



PARENT/STUDENT HANDBOOK
2022-2023



Student/Parent Handbook

Statement of Purpose

It is our purpose at Legacy Christian Academy to play a major role assisting parents in the molding of the lives of their children, so they will be spiritually and academically qualified to assume God's proper role for them in society upon graduation. It is from homes where parents and students have this objective that we intend to draw our students.

Notice of Nondiscriminatory Policy toward Students

Legacy Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship programs, and other school-administered programs.

Mission Statement

Our mission is to be an extension of a Christian home and aid parents in giving their children a Biblical worldview through education. Legacy Christian Academy exists to provide excellent academic instruction that is consistent with Biblical truth and which honors the name of Christ.

To accomplish this, Legacy Christian Academy will seek to exemplify the following:

- 1) **Biblical Truth** – integration throughout the education and the environment so that students will know and serve Jesus Christ with all their soul, mind and strength, and to be able to stand on a Biblical worldview upon graduation from our institution
- 2) **Academic Excellence** - spiritual, intellectual, social and physical development of each student that prepares them to fulfill God's will for their lives
- 3) **Sound Stewardship** – operation in a financially responsible manner, providing Christian education at a reasonable cost within appropriate facilities
- 4) **Committed Faculty** – hiring and development of faculty committed to professional excellence and care for the students
- 5) **Parental Partnership** – co-workers with parents in fulfilling the God-given obligation to train up a child by holding them accountable for their choices.
- 6) **Student Opportunities** – programs that allow each student to discover and develop their individual gifts and talents

Statement of Faith

- 1) We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Peter 1:21, Psalms 12:6-7)
- 2) We believe that there is only one God eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:7)

- 3) We believe the following are true: the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:1, Matt. 1:18, II Cor. 5:21, John 2, Col. 1:20, Acts 1:9, Romans 8:34, Acts 1:11)
- 4) We believe that (a) salvation is by grace, a free gift of God apart from works, (b) salvation involves repentance, a change of mind in respect to God and thus turning from one's own way to God's way, (c) salvation is through personal faith in the Lord Jesus Christ, in Christ alone, (d) all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and (e) true salvation will be manifested by a changed life. (Eph. 2:8, Romans 10:9-10, Matt. 16:24-26, John 1:12, 2 Cor. 5:17)

LEGACY CHRISTIAN ACADEMY STATEMENT OF MARRIAGE

We believe because God has ordained marriage and defined it as the covenant relationship between a man, a woman and Himself, Legacy Christian Academy will only recognize marriages between a biological man and a biological woman. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders reflect the image and nature of God. (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

SEXUALITY POLICY STATEMENT

Legacy Christian Academy is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Legacy Christian Academy is to work with parents and guardians to train Christian young men and women to be the salt and light in their communities. (Matt. 5:13-16) Legacy Christian Academy believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Legacy Christian Academy expects and requires that both students and parents will support the school in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, Legacy Christian Academy believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. (Romans 1:24-28)

Legacy Parents

Parents are an essential part of Legacy Christian Academy and the success of both student and school. We assume that all parents will give glory to God and honor Him by assisting the school to provide quality, Biblically based education for their students.

- 1) I will pray for the students, teachers and administration.
- 2) I will support the Christian education teachings at school and in my home to assist my student in living a life for the Lord.
- 3) I will pay my financial obligations to the school on a timely basis, being on the due date if not before. If I should ever find that I am not able to pay my obligation on time, I will notify the school giving adequate explanation and arranging an agreed upon payment date.
- 4) I will support the school by gifts, which include monetary, talents and time as the Lord enables me to give.
- 5) I will participate in family and parent programs to support both my student and the school.
- 6) I will seek to promote the continued advancement of the school in all areas: spiritually, academically, and physically.
- 7) As a Legacy Christian Academy parent, I will seek to lift up the name of the school at all times, as it is a privilege to respect the purpose of this institution to serve God. **This includes my comments on all social media. Failure to do so will result in dismissal of the student.**
- 8) I will resolve any disputes directly with the administration of the school and will withhold criticism from my children's ears.
- 9) I will apply all of the above as a parent of a Legacy Christian Academy student.
- 10) Parent disagreements are to be prayed over, addressed outside of school and resolved quickly.

School Office

School Office will be open Monday through Friday from 8:00am-3:00pm. All messages received after hours will be answered the next business day.

Admission Policy

A student is admitted to Legacy Christian Academy on the basis of former scholastic records including discipline records, attendance records, a referral form from their pastor, youth pastor, or children's minister, as well as an entrance interview. Parents will be notified of the acceptance status after all admission requirements are met. All new students are on a probationary status for their first semester. Legacy Christian Academy admits students of any race, color, or ethnic origin.

Admission to Legacy Christian Academy secondary program requires the following information to be submitted by the applicant that will include:

- *the cumulative academic record
- *the completed application packet
- *necessary health information and records

*disclosure of any academic or discipline issues encountered at a previous school

Registration applications should be completed and returned to the school office with the appropriate application fee. All the information requested through the registration applications must be completed. When these have been completed, a personal interview must be scheduled. Parents will be notified promptly about the status of the application.

Admissions Procedures

Grades K-12

- 1) A completed application packet for enrollment must be submitted with registration and book fees. Parents should disclose any academic or behavioral concerns at this time.
- 2) The child's birth certificate must be copied and submitted.
- 3) A copy of the transcript from the previous school must be obtained.
- 4) The parents will be interviewed as well as the student by request.
- 5) The application must be signed by both parents, legal guardian(s), or person(s) responsible for keeping the student in school and meeting the attendance requirements.
- 6) All new students are on a nine-week probationary period.
- 7) Legacy Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. Legacy Christian Academy is a school for students of multiple learning levels who have a true heart for Christian education and the art of learning. It is necessary to disclose upon applying for admission to Legacy Christian Academy any behavioral or academic issues that the student has had in the past.

New Student Probation

Students who have not been enrolled at LCA in the prior semester, will be placed on a nine-week probation period whereby it will be determined if their conduct, attitude, academic achievement, and spiritual development are in keeping with the guidelines of the school. At the end of the probationary period (or before), one of the following decisions will be reached:

- 1) The student will be removed from probation.
- 2) The student will be required to withdraw from school.

An extension can be requested and will be added to the probationary period for the purpose of further evaluation if the administration deems it necessary. At the end of this period, a final decision will be made. Each student and parent must complete a form stating they understand this process.

- Any student transferring from another school will be eligible to participate in athletic or academic competition after being enrolled for a minimum of 15 school days.
- Students will be accepted given the above criteria. Should a high school student transfer to Legacy Christian Academy and be deficient in course

credits for graduation, they will be required to make up the work in those areas.

LCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from previous high school(s) are accepted and recorded on the student's permanent transcript. LCA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an LCA diploma. LCA does not offer high school credit by examination. Numerical averages recorded on a student's previous school transcript should not be changed. If a previous school transcript awards letter grades but no grading scale is provided, the following scale should be used, and the highest numerical grade for each letter should be recorded:

LCA Grading Scale

Grade	Percent Score	GPA Points
A+	99–100	4.3
A	95–98	4.0
A–	90–94	3.7
B+	89	3.3
B	85–89	3.0
B–	80–84	2.7
C+	79	2.3
C	75–78	2.0
C–	70–74	1.7
D+	69	1.3
D	65–68	1.0
D–	61–64	.7

Academics

Legacy Christian Academy will use Abeka curriculum for the majority of its teaching material. Other sources may be used occasionally when the need arises.

Core 40 Diploma

Courses	Credits
*Bible	8
Language Arts	8
Math Courses	6
Science Courses	6
Social Sciences	6
Directed Electives (World Languages)	5
Physical Education	2
Technology	1
Health & Safety	1
Electives	7

50 credits needed for graduation

Honors Diploma

Courses	Credits
*Bible	8
Language Arts	8
Math Courses	8
Science Courses	6
Geography	2
U.S. History	2
Government	1
Economics	1
Physical Education	2
Health	1
Foreign Language	6
Fine Arts	2
Electives	7

54 credits required for graduation

*Bible is required only for the number of years a student is in attendance at Legacy Christian Academy. Students planning to attend college should choose electives that will prepare them for college. They must also take the PSAT and the SAT or ACT tests by December 31st of their senior year for admission to college and eligibility for scholarships. Appropriate planning will help to make the college transition smooth.

Bible

Bible is a required subject at Legacy Christian Academy for all grades. This is meant to enlighten, enrich and lay a secure foundation for spiritual and moral values. Without a working knowledge of the Bible, a student cannot be considered educated in the truest sense. Chapel is equally important and is held once a week for all grades. Both are essential pieces of education at Legacy Christian Academy and required for all graduates.

Report Cards

Progress reports will be issued every 4.5 weeks. Report cards will be issued each nine weeks. Progress reports will serve as a probation period for extra curricular activities.

Honor Roll

“Principal’s” Honor Roll – All A’s

“A” Honor Roll – An overall “A” average with no grade less than a “B”, No “C’s”

“B” Honor Roll – An overall “B” average with only 1 “C”

Homework

It is the philosophy of Legacy Christian Academy that children need to do their necessary work at school when possible, limiting the amount of homework that is brought home, thus allowing more family time. It is therefore necessary for children to use their time at school wisely. However, are certain subjects that require homework in order for the student to achieve optimum success. A **NO Missing Assignment Policy** has been adopted by Legacy Christian Academy with students receiving a lunch detention for each of the first three days an assignment has not been turned in. If by the third day the work has not been completed, an early stay school detention will be served consecutively for three additional days. If the student does not comply in completing the assignment at the end of this time period, a parent meeting will be held.

Promotion/Retention

At the elementary level, students receiving two or more “F’s” on their final report card in academic classes may be retained. Final decision will be based on conference between the teacher, parent(s) and the administrator.

Middle school students who failed the year of 1 or 2 academic classes (Math, English, History or Science) are required to retake the course as an independent study or be retained for the school year. Failure of three or more academic classes will result in automatic retention.

Senior high students are required to retake any core class in which they make an “F” as a final grade. “F’s” will be placed on the permanent record as receiving no credit. Courses that are failed must be retaken in summer school unless the course is being offered the next year that will not interfere with any other required classes. If this is an issue, student will be required to make up course as an independent study.

Attendance

- 1) Parents must call in to the school office before 9:00 A.M. on the day of the student’s absence in order for the absence to be counted as excused. A phone call is needed for any additional days that the student is not in attendance.
- 2) **Attendance is mandatory.** A doctor’s slip will be required for days 6-10 missed in a semester. Should days missed exceed 25 days in a school year, the student will not be promoted.
- 3) Should a parent pick up a student early, they must sign them out in the school office. Students may not leave school grounds without signing out at the office. This also is the procedure when a student is coming back to school in the middle of the day and should sign in at the office before going to the classroom and receive a pass.
- 4) All students are entitled to make up work due to absences. Students will be given one day for each day they had an excused absence to complete make-up work. Work assigned prior to the absence is still due upon their return to school.
- 5) Tardies are considered unexcused unless it is an emergency situation. If a student is tardy arriving to school, he/she is required to obtain a late slip from the office before entering class. Four unexcused tardies will result in an after school detention or two lunch detentions.
- 6)

Textbooks

Textbooks are the property of Legacy Christian Academy. Students are required to take proper care of them. Students should not write in or bend/tear pages. Consumable books are acceptable to write in as needed. The student/parent must pay for the replacement of any damaged book. Students are to cover their books in order to protect them.

Graduation

All seniors must attend graduation and mandatory graduation rehearsals. Seniors not attending graduation rehearsals will not be allowed to participate in graduation exercises.

Valedictorian will be the student who ranks first in the graduating class, has taken and received scores for either the SAT or ACT by December 31st of their senior year. The determination will also be based on the highest math level they have reached by graduation. The Salutatorian will be the student who ranks second in the graduating class, has taken and received scores for either the SAT or ACT by December 31st of their senior year. To be eligible for valedictorian and salutatorian, a student must have an accumulative average of 3.50 and be enrolled as a full time Legacy Christian Academy student (10 credits) his/her

entire senior year. A student who has achieved success and earned additional credits will be given additional consideration.

Tuition

Legacy Christian Academy’s mission is to provide a quality, Biblically based Christian education at a minimum cost. Prompt payment is necessary for the school to remain fiscally sound and therefore payment on or before the first of each month is essential.

Registration Fee	\$100.00/Student
-Returning Student	\$60.00/Student
	<u>10 Month</u>
Tuition	\$380.00/Student
Book Fees	Per year/per student
K-6 Grade	\$235.00
7-12 Grade	\$285.00

We are working to make scholarships available. Reach out to School office for more details.

We encourage those who are able to contribute to our student scholarship fund, which provides students who yearn for a Christian education, but do not have the financial means to obtain funding for this valuable Christian training. There will be school fund raising projects to support this effort.

All Fees are Non-Refundable

- 1) Should a student withdraw or be asked to withdraw from school, no tuition will be refunded for the last month during which the student was enrolled.
- 2) Tuition payment is always due by the 1st of each month and is expected for a 10 month period. All payments received after the 5th of the month will be considered late and subject to late fees of \$25.

- 3) Should an unforeseen problem occur and payment is unable to be made, a letter of explanation must be submitted for exception on or before the first of each month. This letter must outline when the parent expects to be able to make payment.
- 4) In order to continue educational services, accounts must be kept current.

Student Withdraw

A student who is withdrawing from Legacy Christian Academy should contact the school office at least three days prior to the actual withdrawal. A student's records will be sent to another school upon official request from that school and satisfaction of any outstanding financial obligation.

Student Conduct

“Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.” (I Timothy 4:12)

Legacy Christian Academy expects the cooperation of the students and parents in obedience to the enforcement of the rules and regulations. It expects the students to live honorably, showing respect to God, country, family, faculty, and fellow students. In keeping with this mindset; lying, cheating, theft, disrespect, bullying, profanity, and fighting cannot and will not be permitted. This includes cyber bullying.

Legacy Christian Academy reserves the right to ask for a student to withdraw should they not cooperate spiritually, morally, scholastically, or in discipline. Student's behavior both inside and outside school is a direct reflection upon the school and these guidelines are in place to keep students from jeopardizing their privilege to attend this school. This includes on-line behavior on social media.

Principles

- 1) Disrespect and disobedience to any authority figure will not be tolerated.
- 2) The destruction or defacing of any property will not be tolerated. Parents will be billed for any damages incurred. If intentional, the student will be dismissed.
- 3) Lying, cheating, and stealing is unacceptable.
- 4) Horseplay of any sort, placing one's hands on another, is unacceptable and could result in expulsion.
- 5) Students are not to bring any items which distract from academics. This may include: Cell phones, fidget spinners, lazer pointers, magazines or similar items without permission of the teacher and is to be used for a specific purpose.
- 6) Chewing gum is not permitted at school.
- 7) All student phone calls must be made from the school office with permission.

Disobedience

- 1) Refusing to carry out a specific command or request from faculty.
- 2) Silence – non performance
- 3) “No”

- 4) Performing in a way that was not instructed
- 5) Delays in promptly following a request

Disrespect

- 1) “Yeah”, Whatever,...etc.
- 2) Improper voice tone in response
- 3) Flippant or rebellious attitude revealed through body movements
- 4) Attitude or disregard for feelings or worth of others
- 5) Questioning attitude or verbal questioning after specific requests have been made.
- 6) Violation of other’s rights or property

Irresponsibility

- 1) Failure to complete homework satisfactorily and in a timely manner
- 2) Project or assignment incompleteness
- 3) Keeping an untidy locker/cubby

Classroom Rules

Students are reminded to adhere to a code of good behavior for their own benefit and that of others. These five fundamental rules must be followed:

- 1) Students will always act with the utmost kindness and respect for their teachers and fellow classmates.
- 2) Students will be engaged learners, giving their full attention to their teacher and their studies.
- 3) Students will stay seated until permission is granted to get up from their desk.
- 4) Students will speak in class when called upon by their teacher.
- 5) Students will cease from talking when guests enter the classroom.

Each teacher handles their own discipline concerns in the classroom. The teacher will keep the parent informed of all disciplinary action. While the teachers are to handle the discipline in their classroom, the director may be called upon to handle severe and repeated cases.

Our Goals

All students must develop self-control and self-discipline in order for them to effectively serve God. The scriptures teach that self-discipline is learned through modeled and imposed discipline. Therefore, a framework for discipline is incorporated to guide the students. Our goals are:

- 1) To provide a Godly atmosphere supporting morality, decency and order, in which students can effectively learn academic and spiritual truths.
- 2) To set standards which uphold the principles of the Word of God.
- 3) To incorporate a system which will provide a fair and consistent evaluation of a student’s behavior.
- 4) To provide educational standards and measures in order to assess student growth.
- 5) To involve the families of our students in all areas of their students academic and extracurricular success.

Definition of Discipline

“The ability to cooperate with others, self-control and obedience to authority”

Discipline is learned and should be taught at home, as well as the school. The learning process should assist each student in developing self-discipline and a sense of responsibility.

The Legacy Christian Academy staff will strive to model good discipline practices through appropriate language, dress, attitude and discipline practices. This includes respect for the student by not using humiliation or sarcasm to discipline students. Clear and concise communication with parents and students as to the expectations of the student in regard to school rules and standards, as well as consistent discipline policies will be implemented.

The expectation of Legacy Christian Academy for the parents is that they will act in a respectful manner at all times to staff and students when on school campus or in a community based situation. This includes social media comments as well.

Legacy Christian Academy’s expectation of the students is that they will act on the behalf of their school at all times, whether on the school campus or in the community. This includes not possessing controlled substances or associating with those individuals that do possess such substances. This also includes all social media behavior, as it should glorify God.

Suspension Policy

In-School Suspension will result in the student being placed in after school detention, as well as the student not being permitted to have breaks with other students or to take lunch with other students during the duration of the suspension.

Out Of School Suspension will deny the student the right to attend school or take part in any school function for a period of up to 10 school days. However, the student must complete all of the PACE work assigned while on Out of School Suspension.

Expulsion will deny the student the right to attend school for the remainder of the current semester and could extend into the following semester or school year. Students may not be on school property during a suspension or expulsion period. I.C. 9-24-2-1, effective July 1, 1995, prohibits the Bureau of Motor Vehicles from issuing a driver’s license or permit to a student less than 18 who meets the following conditions:

1. is habitually truant- over 10 days in a school year
2. is under at least a second suspension from school for the school year
3. is under an expulsion from school
4. has withdrawn from school

The Bureau of Motor Vehicles is also required to invalidate a student’s license or permit for the same reason if the student is under age 18.

Secondary Discipline Policy

General Classroom Rules

1. Students will be prepared and on time
2. Students will follow all rules established by the teacher
3. Students will follow the teacher's or substitutes teachers directions at all times.
4. Students will treat everyone with RESPECT and KINDNESS.
5. Students will dress appropriately (refer to dress code section)

Consequences for Violation of Classroom Rules

- 1st Time: Warning – Parent notification by teacher through phone or referral
2nd Time: 1 detention
3rd Time: 3 detentions
4th Time: 1 day suspension
5th Time: 3 day suspension
6th Time: Recommendation for expulsion

Level 1 Infractions

1. Public display of affection
2. Failure to comply with established cafeteria etiquette or staff request
3. Being in an area within the school or outside the campus which is off limits
4. Throwing objects of any kind

Consequences for Violation of Level 1

- 1st Time: 1 Detention
2nd Time: 3 detentions
3rd Time: 1 day suspension
4th Time: 3 day suspension
5th Time: 5 day suspension (signed behavior contract before returning to school)
6th Time: Recommendation for expulsion

Level 2 Infractions

1. Truancy (IN Code 20-8.1 1-3-17). Truancy is defined as an act of skipping a class or a part of a class, failure to report to an assigned area, being outside the building during the school day, or similar actions where permission is not granted. *Obsessive unexcused absences will result in reporting to the bureau of motor vehicles and driving privileges will be revoked.*
2. Insubordination
3. Possession or use of materials deemed to be offensive or unsafe to other students and staff.
4. Bullying, Harassment or Hazing-defined as actions that impede the environment of another student.
Cyber stalking/harassment
5. Cheating or plagiarism
6. Inappropriate behavior, language, or gesture

Consequences for Violation of Level 2

- 1st Time: 3 detentions
2nd Time: 1 day suspension
3rd Time: 3 day suspension
4th Time: 5 day suspension (signed behavior contract before returning to school)

Level 3 Infractions

1. The use or possession of tobacco products on school property, including lighters or matches.
2. Forgery or alteration of school forms, such as pass, admits etc., or giving false information to school personnel
3. Insubordination or staff disrespect. Belligerent and /or profane refusal to comply with a staff request, gestured, verbal, or written disrespect directed toward a staff member.

4. Obscene, vulgar, indecent, or lewd acts, language, or behavior deemed to be offensive to other students and staff.
5. ***Possession or use of, but not limited to; radios, pagers, cell phones during school hours. ALL ELECTRONICS MUST BE TURNED IN TO HOMEROOM TEACHER 1ST PERIOD. NO ELECTRONICS MAY BE LEFT IN LOCKERS OR MAY BE POWERED ON DURING THE SCHOOL DAY.
6. Minor damage and or destruction of school or personal property (restitution will be made)
7. Unauthorized entry or presence in school facilities
8. Any form of sexual harassment. Sexual harassment may include, but is not limited to the following:
 - a. Verbal, written, or physical harassment or abuse
 - b. Repeated remarks to a person with sexual or demeaning implications
9. Any form of racial harassment or intimidation
 - a. Verbal, written, or physical harassment or abuse
 - b. Repeated remarks to a person with racial or demeaning implication with intimidating remarks.
10. Reckless driving
11. Any form of social media inappropriate behavior. This includes reposts of inappropriate material, foul language, pictures, cartoons or drug related images.

Consequences for Violations of Level 3

- 1st Time: 3 day suspension
 2nd Time: 5 day suspension (signed behavior contract before returning to school)
 3rd Time: Recommendation for expulsion

***Electronics policy, including; cell phones, tablets, pagers and radios

- 1st Time: Warning and 3 detention
 2nd Time: Device is confiscated and remains in the school office until end of school

Level 4 Infractions

1. Fighting or provoking violence by gesture or words, including racial/ethnic slurs
2. Repeated Bullying, Sexual Harassment, Vulgar Language

Consequences for Violation of Level 4

- 1st Time: 5 day suspension (behavior contract before returning to school)
 2nd Time: Recommendation for expulsion

Reminder- A second suspension or expulsion may affect your driving privileges.

Level 5 Infractions

1. Possession of any firearms or exploding devices such as firecrackers
 - a. Possessing, handling, or transmitting a knife, and imitation gun, or any object that can reasonably be considered a weapon or is represented to be a weapon.
2. Habitual offender: A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline interventions
3. Possessing, using, selling or manufacturing, paraphernalia as defined in Indiana Code
4. Knowingly possessing, using, selling, transmitting, or being under the influence of any narcotic drug, legend drug, inhalant drug, alcoholic beverage, or any item which represents these items. Use of a drug prescribed by a physician is not included in this division. (All prescriptions must be labeled and turned into the office for the duration of the school day.) No student is to carry any medication unless authorized by the school.
5. Burglary or major theft (determined by local authorities after consultation)
6. False fire alarms, bomb threats or arson
7. Threats or physical assault on any student/ staff person
8. Vandalism
9. Felonies

Consequences for Violations of Level 5

A recommendation for expulsion and/or suspension from school for up to 10 days.

Dress Code

Legacy Christian Academy is striving to meet the needs of parents and students in implementing a fair, yet comfortable dress code. We recognize that children need to be able to move freely in order to learn, but neatness does not have to be sacrificed for this to happen. As we are to be a reflection of *Godly principles*, the following dress code is to meet all areas of education.

Uniforms

Pants/Shorts (girls may wear skirts) **Khaki or Navy**
Shirts (Button up/Polo) **White, Maroon Navy or Oxford Blue**
Shoes **Closed Toed Shoes Required**
Sweaters may be worn over uniforms, but need to have little to no writing, and NO inappropriate labels, logos, pictures or sayings.

***Uniforms can be found at places such as Walmart, Children’s Place, Kohls, etc.**

Parents will be called to provide clothing for any dress code deemed inappropriate for an educational setting. Anything that distracts from learning is inappropriate. If the temperature is 45 degrees or below, appropriate cold weather attire is necessary, just as shorts must be worn in appropriate climate temperatures. It is the responsibility of the parent to monitor this before the student leaves home. All students must wear shirts that completely cover their stomach and underarm areas. The neckline must be modest, allowing no cleavage to be seen when standing or sitting. Parents, please check your children as they leave for school to make sure they are appropriately attired, including weather appropriate. Children will not be permitted to go outside for recess without gloves and hats on cold weather days.

Students are to keep a clean and neat appearance, which includes; hair, skin, nails and clothing. Those not following these guidelines will be subject to detention or suspension.

Jewelry/Tattoos

Jewelry must be modest and age appropriate and may not interfere with the educational, physical, or social welfare of the student. Students should not wear expensive jewelry to school, as Legacy Christian Academy will not be responsible for lost, damaged or stolen items. Girls are permitted to wear modest earrings should not have exposed piercings anywhere else. Boys may not wear earrings of any kind. No tattoos are to be exposed at anytime by girls or boys.

Hair

A student’s hair should be kept neat and clean. Hairstyles should be modest, as should the accessories. No unnatural colors. Boy’s hair should not be below the earlobe or the eyebrow. Boys must be neatly shaven.

As parents, it is your responsibility first to monitor your child’s make-up and dress code each day. If it becomes a necessity for the school to address inappropriate dress, the parent will be notified for the dress code violation to be rectified. The school reserves the right

to make any judgment on dress code and appearance based on the guidelines and the direct effect on the student body. We appreciate the cooperation of the parent and student in achieving a modest dress and presentation at school.

Property

All school property belongs to God and we are to be good stewards of His property. If a student damages property, he will be required to replace the damaged property at his/her expense without any disciplinary action being taken. If the damage is deliberate vandalism, appropriate action will be taken in addition to the student's financial obligation.

Courtesy

Legacy Christian Academy employs Godly individuals who deserve the utmost respect and courtesy. The same courtesy should be extended to visitors, volunteers and substitute teachers. This courtesy also extends between students both older and younger. Teasing of younger students would be deemed unkind and would be addressed through discipline from the teacher in charge or the director.

Dating

Legacy Christian Academy will strictly enforce a "no-touching" policy. Holding hands, caressing, embracing, kissing...etc are absolutely forbidden and this rule will be enforced.

Cheating

Cheating is treated the same whether you give or receive information during an examination, test, or assignment. If you know that cheating is taking place and do not report it, you are subject to the same discipline action. You will receive a zero for the work and are subject to disciplinary action.

Articles Prohibited

Tobacco products, matches, alcoholic beverages, narcotics and inappropriate magazines are not permitted on school property. Weapons, knives, firecrackers or explosives of any kind are strictly prohibited on the school campus. Cell phones must be turned off and secured with the school office at the beginning of the day. Phone calls made from school must go through the school office personnel.

Student Drivers

Student drivers who hold a valid Indiana driver's license may drive to school with permission of their parents. Any student who fails to show proper driving safety and courtesy will be denied the privilege of driving to school. Student drivers will not be permitted to leave the school campus during the school day unless it is a scheduled doctor appointment and has been prearranged with the school office prior to that day. Any student transporting students must have a note of permission on file in the office from his parents and the parents of the passenger(s).

A student must secure permission before going to his/her car during the school day. Any erratic driving observed on or near school grounds may forfeit the student's driving privilege to drive to and from school. Each driver must have a student driver form on file in the school office.

Student Related Procedures

Please do not telephone your children during school hours except in case of emergency. If it is a necessity, a message will be delivered at lunch or the end of the school day depending on when the call is received.

Medicines of any kind *must be kept* in the school office in the original container with the direction label easily read. No medications or prescriptions of any kind will be given to a student without permission and written instructions from the parents. Any unreported medications are cause for question and may be confiscated until clarification from the parent is received. Students may keep asthma inhalers.

Lockers

Lockers/cubbies will be issued to students. Students are not to permitted to enter another student's locker/cubby. Lockers/cubbies are to be kept clean and organized with no food or drinks being kept in them at any time. Lockers/cubbies are subject to inspection at any time and students may be asked to clean them out periodically if they are not kept in order.

Field Trips

Legacy Christian Academy advocates taking the students on multiple field trips during the school year, as students are enriched by experiencing their community. Permission to travel is obtained at the beginning of the school year by the parent completing the activity permit form.

Arrival/Dismissal

School begins everyday at 8:30 and will be dismissed at 2:30. To allow time for your child to get to their classrooms and put their stuff away before class starts, we ask that your child arrive to school NO later than 8:25. Students will be dismissed at 2:30. We ask that you pick your child up NO later than 2:50. Please keep in mind that there will be a Drop Off/Pick Up Line, so be sure to factor in time for that.

Emergency School Closing

In the case of inclement weather, LCA will be listed on local channels for any delays/cancellations. If a student lives in a school district that is closed due to weather, that student will not be expected to attend classes and their absence will be excused.

Student Illness/Accident

Illness or accident of a child will be handled by calling a parent and asking them to pick up the child as soon as possible. This includes students with a temperature exceeding 100 degrees, vomiting, rashes of various types, etc. The student will remain in the school office until arrangements are made and a parent signs them out. Students must be symptom free before returning to school.

To best protect the entire school family, students with communicable diseases will not be given the opportunity to register with the school. However, if the student at a later date is given a release from their doctor stating they are no longer carrying the communicable disease, enrollment may be considered at that time providing space is available.

Legacy Christian Academy cannot be responsible for injuries incurred on school property or during school related functions. In the event of an accident at school, the parent will be contacted immediately. If the accident requires immediate medical attention, steps will be taken to do what seems to be in the best interest of the student and the parents will be contacted.

Parent-School Communication

Legacy Christian Academy is an extension of your home. We believe that you have a right to know everything that happens. Therefore, communication is a high priority. The parent is encouraged to contact the school office if there is a questionable problem. We strive to keep communication open and to resolve any conflicts as soon as possible. Please check your student's folder each day, as communication will often be sent home in the form of a letter/note that requires your signature.

Visitors

We always welcome parents at any time to visit their student's, however, for the security of our student body, we must ask that you always check in at the office first. **DO NOT GO DIRECTLY TO THE CLASSROOM.** You will be given a pass to go to the classrooms and the teacher will ask for this pass upon entrance to the classroom to ensure all visitors have checked in at the office. This includes lunch hour visitors. We do ask that parents do not stay for extended periods of time in the classroom unless they are helping with a teaching task upon request to ensure teaching/learning continuity.

State Building and Health Codes

It is the policy of the school to comply with all state and local building, fire, and health codes that apply to private schools.

Future Policies

Legacy Christian Academy reserves the right to refine and or establish needed policies.

Legacychristian.rochester@gmail.com

574-835-4961

COVID POLICY

- All students and staff will be required to sanitize their hands upon arrival and again at lunch
- Masks will be optional for both students and staff (Face Shields), but not required
- Each student will be required to provide their own bottle of hand sanitizer to be kept in the classroom with their name clearly marked on it

- Classrooms will be cleaned with Lysol/Clorox Wipes at the end of each day
- Students will need to bring their own water bottle
- Students who exhibit Covid symptoms must be rapid tested before returning to school and present a negative result for the school records
- If anyone in student's household has tested positive for Covid must quarantine for the recommended 5 days.
- Students who are sick must report to the school office by phone by 9:00 a.m. with symptoms. Students must be fever free for 48 hours prior to returning to school.