, they become property of LCA and will either be sold or donated.

Lunch / Brown Bag

Brown bag style lunches are to be brought from home. Please send nutritious lunch items with your child. Water is the only acceptable beverage during the school day, other than at lunch, unless permitted by your child's teacher. 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 lunch themselves. Parents can serve as lunch room monitors, but please notify the school if you would like to volunteer before the day of service.

Missing Assignments Policy

Students will have 1 day to turn in assignments late for ½ credit.

- After this period on the 2nd day, students will receive a 0% for the assignment being "missing".
- The 3rd 0% due to missing assignments after this, students will be given detention. Additional missing assignments will result in other consequences given at Administration's discretion (i.e. school chores).
- Late/missing assignments due to absences will be dealt with on a case-by-case basis.

Music

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 their transcript.

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

Office

The academy office is open for business each academy day between 8:00 a.m. and 3:30 p.m. Anyone needing information concerning academy policies and activities or having questions may request an appointment with an administrator by email. Unscheduled appointments are not advised due to limited time of the administrators.
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 the administrator, make every effort to contact the teacher first.

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

Parent Conduct

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

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

Elementary Individual and/or group Parent-Teacher Meetings are scheduled once during the Academy year following the end of the first quarter. For 7th - 12th, an email is sent out to parents to request a parent/teacher meeting after the end of the first quarter, if needed. Both parents are expected to attend. These times are designated for discussing the class's academic achievement and what is upcoming. 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

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. 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. If you pick-up beyond 3:10 p.m., you may be invoiced a daily fee of $10 per student for the after-school program (SOAR).

ANY changes to the pick-up procedure of your student must be emailed to the following staff: frontdesk@lakechristianacdemy.com, office@lakechristianacademy.com, and your student's teacher (elementary only) by 12pm. If your student is in the SOAR Program, please inform Ms. Folk on TeamReach (preferred and quickest way to contact) and by email at:
fifthgrade@lakechristianacademy.com

Picture Day

LCA seniors may submit an approved senior photo for the yearbook. All other students must wear the school uniform on the academy picture day. Please see the academy calendar for date.

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 non-refundable $150.00 registration fee for new students must be paid at the time of enrollment 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 re-enroll for the upcoming academy year. Return of the re-enrollment form, other necessary paperwork, and the non-refundable 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 and parent compliance for on-going enrollment at the academy after the re-enrollment or regular enrollment period ends.
Enrollment is not complete if all paperwork is not completed.

Report Cards

- **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 minus. Gradelink will have ongoing and quarter grades posted live.

Resource Fee

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.
Book fees are due on August 1st of every academy year and price is subject to change due to the current market. Additional fees WILL apply to all students enrolled after August 1st. Expedited shipping charges are added to the book fee if paid after the 1st of August and can be as much as $100.

Restriction and Child Pick-Up

If anyone besides the parent is allowed to pick up the student, authorization must be on file in your student's Parent Pick Up form 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. The academy front desk and teacher (for K4-6th grade) will require the new pick-up person to show their identification before release of 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 Hours to our Academy-FAMILY

Since we are a tuition driven academy, and receive NO government funding, service hours are necessary for our academy to run efficiently, while keeping tuition affordable. Families are required to give 20 hours of service per academy year per student. There is a 40 hour max to accommodate families with more than two students. This calendar runs from June 1 of the upcoming academy year to May 31st 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 $20/hour, totaling $400 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 any questions regarding completing your service hours, please contact the main academy office to inquire on the many ways to serve at our great academy! It is important to note that we are leading by example to cultivate a "servant-heart" character in our children.

Service Hours for our Middle School/High School Students (7-12th graders)

In alignment with LCA Vision, Mission, and Core Goals, our LCA students will be required to complete 10 service hours per academic year. These hours completed by the 7th-12th graders will contribute to fulfilling the Family Service Hours required. This will assist to prepare our LCA students to be Christ-centered community leaders. "Buyout" option is not applicable to the 7th-12th graders service hours.

Sports Programs

LCA currently offers girls' volleyball, girls' and boys' basketball, and archery.
All sports teams are subject to participation numbers and available coaching staff.
Fees:
A $125.00 athletic fee per sport, per athlete (volleyball and basketball) is required for each athlete to participate in these programs. For archery, the fully enrolled LCA athletic fee is $25 per student per academy year (in addition to the $125 athletic fee if playing a sport already). Homeschooled students are required to pay the $125 athletic fee for archery.
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 all sports, there will be associated fees with tournaments and events.
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 your yearly service hours for LCA.**
Concession stand and ticket booth parent worker sign-ups are MANDATORY for sporting events.

Student Conduct

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 Student 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

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. Additional fees may be charges for electives and lab fees. Book fees are non-refundable.

Tuition

Tuition is set each year prior to the 1st day of March for students. Student's 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.

Tuition may be brought to the academy and placed into the tuition drop box in the lobby 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 must be paid the Friday before to avoid a late fee. Students enrolled one day or more of any period will owe the full period's tuition. There is a $25 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

All visitors, including parents, must enter through the main door and 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. All non-parent guests will be asked to submit a request Guest Speaker/Visitor form (found in the academy office) two weeks prior for review before entrance into the academy is granted.

Withdrawals

All withdrawals from the academy must go through the academy office. Students having attended one day or more of any period will owe the full month's tuition. Please fill out a withdrawal form available in the academy office.

Weather and/or Academy Cancellations

Academy closings will be made through the automated phone/text system, email, and our TeamReach app. 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. **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.**

Yearbook

LCA publishes a yearbook every year for the parent and student enjoyment. Our yearbook staff is made up of students in 7-12th grade who choose this as an elective. This class has mandatory attendance as they are receiving credit for this class. This class will not meet every week, but students are allowed to bring a laptop or tablet on a scheduled yearbook class day.

Our seniors are allowed to put any administration approved senior photo (s) in the yearbook, but all other grades are required to be dressed in school uniform on picture day.

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.

**Galatians 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

_____ _____
Signature Student Date

_____ _____
Signature Student Date

_____ _____
Signature Student Date

*****Sign and return to the academy office at Orientation night or prior to the first day of the current academic year**