

# **Parent ~ Student Handbook**

## **2021-2022**

### **Mission Statement:**

Legacy Christian Academy exists to partner with Christian families and churches committed to a Christ centered, Bible based education, to promote academic excellence and to prepare students to impact their world as fully devoted Disciples of Christ.

I have no greater joy than to hear that my children walk in the truth. 3 John 1:4

## **I. Introduction**

### **Historical Sketch of the School:**

Legacy Christian Academy officially began in August, 2010 with 23 students, K4-5<sup>th</sup> grade. Yet it was truly conceived about three years previously as the Lord stirred the pastor of FBC, Killen, AL to take steps toward the possibility of starting a Christian school. This pastor's first step was to gather together a Christian Education Committee within his church. After much interest and invaluable input, in early 2008, he sensed God's leadership to personally visit and encourage every full-time pastor of Baptist churches in East Lauderdale County to read the book provided them – Kingdom Education by Glen Schultz – and pray about God's wisdom and leadership toward a Christian school in the area.

After several months, the pastors that were interested began to meet together and discuss the possibilities. Beyond this, information was gathered by attendance at a Southern Baptist Association of Christian Schools Conference in Nashville. Thereafter, in September of 2009, the Executive Director of SBACS, Edward E. Gamble, agreed to lead a weekend conference that climaxed with a plenary forum at Crossroads Baptist Church on Sunday afternoon. By that time, four main churches were strongly sensing the Lord's leadership to move forward with a Christian school in the East Lauderdale area. These churches were: FBC, Killen; Crossroads Baptist Church; FBC, Center Star; and FBC, Lexington.

The pastors of these churches expanded the leadership by enlisting as many as two others from their congregation. A Board was eventually formed and meetings were frequent in forging out By-Laws, Values, Policies, Principles, Procedures, plus practical concerns such as the school's location, promotion, the budget, etc. Plans were made for LCA to commence the 2010-2011 school year.

One major need for the progression and success of the school would be the Lord raising up a Principal/Headmaster. After collecting resumes and conducting interviews, it became obvious among the Board that the best person for the job was already in place within the Board. So with unanimous response, Judy Jones, wife of the pastor of FBC, Center Star, became the first employee of the school. From that point on, many other things unfolded that verified that LCA was not a movement of men but of God!

The school was incorporated as a Section 501(c)(3) organization on July 28, 2010.

**School Colors:** Royal blue, silver, and white

**School Mascot:** Knights

**School Spirit Song:** Onward Christian Soldiers

**Statement of Faith:**

We believe that the Scriptures of the Old and New Testaments are infallible; verbally inspired by God, inerrant in the original writings and that they are of supreme and final authority in faith and life. (Deuteronomy 4:1-2; Psalm 19:7-10, 119:11, 89, 105; Isaiah 40:8; Matthew 5:17-18; Luke 21:33; II Timothy 3:15-17; II Peter 1:19-21)

We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit. (Genesis 1:1; Exodus 3:14, 20:1ff; Deuteronomy 6:4; Matthew 28:19; Mark 1:9-11; John 4:24, 14:6-13)

We believe God created man in His own image as male and female and is therefore worthy of value and respect. However every man is a sinner by nature and choice and is spiritually dead and alienated from God. In and of himself man is incapable of redeeming his lost and depraved condition. (Genesis 1:26-30, 2:5, 7, 18-22; Psalm 8:3-6, 32:1-5, 51:5; Acts 17:26-31; Romans 1:19-32, 3:10-18, 7:14-25)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God with that person. We affirm God's design for gender as determined by biological sex and not by self-perception and we oppose all efforts to validate transgender identity.

We believe that the term of "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Corinthians 6:18, 7:2-5; Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that sexual activity between same sex couples is an abomination (Lev. 18:22; Romans 1:26-27). We believe the body is not mean for sexual immorality, but for the Lord, and the Lord for the body (I Cor. 6:13b).

We believe that Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary and is fully God and fully man. (Psalm 2:7ff, 110:1ff; Matthew 1:18-23, 11:27; Luke 1:26-38; John 1:1-18, 29; Colossians 1:13-22; Hebrews 1:1-3)

We believe that the sinless Lord Jesus died for the sins of all mankind as a substitutionary sacrifice, was buried and raised again on the third day in bodily form and ascended to the Father. All who repent and believe in Christ are born again of the Holy Spirit and by His grace are justified through His shed blood. (Genesis 3:15; Isaiah 53; Matthew 1:21, 16:21-26; John 1:11-14, 29; Romans 1:16-18, 5:8-10, 6:1-23; II Corinthians 5:17-20; Galatians 2:20; Ephesians 2:8-22; Colossians 1:9-22)

We believe that Christ will personally return and set up His kingdom, wherein He will rule and reign in righteousness. (Matthew 16:27, 4:27, 30, 36, 44; John 14:1-3; I Corinthians 15:24-28, 35-58; Revelation 20:11 - 22:13)

We believe in the bodily resurrection of the just to eternal life in Heaven and the unjust to eternal damnation in Hell. (Mark 9:43-48; Luke 16:19-26, 17:22-37; Acts 17:31; Romans 14:10; I Corinthians 15:35-58; Hebrews 9:27-28; Revelation 20:1 – 22:13)

We believe in the present indwelling ministry of the Holy Spirit to equip and empower all Christians to become more like Christ. (Genesis 1:2; Matthew 3:16, 12:28-32; John 14:16-17, 26, 15:26, 16:7-14; Acts 1:8, 2:1-4, 38; Romans 8:1-16, 26-27; I Corinthians 2:10-14; Galatians 5:22-23; Ephesians 5:18)

We believe that Christ loved the church and gave Himself for her and is the Head of the church. Therefore, all believers are joined to His body and should unite in worship, fellowship and the ministry of the Gospel through a local church. (Matthew 16:15-19; Acts 2:41-47; I Corinthians 3:16-17; chapters 12-14; Ephesians 1:22-23, 2:21-22, 5:22-23; Revelation 2 & 3)

### **Philosophy of Education:**

Our philosophy is to educate the whole child in a like manner to Jesus:

**And Jesus increased in wisdom and stature, and in favor with God and men.**

Luke: 2:52 (NKJV)

To challenge students spiritually, which is of utmost importance, we will provide an atmosphere throughout the school that is conducive to a child receiving Jesus Christ as his/her personal Savior and following Him as a disciple. Since all truth is God's truth, biblical content will be intentionally integrated within every subject. Furthermore, there will be a persistent emphasis on learning God's Word, developing a personal prayer and devotional life, defending and sharing our Christian faith, plus understanding and practicing our Statement of Faith and Core Values. Other events such as chapel, special speakers, etc. will be utilized to enrich students' spiritual lives. Students will be expected to maintain an active fellowship within their church.

To challenge students academically we will maintain excellent scholastic standards and encourage them to discover the true joy of learning by obtaining wisdom, the beginning of knowledge. Furthermore, each subject will be taught from a distinctively Christian worldview with a strong emphasis on the authority of God's word, respect, patriotism, self-control,

discipline, and problem solving. Additionally, academic excellence will be provided by employing the most highly qualified teachers and staff available, each with a clear Christian testimony, both in word and deed.

To challenge students physically we will provide a well-rounded physical education program which begins with teaching that the body is the temple of the Holy Spirit. Emphasis will be placed on health education, proper self-respect and the respect of others, good sportsmanship, teamwork, and participation in daily exercise.

To challenge students socially, we will encourage proper Biblical relationships with others by helping them see people through the eyes of Jesus. We will seek to develop respect for the authorities of God, home, church, and government. In order to develop social behavior and fellowship with their classmates, various activities will be provided throughout the year such as class parties, celebrations at Christmas and Easter, field trips, community service projects, and other programs.

### **School Values:**

We value the God-ordained responsibility of parents to train their children in the ways of the Lord and our privilege to join them in the process. (See Appendix A: 10 Principles of Kingdom Education)

We value educating students according to God's Word, the Bible, as absolute truth.

We value using the educational process to evangelize, disciple, and equip students according to the Gospel of Christ.

We value partnering with the local church for the purpose of equipping all our students and families to discover, develop, and use God's gifts for His glory.

We value God's call on administrators, teachers, and staff to serve as committed examples, equippers, and encouragers for our students to grow Biblically and progressively in Christ's likeness.

We value Biblical stewardship and financial accountability regarding God's resources entrusted to our school.

We value the virtues of love, discipline, and excellence as demonstrated in the life of Jesus.

We value and respect the sanctity of human life.

### **Accreditation / Affiliation:**

**Accreditation:** Legacy Christian Academy is seeking accreditation through the American Association of Christian Schools.

**Affiliation:** Legacy Christian Academy is a member of the American Association of Christian Schools.

### **Teacher-Powered School:**

Legacy Christian Academy embraces the organizational model of a Teacher-Powered School. LCA is collaboratively designed and run by teachers, under the guidance of the School Board. Teacher autonomy is encouraged when selecting curriculum, selecting and evaluating peers, defining processes and procedures, etc. LCA uses a shared leadership model, which means, as a group, teachers have input and authority to make decisions consistent with the school's Statement of Faith and Values. The grades are divided into three teams: (1) Lower Elementary Team K4-2<sup>nd</sup> grades, (2) Middle Elementary Team 3<sup>rd</sup> – 6<sup>th</sup> grades, and (3) High School Team 7<sup>th</sup> – 10<sup>th</sup> grade. A Team Leader for each team provides leadership for issues that arise during the course of the school day. Team Leaders collaborate with each other and the teachers as necessary.

**Non-Discrimination Policy:** Legacy Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, employment, admissions, and/or scholarship policies or any other school-administered programs.

## **II. Admissions**

Legacy Christian Academy has several steps that must be met before any student will be accepted into the school. Steps included:

Parents must understand and sign the Statement of Faith located in the Student Application. This allows the parents and students to fully understand the teachings and the goals of Legacy Christian Academy.

1. LCA encourages families to be involved in a Bible-believing church and as part of the application we will request a Pastoral Reference to be filled out and returned with the application.
2. Parents must complete, sign, and return the Student Application with non-refundable fees. Include with the application copies of an official Birth Certificate, original Immunization Form, previous report cards, and standardized test scores.
3. Once all documents have been received, there will be an informal meeting with an LCA Board Member and teacher. This is to get to know the child and family better and to discuss policies/procedures of Legacy Christian Academy. One parent/guardian is required to attend the interview; other family members/children are welcome to attend.

4. Once all requirements have been met and the interview is successful in determining the student and family understand, accept, and support the Statement of Faith, School Values and Covenant, the student is accepted.
5. **ALL** (parents/students) fully understand that if any information is found to be false, LCA reserves the right to expel a student from school after the child is admitted.

**Reenrollment:**

Re-enrollment typically begins in February or March. LCA students are given first priority. Each family is offered a \$100 discount on the Legacy Fees if they re-enroll before the re-enrollment deadline (a date announced each year). During the re-enrollment process each family is asked to review and confirm contact information (address and phone number) and those individuals that are allowed to pick up their children from school.

**Transfer Students:**

Students transferring in to LCA follow the regular new enrollment process. An official request is sent to their previous school for their transcript. For students transferring out of LCA, if tuition and fees are paid in full, the student transcript is sent to the school upon receipt of official transcript request. If fees are not paid in full and current, the official transcript is held until all accounts are paid in full.

**Student Record Release Policy:** All student records will be forwarded to the next school the child will be attending upon request from the current school providing all accounts at LCA are paid in full. A parent or guardian will be required to sign a record release form before the school transfers academic records.

**III. Finances**

**Tuition and Fees:**

Fees for the 2021-2022 school year:

- K4                    \$400
- K5:                    \$425
- 1<sup>st</sup> 6<sup>th</sup>                \$555
- 7<sup>th</sup> & up             \$650

Tuition for the 2021-2022 school year:

- K4 (full day) \$4,000 annually
- K5 – 8<sup>th</sup>        \$4,550 annually
- 9<sup>th</sup> – 10<sup>th</sup>      \$5,500 annually

## **Financial Policies:**

A one-time non-refundable New Family Fee of \$100 must be paid when enrolling at LCA.

Legacy Christian Academy has a LCA Fee that includes registration, curriculum fees, testing fees, and activity fee. This fee is due on August 1st and late by August 15th. This fee is non-refundable.

There may be additional fees for middle/high school that will be assessed during the year for sports, band, cheerleading, science lab fees, field trips, and etc.

There are three tuition payment plan options:

1. Payment of tuition in full must be paid by August 1st and no later than August 15th
2. Payment of tuition by semester-with the first payment due by August 1st and no later than August 15th and the second half of tuition due by February 1st and no later than February 15th.
3. Monthly tuition payments are based on a 10-month payment plan with the first due August 1st and monthly tuition will be considered late after August 15th.

A late charge of \$25 will be added to any account that is delinquent after the 15th of the month. Any account that is 30 days delinquent will be turned over to the LCA Board and the student(s) may be denied class until tuition is paid.

Checks that are marked “insufficient funds” will be charged a \$10.00 fee. After two such checks all future payments must be made in cash or money order.

**As an LCA parent you must fulfill your financial agreement to pay for the educational services the school is providing re: tuition, fees, and etc. Legacy Christian Academy hires teachers and purchases textbooks on the basis of your financial contract. If a student withdraws before school begins or after school begins it DOES NOT relieve your financial responsibility.**

When any tuition/fees are outstanding, LCA has the right to withhold report cards and transcripts until all financial commitments have been met. This includes **ALL** fees and expenses for any damaged school property.

All fees and tuition are nonrefundable. Any refund must be LCA Board approved and only in extenuating circumstances.

## **Scholarships:**

Legacy Christian Academy uses the independent FAST service to determine financial needs for a family. The application process is online and a fee is paid by the parents. Information for scholarships is available at the office.

**Fundraising:** No items may be sold for personal gain or to benefit an organization not associated with the school. All sales or fund-raising activities must be approved by the Leadership Team. LCA requires parents/students to be supportive of the school by involvement with fundraisings, open house, workdays and other school sponsored events/meetings.

#### **IV. Attendance**

The school day will begin at 8:00 am and dismissal is at 2:45.

State laws require school attendance for ages 6-17. Students missing more than ½ of the day (11:30 am is half day) will be marked absent for the entire day.

**Tardiness:** Tardiness is to be avoided due to our full academic program and being considerate of those who make every effort to be on time. Promptness is an important aspect of character and a measure of school citizenship.

Classes begin at 8:00. Students are marked tardy beginning at 8:01. Tardies are typically unexcused. Consideration for excused tardies will be given due to inclement weather, unavoidable transportation difficulties, medical appoints, etc.

More than eight tardies per semester is considered excessive and will be counted as an unexcused absence.

#### **Absences:**

**Excused absences:** All absences must be accompanied by a written excuse within two days of returning to school. If a child has visited the doctor, please request an excuse from the doctor. Students are allowed up to ten (10) absences per semester without penalty.

Special requests may be made for family trips, participation in recitals, etc. in writing before the absences occur. Please advise the teacher at least a week ahead of time so that appropriate work can be sent.

**Unexcused absences:** Work may not be made up for grade credit for unexcused absences. Course credit may not be earned after ten (10) absences unless extenuating circumstances can be proven and approved by Leadership Team.

**Arrival:** Students may be dropped off beginning at 7:30 at the Preschool entrance. No drop offs at the gym entrance.

**Dismissal:** Students will be dismissed at 2:45pm from the Preschool entrance. Any student not picked up by 3:15 pm will either be sent to After School Care (if registered) or kept at LCA with a rate of \$1.00 per minute. Unusual circumstances will be considered. Please call the school in advance if possible.

**Early Dismissal:** Early dismissal will require a check out and parent/guardian must come into the Preschool lobby area and sign the child out of school. If you know students will need to check out, please send a note and every effort will be made to have your child ready and in the lobby at the designated time.

**After School Care (ASC):** After school care is available through First Baptist Church Killen. Students **must** be registered with ASC before this service can be used. No ASC for grades 7-12.

**Visitors:** To facilitate school security and staff awareness **all** visitors must sign in at the Preschool entrance before entering any classroom or other areas of the school. Custodial parent(s) must give written permission for visitors other than themselves. Identity will be checked by Drivers' License/photo ID before being allowed in building. Parents, grandparents, etc. coming to have lunch with a student must sign in and wear appropriate visitor badge. No one should enter the gym area without signing in at the main school office in the Preschool building.

**Calendar:** LCA follows a traditional schedule of August through May. A copy of the current school year calendar is available through the office and on the website. LCA will follow the Lauderdale County School System's closing for inclement weather and/or other emergency situations.

## **V. Behavior / Standards of Conduct**

### **School Guidelines:**

General:

1. Show reverence (honor) for God and His name.
2. Show respect for the United States of America.
3. Show respect for others and yourself.
4. Treat materials, equipment and property in a responsible manner.
5. Use appropriate voice level and language at all times.
6. Bring only permitted items to school.
7. Follow dress code as stated in this handbook.

**Courtesy:** Students should exhibit a healthy and wholesome Christian behavior. Self-discipline and self-direction are preferred to external control of behavior. LCA staff and students alike should exhibit mutual respect, understanding and trust for each other. Students are expected to address all staff as "Ms." and "Mr." along with other expressions of respect.

## **Discipline:**

Grades K4 – 6: Disciplinary action includes but is not limited to the following:

1. Verbal warning
2. Time out / in-class detention
3. A student's loss of privileges
4. Phone call or conference with the parent/guardian

Grades 7-12: Disciplinary action includes but is not limited to the following:

1. Verbal warning
2. Written reflection
3. Phone call
4. Conference with parent/guardian
5. Discipline jointly determined and agreed upon during conference with parent/guardian

Chronic or consistent misbehavior by a student will result in a call to the parent. If it becomes obvious that this misbehavior is a pattern for the student, additional and/or more serious consequences will result.

Students are taken directly to the Team Leader when committing serious violations of the classroom or school rules. Parents are notified immediately of these violations and may be directed to come to the school to assist with discipline.

LCA does not use corporal (physical) punishment. **Suspension** may occur if behavior is repetitive and other measures of discipline have been exhausted. **Expulsion** is considered only when all other reasonable efforts have been exhausted to correct the student's behavior. The student's teacher and the LCA Board must recommend expulsion.

**Dress Code:** Personal appearance sets the atmosphere for learning (academic and spiritual). An appearance that honors God includes modesty and neatness and avoids fads and fashions that could compromise a Christian's witness. Legacy Christian Academy adheres to a casual dress code for students, which reflects common sense and a concern for the child's comfort, safety, cleanliness, and sense of modesty. The following guidelines are provided:

1. Pants/jeans must not have holes or be too tight, be revealing (must not fit below the waist) or baggy.
2. Shirts, blouses, and dresses must completely cover the abdomen and back with at least a 2" strap on the shoulder. Arm holes should be very modest in coverage. No cleavage should be visible.
3. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible, even when the arms are raised.
4. Footwear must be safe, protective and appropriate for indoor and outdoor physical activity. Flip-flops, "cros" with no back strap, or platform shoes are examples of inappropriate footwear for regular school days. Tennis shoes are preferred, but other shoes must be able to buckle and/or stay on the foot during the day.

5. Clothing or accessories must not display language or images that are offensive or vulgar; must not have any advertisement of skulls, alcohol, firearms, drugs, tobacco, suggestive words or pictures, or symbols of violence or death.
6. Shorts should be no shorter than four inches above the knee. For modesty, bike type shorts, running shorts, or gym shorts are not appropriate except to be worn under skirts and dresses.
7. Dresses and skirts should be of modest style, fit, and length no shorter than one inch above the top of the knee. Modesty shorts beneath a dress or skirt should be considered, especially for PE.
8. Unnatural or nontraditional coloration of the hair or styles that “make a statement” by their startling or unusual nature are not allowed. Hair and fashion should never become a distraction or disruption. Hair should be clean, neatly groomed, and not obscuring the eyes.
9. Girls may have piercing in ears only and no other visible piercings. Boys may have no visible piercings.
10. No visible tattoos are allowed.

**Violations of Dress Code:** Our expectation is that all parents will ensure that their child comply with the intent and the details of the dress code. Students that are in violation of the dress code will be notified by primary teacher. Students not in compliance may experience the following consequences:

1. Verbal correction to the student / note to parents
2. Call to parent to bring proper dress code item
3. Repeat offenses will require parent conference and/or meeting with the Board

**Alcohol / Drugs / Tobacco:** Legacy Christian Academy will maintain a strict zero-tolerance policy for the use of alcoholic beverages, other mood-altering chemicals and/or tobacco use by students. Offending students are subject to suspension or expulsion.

**Backpacks:** Backpacks should be able to hang in the appropriate cubby space or on the back of the chair. No rolling backpacks allowed and backpacks should not include anything that is prohibited in the dress code (such as graphics, etc.). Backpacks are subject to be searched at any time during the course of the day.

**Firearms / Other Weapons:** Firearms, dangerous articles, knives, and/or toy weapons are not allowed at school. Possession or use of firearms and any other weapon at school constitutes cause for suspension or expulsion.

**Fighting / Bullying / Cyberbullying:** Legacy Christian Academy will not tolerate fighting, bullying or cyberbullying of any kind. This behavior is considered severe and will be dealt with as either suspension or expulsion.

**Homosexuality/Unmarried couple/Transgender/Gay:** Moral deviance is rebellion against God’s plan. To engage in such activity demonstrates an unrepentant heart. If the two parties of the school’s covenant aren’t aligned on human sexuality, human dignity, or doctrinal teachings, that covenant is broken. When the atmosphere or conduct within a home is counter to the school’s understanding of a Biblical lifestyle, including the practice or promotion of the LGBTQ (lesbian, gay, bisexual, transgender, queer) lifestyle or alternative gender identity, the school has the right, in its sole discretion, to deny the admission of the applicant or discontinue enrollment of a current student.

**Inappropriate Language:** Written or spoken language or gestures that are vulgar, obscene, and sexist or in any way abusive or offensive to other students or staff will not be tolerated and will be dealt with by either suspension or expulsion.

**Lost and Found:** Parents are encouraged to mark items with the child’s name. “Lost and Found” articles are kept in the office where they may be claimed by the student. Articles not claimed by the end of the school year will be given to a charitable organization or discarded.

**Lunch Program:** Students will bring lunches and snacks. Please send simple foods that your child can eat without assistance. We allow water or light colored drinks that will not stain if spilled. No sodas. For snacks, please send plain water (not flavored) and a snack.

**Plagiarism / Forgery:** Legacy Christian Academy will not tolerate any form of plagiarism such as presenting work as your own without giving credit to author or forgery such as forging a parent’s name, teacher’s name or altering grades, assignments and/or similar documents.

**Pregnancy:** The pregnant girl (and boy if he attends our school) will not be allowed to continue class in person for the duration of the pregnancy. A pregnancy is a distraction and disruption to class – girls wanting to feel the baby move, etc. There are safety issues LCA cannot ensure – another child bumping into the pregnant girl and causing her to fall, no one on campus that could handle a pregnancy-related emergency.

Once a pregnancy is confirmed, school leaders will have a conference with parents to discuss continuing as an LCA student. This meeting and decision should be timely, as quickly as is practical once the pregnancy is confirmed. As an LCA student they will be offered homebound education with any additional expense for that homebound education to be paid by the parents. If the parents chooses to pursue other routes for education and withdraw from LCA that does not relieve them of their agreement to pay the year’s tuition in full.

Before returning to school after the birth, the parents and student(s) must affirm their commitment to our Statement of Faith and Values; the student(s) must demonstrate repentance of the former lifestyle.

As a body of Christ we shouldn’t ostracize the involved student(s) but show grace and mercy. The school will be intentional in ways to show support of and “love on” the homebound student. Such acts could include cards, phone calls, homebound visits, allowing the students at attend special functions at the school, praying with the students, and others.

**Sexual Harassment / Sexual Activity / Physical Harassment:** Legacy Christian Academy maintains a strict zero-tolerance policy for any form of sexual harassment, sexual activity, physical harassment or abuse of any kind. Sexual harassment is behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advancements. Physical harassment is an act where someone inappropriately touches against another's will. Behavior that intimidates, embarrasses, threatens, and/or makes the person uncomfortable.

**Telephone/Cell Phone Policy:** Ordinarily, students will not be called to the telephone. If the matter is urgent, please state the urgency with the individual answering the phone for prompt action. **Students may bring cell phones to school; however, the phone must be kept in backpack and only used in the event of a dire emergency.**

**Toys:** Please do not bring any toys (including stuffed animals) to school unless it is a special day designated by the classroom teacher. Any toys brought will be placed in the student's backpack for the duration of the day. No electronic devices (MP3 player, hand held games, etc.) should be brought to school.

## **VI. Academics**

### **Classroom Environment:**

Legacy Christian Academy is filled with loving and caring Christian educators who are well qualified in their field(s). Their goal is to offer a safe, nurturing, and loving environment where students can learn to impact their world as fully devoted disciples of Christ.

Throughout the school, an effort is made to develop strong study and life skills including maintaining concentration, working well both independently and as a member of a group, persevering when confronted with difficulty, learning from mistakes and taking pride in work that is well done.

**Curriculum:** Class curriculum is selected by the teacher. All curriculum must support the Christian worldview and support the LCA Statement of Faith and School Values.

### **Grading Scale:**

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

**Homework Expectations:** Homework should be studying and reading, practice and drill of information already taught at school, along with special projects. Students may have differing amounts of homework based on their attentiveness and completion of class work. Every effort will be made to limit homework on Wednesday nights and weekends.

**Report Cards:** Report Cards will be issued every nine weeks. Parents/guardians are asked to review these with their child, sign, and return it within three school days. They will be available online through Renweb for grades 1-10. K4 and K5 will receive a paper copy to be signed and returned.

**Mid-Term Progress:** Mid-term progress reports will be issued at 4.5 weeks.

**Promotions:** In order for a student to be promoted they must pass Language Arts (which includes Spelling), Reading and Mathematics. The primary teacher must also recommend promotion to the next grade. Those with lower than “C” averages in most subjects will be advised to repeat the current grade.

**Honor Roll:** Students who have met the academic requirements will be placed on either All A Honor Roll or All A & B Honor Roll. Students must have an “S” in behavior to attain any Honor Roll status.

**Standardized Tests:** Students in grades K-10 will take the appropriate section of a nationally standardized test in the spring. A testing fee will be collected to cover the cost of the testing and scoring.

**Library:** Legacy Christian Academy utilizes the services of classroom libraries and Killen Public Library.

## **VII. Field Trips and Class Events**

**Class Parties / Celebrations:** Classroom teachers will be responsible for scheduling class parties. He/she may enlist the help of parent/guardians. All parties, celebrations, etc. should promote themes in line with our mission statement. Holidays will be celebrated from a Christian viewpoint. We will celebrate Fall rather than Halloween. No decorations, food, napkins, etc. for school parties should contain Santa, Rudolph, Easter Bunny, Halloween items, etc. If in doubt, please check with the classroom teacher for appropriateness.

**Trips:** Educational field trips serve as an important aspect of the curriculum. Trips are to enhance subjects studied during the school year. Teachers will notify and inform the students of trips as well as any special plans and/or requirements.

**Responsibilities:** Written permission shall be obtained before a student will be allowed to participate in any school trip and/or community service project.

**Transportation:** Parents are responsible for transportation.

**Guest Speakers:** Speakers enhancing the school curriculum will be allowed to speak to groups of students and will be by invitation only.

**Distribution of Literature:** All literature of any kind must be pre-approved before distribution at school or on school property.

## **VIII. Health Policy**

**Medical:** The necessary medication forms, prescription or non-prescription, must be filed with the office before medication can be given at school. In addition all parents/guardians must complete the Medical Form, which indicates what treatments the school's staff may use with your child. Forms are available through the school office. Medications must in original container and labeled with child's name. A log of dispensed medications is kept on file in the office.

**Illness:** 1. If a child becomes ill or hurt during school hours and needs special attention, parents will be contacted. If the school is unable to locate the parent, the person whose name and number are noted on the emergency contact form will be called. No child will be sent home without permission of the parent or the one designated on the contact form. No child will be sent home alone during school hours; therefore, it is important that an emergency number be listed for each student and kept up-to-date.

2. If a child has been ill with a fever (temperature 100.4 or greater), fresh cold, green runny nose, sore throat, skin rash or skin eruption, diarrhea, or vomiting, he/she should not be in school. A child should be free of ailments and/or fever free for 24 hours before returning to school.

3. A child should not be sent to school with a stomach ache and/or headache unless the parent determines the child is afraid or reluctant rather than sick. If a child is not well enough to stay in class, a parent will be called to school.

4. A doctor's release / permission to return to school is required after any hospitalization or surgery.

**Communicable Diseases:** If a child is suspected of having a communicable disease while at school the parent will be immediately called to the school. A child suffering from a communicable disease and in need of special medical attention shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

**Lice:** When a child is discovered to have lice at school, he/she will be sent home with a provision that he/she begin treatment prior to return, as required by state regulation. The American Academy of Pediatrics recommends that a child be allowed to return to school after the first treatment.

## **IX. Emergencies**

Our decision to close, open late or dismiss early will be the same as Lauderdale County Schools. We will try to get the information out to the Times Daily and all of the local television stations, but always follow Lauderdale County decisions unless you hear differently. You should also get the information through the class GroupMe messages, our Facebook page, and/or phone calls. No announcement means school will operate and open as usual. **It will be the responsibility of the parents to be aware of schedule changes that involve school closing and delays, and to make appropriate arrangements for the care of students.**

**Fire & Tornado Drills, Lockdown and Bomb Threats:** Legacy Christian Academy has developed a plan in case of emergencies such as fire, tornado, lockdown, or bomb threats. The procedure for these emergencies shall be explained to all faculty, staff members, and students. Drill will be held on a routine basis in order to provide sufficient practice in the event of an actual emergency. **Students will not be released to anyone in an active emergency.**

## **X. Parent-School Communication**

The parent and the classroom teacher become partners in the training of the child. The teacher will be held accountable to God for performing his work unto the Lord, and to the parent who has enlisted him as a partner. However, the parent is the chief partner since God has specifically given him the Biblical responsibility for training his own child. Therefore, the parent is encouraged to pray for wisdom and grace for the teacher in the classroom as he would for himself in training the child at home and to be in **immediate contact** with the teacher when the parent feel there is a problem.

The parent and the teacher are to communicate as often as either deems profitable for the child's benefit. Both are encouraged to call each other directly as appropriate as concerns for the child arise. Please write any messages to the teacher or call them personally. Do not trust the child to carry a verbal message; he/she may forget it or get confused.

**Conferences:** Please contact your child's teacher if you would like a conference. Teachers are generally at the school until 3:30 pm but please call in advance if you would like to speak with the teacher after school as they use this time preparing for future lessons, grading, record keeping, etc.

**Grievance Procedure:** In accordance with Matthew 18, The Board of Legacy Christian Academy has established certain guidelines to insure that problems in the classroom are dealt with in an orderly, Biblical, and constructive manner:

1. Talk directly with your child's teacher and document actions determined to resolve the issue.
2. If the issue persists, contact the Team Leader for your child's grade and document accordingly.
3. The final step is to request and present the issue to the Board.

Please do not discuss a disagreement in front of your children (for example: "Vonda Lynn, I think your teacher made a mistake with your grade. She is too harsh.") This undermines the respect the children have for their teacher. Parents are expected to exhibit support for the teacher and the school.

**Custody Disputes:** Every school year there are parents who become involved in a custody dispute over their children. School staff, including teachers, leaders, and others is asked by one parent to keep the other parent from coming to school to see the child, from picking up the child after school, or from obtaining the child's school records.

1. Under Alabama laws, both parents have equal rights and access to their children and to participate in their child's education, unless there is a court order requiring something different. It is the policy of Legacy Christian Academy that both parents are entitled to come to their child's school, to participate in their child's education, and to exercise all rights, which parents have with their children.
2. LCA and staff will not honor any request by one parent to keep the other parent from the child unless they are provided with a copy of a court order. The court order must clearly establish that the other parent is not allowed to have access to the child or is restricted or limited in some way in exercising parental rights over the child.
3. If this policy is not honored and the dispute continues to cause a disruption to LCA, parents will be notified and the student will be withdrawn from school.

**Publishing Child Picture on any media including Social Media:** Parents will either grant or deny permission to use their child's picture on any media including social media. The following statement is part of the application process.

"I grant permission for my child's picture, likeness, schoolwork, or artwork to be used in educational articles or presentations to promote positive publicity for my child and my child's school, LCA, and/or education in general. I understand that this may include articles or stories published in newspaper, aired over television or radio, publications including brochures, postcards, or electronic media presentations prepared by the school. My child will be under the supervision of a school staff member during any photo/interview session. All measures possible will be made to display the information in a positive manner for my child and LCA. I further understand that all photos/videos are the property of LCA and my child will not be compensated in any manner for his/her usage. This authorization will be kept on file for the duration of my child's enrollment at LCA and may be rescinded at any time by submitting a written request in writing to LCA."

**Committees with Parent involvement:**

**Parent/Teacher Fellowship:** The PTF is a collaboration of parents that work together to serve the teachers and school in areas outside of education. They assist in fundraising efforts, family fun nights, and organizing teacher appreciation week. All parents are welcome to join.

**Scholarship Fundraising Committee:** A small committee of parents that work closely with the Board to develop and manage fundraising activities. All parents are welcome to join.

**Advisory Committee:** A committee of two parents, two teachers, and one Board member that address difficult or controversial issues and make recommendations to the Board for managing or addressing those issues.

## **Appendix A**

**Principles of Kingdom Education:** Kingdom Education is a life-long, Christ-centered process of leading a child into a new identity with Christ and developing him/her according to the specific ability given to him/her by Christ so that the child will be empowered to live a life characterized by love, trust, and obedience to Christ. (Dr. Glen Schultz, Kingdom Education)

These 10 principles of Kingdom Education taken from the book, Kingdom Education (2002) will be foundational to all that takes place at Legacy Christian Academy.

1. The education of children and youth is the primary responsibility of parents (Deut. 6:4-9; 11:18-21; Psa. 78:1-7; Psa. 127:3; Prov. 22:6; Mal. 2:13-16; Eph. 6:4).
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth to maturity (Deut. 6:7; 11:19; Prov. 22:6).
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation (Psa. 78:6-7; Matt. 28:19-20).
4. The education of children and youth must be based on God's Word as absolute truth (Matt. 24:35; Psa. 119).
5. The education of children and youth must hold Christ as preeminent in all of life (Col. 2:3; 6-10).
6. The education of children and youth must not hinder the spiritual and moral development of the next generation (Matt. 18:6; 19:13-14; Mk. 10:13-16; Lk. 18:15-17).
7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles (Ex. 18:21; I Sam. 1:27-28; 3:1-10).
8. The education of children and youth results in the formation of a biblical belief system or worldview (Lk. 6:40).
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a worldview frame of reference (Rom. 1:20; Psa. 19:1; Prov. 4:5,7; 3:19; 9:10; Psa. 104:24; 136:5; Jere. 10:12; Rom. 11:33; Luke 11:52; Col. 2:3; I Cor. 8:1; 13:8; Rom. 1:28).
10. The education of children and youth must have a view of the future that includes the eternal perspective (Col. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:13; Col. 3:23-24).

## **Parent Signature Form**

Please read and discuss this handbook with child (and teacher if necessary). Sign and date the form below and send only this form back to the school. It is required that this signed and dated form be kept on file at the school. Thank you.

I, \_\_\_\_\_, parent or guardian of

\_\_\_\_\_, student at Legacy Christian Academy for the

2021-2022 academic year, have read and understand the information in the 2021-2022 Parent Student Handbook. Furthermore, I agree to support the policies and rules as stated in the Legacy Christian Academy Parent Student Handbook.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_