



Family Handbook
K-8

Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.
Philippians 1:27

Introduction

We are a partnership of home and school, working together for the purpose of preparing students spiritually, academically, physically, and emotionally for the challenge of life. We disciple students in their relationship with their Lord and Savior, Jesus Christ, and bring honor and glory to Christ through our educational ministry.

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Such continued enrollment also evidences (1) student's agreement to permit student's parent(s)/guardians to sign and authorize any medical care, consents, or other authorizations as required by the School and (2) student's agreement for the School to continue to share all health/

medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout the student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the division guidance counselor. If you have any questions about the Handbook or any of its policies, please contact your child's principal.

Lakeside Christian's Academy (LCA) is a nondenominational Christian, college-preparatory day school for grades K3-6. We anticipate adding one grade per year beginning in the Fall of 2026 until LCA is a K-12 school.

LCA operate as an independent, self-governing non-profit organization. We believe that the essence of a student's Christian education is not only academic, but includes the integration of scripture and the application of biblical truth in every aspect of life.

The School admits students regardless of race, color, ethnic, or national origin who possess the motivation, ability, and character which would enable them to succeed in our School community. LCA does not discriminate on the basis of race, color, ethnic, or national origin in the administration of its educational policies, admission policies, financial aid and loan programs, and athletic and other school-administered programs.

To our entire Lakeside Christian Academy community...

Welcome!

This Parent/Student Handbook has been compiled to articulate community expectations at LCA. Like a family, there are guidelines and expectations that are in place so LCA has the ability not only to teach students self-discipline, sense of community, and responsibility, but also to establish a reputation in our community to “impact the world for Christ.” Our goal is to create a nurturing environment, and part of that process involves creating a healthy tone and climate with appropriate boundaries. This allows students to have freedom within those boundaries and helps the school run in a manner conducive to educating students.

Due to the many guidelines, practices, and procedures articulated in this Handbook, covering everything from carline to student discipline to academics, it is important that every family read the handbook to understand its contents. In fact, parents and students are responsible for knowing its contents. LCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed.

Revisions to the Family Handbook are made each year, and LCA reserves the right to modify and/or amend the content of the Handbook at any time during the year. While our hope is that all areas of life at LCA have been covered, there may be errors, misprints, omissions, or other issues that arise unforeseen at the time of the latest revision. When this occurs, every effort will be made to communicate the changes or corrections as soon as reasonably possible.

The goal of this handbook is not to overwhelm our students with “rules” but rather to communicate, up front, the boundaries that have been set for our school. The ultimate goal is that we, as individuals and as a school, glorify God by living in an orderly and dignified manner to honor Him.

Dr. Brian S. Simmons
Head of School

ADMINISTRATION | LEADERSHIP TEAM

Bonnie Allen, Principal
Dr. Brian S. Simmons, Head of School

MAIN LINE | 770-975-0252

FACULTY + STAFF EMAIL

All administrators, teachers, and office staff have email accounts. This is often the most efficient means of communicating with LCA employees. In most cases, email addresses are the employee's first initial and last name followed by @LCAchristian.org. (For example, John Doe would be j d o e @ L C A c h r i s t i a n . o r g .) Please note that when two faculty or staff members have the same last name, a middle initial may be used. You can find a full directory of email addresses for all faculty and staff in [FACTS Family Portal](#).

BOARD OF DIRECTORS

The LCA Board of Directors is a self-perpetuating, "results driven" board. Each board member serves a three-year term on a rotating basis. The Board of Directors of Lakeside Christian Academy establishes policy, sets goals and oversees the head of school who is charged to oversee the entire operation as of the school.

The Board of Directors consists of the following members:

Dr Tony Fajardo, Chair
Jared Simmons
Dennae Hanford
Amy King
Brandon Allen
Moses Hardie
Dr Cliff Mack
Kelli Cante
Andrew Gordon

BRIEF HISTORY

Lakeside Christian Academy (LCA) was established in 2024 to **disciple students as faithful followers of Jesus Christ, equipping them with the knowledge and skills to excel and fulfill God's unique purpose for their lives.** Our work with

all students begins and ends with our passion to disciple students as faithful followers of Jesus Christ, equipping them with the knowledge and skills to excel and fulfill God's unique purpose for their lives.

Founder Jared Simmons, leading up to the formal establishment of LCA, is himself the product of Christian School education having attended Elkhart Christian Academy in Elkhart, Indiana; Heritage Christian School in Indianapolis, Indiana; and Indiana Wesleyan University in Marion, Indiana. Following college, he and his wife, Mary Claire, met at the Focus on the Family Leadership Institute. Jared furthered his studies in biblical worldview as a Colson Fellow.

While at the Colson Center Jared was challenged with the idea that as Christian steward leaders we are to fix what is broken, enhance what is working and create that which does not exist. He and Mary Claire became convinced that an excellent, independent Christian School did not exist in the Midlands of South Carolina, So, God laid it on his heart to start one.

In establishing the foundation of the school, Jared followed a people, program then places strategy. Jared first enlisted the help of his father, Dr. Brian S. Simmons, and Brian agreed to be the founding head of school. The founding principal, Bonnie Allen, was hired a short time later. Then a board of directors was established with Dr. Tony Fajardo as founding board chair.

This team worked together to create a strategic plan for LCA, initiatives were established, and specific, measurable, assigned and agreed-upon, realistic and time bound (SMART) goals were established. A launch team was formed, generous friends began to support LCS financially, a church facility was identified and church leaders prayed over and supported Jared and Brian from the first meeting. These were all “I Spy God” moments for LCA!

Key outstanding Christian schools in the southeast were identified, and assistance was solicited from the leaders of each of these Christian schools. FACTS services company was hired for back office SIS and finance software support, and a business office leader was hired part time. Financially, facilities were renovated, and teachers and support staff were hired.

The school opened with grades K-6 August, 2026 with 105 students. The school then embraced the commitment to add one grade level per year.

From the start, school leaders developed a shared vision that LCA would one grow to 1000 students and have a new state-of-the art facility on 40-50 acres within the target area. We praise God for His divine enablement of our good work. And we thank Him and praise Him as we recognize and celebrate miracles only He could do along the way!

FOUNDING PHILOSOPHY

Lakeside Christian academy is a covenantal Christian school. Our desire is that the Christian home, school and Bible-believing church all work together as partners with shared values and beliefs to support the development of the spiritual, social, emotional and physical development needs of each individual child.

LCA acknowledges the trust placed in us by our parents and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. LCA does not assume such authority in the school setting and teaches only those fundamentals of the Christian faith, which are held common to all in Christ's Church in a spirit of love and unity (Deut. 11:18-20, Deut. 4:9, Acts 4:12).

We disciple students in their relationship with their Lord and Savior, Jesus Christ, and bring honor and glory to Christ through our educational ministry. Because of this purpose, we teach from a biblical worldview, integrating the Bible and biblical truth in every subject. In other words, we look at the truth of every academic discipline through the lens of Scripture. Further, we embrace a total worldview immersion experience for every student in every area of true school. It is the responsibility of the teacher, under the supervision of the administration, to integrate faith and learning in all courses, not just during Bible class.

Mission Statement

Lakeside Christian Academy exists to glorify God by partnering with Christian families to disciple students as faithful followers of Jesus Christ, equipping them with the knowledge and skills to excel and fulfill God's unique purpose for their lives.

Vision Statement

Lakeside Christian Academy seeks to become the premier independent Christian school in the Midlands, building a thriving, Christ-centered community that equips leaders to transform culture for Christ.

Belief Statement

LCA embraces a covenant school foundation. This means that one of two parents and/or all new high school students must profess faith in Jesus Christ as their personal Lord and Savior as a part of the admissions process to LCA. All board members, faculty and staff will be expected to affirm the statement of belief annually.

- "We believe in God, the Father almighty, maker of heaven and earth"
- "We believe in Jesus Christ, his only Son, our Lord"
- "We believe in the Holy Spirit"
- "We believe in the Holy Christian Church, the Communion of Saints"
- "We believe that the Forgiveness of sins comes through faith in Christ alone"
- "We believe that the Bible alone is the authoritative Word of God and is the source of ultimate truth"
- "We believe in the Resurrection of the body"

Core Values

Truth – LCA is grounded in God's Word as the source of all truth, valuing honesty, integrity, and a Christ-centered worldview.

People – LCA values life, respect, hard work, and stewardship to develop leaders prepared for God's calling.

Impact – LCA pursues excellence in academics, athletics, and the arts, partnering with Christian families to develop world-changers who influence culture for Christ.

Passion Statement

We are passionate about bringing every student into a personal, growing relationship with Jesus Christ—equipping them to pursue, with excellence, all that God has called them to do.

LIFESTYLE TENETS

Lakeside Christian Academy, Inc. (“LCA”) is a nondenominational, evangelical, independent school, whose mission is to disciple students as faithful followers of Jesus Christ, equipping them with the knowledge and skills to excel and fulfill God's unique purpose for their lives.

As an institution, we value submission to God's basic principles for life as revealed in his holy word. Obedience to God's word brings true fulfillment and lasting joy. LCA seeks to partner with Christian families who share our faith and values.

To promote a loving community and maximize the joy of its constituents, LCA has established certain standards of conduct that are consistent with our practice of the Christian faith and aligned with Scripture and its principles. All stakeholders understand that LCA policies are an attempt to align our standards of conduct with the principles of God's word, the Bible. The Lifestyle Education Tenets are the written expression of the commitments we make to each other as a community and the values we hold dear as followers of Christ.

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LCA requires that trustees, employees, and volunteers be committed followers of Christ with biblical values. Our educational leaders must model these values and instruct students in a way that is consistent with these tenets.

Proper submission to God-ordained authority is affirmed and expected. Candor between members of the community is valued. If during the course of partnering with LCA, a member can no longer affirm and commit to these lifestyle tenets, the partnership is subject to revaluation. Enforcement of the lifestyle tenets will be at the sole discretion of the Head of School. Any member of our community who is struggling to adhere to the lifestyle tenets should reach out to the Head of School and engage in a candid conversation.

Likewise, if the School becomes aware of any concerns, it will reach out directly to that member in a spirit of truth and love. If a member believes there is a lack of clarity regarding a lifestyle tenet, that member should seek a clarifying conversation with the Head of School. After discussion, the determination of the Head of School will be considered final.

Tenet 1. Alcohol, Illegal Drugs, and Tobacco -

Self-control, good judgment and a healthy body are valued. Therefore, the consumption of alcohol by underaged members, consumption by any member to an extent of drunkenness, the use of illegal drugs and the improper use of prescription drugs conflict with the lifestyle tenets. The use of tobacco can be an impediment for individuals and is harmful to one's body and should be avoided. The use of alcohol, illegal drugs and/or tobacco (including vaping) on campus or at school sponsored student activities is strictly prohibited. (Galatians 5:23, Proverbs 20:1, 23:29-32, Romans 13:13, 1 Corinthians 3:16-17, 5-11)

Tenet 2. Disputes -

Humility, gentleness, patience, love, peace and unity are valued when handling disputes. Therefore, we seek to treat others in the same way we would want to be treated. Using civil lawsuits to resolve personal disputes should be avoided. The use of gossip, malice and slander conflicts with the tenets. (Galatians 5, Ephesians 4:1-16, 29-32, Colossians 3:12, 14, 16, 1 Corinthians 6:1-6, Matthew 18:15-20, Romans 13:3-4).

Tenet 3. Interactions and Relations -

Appropriate interactions and relations are valued and expected. Interacting online and/or electronically with each other, with students, with alumni, and with others

outside of the school community is, in its essence, no different than interacting with these groups face to face. Interactions are to be guided by the principles of respect, dignity, prudence, professionalism, concern for and the protection of children, and their safety. (Proverbs 16:23, Ephesians 4:29, 1 Peter 5:2-4, 1 Timothy 5:1-2, Titus 2:1-8, Ephesians 5:15-17, 5:2-3)

Tenet 4. Marriage -

Marriage is valued and defined by scripture as a covenant relationship between one man and one woman (man and woman defined by biological gender). Any sexual relationship or activity outside of God's design for marriage as described in scripture (ex: adultery, bigamy, homosexuality, incest, and other such practices) conflicts with the lifestyle tenets. (Genesis 1:27, 2:18-23, Ephesians 5:21-33, 1 Corinthians 6:9,10,18, Romans 1:24-32, Jude 7, Galatians 5:19-21, 1 Peter 4:3)

Tenet 5. Profanity and Pornography -

Modesty and chastity are valued, therefore, viewing, distributing, or creating pornography conflicts with the tenets. Talk that encourages and builds others up is valued, therefore, profanity, abusive, and obscene talk whether in person or electronically conflicts with the tenets. (Ephesians 4:29, 5:4, Colossians 3:8, 4:6, Galatians 5:18-25, Romans 14:13, 1 Corinthians 10:31-32)

Tenet 6. Racism -

Both unity and diversity are valued. Unity and diversity are modeled for us in the Holy Trinity and in Christ's body, the Church. For Christians, although we are many, we are one body in Christ Jesus. At LCA, we endeavor to adhere to Christ's commands that we love one another, welcome one another, comfort one another, bear with one another, and aim for restoration. We seek to avoid provoking one another, devouring one another, lying to one another, or speaking evil to each other. Instead, we strive to bear one another's burdens, to speak the truth to one another, confess our sins to one another, and pray for one another. Racist beliefs and practices stem from false beliefs and are contrary to the work of Christ in reversing the division and disorder that came from sin. Scripture states that humans are made in the image of God, that there is but "one kind of flesh for humans," and that God has made from one blood (or one man) all the nations of the earth. Comparing and classifying ourselves based on God-ordained genetic traits is foolish and shows a lack of understanding. Hate, injustice, willful ignorance, inequality and sinful bigotry are violations of the tenets. (Romans 12:5, 2

Corinthians 13:11, Galatians 5:13,15,26, Colossians. 3:9, James 4:11, Galatians 6:2, Ephesians 4:2, 25, James 5:16, Genesis 1:27, I Corinthians 15:39, Acts 17:28, Psalm 139:13-16, II Corinthians 10:12)

Tenet 7. Sanctity of Life and Gender -

God created mankind in His image, and it is not, in any sense, the product of evolution. Human life is sacred from conception to its natural end. Thus, abortion conflicts with the tenets. Mankind was originally created with the ability to live perfectly for God's glory, but the fall has corrupted every facet of humanity including gender and sexuality. Man is the special creation of God, made in His own image. He created them, male and female, as the crowning work of His creation. The gift of gender, as defined by biology, birth and predetermined by God, is thus part of the goodness of God's creation. Modification to one's gender, physically or psychologically, conflicts with the tenets. (Genesis 1:27, 31, Psalm 100:3, 139:13-15, Proverbs 22:2, Isaiah 49:1, Jeremiah 1:5)

Tenet 8. Sexual Behavior -

The biblical understanding of sexuality is that it is a gift from God. The biblical principle of purity in singleness and fidelity in marriage, which is the union of one man and one woman (man and woman defined by biological gender), is supported by Scripture. Premarital sex, fornication, and adultery are condemned in Scripture and are in direct conflict with the lifestyle tenets. (Genesis 2:24, Ephesians 5:3, 1 Thessalonians 4:3-5, Matthew 5:28, 1 Corinthians 7:2-3)

*If any person is unclear or has concerns about one or more of the School's Lifestyle Education Tenets, such questions should be directed to the Head of School.

GOALS

The Board, Administration, Faculty and Staff of Lakeside Christian Academy commit to partner with each family:

To provide an education that is scholastically excellent and Christ-centered in an environment that is emotionally supportive and caring.

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To develop each student's God-given spiritual, physical, mental, social and artistic gifts according to his or her potential.

To develop in each student an understanding of the Lordship of Christ and encourage a personal relationship with Christ with the help of the family and

church.

To help students develop a biblical worldview, thus enabling them to serve God in spirit, mind and body, to actively participate in the expansion of Christ's kingdom, to exercise godly stewardship of creation and to glorify God in every aspect of life.

To continually review and improve our curriculum and programs through evaluation, parent input, teacher and staff training and evaluation, and to provide extra-curricular activities as resources allow.

To prepare students for success in college or meaningful work after high school.

To ensure our curriculum and programs will support the LCA Statement of Faith, mission, purpose, and philosophy.

To provide regular communication regarding student progress.

To ensure that all Board members and employees exemplify Christ in their personal lifestyle.

To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

To pray for students, their families and LCA.

Honor Code

The LCA community is built upon respect, honor, and trust, and following the school's honor code is essential in protecting one's heart and creating such a culture. Proverbs 4:23 "Keep your heart with all vigilance, for from it flow the springs of life." The school will not tolerate any breach of the honor code, and will act swiftly and decisively in the event of honor code infractions. Thus, students who violate the honor code will be disciplined in ways to make correct decisions in the future. Please keep in mind the honor code is applicable 24/7, both on and off campus. Students should, when aware of an infraction, report the infraction to a teacher or administrator.

Honor Code Infractions Include:

Lying (knowingly communicating false information to faculty, staff or administration).

Cheating (the giving, receiving or attempting to give or receive unauthorized help, including the loaning of homework, that could result in an unfair advantage in completing school work).

Stealing or borrowing without permission. This includes several sources including Artificial Intelligence.

Any form of plagiarism (intentionally or unintentionally borrowing someone else's words, ideas or facts and passing them off as one's own). Philippians 4:8 states, "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."

Each student at NCCS is expected to commit to what the Word of God petitions us to be in the area of honor. Strong emphasis is placed on the importance of integrity as it relates to being truthful and upholding academic integrity. As a reminder of their commitment to being honorable, we require students to write down the honor pledge on all tests and major papers. The pledge states, "I have neither given nor received unauthorized aid on this assignment." In writing the pledge, students acknowledge that the work they are submitting is their own.

ACCREDITATION

The policies, programs, and curriculum of Lakeside Christian Academy are under continuous review by the Board, Administration and Faculty in order to meet or exceed the standards required by our accrediting agency. LCA is working toward accreditation by the Association of Christian Schools International (ACSI). In addition, LCA is striving toward standards of best practice as written by the Council on Educational Standards and Accountability (CESA).

In working to meet the standards of accreditation required by these agencies, LCA demonstrates a high level of accountability in its programs, academics, facilities, and governing policies.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices.

Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the School has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and South Carolina law.

INTEGRATION OF THE BIBLE AND BIBLICAL TRUTH

We teach from a Christian worldview, and integrate the Bible and biblical truth in every subject. It is the responsibility of the teacher, under the supervision of the administration, to integrate biblical truth in all courses, not just during Bible class

MOVING FORWARD PROGRAM (MFP)

The Moving Forward Program is an academic resource program designed to support the needs of students with diagnosed learning differences. LCA prioritizes academic support through customized learning strategies and a diverse offering of services. For some services, follow-up observation, evaluation, and psychoeducational testing may be required. Each student's program of services is individualized based on his or her specific learning goals and needs.

LCA offers services to support many different styles of learners through the Moving Forward Program, however we are not equipped to serve students whose learning differences are due to significant emotional, social, or behavioral concerns. Additionally, students must demonstrate the intellectual potential to master a college-preparatory curriculum.

Each service listed below requires a specific fee. Services are determined through the office of the Moving Forward Program Director. For students who have diagnosed learning differences, a program of basic accommodations can be developed after a thorough review of the student's psychoeducational evaluation. Accommodations are outlined in an individualized document, the Student Learning Profile, and are implemented by the classroom teacher and designated MFP personnel.

Small group instruction may be available through content development classes, as

determined by the MFP team. Content development classes replace a student's regularly scheduled math or reading/language class and are available to students in Grades 1-8 in Math and Language Arts. These classes are taught by experienced instructors who are highly trained in their content area. Students needing specific remediation in these areas are pulled out on a daily basis for this one-on-one or small group instruction. Psychoeducational testing is required in order for students to receive this service. Executive Functioning (EF) support is available to all Middle and Upper School students who participate in the Moving Forward Program. In Middle School, EF support is offered in a small group setting in place of world language classes.

Testing Room services are provided to all Middle school students who receive accommodations. Testing Rooms provide a quiet environment in which testing accommodations are implemented.

Speech & Language Services -

Students with concerns regarding speech and language, such as articulation (speech sounds), fluency (stuttering), receptive and expressive language, pragmatics (social skills), or voice can receive on-campus speech therapy services provided by third party licensed and certified speech-language pathologists, at parent expense.

Tutoring -

Students who need a temporary period of intervention to augment skills not mastered in the regular classroom will benefit from tutoring. On-campus tutoring is offered for most academic classes and is available to all LCA students.

STANDARDIZED TESTING

A standardized achievement test is given annually to students. The purpose of this test is to help determine the school's national and ACSI academic standings, provide individual student achievement scores, and provide teachers with valuable grade level achievement information. Test results will be used to evaluate appropriateness of curriculum, teacher effectiveness and student academic development. Parents will receive individual score reports for their children.

Grades 2-9 (ERB-CTP)

As part of our balanced and comprehensive assessment system, Lakeside Christian Academy conducts annual standardized testing to substantiate and tailor the learning experience for students. We use the results to further analyze the progress of each student, their grade level, and the school as a whole.

The ERB-CTP is a standardized test designed for independent schools with high academic standards and competitive programs. A standardized test is any examination that is administered and scored in a “standard” way. This means that the test is administered to a large number of students and is “normed” by measuring how well large representative samples of students have already performed on it. The ERB-CTP is a vigorous assessment of student achievement of essential standards and learning domains in English language arts and mathematics. It includes verbal and quantitative reasoning, functioning both as an aptitude test and an achievement test. The ERB-CTP furnishes the school with more individualized data about student performance, and it is useful in guiding students and evaluating curriculum.

STUDENT RECORDS AND INFORMATION

Requests for student records and transcripts must be directed in writing to the School Principal. The School reserves the right to withhold student transcripts and records for non-payment of tuition or fees. The School will also require the parent to sign a consent form before a student’s transcript or other records/information will be released. The School makes reasonable efforts to ensure that both natural parents (or legal guardians) receive substantially the same information (transcripts, records, appointments, etc.). The School relies upon the correctness and completeness of parental information when the student is enrolled. In situations of divorced or separated parents, if one parent believes that the other parent is not entitled to receive certain information, the parent wishing to restrict information provided by the School must provide the School with a court order that is still in effect that specifically restricts the other parent from receiving such information. When parents are divorced, a copy of the court order outlining child custody should be provided to the school (to the office of the division in which the child is enrolled).

We are delighted that your child is a part of our LCA family. We truly consider it a privilege to partner with you. At Lakeside Christian Academy, we provide a Christ-centered, quality preschool education that strives to inspire lifelong learners. The Lower School program serves students from K – 6th grades. We believe every student is a gift from God, created in His image and loved by Him. LCA teachers provide a nurturing environment where academic, spiritual, emotional, physical and social growth are our goals for each student. We look forward to seeing your child grow in each of these areas throughout the school year.

AFTER SCHOOL & EXTENDED SCHOOL PROGRAMS

Before School Care

Parents may begin to drop students off no earlier than 7:00 a.m. Supervision will be provided until 7:30 a.m. At 7:30, students will be escorted to their classrooms to start their school day.

After School Care - Flipside

Time: 2:40 p.m. - 5 p.m. for K- 6th grade

Fee: \$15.00 per day/child, regardless of how long the student is in attendance for that day - students may attend Flipside as many days as desired and billing will be handled through FACTS. In the event your child is not picked up from Flipside by 5 p.m., a late fee of \$1 per minute is charged until the time that your child is picked up. (Note - students not picked up in carline by 3:00 p.m. will go to Flipside. There is no Flipside charge if students are picked up by 3:15 p.m.) Flipside also offers an assortment of enrichment activities called Sidekicks.

Sidekicks are designed for all ages and interests and are available at an additional charge. Students may participate in Sidekicks activities separately or in addition to attending our Flipside after school program. Our Sidekicks enrichment activities expand learning so that every student can thrive by providing opportunities to explore and discover students' interests and passions in a safe, structured and engaging environment. Students K -6th grade will have meaningful after school time with opportunities in art, music, dance, sports, STEAM, academics and everyday skills. Students will have FUN after the bell as we make every minute count!

(Note - Flipside is available after Sidekicks activities for \$7.50 per day/child.) Parents are responsible for providing nutritious, approved snacks for their child staying in Flipside (no candy, please).

ARRIVAL PROCEDURES

We know that this can be a difficult time for parents as you leave your child, perhaps for the first time. While some students are excited about their new experience, others may be nervous about their new environment. We hope that you will trust our experience with little ones when we say that even the most nervous child will usually happily join our routine very quickly when parents leave with a positive response.

Parents will drop students off at the Lower School door or in the carline. K5 - 6th grade students will walk to their classrooms while paraprofessionals and “specials” teachers monitor the halls. The classroom teacher will be in the classroom to welcome your child and help with book bags, etc. Children will take their cues from you, the parent. The more positive you are, the more confidence it will build in your child.

CELEBRATIONS

As a school, we will observe various holiday seasons throughout the year. Holidays will be observed from a Christian perspective. As a part of this observance, we will have several celebrations. This will include Thanksgiving, Christmas, Valentines, Easter and the end of the school year.

Birthdays are very important to children. We would like to help you celebrate your child’s birthday. Please arrange with your child’s teacher in advance if you wish to share refreshments with the class. So as not to break up the continuity of the day, please send refreshments with your child to be served at lunch that day. You are welcome to join your child for lunch to celebrate this special day. Please check with your child’s teacher for any allergies in the class.

In keeping with our goal to encourage and foster positive peer relationships, any invitation distributed “on campus” for “off-campus” events must include every student in the class; this includes written and oral invitations. Invitations to students not in your child’s class must be mailed directly to the child’s home; they cannot be given to the child at school. Birthday gifts for students should not be sent to school with your child.

Please be aware that any student who is to be picked up at school to ride with another family for a play date, birthday party, etc. must have a written permission note or email from his or her parents or listed on the authorized pick up carline form.

CURRICULUM K - GRADE 6

Curriculum encompasses more than just textbooks. It is the planned instructional program that is the visible philosophy of the school. Textbooks are the tools teachers use. Curriculum also incorporates the philosophy, goals and mission of the school. Learning and applying biblical truth is the very essence of the philosophy of Christian education.

Courses of Study

Core subjects: Bible, Language Arts (reading, phonics, writing, spelling and grammar), Social Studies, Mathematics, Science and Thematic Units. Special classes: Art, General Music, Spanish, Technology/STEAM, Physical Education, and Reading Room. (Some of these classes are offered only in certain grade levels.) In addition, all grades participate in a daily recess, weekly chapel and service projects.

BIBLICAL WORLDVIEW IMMERSION AND BIBLICAL TRUTH

We teach from a Christian worldview and integrate the Bible and biblical truth in every subject. It is the responsibility of the teacher, under the supervision of the administration, to integrate biblical truth in all courses, not just the Bible class.

Scripture Memorization

Scripture memorization is an integral part of the academic program and will reap great Rewards in a child's life now and in the future. Research proves that memorization increases one's mental ability. Memorizing Scripture sharpens the mind and enables students to more easily memorize information in other core subjects. Joshua 1:8 guarantees success in life if we meditate upon God's Word. As part of each grade level requirement, students are expected to memorize and understand the meaning of certain sections of Scripture.

GRADING SCALE

Grading Scale for 1st - 6th

The primary purpose in preparing reports for parents is to give an objective appraisal of a child's progress. For most core subjects, grades are taken in two different categories:

Major and Minor Grades that are made up of Homework/Daily Work, Quizzes, and Test/Project. These categories are weighted according to the amount of work involved with Tests/Projects carrying the most weight, followed by Quizzes and then Homework/Daily Work. The semester subject grade will be determined by averaging the categories together according to their appropriate weights. The year-end grade will be the average of the two semesters.

Grading policies for a student who has been diagnosed with a learning difference may be modified with administrative approval for a specified period of time while the student learns strategies to cope with his/her particular learning difference.

The numeric equivalents for letter grades for grades 1 – 6 are as follows:

A 90-100

B 80-89

C 70-79

F 69 and below

Grading Scale for K5

Kindergarten students will receive grades for Bible, Math and Reading. To enter these grades in FACTS numbers must be matched to the letters.

E = 4 Exceeds Expectations

M = 3 Meets Expectations

P = 2 Progressing

N = 1 Needs Improvement

These numbers will average together and then round to translate to an E, M, P, N. This will provide an overall grade for Bible, Math and Reading.

E= Exceeds Expectations

This means that all of the required criteria has been met and then some. The student has gone over and above what was expected independently and consistently. This grade is entered into FACTS as a 4.

M= Meets Expectations

Meeting expectations is where we expect the student to be; they are meeting the grade level expectations and are ready to move on. This means that all of the required criteria has been met. The student completed everything that was expected. This grade is entered into FACTS as a 3.

P= Progressing

This means that most or some of the criteria was met. The student is not quite there yet, but is making progress. This grade is entered into FACTS as a 2.

N= Needs Improvement

This means that very little or none of the criteria was met. Significant help is needed to reach grade level mastery. This grade is entered into FACTS as a 1.

Grading Scale for Specials

Special classes (Art, music, Spanish, technology/STEAM, and physical education) will use the E, M, P, N grading scale:

E Exceeds Expectations

M Meets Expectations

P Progressing

N Needs Improvement

HOMEWORK

The purpose of homework is to reinforce material presented in class, to memorize facts, or to research topics which cannot be completed in class due to lack of time. Generally, homework given will be in proportion to the grade level of the student.

Parents are asked to help students regularly and check on completed homework to be certain it is satisfactory. Homework is not to be done by the parents. However, the parents should assist the teacher in enabling the students to develop independent study habits. It is not our purpose to overburden the students with homework or to interfere with family life. If you have a question about the amount of homework your child is receiving, please contact his/her teacher. Moderate homework may be assigned any night of the week. If the student has any classwork that he or she has not finished during the day, it automatically becomes homework.

Students are expected to develop responsibility and maturity by turning in their work on time. In First through Sixth Grade, any assignments handed in late will be subject to academic penalty. When students are unable to complete homework on time for one reason or another, parents should send an explanatory note to the teacher on the date that the work is due. If this problem persists, parents should schedule a conference with the teacher. Teachers will inform parents if homework is frequently late or poorly done. It is expected that all homework assignments will be completed.

HONOR ROLL AND SPECIAL AWARDS

Students in First through Sixth grades are recognized for academic excellence and Christian Leadership. Individual students receive a certificate from the Lower School Principal. Academic awards will be given at the end of each semester and the end of the year awards will be based on all three trimesters.

Christian Leadership Award

One boy and one girl in each class will be chosen at the end of the year to receive this highest honor. Students who are awarded this honor by the Administration and Lower School Faculty have maintained outstanding Christian Leadership by demonstrating good citizenship and consistently exemplifying Christ in word and deed during the entire school year. All students who meet the above criteria are eligible to be considered for this award.

Flames Award

To qualify for the Lower School Flames Award, a student must have straight A's all four years at LCA Lower School for both semesters.

Principal's List

To qualify for the Principal's List, a student must earn A's in all academic subjects, excluding Specials. To receive this award, a student must be on the Principal's List for both semesters.

Gold Honor Roll

A student must earn A's and B's for the year in all academic subjects, excluding Specials, to be on the Gold Honor Roll.

Please note: Grades in Art, Technology/STEAM, Spanish, General Music and Physical Education are not included in determining Honor Roll.

LUNCH VISITORS

Lunch visitors: K4 - 6th grade parents may sign up to have lunch with your student. Due to space constraints, we may not be able to accommodate walk-ins, as a limited number of seats will be available to be reserved each day.

NAPTIME (K5)

K5 students start the school year with a 20 minute rest time and it is adjusted as needed throughout the year. Students are not required to sleep but are expected to rest quietly so others may sleep, if desired. Full day students will need to provide a rest mat, which can be purchased in The Lakeshore, our school store.

PARENT/GRANDPARENT VOLUNTEERS

We believe that both your child and LCA benefit greatly when a parent is actively involved at LCA. This involvement allows the parent or grandparent to witness, firsthand, the quality of our educational programs. We also believe that the most

balanced education a child can receive involves the school, parents, grandparents, church and community.

Some of the areas in which parents and grandparents can become involved include:

1. Attendance at parent meetings and school functions
2. Daily prayer for faculty and staff
3. Grandparents and GrandFriends Days
4. Parent Teacher Fellowship
5. Room Parent Volunteer
6. Reading Room/Library
7. Corporate fundraisers

All parent/grandparent volunteers that interact with the students directly will need to complete a background check through the school.

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher conferences are scheduled each school year after the first 6 weeks of school. Both parents are encouraged to attend the conferences. The purpose of these conferences is to encourage school/home communication regarding student progress. Parents and teachers are encouraged to schedule additional conferences throughout the year as needed. Any parent who desires to meet with his or her child's teacher must arrange a date and time with the teacher in advance. Please do not plan to "drop in" to see a teacher during the school day or try to meet during morning drop off or afternoon carline. Parents may contact a teacher by email, which is readily accessible to parents. A parent may also call the School Office to schedule a conference with a teacher.

PERSONAL ITEMS/TOYS

Students are not permitted to possess cell phones, smartwatches (with cellular service), or other electronic devices while on campus. In case of emergencies, parents may contact students through the School Office. Watches and fitness bands are permitted solely for timekeeping, fitness, and tracking purposes. Students are not permitted to use these devices for sending or receiving text messages, recording conversations or classes, taking pictures, or using calculator functions while on campus."

Children should not bring any toys to school.

Earbuds/Earphones: Students are required to have earphones that have a cord attached to them to use with their school issued computer. No wireless earphones or earbuds will be allowed while on campus.

REPORT CARDS/PROGRESS MONITORING

Report cards are issued four times a year. Parents should always sign and return the report card to the classroom teacher within three days of receipt. For K5 - 6th, parents may access FACTS Family Portal for current progress.

Promotion and Retention Policy

LCA strives to create an educational program that provides maximum opportunities for each student to progress successfully. It is recognized, however, that not all students will progress at the same rate, and therefore, retention may be recommended. If the decision to retain a student becomes necessary, it should be made early in his/ her education. This ensures a better foundation of basic skills and provides that extra year of maturity needed to succeed in school.

Students are promoted or retained on the basis of their total preparedness to enter the next grade level. Ability, achievement, developmental maturity, and social factors are all considerations.

Absenteeism will be considered of prime importance in the decision to retain borderline students. If a student has exceeded 20 days of absences for the school year, promotion to the next grade will be in jeopardy.

SNACKS

During the school day Lower School and Preschool students will take a snack break. The time will vary for each grade depending on the lunch schedule.

Snacks: Please send only nutritious, light snacks. Snacks may include fruit, raw vegetables, crackers, granola bars, etc. No sugar or chocolate, please. For preschool: Grapes and carrots must be cut in half for the safety of your child.

Drinks: Water is recommended. Only clear drinks are allowed in the classrooms. No sodas or energy drinks are permitted. Students may not purchase any food or drinks from the coffee shop in TheCommons.

No gum chewing of any type is allowed on the LCA campus.

Please inform the teacher of any food allergies as soon as possible. The teacher will also need to know if your child has an epipen.

For younger students, please remember your child will be feeding himself, so plan accordingly. Cups with sipper seals or thermoses are recommended. Please do not send disposable water bottles that are thrown away each day. The tops can be a choking hazard.

Parents are responsible for providing a nutritious snack for their child staying in Flipside.

GRADING SYSTEM

For most subjects, grades are taken in three different categories:

Minor (Homework/Daily

Work).....45%

Intermediate (Formative Assessments, Products, Performance Tasks, Quizzes).....30%

Major (Summative Assessments, Products, Performance Tasks, Tests).....25%

Please note that grade weights vary in Science and Fine Arts as indicated below:

Science: Minor – 25%, Intermediate – 40%, Major – 35%

Fine Arts: Minor – 20%, Intermediate – 35%, Major – 45%

Middle School uses an alpha-numeric grading scale:

A 90-100

B 80-89

C 70-79

F 69 and below

Grades for students in grades 5–8 are finalized and recorded on the official report card at the end of each semester.

Core Subjects: Bible, History, Language Arts, Math, and Science.

Report Cards, Grade Monitoring, and Attendance Records

The purpose of grade and attendance reports is to provide students and parents with a clear assessment of academic progress and school attendance.

Grade & Attendance Monitoring:

Grades and attendance records can be accessed anytime through FACTS.

Academic checkpoints occur at the midpoint of each quarter to give a progress update before final grades are issued.

Parents will be notified if their student has a 69 or below two or more classes at a checkpoint.

Students with a 69 or below in two or more classes will become ineligible for extracurricular activities but may regain eligibility two weeks after the checkpoint upon re-evaluation.

Report Cards & Academic Probation:

Report cards are printed and sent home at the end of each semester.

Students receiving a 69 or below on their report card will be placed on Academic Probation until their grades improve.

If necessary, grade-related concerns should first be addressed with the teacher and then with the administration.

Attendance & Punctuality:

Attendance and punctuality are closely monitored.

Students with excessive absences or tardies may be placed on Attendance Probation until consistent improvement is demonstrated. Please see the Attendance section for full attendance policies.

Academic Probation

Students are placed on academic probation for receiving a 69 or below in two or more classes. Determinations for probation will be made at each report card. An official letter will be mailed home to notify parents/guardians of probation decisions and details.

A student placed on probation will stay on probation until the next academic review (Checkpoint or Report Card). During the probationary period, students will be ineligible to perform any extracurricular activities (practices are acceptable) and may be required to complete after-school tutoring in their low-subject areas. If the student does not perform satisfactorily during the probationary period, he or she may be asked to withdraw from school and not be allowed to enroll the following year.

8th Grade Advanced Course Eligibility

Middle school students in the Eighth grade have the opportunity to take advanced level classes in Math, Science, Language Arts and History. Advanced course eligibility is determined by previous class average, standardized test scores, teacher recommendation, and placement test (if applicable).

Earning Upper School Credit

Algebra I

In 8th grade, students may have the opportunity to take Algebra I; an Upper School level math class. If they successfully complete the course with a minimum average of 85 per semester they may be eligible to progress to the next level of math the following year.

Please note that students are still required to take 4 full credit math courses in high school. The successful completion of Algebra 1 in 8th grade means they will have 5 or more math credits.

World Language (Spanish or French)

Students in the 5th, 6th, and 7th grades participate in introductory courses in French and Spanish, which are assessed on a pass/fail basis. Each grade level will receive one semester of instruction in French and one semester in Spanish.

Students in 8th grade are required to take a World Language course of their choice. If they successfully complete the course with a minimum average of 85 per semester, they may receive Upper School credit and be eligible to progress to the next level of that course in 9th grade. However, any semester average below 85 may require the course to be repeated in 9th grade. Regardless of the grade point average, it is ultimately at the discretion of the teacher and/or department head to determine whether a student may continue to the next level of the course. Upper

School classes taken during Middle School may be reflected on a student's transcript and calculated into their high school GPA. The Upper School graduation requirement of two consecutive years of a world language must still be fulfilled.

Academic Disputes Procedure

If a student finds it necessary to dispute a grade he/she received on an assignment (i.e. homework, quizzes, tests, projects, exams) from his/her instructor, the following steps should be taken in reaching a resolution:

Step 1: Teacher/Student conference takes place to determine possible resolution.

Step 2: Teacher/Student/Parent conference takes place to determine possible resolution.

Step 3: Disputed work is forwarded to respective department head for third party consideration.

Step 4: Disputed work is forwarded to the principal of the school for final consideration.

Incomplete

Work in any course that is incomplete at the end of the grading period will receive an "I".

All work must be made up during the first four school days of the new grading period or within four weekdays of the closing of school if awarded during the last nine weeks. Assignments that are not completed will automatically be converted to zero, but must still be completed and submitted to ensure mastery of objectives. Any extenuating circumstances will be reviewed by the Principal and addressed as necessary.

Missing Work

Occasionally, students will miss assignments or assessments due to excused absences. In these cases, assignments may be submitted within the required number of days communicated by the teacher for full credit. For any missing work, including work not submitted due to an unexcused absence or failure to turn in an assignment on time, a "Missing" designation will be recorded in the FACTS system. This designation is calculated as a zero until the assignment is submitted. This policy ensures that students and parents have a clear and accurate understanding of the impact of missing grades. It is important to note that all assignments must be turned in. If a student does not submit the work within the allotted time, the zero will remain as the final grade.

Recovery for Failed Courses

Middle school students must successfully complete each core subject in order to advance to the next grade level. Grades for students in grades 5–8 are finalized and recorded on the official report card at the end of each semester. If a student fails a core subject for a semester, they will be required to complete an approved learning recovery program for that subject. This remediation ensures students have the foundation to succeed in subsequent coursework.

If a student fails both semesters in two or more core subjects for the school year, they will be required to repeat the grade, complete the necessary learning recovery, or withdraw from LCA.

The grade promotion or retention determination will be based on the student's final grade. The school administration will assess the student's overall academic progress and recommend the appropriate course of action.

Authentic Assessment

Authentic Assessments are used as tools to challenge students at LCA to demonstrate a comprehensive understanding of the principles mastered in their academic subject matter. The preparation in study and the cognitive and mental skills utilized will give them the advantage of developing concepts, constructing meaning, and representing related material, which are the foundation for critical thinking and a prerequisite for the collegiate level.

ACADEMIC AND FINE ARTS/ATHLETIC ELIGIBILITY

Academic Eligibility

The academic eligibility of a student for extra-curricular activities is based on the scheduled checkpoint dates throughout the semester. Once grades have been verified, a student may gain or lose eligibility. Extra-curricular activities are defined as any LCA activity for which no credit is issued.

A student who is academically ineligible may regain eligibility based on raising their grades by the next checkpoint.

To maintain academic eligibility, a student must have a grade point average of 2.0 with no more than one failing grade in any subject. No student is eligible who receives two or more failing grades in any of his/her subjects regardless of his/her grade point average.

An academically ineligible student may continue to participate in all practices until the next scheduled extra-curricular grade verification. If a student fails to become eligible at that time, he or she will be removed from the team or activity with no further participation until he/she becomes eligible. Please keep in mind that tryouts may have a different eligibility policy as each extracurricular activity has different needs.

Students who become ineligible at the end of the second semester must follow the procedures for credit recovery and satisfactorily meet the eligibility requirements of LCA to be eligible the next school year.

Extracurricular Eligibility

A student loses eligibility to participate in any extracurricular school-sponsored activity or competition after a predetermined grade evaluation period in which the student earned a class average lower than 69.5 in more than one class.

Eligibility may be regained at the conclusion of 2 weeks from the Monday determination date if the student is passing all but one class with a 69.5. Eligibility becomes effective at school dismissal time.

Students who fail to regain eligibility after two weeks will have additional opportunities to become eligible on a weekly basis (usually Friday) until the next eligibility determination date. Eligibility is determined at 8 a.m. on the school day immediately following the end of a grade evaluation period (usually a Friday) and becomes effective at 3:00 p.m. that day. No school work turned in past the end of a grade evaluation period will be considered in the eligibility determination. (Usually Thursday will be the last day for teachers to accept work for calculations.)

A missing assignment shall be considered a zero if it is not turned in by the Friday prior to the eligibility determination date for eligibility calculation purposes. Students may not drop courses in order to regain eligibility. Online courses in progress for LCA credit are considered in the grade check. Students must be on schedule for the course completion date and passing the course at the eligibility determination dates.

Quitting is harmful to the individual as well as the team. Serious consideration should be given and the inclusive opinions of parents, coach and athlete should always take place before a final decision.

Once the team or group roster is officially set (first contest), a student may not quit the team or group without repercussions. A student who quits cannot participate in a sport or activity during the next sport or activity season. Likewise, a student who quits will not be allowed to participate in another extracurricular activity during the same season. The coach or teacher should immediately notify the Athletic Director or Fine Arts Director when a student quits a team or group.

Extracurricular Eligibility Calendar 2025-2026

Evaluation Period Eligibility

Determination

Aug 4 - Oct 3 Oct 6 Oct 17

Oct 6 - Nov 14 Nov 17 Dec 5

Jan 13 - Jan 30 Feb 2 Feb 13

Feb 2- Mar 6 Mar 9 Mar 20

Mar 9 - April 17 April 20 May 1

First Opportunity to Regain Eligibility

AFTER SCHOOL CARE

5th - 8th grade students who are not picked up by 3:30 p.m. and are not involved in after-school activities are required to report to the MS After Care Program. Middle School After Care is free and lasts until 5:00 p.m. Call the front desk to pick up your child upon arrival.

1:1 CHROMEBOOK PROGRAM

At LCA, our mission is to equip graduates to fulfill their God-given calling and impact the culture around them. In today's digital age, where communication, collaboration, and daily life are increasingly shaped by technology, preparing students requires more than just teaching computer skills. Students must learn to navigate this digital landscape wisely—communicating effectively, collaborating responsibly, and practicing discernment in their online presence.

To meet this challenge, NCCS thoughtfully integrates digital resources throughout the curriculum. Our lower school (Grades 1-5) provides one-to-one Chromebooks for classroom use, while middle school students (Grades 5-8) receive assigned Chromebooks for both on- and off-campus learning.

Goals for Middle School 1:1 Program

Ensure access to digital resources when off campus

Increase communication between teachers, students, and parents

Increase collaboration among peers

Teach digital citizenship and responsibility

Provide more immediate insight and feedback into student learning and concept mastery.

Middle Students will receive their chromebook at Meet the Teacher or during the first week of school, at which point students will then be fully responsible for the care and responsible use of said device. Each student will be assigned the following items which are to be returned in good working order at the end of the school year. A mid-year checkup will be done before the Christmas Break to ensure good order and proper function of devices.

A specific asset inventoried Chromebook (asset ID labeled on the bottom) will be assigned to each student in 7th-8th grades.

A power adapter with an Asset ID label

Cost

There is no cost to school families associated with supplying initial Chromebooks to students. The only costs that could be incurred by families are for repair or replacement of a Chromebook due to accidental damage, loss, or theft. These [student responsibilities](#) outline ways in which students will be expected to care for their assigned Chromebook to help mitigate the risk of damage, loss or theft.

Maintenance

The LCA Technology Department will provide maintenance and repairs of school-issued Chromebooks. Temporary loaner Chromebooks will be provided to students in the event that their assigned chromebook must be kept for repairs. Further details are provided in the student responsibilities document.

Security

Student safety is of the utmost concern for the middle school. [Securly](#) is a cloud-based content filter we use to provide web content filtering for student G Suite accounts and school-issued Chromebooks. This filter works off campus as well as in the classroom. Securly also provides a parent portal to provide our parents better insight into their child's online activity. We believe this will help our school-family partnership in teaching students how to become responsible digital citizens.

Please see the Computer and Systems Acceptable Usage Policy for full details on Chromebook usage, responsibilities, expectations, maintenance, and replacement costs.

PARENT/TEACHER CONFERENCES

If a parent wishes to confer with a teacher about their student's work, they are encouraged to arrange a conference time. Parents are to contact the teacher whenever questions or concerns arise. The most efficient method of communication is to use teachers' email addresses found on FACTS Family Portal. We have found this to be a very effective method for keeping communication current.

ACADEMICS

We believe that God gives each person unique talents and abilities, for His glory and for the good of others. At LCA, we guide our students to discover these gifts and passions, and to begin to unearth the specific calling God has for their lives.

CELL PHONES

Cell phones can be a wonderful tool for communication and even organization with digital calendars and other helpful apps. They also can be a distraction in the learning environment. Students are required to turn in their phone to the phone holder as they enter each of their classrooms. They may not put them in their backpacks, pockets, or other places. Each student in each classroom is assigned a certain pocket in the classroom phone holder where their phone should remain for the entirety of the class unless the teacher grants permission to use phones for an educational purpose (e.g. taking pictures of a lab to use in a lab report, submitting a photo of a project to Google Classroom, etc.). Students who do not put their phone in the phone holder will receive detention. Multiple offenses may result in not being able to bring the phone to school for a period of time.

COMMUNITY SERVICE

One of the goals of Lakeside Christian Academy is to promote the spiritual growth and maturity of each student. Spiritual maturity may be well described as developing the character of Christ. We can see the character of Christ all throughout the gospels. In a profound display of humility, Jesus himself stated in Mark 10:45 that He came "...not to be served, but to serve...".

With the goal of developing Christian character and to join in the work God is already doing in our communities, we want to provide students with reasonable, rewarding, and character building service opportunities. We believe that service not only leads us to better know the heart and person of Jesus in a deeper and more profound way, but also empowers us to impact, love, and encourage our local communities.

Additionally, their service will equip students in more ways than one. In preparation for college application and acceptance, students are encouraged to develop a resume, which should include a wide variety of legitimate community service activities outside of regular church or school-related opportunities. As part of their participation in service opportunities throughout their time at Lakeside Christian Academy, students will be building that academic resume which will assist in the college admissions process.

Students will regularly be encouraged to participate in a variety of community service projects throughout their school career. LCA will regularly post approved community service opportunities for students who wish to pursue them,

SCHOOL HOURS

The school day for students on Monday, Tuesday, Thursday and Friday is as follows:

K5 – 6th Grades 8:00 a.m.
– 2:40 p.m.
7th– 8th Grades 8:00 a.m.
– 3:15 p.m.

Half-day dismissal times are as follows:

Full-day K – 6th Grade: 11:15 a.m.

“Take One” Monday start time is one hour later (9:00 a.m.) with regular dismissal time.

School Office hours are 7:30 a.m. until 4:00 p.m.

The school building opens for students each morning at 7:00 a.m.

STUDENTS MAY NOT BE DROPPED OFF EARLIER THAN 7:00 a.m. There is no supervision available before that time. Students are not permitted to play outside the building before school. Students who arrive before 7:30 a.m. must go to the LCA Commons area where LCA personnel will supervise them.

All students not picked up by the end of the carline at 3:00 p.m. must go to Flipside. Students are not allowed to wait outside for their parents after carline.

SCHOOL ATTENDANCE

A successful school experience begins with good attendance habits. Students and their parents share in the responsibility of ensuring that every effort is made to attend school daily and arrive at the classroom prior to the 8:00 a.m. tardy bell. Being tardy often makes it more difficult for your child to get into the regular routine for the day. When late to school, students must check in at the front desk so they can be walked to their class by an adult. Parents may view their child’s electronic attendance record on the FACTS Family Portal by typing in their family password, which is assigned at the beginning of the school year.

Absences

Twenty (20) absences over the school year may jeopardize promotion to the next grade. If there are extenuating circumstances, such as a prolonged illness, requests for exceptions must be submitted in writing to the Principal. The Principal must approve exceptions. Students who are in attendance until 11:15 a.m. on a “full” day of school are counted present for that entire school day. Students who are late, but arrive by 11:15 a.m. are counted present for the entire day. Students who arrive after 11:15 a.m. are considered absent. On half days of school, students are considered present for the entire half-day regardless of whether they arrive late or leave early. Absences will be considered excused for personal illnesses, serious illness or death in the immediate family, medical and dental appointments or other compelling reasons specifically approved by the Principal. A written note or email from the parent stating the reason for the absence must be submitted to the teacher when the child returns to school. Dental and other doctor’s appointments should be made after school or on Saturdays, whenever possible. If a dental or doctor appointment must be made during school hours, make it towards the end of that school day.

A student being picked up early must be checked out by 2:00 p.m. or the parent must wait and pick him/her up during carline. Work missed due to absence must be made up within twice the number of school days that the student was absent. Parents of students should make arrangements with the teacher for their child to make up tests before or after school. Teacher discretion as to the amount and appropriateness of makeup work is advised at any grade level.

Please contact teachers directly to receive make-up assignments. Student’s work can then be picked up at the front receptionist desk at the end of the school day. A student must be present at school for at least three and one half hours on a full day of school in order to participate in any extracurricular activity unless a doctor’s note is provided.

Notification for Extended Absences

When you know in advance that your child will be absent for more than one day, please notify your child’s teacher via the Planned Absence Form so that assignments may be given in advance. It is located under Helpful Links on the Schools Website. This form should be completed one week prior to the extended absence and will need to be approved by your child's teacher and the LS Principal.

Tardies

Arriving at school on time is essential to establishing a lifelong work ethic. It helps the student begin his/her day well and provides time for him/her to prepare for class. Tardiness to class interrupts other students as well as classroom instruction. Excessive tardies will be addressed by the school office. Parents of students should provide a written explanation for each tardy. This can be emailed to the classroom teacher and/or Lower School Admin. Assistant.

Early Dismissal of Students

Parents of students must provide written permission to their child's teacher in order for their child to leave school for any reason during the school day. For the safety of each child, any person picking up a student prior to the regular school dismissal time must present photo identification and sign the student out at the front desk. Any person other than the parent or legal guardian must have prior written authorization and must also present photo identification to the receptionist. The receptionist will call the student out of class. The school requests that prior notice be given to the teacher, whenever possible, so that the child and teacher will be prepared. If a student wishes to go home due to illness, the school nurse will evaluate the student's condition and communicate with a parent prior to a student going home. He/she must check out through the front desk. A student being picked up early must be checked out by 2:00 p.m. or the parent must wait and pick him/her up during carline.

MIDDLE SCHOOL ATTENDANCE

All students are expected to be in class on time every day. Teachers take attendance at the beginning of each class. Parents may view their child's electronic daily attendance record on the FACTS Family Portal.

Students arriving late to school are required to check in with the School Office between 8:00 a.m. and 8:20 a.m. Any students arriving after 8:20 a.m. must check in at the reception desk in the main lobby to submit a written excuse after a day (days) absence, to obtain a tardy pass when arriving after 8:00 a.m., and to obtain an early dismissal pass prior to the start of school. No more than 10 absences for Middle School students (excused or unexcused) in each class will be allowed each semester to obtain credit.

After students arrive on school property, they may not leave school property until the proper dismissal time unless they have signed out and received a dismissal pass from the Front Desk. Middle School students are not allowed to leave school property without the supervision of an adult.

A student who misses more than one period (including chapel) may not participate in any extracurricular activities (including any type of practice, performance, or game) that afternoon or evening without a note from the doctor being given to the Front Desk. All students are required to attend Fall Retreat, Fall/Spring Term Trips, assemblies, small group meetings and all chapels. A doctor's note, documentation from a court appearance, or permission from the Principal is required for an excuse to be granted.

Absences and Academic Responsibilities

An excused absence is defined as a personal illness, a doctor or dental appointment, serious illness or death in the immediate family, or a court appearance. These absences will be excused when the office receives a note from the parent within two days of the student returning to school. Please note: all of the above absences, even though excused, will still count towards the total absences that may result in a loss of credit. (All absences should be approved through the Middle School Principal in advance if at all possible.)

A signed note or email from a parent stating the reason as defined above for the absence and the date(s) of the absence should be brought to the School Office by the second school day the student returns. The note may be written and brought to the office or emailed. Parents may check FACTS Family Portal for attendance records.

All other absences will be considered unexcused. Students who do not bring in a note to excuse their absence within two school days of their return will be considered unexcused. This means that no credit (a zero) will be given for tests or other assignments missed during the absence. The work must be completed, but no credit will be given.

Make-up work should be completed according to the following timeline:

- a. Assignments given while the student is absent will be due the class period following the student's return to class. See FACTS Family Portal for homework assignments.
- b. Assignments made before the student was absent are due the day the student returns to school. This includes major assessments.
- c. Students are responsible for any material missed during their absence.
- d. If a field trip or class trip is missed due to illness or other extenuating circumstances, an assignment may be given which constitutes a similar educational experience.

Upon their return, students with three or more consecutive days absent need to make special arrangements with all teachers for their make-up work. Students who have been excused for athletic events, class trips, field trips, and special events must complete and turn in missed work in advance (unless another option has previously been arranged with the classroom teacher) and be prepared to participate in class upon return.

NOTE: Students involved in extracurricular events (athletics or fine arts) may be required to use practice time in order to make up tests or other assignments.

Required Notification for Extended Absences

The importance of maintaining the integrity of the academic day can not be overstated. Parents must submit a Planned Absence Form for approval to the principal one week prior to the date(s) in question for any type of extended absence. All teachers must be notified by the student, and work, tests, or projects must be completed before the absence. If the planned absence causes the student to go over the allowed number of absences, the student may be required to make up the missed time.

Tardies

Punctuality is important for Middle School students to maximize their learning. All students are expected to be on time. If a student is tardy to school, he/she must check in with the Middle School Office. Students checking in after 8:20 a.m. must do so with the receptionist in the main lobby. The student needs to bring a written note from his or her parents stating the reason for the tardy as well as the date and time of the tardy. The middle school schedule encourages students to take ownership of their learning environment. Students who are excessively tardy without a note from the school office, teacher, health services, or administrator will receive a detention. Tardies will be reviewed by the Principal, and students with three unexcused tardies from the same class per semester will be issued a detention. Students who are more than 20 minutes late are considered absent for that class period. If students arrive from a doctor's appointment or any other extenuating situation, they must check in through the receptionist desk in the main lobby, even if during class change time.

Early Dismissal

1. Middle School students must have written permission to leave campus for any reason during the school day.
2. The note must be brought to the front desk at the beginning of school.
3. If a student wishes to go home due to illness, the school nurse will evaluate the

student's condition and communicate with a parent, prior to a student going home. He/she must check out through the front desk.

4. Whenever a student is dismissed from school, he/she must check out upon departure through the front desk.

Attendance Probation

Students are placed on attendance probation if they accumulate more than nine absences or nine first-period tardies in a semester. An official letter will be mailed home to notify parents/guardians of probation decisions and details. A student placed on probation will be assigned a period of time in which to demonstrate his or her ability to perform satisfactorily at LCA. During the probationary period, students will be ineligible to perform any extracurricular activities (practices are acceptable) and will be required to complete summer school hours in order to make up for excessive absenteeism or tardiness. If the student does not perform satisfactorily during the probationary period, he or she may be subject to loss of credit, grade retention, or asked to withdraw from school and not be allowed to enroll the following year.

Suspension from Classes.

All suspensions are served out of school.

Students serving suspension are suspended from classes, practices, games, rehearsals, programs or any extra-curricular activities. The student stays home during the duration of the school suspension.

A student on suspension is responsible for all classwork and will take any tests scheduled on the day he or she returns.

A suspension is counted as an unexcused absence and would cause a student to not be allowed to exempt exams.

An academic penalty may be assessed, but work must be completed and turned in.

Students are not permitted to be on campus or to participate in any school activities while serving out of school suspension. This includes athletic practices, games, rehearsals, programs, or any extra-curricular activities.

Advertising Non-School Related Activities

It is the policy of LCA not to advertise for outside businesses, functions, promotions or productions using our Friday folders, monthly newsletters, school directory, website or other forms of LCA communication to promote non-school related activities, with the exception of school sponsors and community partners. Activities in which students are involved that are not sponsored by the school will also not be advertised or promoted in our publications.

EMAIL

LCA communicates with parents extensively via email. The primary school newsletter, *Catch the Wave*, is sent out to all families every Monday.

Families are responsible for updating their contact information, including email addresses, in FACTS Family Portal. All administrators, teachers, and office staff have email accounts. This is often the most efficient means of communicating with LCA employees. Typically, email addresses are the employee's first initial and last name followed by @lcachristian.org. (For example, John Doe would be j d o e @ L C A c h r i s t i a n . o r g .) Please note that when two faculty or staff members have the same last name, a middle initial is used.

You may email any faculty or staff member from the directory located on the LCA website. Email may not be used to harass or threaten others. These same standards apply to social media outlets like GroupMe. LCA reserves the right to randomly check email, social media sites, or text messages. Email messages and other means of communication must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which violates the Parent Commitment signed at the time of enrollment/re-enrollment. Students and parents should be made aware that deleted emails can be accessed and retrieved. Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's Harassment/Bullying Policy.

FACTS FAMILY PORTAL

FACTS Family Portal is a private and secure website that has been set up for our school to allow parents/guardians to see complete information specific to your child. In the Family Portal, you can view your child's grades, attendance, homework, school health record, and school announcements. A link to "FACTS Family Portal" can be found on the school website.

FRIDAY FOLDERS

Students in K - 6th grade bring student work home weekly in Friday Folders. School communications may be sent in Friday Folders, in addition to being communicated through email or other electronic means.

CATCH THE WAVE

CATCH THE WAVE is the school's weekly e-newsletter, which is sent at the beginning of most school weeks and contains details on upcoming news and events for each school division. If not already subscribed, parents / guardians and upper school students are encouraged to subscribe to Flight Plan by visiting LCAFlames.org/connect.

MEETINGS AND PARENT FORUMS

NCCS hosts multiple opportunities each year to keep parents informed. These events may include Parent Orientation, Meet the Teacher, parent / teacher conferences and more. Details of these events can be found at lcaflames.org and in [Catch the Wave](#).

LCA APP

North Cobb Christian School has a convenient app for quick mobile access to FACTS Family Portal, calendars, lunch menus, The Lakeshore school store and more. Download the free "LCA.Flames" app in the Apple App Store or Google Play. Then, please select "allow notifications" in order to receive important school updates.

LCA WEBSITE

The school's website can be accessed at lcaflames.org. As this is a very important source of communication between the school and families, it is recommended that you bookmark this page. Helpful Links, located at the top of the site, provides convenient links to breakfast and lunch menus, uniform standards, summer learning, bus schedules, commonly used forms, and more. The [school calendar](#) can also be accessed via the website.

PARENT VOLUNTEER ORGANIZATIONS

Parent Teacher Fellowship (PTF)

The Parent Teacher Fellowship (PTF) exists to serve the school and its families. It seeks to foster fellowship among parents and teachers, which will ultimately bring the home and school into a closer relationship. The PTF provides support, service

and social opportunities for the faculty, staff, parents and students. Support and service will be provided by the PTF volunteer network where needed whether inside the classrooms or outside at social events.

Flames Booster Club (FBC)

The Flames Booster Club (FBC) exists to interact with the coaches and volunteers involved in athletics at Lakeside Christian Academy in the coordination of activities, communications, fundraising and resolution of challenges in accordance with the Mission of the school.

LCA Arts Council (LCAAC)

The LCA Arts Council (LCAAC) exists to serve and support the arts programs and artists at LCA as they develop a love and appreciation for art as a God given gift to be used to impact the world for Christ. It is committed to supporting the education, training, and empowerment of young artists to influence their culture and to bring an artistic renaissance to the Christian community. The LCAAC serves the LCA arts programs, artists, and local community with love, prayer, time, talents, and funds.

SCHOOL/FAMILY COOPERATION

A positive and constructive relationship between the School and Family Member (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member (i) engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, (ii) otherwise interferes or voices strong disagreement with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or (iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and affiliates), the School reserves the right to place restrictions on the Family's Member's involvement or activity at School, on School property, and/or at School-related events or to dismiss the Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a Family Member's violation of the expectations set forth in this Paragraph. The

term “threatens litigation” includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future. Any determination under this Paragraph shall be in the School’s sole and reasonable discretion. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract.

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of Student’s education at the School. Failure of parents to cooperate with one another may lead to dismissal of Student or the School’s decision not to offer or to withdraw an offer of enrollment already made in future academic years. There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of this Contract.

THE SCHOOL’S EXPECTATIONS OF PARENTS

The Board, Administration, Faculty and Staff of Lakeside Christian Academy expect from each parent the following:

To assume your responsibility of being the primary educator in fulfillment of your God-given role. (Deuteronomy 11:18-20).

To accept the responsibility of partnering with the LCA staff to develop your child’s God-given spiritual, physical, mental, social and artistic gifts according to his or her potential.

To pray for your child and NCCS, including the Board, Administration, Faculty and Staff.

To demonstrate loyalty as a member of the LCA school community by: supporting the LCA Mission, Philosophy, Goals and Purpose Statements, supporting LCA’s inclusion of the Statement of Faith and the Lifestyle Education Tenants in all areas of school life, understanding the role of the School’s Board of Directors as a governing body that is not responsible for the daily operation of the school, communicating constructive ideas and suggestions regarding policy to the LCA Board to better enable them to properly function as representatives of the parents of the school, attending all conferences or meetings with your child’s teacher(s) in order to facilitate a unity of purpose with regard to your child’s education, actively participating in school activities, functions, fundraising, and school-wide meetings, and by applying your God-given talents to

enrich your child's school experiences through assisting and participating in classroom or school-wide activities.

To support faculty, staff and administration throughout the discipline process in a united effort to develop your child's character, with the goal of producing self-control and self-discipline.

To support the attendance policy by seeing that your child attends regularly, arrives on time, and is prepared to learn.

To support the homework policy and create a productive study environment in your home which will allow your child to study and effectively complete assignments.

To instill Godly attitudes in your child at home and hold your child accountable for the attitudes and behavior he or she displays at school.

To support the personal appearance standards by developing a perspective in your child regarding his or her appearance which is modest and honoring to the Lord, and to monitor his or her appearance before he/she leaves your home each morning.

To follow the Matthew 18 principle and other biblical guidelines to resolve differences and misunderstandings.

RESOLVING CONFLICTS BY THE PRINCIPLE OF MATTHEW 18

Matthew 18:15 – 16 “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.

But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or tax collector.”

Application

The Scriptures have a definite pattern to follow in the area of solving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator or parent and parent, it needs to be dealt with quickly and prayerfully with love, patience and forgiveness. Open communication and Christ-like relationships are two keys to developing a school that is positive, mature and glorifying to God. Certain lines of authority are then delineated:

Classroom or program problems should be handled primarily between parent and teacher or coach in a prayerful and discreet manner. If either party does not receive satisfaction, the next step should involve both parties and the Principal/Supervisor. In the event this step is unsuccessful, contact with the Head of School is acceptable and fair.

Problems with school policy or procedures should be discussed with the appropriate Principal. If no solution is found, all parties should bring the matter to the Head of School for consideration.

Parent-to-parent problems should remain between the persons involved, without the input of teachers, administration or other parents.

If, as a parent, you find fault with a teacher, administrator, board member or another parent, please prayerfully consider how to deal with the situation. It is all too easy to fall prey to Satan and begin “gossip sessions” either F2F or online with others instead of dealing with the problem in the correct manner. This starts rumors, and instead of solving problems, compounds them.

CHARACTER DEVELOPMENT AND DISCIPLINE PHILOSOPHY

At LCA, discipline is foundational to student success academically and in life. Our goal is to “disciple” students to Christlike-ness, and often “discipline” is a key avenue for spiritual formation to occur when handled in an biblical manner. It is therefore a means through which true Christ-like character is formed. Grounded in biblical principles, discipline is more than correction—it’s about discipleship, guiding students to grow in wisdom, self-control, and responsibility. As Proverbs 22:6 says, "Train up a child in the way he should go; even when he is old, he will not depart from it."

What is Discipline?

Discipline (from disciple, meaning "to learn") is distinct from punishment. It’s a teaching process that helps students connect their choices to real-world consequences and encourages growth in character. Our goal is to maintain a safe, respectful, and Christ-centered learning environment. We help students understand how their actions impact others and guide them toward personal responsibility and moral development.

Core Values

Love - For God, Neighbors, Self

Integrity - At All Times

Respect - For People, Property, Ideas

Responsibility - In Words and Actions

Service - To Others for the Cause of Christ Behavior Standards

Be Respectful – Matthew 7:12: "Do to others what you would have them do to" you.

Be Responsible – Colossians 3:23: "Whatever you do, work at it with all your heart, as working for the Lord."

Be Honest – Proverbs 10:9a: "Whoever walks in integrity walks securely."

Have Self-Control – 2 Timothy 1:7: "For the Spirit God gave us does not make us timid, but gives us power, love, and self-discipline."

Make Wise Choices – Galatians 6:9: "Let us not grow weary in doing good, for at the proper time we will reap a harvest if we do not give up."

Three Types of Discipline

LCA uses a three-tiered approach to discipline:

1. Preventative Discipline: Clear expectations and rules are set early to prevent disruptions and create a positive learning environment.
2. Supportive Discipline: Minor infractions are addressed with verbal reminders and guidance, giving students a chance to correct their behavior.
3. Corrective Discipline: When behavior doesn't improve after supportive measures, appropriate consequences follow, tailored to help students learn from their mistakes.

Discipline Strategies

Our discipline approach is rooted in respect, responsibility, and biblical wisdom. Key strategies include:

Open communication between teachers, parents, and administrators to ensure alignment and support.

Maintaining the dignity of both students and staff while addressing behavioral issues.

Encouraging students to resolve conflicts and learn from mistakes by thinking through their actions and taking responsibility for making things right.

Helping students connect their actions to consequences, promoting personal responsibility.

Tailoring consequences to the individual needs of each student for growth and character development.

Partnering with Parents

We value our partnership with parents in guiding students toward success. Clear communication will be maintained to ensure students thrive in a Christ-centered, nurturing environment.

CHRISTIAN CONDUCT AND ACCOUNTABILITY

LCA expects students to reflect Christ-like conduct at all times—whether on campus, off-campus, or online. Students are called to live in a way that honors God, avoiding behaviors that are harmful or offensive to others (1 Corinthians 6:19, 8:9). Any behavior that undermines the testimony of Christ or the reputation of LCA will be addressed appropriately.

Respect for authority, peers, and property is essential. Students are referred to the Principal for further action when behavior exceeds classroom management, and parents will be notified.

DISMISSAL POLICY

It is a privilege and not a right to be a part of the LCA community. LCA reserves the right to dismiss students whose behavior threatens the spiritual or physical well-being of others or disrupts the school environment. Severe infractions, such as the destruction of school property or any actions that compromise the safety, integrity, or well-being of the school community, will incur serious disciplinary measures, which may include suspension, expulsion, or other corrective actions deemed appropriate by the administration.

HARASSMENT AND BULLYING

LCA is committed to educating students from a biblical perspective, rooted in the command to "love one another as Christ has loved us" (1 John 4:11). In line with this teaching, LCA strives to foster a culture of kindness, acceptance, and respect for individual differences. Harassment and bullying stand in direct opposition to these values and will not be tolerated in any form.

Definition of Harassment and Bullying

Harassment includes but is not limited to, slurs, jokes, derogatory comments, teasing, and any offensive behavior related to race, color, gender, national origin, citizenship, or disability. It also encompasses unwelcome and inappropriate sexual conduct. Bullying refers to repeated, unwanted, and aggressive behavior among students that involves a real or perceived power imbalance. This behavior may manifest as:

Physical or Verbal Aggression: such as hitting, kicking, taunting, teasing, threats, and ridicule.

Relational Aggression: harming or threatening to harm relationships, friendships, or group inclusion.

Emotional Aggression: behaviors that include intimidation, threats, or emotional manipulation.

Harassment and bullying can occur through various methods of communication, including face-to-face interactions, phone calls, text messages, emails, social media posts, and any form of technology. These actions may be direct or indirect, involving third parties or intermediaries. Offensive conduct, whether on or off campus, on a school bus, or at any school-related event, can negatively impact the school environment and will be addressed.

Reporting Procedures

All concerns regarding harassment or bullying should be reported immediately to the appropriate division Principal. LCA expects that anyone who witnesses or has knowledge of harassment or bullying—whether a student, faculty member, staff, or family member—will report the incident to the administration promptly.

Response and Consequences

Once the LCA administration is notified of harassment or bullying, a prompt and thorough investigation will be conducted. Students found in violation of this policy will face disciplinary actions, which may include suspension or expulsion for serious offenses. No adverse actions will be taken against individuals who report concerns in good faith. Furthermore, any retaliation for reporting or participating in an investigation is strictly prohibited and subject to disciplinary action.

LCA also provides support for students involved in bullying incidents, which may include mandatory counseling services, either internal or external, depending on the severity of the situation.

Bullying Reporting Process

In cases of bullying, the school will initiate the process by asking families to complete a MS Bullying Reporting Form or LS Bullying Reporting Form. This form is designed to clarify the nature of the issue and outline steps for resolution. For cases requiring school intervention, parents must sign the document to initiate formal intervention procedures.

Student Dignity Policy

LCA intends to provide its students with an environment free of offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability robs the person of dignity and is not permitted.

LCA does not condone or allow harassment of others, whether by students, employees or other family members who may be present. Any student who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

COMPUTER AND SYSTEMS ACCEPTABLE USAGE POLICY

At LCA our Acceptable Use Policy (AUP) is built on three pillars: Responsibility, Respectfulness, and Accountability. Access to school technology is a privilege provided to enhance learning in line with our mission. All students are expected to use technology responsibly, following this policy, or risk losing access.

General Guidelines:

School technology is provided for academic purposes only.

Content filters and internet restrictions are in place to protect students.

Inappropriate content should be reported immediately to a teacher.

NCCS may block sites that are considered distractions to learning.

Identity Theft:

Impersonating another person online, whether through emails, websites, or social media, is strictly prohibited. Sharing personal information, such as full name, address, or identifiable photos, is forbidden unless permitted by a teacher for specific activities like class trips.

Recording and Internet Use:

Recording or posting classroom activities requires written permission from school staff. All internet usage is logged and periodically reviewed for safety.

Personal devices are permitted but may only connect to the LCA wireless network, and use must comply with the AUP. Hotspots or bypassing filters are prohibited.

Responsible Use:

Technology at LCA is a tool to support our mission of forming students in Christ's image through academic excellence. Violations may result in restricted access to school technology. Students should respect others' work and privacy, never altering or browsing others' files and always citing sources properly.

School Responsibilities:

LCA reserves the right to monitor all student use of school computers and networks. There is no expectation of privacy. Filters are in place to block inappropriate sites, though complete regulation is not guaranteed.

Only the school can repair school-owned devices. Loaner devices are provided if repairs are needed. All school-issued software must remain intact on student devices; personal software installations are not allowed.

Artificial Intelligence Use: Students are encouraged to use AI responsibly, aligning with Christian ethics of kindness and integrity. AI should support critical thinking and learning, not replace it. Discussions on AI usage will take place in class to guide students on ethical use.

Digital Behavior: Students must adhere to school conduct standards in all digital communications, avoiding vulgarity, threats, or defamatory comments. Violations will result in disciplinary action, potentially leading to dismissal. Communication with LCA staff must remain professional and related to school matters. The use of the LCS name, logo, or crest without permission, or the use of the LCA Computer Network for sales and/or profit is strictly forbidden. Transmission and/or use of any material in violation of any United States or state regulations is prohibited. This includes, but is not limited to, copyrighted material/ software, threatening or obscene material, or material that is not one's own.

Illegal Activities: Any illegal activities, such as hacking, identity theft, or accessing unauthorized content, are strictly prohibited. Students found violating this policy may face legal and disciplinary consequences.

Such actions may include, but are not limited to, the following:

Port Scanning

Network Hacking

Packet Sniffing

Packet Spoofing

Denial of Service

Wireless Hacking

Any act that may be considered an attempt to gain unauthorized access to or escalate privileges on a computer or other electronic system.

Acts of Terrorism

Identity Theft

Spying

Downloading, storing, or distributing violent, perverse, obscene, lewd, or offensive material as deemed by applicable statutes.

Downloading, storing, or distributing copyrighted material

Using a proxy to get around the content filter

School Devices:

LCA devices must be used for educational purposes only. Students are responsible for the care of their devices and must report any issues immediately. Intentional damage or misuse may lead to disciplinary action.

Chromebook Policy: Students are responsible for their school-issued

Chromebooks, including daily charging and appropriate use during class.

Chromebooks must be locked in lockers when not in use. Damage or loss of the device must be reported, and repair costs will be charged to the student's account if applicable.

Students must report the following to a teacher or the School office immediately, including but not limited to:

Damage, loss, theft

Security concerns, workarounds, or circumventions that are discovered

Any inappropriate communications or website content encountered

Receipt of email containing inappropriate or abusive language or if the subject

matter is questionable

Chromebook Repair and Replacement Costs:

All repairs/replacements for school-owned devices are provided by NCCS through the Technology Department via the Lower/Middle School Office

If a student's Chromebook is broken or fails to work properly, he/she should bring it to the Middle School office or alert their Lower School classroom teacher

If a student's Chromebook is accidentally damaged, stolen, or malfunctions, the student should notify the Lower/Middle School Office immediately

Repairs/replacements due to manufacturing defects, hardware/software failure or otherwise typically covered under warranty will be provided free of charge

All other repairs and replacements will incur a per-incident fee as outlined below, and fees will be charged through FACTS. Typical costs include but are not limited to:

Power Supply Replacement \$70

Damage Repair \$200-400

Chromebook Replacement \$400

Temporary Chromebooks will be issued through the Lower School Office while repairs are being performed

Loaner Chromebooks are only available to students while work on their school-issued Chromebook is being performed. Middle School students arriving at school without equipment or otherwise unprepared for class will be subject to the rules outlined by the classroom teachers. The Chromebook and accessories are the property of LCA, and if a student withdraws, is suspended, expelled, or terminates enrollment for any reason, the Chromebook accessories must be returned to LCA in the condition they were issued. Any damage to the device or missing accessories will be charged to the student/ parent account.

Chromebook Classroom Expectations:

Middle School students must bring the following items to school every day:

Chromebook and charger

Middle School students must fully charge their Chromebook before the start of each school day

Students should only have Chromebooks out when instructed by a teacher

Students should only use the Chromebook issued to themselves unless otherwise specified by the teacher

Students should be on task and only be on the directed websites provided by the teacher's instruction.

Only the AC adapter provided by the school is to be used for charging your Chromebook.

Inappropriate media may not be used as a screensaver

Chromebook At-Home Expectations:

School-owned Chromebooks will be filtered both on and off campus via the Securly content filtering system

Parents are ultimately responsible for safe internet usage while at home and should not rely only on Securly

Parents can be provided with reports and controls of off-campus web content filtering via the Securly parent portal

Students may not share Chromebooks and should only take home the Chromebook assigned to themselves at the start of the school year

Students are responsible for any inappropriate content associated with the use of their Chromebook

Chromebook Transportation Storage and Care:

Middle School students should lock their Chromebooks in their lockers when not in use. Any Chromebook left unlocked on school grounds, in cafeterias, computer labs, locker rooms, unlocked classrooms, and hallways is in danger of being stolen. Chromebooks must never be left in an unlocked car or any unsupervised area. Chromebooks must never be left in a car where they could be subject to extreme heat or cold. No food or drink is allowed next to your Chromebook while it is in use.

Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

Students should never carry their Chromebooks by the screen

Do not lean on or place heavy items on top of the Chromebook

The Chromebook must be closed with the screen facing the keyboard with nothing stored between them

Keep Chromebooks free of any permanent writing, drawing, or stickers. All asset tags (ID) and serial numbers must remain intact on the Chromebooks

Do not add anything to the Chromebook that will permanently alter it in any way

Students may purchase their own protective case and personalize it within appropriate guidelines. Faculty may ask students to remove designs at any time.

Chromebook Cleaning and Upkeep:

Chromebooks can be cleaned as needed by wiping down with a slightly damp (not wet) cotton or microfiber wash cloth then dried immediately with a dry cotton or microfiber wash cloth.

The Technology Department can assist students with cleaning Chromebooks if desired.

Students should update chromebooks whenever prompted by ChromeOS.

Students should sign out and shut down daily to ensure computers are updated with the latest version of ChromeOS to ensure the best functionality.

Termination of Accounts: Student Google accounts are deactivated one year after graduation or upon withdrawal from the school. Graduating students are responsible for

exporting their data before account closure.

LCA student accounts are suspended for the following reasons:

Violation of any of the above policies: Administrative discretion

Termination of enrollment: Immediate

Student graduates: One year after graduation

Vandalism and Security: Students must not tamper with hardware, software, or network

systems. Any attempts to circumvent security, such as bypassing content filters, are strictly prohibited.

Amendments: NCCS reserves the right to amend this policy at any time. Any unauthorized devices or software are not allowed on the network without written permission from the Technology Department.

DRUGS AND ALCOHOL

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of mind-altering substances and/or alcohol abuse is also prohibited. This includes any type of tobacco, CBD products, or vaping substances.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances:

(a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing

results promptly to the school) is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or over-the-counter drugs must notify an administrator in the School Office of this fact when they report to School. Any and all medications should be coordinated through the school's Health Services and clinic.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local Health Services or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

HAZING

The School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual stimulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of South Carolina law or school policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the appropriate Principal and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting

any hazing activity or plans for any hazing activity to the appropriate Principal. The failure to make such a report is also a violation of this policy. When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

SOCIAL MEDIA AND SMART DEVICES

Purpose:

This policy aims to create a conducive learning environment, foster digital responsibility, and support parents in managing their children's technology use at home.

Philosophy:

The following principles guide our smartphone and social media policy:

1. Preparation for the Future: Equip students with the skills to navigate the digital world responsibly and effectively.
2. Digital Citizenship and Responsibility: Foster a culture of trust and responsibility, encouraging wise decisions regarding technology use.
3. Minimize Distractions: Create an optimal learning environment by minimizing distractions from smartphones and social media.
4. Parental Support: Provide a framework that assists parents in setting boundaries for technology use.

General Policies:

Use at School or School-Related Events:

Students are prohibited from accessing social media while on school property or at school events. Although LCA blocks many such sites, technology evolves rapidly. Any access to these sites during school hours or events is a violation of school policy and may result in disciplinary action.

Use Away from School Property:

While the school does not aim to regulate students' personal online activity outside school, any online behavior that negatively affects relationships within the school community or violates school conduct policies, such as bullying or harassment, may lead to disciplinary action. Posts that disrupt the school's mission or target students, staff, or the administration in a harmful manner will be addressed. Also, remember that the LCA Honor Code policy is in full effect 24/7.

Faculty and Student Interactions:

Students are prohibited from being “friends” or connecting with faculty or other adult community members on social media platforms, excluding immediate family. Any such violation must be reported to the administration immediately.

Inappropriate Online Content:

Posting content of students engaging in inappropriate behavior (e.g., drinking, smoking, inappropriate actions) or creating websites or profiles that criticize or disclose offensive information about the school, teachers, or students is strictly prohibited. Sharing confidential information about the school or its members online is also forbidden.

Online Identity:

Students are responsible for their online activity, especially when using school email addresses, devices, or the school network. Personal online content must not be attributed to or associated with the school in any way.

School's Right to Inspect:

LCA reserves the right to inspect any device, data, or usage on the school network or property without prior notice. We also reserve the right to assess public online information and take disciplinary action for violations of these guidelines.

Lower School Policies:

Lower School students may not bring smartphones and other devices connected to cellular networks, such as smartwatches, to school. LCA supports the philosophy of waituntil8th.org, which promotes delaying the introduction of smartphones to children until at least the end of the 8th grade to reduce peer pressure and foster healthier childhood development. We encourage all parents to take the "Wait Until 8th" pledge found on their website.

Middle School Policies:

1. Prohibition of Devices and Social Media Use:

Smartphones and other devices connected to cellular networks, such as smartwatches and smartglasses, are not permitted during the instructional day.

Social media use is prohibited during school hours to ensure a focused and respectful learning environment.

Likewise, headphone or earbud use is prohibited during school hours unless instructed to do so by the teacher for academic purposes (e.g., World Language lab).

2. Secure Storage:

We understand and respect that parents may wish to send their students to school with smartphones or similar devices for safety and communication purposes.

If students bring these devices to school, they must be turned off (not merely silenced) and stored securely in their lockers or backpacks.

Devices may not be kept on the student's person (e.g., in clothing or pockets, etc.)

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If students or parents prefer, they may check their devices into the middle school office for safekeeping during the school day.

3. After-School and Educational Use: The only exceptions to this policy are as follows:

During dismissal time, students may use their devices to communicate with parents or guardians regarding after-school logistics.

During class for educational purposes as directed by faculty and staff.

4. Enforcement and Consequences:

If a student is found using a smartphone or other cellular device and/or headphones or earbuds during the school day, the device(s) will be confiscated and can be picked up after school from the middle school office.

If a student is found using social media during prohibited times, similar disciplinary actions will be enforced.

- i. First Offense: The student will receive a detention.
- ii. Second Offense: The student will be suspended for one day from school.
- iii. Third Offense: The device will only be released from the office to a parent. The student will lose the privilege of bringing a device to school and will need to check it in daily at the office.

iv. Automatic Suspension:

1. Possession or use of a smartphone or similar device in the bathrooms will result in suspension from school.
2. Further violations of the policy past the third offense will result in suspension from school.
3. The use of smartphones and social media to threaten, harass, bully, intimidate, or otherwise harm the school, faculty, and staff, or other students will result in suspension from school or other serious consequences.

Positive Reinforcement and Support:

1. Digital Citizenship Education: Regular sessions on digital citizenship and responsible technology use will be integrated into the curriculum to equip students with the skills to navigate the digital world responsibly and effectively.
2. Parental Communication: Open communication channels will be provided for parents to discuss concerns or special circumstances regarding the policy. Exceptions for emergencies or special needs will be handled on a case-by-case basis.
3. Positive Reinforcement:

A positive reinforcement system will be in place to recognize and reward students who consistently follow the policy, promoting a culture of adherence and responsibility.

LCA supports the philosophy of waituntil8th.org which promotes the delay of introducing smartphones to children until at least the end of the 8th grade to reduce peer pressure and foster healthier childhood development. We encourage all parents to take the "Wait Until 8th" pledge found on their website.

THIRD-PARTY CAR SERVICES

Uber and Lyft have policies specifically prohibiting people under 18 from using their apps or riding without an adult. Despite these policies, some parents and host parents permit their children to use the apps and ride alone.

LCA requires that students be discharged to the care of a responsible adult at the end of the school day or after school activity. LCA does not condone students leaving campus in third-party car services, specifically ridesharing services, whose own policies explicitly prohibit minors from using them unless the student is accompanied by an adult.

STUDENT/ADULT INTERACTION AND COMMUNICATION

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can and should be friendly with students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult communications or actions toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for a non-school matter;

- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;

- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.)

- Sending emails, texts, or writing notes to students of a personal nature;

- Flirting or asking a student on a date;

- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events or when the student's parents are not at home;

- Asking students to sit on a teacher's lap;

- Telling secrets or telling the student not to tell something that's a secret;

- Swearing, making inappropriate sexual, racial or ethnic comments;

- Inviting students to visit the adult's social networking profile or become a "friend" on a social network;

- Telling off-color jokes;

- Dating or engaging in consensual relationships with students.

Similarly, we expect that parents will not take it upon themselves to address a situation with another student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

STUDENT ATTENDANCE AT SCHOOL EVENTS

LCA students are encouraged to participate in and attend school events such as athletic events, performing arts concerts, and a variety of other events associated with the school. For issues of safety and personal responsibility, K - 6th Grade students are to remain with their parents at these events. Students in 7th through 12th Grades are to remain physically present at the event and are not to wander the campus.

FIELD TRIPS/LEARNING EXPEDITIONS

Field trips (also referred to as Learning Expeditions) are valuable aids for learning, and attendance is generally required due to their educational purpose. However, it must be stressed that only those students who, in the administration's sole discretion, have demonstrated good conduct and are in good academic standing will be permitted to attend. Students are expected to meet the Dress Code and Standard of Appearance on field trips.

All parent chaperones must be authorized in advance by the sponsoring faculty member prior to attending a school-sponsored trip. In addition, all chaperones must have a current background check on file at LCA. Parent chaperones may not bring additional children or siblings when attending a field trip.

Proper behavior during the trip is of utmost importance. Parents of any student unable to follow the given guidelines will be notified. In severe cases, the parent will be requested to come and provide transportation home for the student.

The teacher will provide information before each field trip. An emergency card with current information must be on file with the teacher before a student will be allowed to participate in any off-campus trip. This information should always be kept up to date online.

Transportation to and from off-campus trips will be via LCA buses. Parents may transport only their own children.

Conduct on Busses/School Transportation

The following rules apply for all passengers on all LCA busses and other forms of transportation:

Respect your driver and obey his/her instructions.
Remain in your seat at all times.

Do not put windows down without permission from the driver, teacher, or coach.

Do not touch or tamper with the latch on emergency windows.

When windows are down, keep hands, legs, and head inside of the vehicle.

Do not throw anything in the vehicle or out a window.

Do not open or exit an emergency door without permission or supervision.

No chewing gum.

No eating or drinking without permission.

Do not block aisles or emergency exits with book bags, sports bags, sports equipment, or instruments.

Remove all trash when exiting the vehicle (The driver will have a trash bag for these items).

Conduct yourself as a representative of LCA.

PLAGIARISM AND CHEATING

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the other person's actions. The LCA honor code states, "I have neither given nor received any unauthorized aid on this assignment." It is important for our students to be aware that academic integrity is compromised when they give or receive information to another student regarding an assignment. Even talking about a test that a student took earlier in the day to a student who will take it later is cheating. Integrity is one of our core values as a school, and we expect our students to uphold the honor code. Utilizing Artificial Intelligence beyond what is allowed by a teacher or assignment is also considered a violation of academic integrity.

Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own or completed by means of academic dishonesty or deception.

Situations involving cheating or plagiarism on school work (tests, quizzes, homework) will result in an academic penalty as well as further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants. The concept of plagiarism is explained and discussed in all grades. Thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

MIDDLE SCHOOL DISCIPLINE

Student Behavior Management

All students need a safe place where they can be themselves, learn to know themselves, and take important steps toward a positive life position. They need to learn that they are important, listened to, and cared for. In learning this, they are able to extend themselves in responsible and loving ways. A safe classroom atmosphere in which, with peer and teacher support, a student can relate more realistically, responsibly and constructively with the environment, nurturing healthy self-respect, should be one of our primary goals as educators.

Discipline is a process whereby the student progressively learns to develop habits of self-control and recognizes his/her own accountability to others and to God. The main objective of discipline in a Christian school is to help students learn to make wise choices, face poor choices honestly, and see a pattern of consequences for their choices. LCA students are ambassadors of Jesus Christ and our school.

Student behavior, whether on or off campus, that is immoral and/or illegal and therefore contrary to the mission, purpose, and goals of LCA may be subject to disciplinary action. The following rules, regulations, and due process are designed to protect all members of the school.

LCA subscribes to a behavior management plan that rewards behavior exemplifying the mission of the school and, at the same time, initiates consequences for behavior considered inappropriate.

Infractions

Students who have behavior violations are treated according to the level of conduct with any disciplinary action varying with the degree of severity of the infraction.

Unacceptable Conduct – Level I

Unacceptable conduct is defined as those activities engaged in by student(s) that tend to impede orderly classroom procedures or instructional activities, orderly operation of the school, or that are contrary to the Mission of LCA.

Acts of unacceptable conduct at this level may include, but are not limited to:

Classroom tardiness

Acting in a manner so as to interfere with the instructional process

Public display of affection

Failure to complete assignments or carry out directions

Violation of dress code

Littering classroom or school grounds

Chewing gum, food, or drinks other than water

Missing all or a major part of a class

Improper use of electronic devices during the school day

Other unacceptable conduct, as determined by the teacher

We do not allow deliveries from UberEats, DoorDash, or other vendors to students as it compromises our campus security. Faculty and staff will be responsible for enforcement of conduct involving Level I situations.

Dress code violations will be handled by individual classroom teachers according to the provisions in the dress code. Classroom teachers will ask students to comply and may use a variety of actions including, but not limited to:

Verbal redirection or reprimand

Parental notification and/or conference

Behavior management contract

Detention

At this level, classroom teachers should establish relationships with students and discipline them into proper Christian respect for property, the rights of others, adults, and school rules and regulations.

Repeated unacceptable conduct at Level I may be reclassified as Level II, considered willful disobedience or defiance and referred to the Principal's Office.

Unacceptable Conduct – Level II

Unacceptable conduct at this level is defined as those activities engaged in by students, which are directed against persons or property and violate basic honor and trust afforded students at LCA. This may also apply to multiple violations of Level I offenses.

Acts of inappropriate conduct may include, but are not limited to:

Academic dishonesty (cheating/plagiarism)

Misrepresentation of the truth (lying)

Use of forged notes or excuses

Fighting

Abusive language to staff or students

Disrespect

Disobedience, defiance, and/or insubordination

Trespassing

Vandalism (minor)

Illegally occupying or blocking in any way, school property with intent to deprive others of its use

Unlawful assembly

Habitual acts of disorderly conduct

Skiping or cutting school

Excessive tardies or absences

Missing detention

Use of tobacco products including any form of vaping or e-cigarettes

Any other acts as determined by the Principal and/or Head of School

The basic enforcement procedures to be followed in instances of unacceptable behavior at Level II are:

The Principal should confer with staff and investigate the extent of the circumstances.

The Principal should notify the parent or guardian of the misconduct. The Principal should meet with the student, and if necessary, the parent or guardian, confer with them about the student's misconduct and effect the appropriate action.

A complete record of the procedures shall be maintained and filed in the Principal's office.

Possible sanctions to be applied in cases of unacceptable conduct at Level II may

include, but are not limited to:

Detention

Temporary removal from class

Suspension (includes suspension from all school activities)

Referral to outside agency

In all cases of cheating/plagiarism, students will receive a zero on the assignment and a Saturday School

Restitution of property damages

Plan of Restoration

Unacceptable Conduct – Level III

Conduct at Level III is defined as those activities engaged in by student(s) which result in violence to oneself or another person or property, or which pose a direct and serious threat to the safety of oneself or others. These activities require administrative action, which could result in the immediate removal of the student from LCA, the interaction of law enforcement authorities and/or action by the Head of School.

This may also apply to multiple violations of Level I and/or Level II offenses.

Acts of unacceptable behavior in this category include, but are not limited to:

Actions shocking to the conscience

Assault and battery

Bomb threats

Possession, use, or transfer of dangerous weapons

Sexual offenses/immorality

Living in violation of the school's Lifestyle Tenets in word, action, or symbolic expression (e.g., clothing, symbols)

Threats against others or the school

Vandalism (major)

Violating curfew on school sponsored trips

Entering the hotel room, cabin, etc. of the opposite sex on school sponsored trips

Theft and/or possession or sale of stolen property

Arson/tampering with fire alarm

Furnishing, selling or possession of controlled substances (drugs, narcotics, CBD products, alcohol, or poisons)

Use of intoxicants, including, but not limited to, any vaping

Electronic bullying or sending of inappropriate material
Illegal criminal activity, arrest, or pending charges

Basic enforcement procedures to be followed in instances of unacceptable behavior Level III are:

The Principal should confer with the staff involved, affect the appropriate disciplinary action and, if appropriate, should meet with the student. If warranted, the student should be removed immediately from the school environment. A parent or guardian should be notified as soon as possible. Removal of a student requires immediate notification of the Head of School. Where appropriate, the Head of School will contact law enforcement authorities.

A complete written record shall be filed in the Head of School's office. Possible sanctions to be applied in cases of Level III misconduct may include, but are not limited to:

Suspension (includes suspension from all school activities)

Expulsion (requires Head of School's approval)

Restitution of property and damage

Referral to outside agency

Behavioral analysis plan designed by a multidisciplinary team

Plan of Restoration

Public Law _____ requires all school systems to report assaults involving firearms, aggravated battery, sexual offenses, carrying deadly weapons, activities regarding marijuana or other controlled substances be reported to local police and the District Attorney immediately.

Extenuating, Mitigating or Aggravating Circumstances

The philosophy of LCA confers upon all staff the authority to consider extenuating, mitigating or aggravating circumstances, which may exist in a particular case of misconduct. Such circumstances should be considered in determining the most appropriate sanction to be used. Inappropriate conduct at Level II and III warrant investigation and counseling with teachers and other staff who have direct responsibility for the student.

Suspension

Suspensions from school are serious and are designed to allow the student the opportunity to reflect upon their actions and the consequences associated with those

actions. It is our hope that a permanent change will occur as a result of a suspension. A student who is suspended may not be on campus or participate in any extracurricular activities during the time of the suspension.

All LCA Suspensions are Out of School Suspensions

An out of school suspension is counted as an unexcused absence.

An academic penalty may be assessed, but work must be completed and turned in.

Students are not permitted to be on campus or to participate in any school activities while serving out of school suspension. This includes athletic practices, games, rehearsals, programs, or any extra-curricular activities.

Expulsion

A student may be expelled by escalating the disciplinary levels. A student may also be expelled for a single “major” violation with approval of the Head of School. Expulsion is never considered lightly, yet the responsibility for the safety and well-being of all students sometimes makes it necessary. Any student who is dismissed for behavioral reasons from LCA, and who seeks re-admission in a subsequent school year, must be approved for readmission by an appeals committee. This committee consists of the Head of School, Principal and any other appropriate staff. If readmitted, the length of time of the student’s probationary status shall be determined by the student’s response to the school’s shepherding care.

Policies Specific to Middle School:

Detention

Disciplinary action in grades 5-8 may include lunch detention, work detention, morning detention, or after school detention.

Lunch detention and work detention are reserved for during school hours and are viewed as an immediate consequence to deter more serious consequences such as morning or after school detention.

Morning Detention, when assigned, is held Friday from 7:00 a.m. until 7:45 a.m. After school detention is held on Tuesdays and Thursdays, when assigned, from 3:15 p.m. to 4:15 p.m. Students must arrive for detention sessions on time or they will serve an additional session.

Failure to show up for detention will result in additional consequences.

Student Action Plans (SAPs)

Students who exhibit recurring misbehavior or do not respond effectively to correction may be required to create a Student Action Plan in collaboration with the Principal. The purpose of the plan is to help students not only address and resolve behavior issues but also build character and grow in maturity. The plan will guide students in identifying:

1. The specific problem,
2. The underlying causes, and
3. The steps they will take to correct the issue.

This process is intended to foster personal responsibility and equip students with tools to manage their behavior constructively. The plan may be developed by the student independently or in cooperation with their family. It will be signed by the parents and kept on file at the school. Should the student fail to adhere to the plan, stronger consequences may follow to ensure accountability and continued personal growth.

Disciplinary Action Reports (DARs)

Faculty and staff monitor and enforce the majority of the discipline at school, handling student behavior with grace and patience as part of their daily involvement with students.

When a student exhibits poor behavior, the teacher will use gentle reminders to encourage the student to correct their actions. However, if the behavior persists or becomes disruptive, further action may be necessary. The Disciplinary Action Report (DAR) is used to address severe or ongoing behavior issues with kindness and genuine concern for the student's spiritual and personal growth.

When issuing a DAR, the teacher should approach the student respectfully to ensure they understand the seriousness of their behavior without causing embarrassment. The focus is on engaging the student in character development by asking, "What character traits did you fail to demonstrate today?" and allowing the student to reflect and mark the corresponding traits on the DAR. The teacher can then offer guidance if needed, especially for younger students. The goal is for the student to recognize the impact of their behavior and take responsibility for it. This reflection allows for spiritual growth and behavior correction. Once the student completes the reflection, the teacher should express love and forgiveness but

inform them that their parents will be notified. Teachers are responsible for contacting parents before the student arrives home with the DAR. A brief conversation (or voicemail) should inform parents that their child had a challenging day but is learning from it. As Christians, we understand that God disciplines His children out of love to bring them back into fellowship (Prov. 3:11, Heb. 12:5-11, Ps. 89, 107).

Our discipline system is designed to guide students through a similar process, recognizing their wrongdoing, confessing it, and working to correct their behavior.

Behavioral Probation

Students may be placed on behavioral probation for receiving more than three DARs in a semester, for routinely displaying a disrespectful, defiant, or negative attitude, or for committing a serious offense as listed under “Suspension or Expulsion.” An official letter will be mailed home to notify parents/guardians of probation decisions and details. A student placed on probation will be assigned a period of time in which to demonstrate his or her ability to perform satisfactorily at LCA.

During the probationary period, students will be ineligible to perform any extracurricular activities (practices are acceptable). If the student does not perform satisfactorily during the probationary period, he or she may be asked to withdraw from school and not be allowed to enroll the following year.

DRESS CODE AND STANDARD OF APPEARANCE

Philosophy

At LCA, we believe that student appearance is an expression of personality and attitude and should reflect biblical principles of gender distinction, modesty, and appropriateness.

By taking personal responsibility in this area, students demonstrate respect for themselves and the NCCS community through appropriate dress. Maintaining a standard of appearance that promotes neatness and modesty positively impacts both the classroom and the community by keeping the focus on learning. Avoiding controversial, inappropriate, or ideological expressions in one's appearance helps minimize distractions and is an essential expectation for LCA students. This

applies not only to clothing but also to jewelry, hats, accessories, stickers on personal items, textbooks, and school property.

The Dress Code and Standard of Appearance at LCA are designed to encourage students to develop wise decision-making skills. Within this framework, extremes are to be avoided, and all dress should be neat and modest. Students learn discipline by adhering to appropriate attire standards for various occasions, including casual, athletic, theatrical, and formal settings.

Students are expected to follow these appearance standards during every school day, and we ask parents to assist by ensuring their child is properly dressed before arriving at school. Students must arrive on campus in compliance with the dress code and remain compliant throughout the day.

While specific school attire may not be required for off-campus activities, students are expected to dress modestly and appropriately for all occasions.

When the entire LCA community values personal responsibility and emphasizes adherence to established appearance guidelines, we foster in students a desire to be distinctive in their dress and consistent in their Christian testimony. Appearance standards should serve as a positive reflection of our community and the values we uphold. We understand that interpreting the dress code alongside cultural trends can be challenging for parents. A good approach is to ask the following questions:

Is it appropriate for school?

Is it modest?

Does it reflect biblical principles?

Is it non-offensive?

Is it neat?

The NCCS Faculty and Administration reserve the right to make final decisions regarding any questionable appearance or personal property cases.

General Policies

The following general policies apply across all divisions at LCA, ensuring consistency and alignment with the school's philosophy on gender distinction, modesty, and appropriateness:

1. Uniforms and Dress Standards:

All students are required to wear uniforms which must be purchased from approved providers.

2. Modesty and Appropriateness:

All students are expected to dress modestly and appropriately during school hours and at any LCA-sponsored events.

Inappropriate attire will be addressed, and repeated violations will result in escalating consequences.

3. Jewelry and Accessories:

Jewelry and accessories must align with modesty and appropriateness. Students may wear jewelry, but it should not be excessive or distracting.

Hats and hoods are not permitted to be worn indoors.

Compliance and Consequences:

Students must comply with dress code and appearance standards from the time they arrive on campus until the end of the school day. Parents are responsible for ensuring compliance before students leave for school.

Violations of the dress code will result in disciplinary actions, starting with detentions and escalating for habitual offenses, including removal from class or suspension. Students who refuse to comply with the dress code or appearance standards may be dismissed from school.

5. Partnership with Parents

NCCS views adherence to dress standards as a shared responsibility with parents. Parents are expected to guide their children in exhibiting character traits such as obedience, respect, cooperation, and self-discipline, which are reflected in their personal appearance.

Uniforms

Uniforms are required in accordance with the standards below, as they help create a consistent, respectful environment conducive to learning and personal development. All tops, sweaters, vests, hoodies, and outerwear must feature the LCA logo. The logo must be embroidered on all sweaters and vests but may be heat-pressed or embroidered on other tops. All items worn must be in good repair, fit properly, and be modestly cut without decorative ornamentation.

Tops:

Navy, light blue, or white polo shirts.

Navy sweaters or vests (must be worn with an appropriate top underneath). All shirts must be tucked in at all times. Long-sleeve shirts may not be worn under a short-sleeve shirt. The only exception to this rule is a solid white or blue long-sleeve shirt, which may be worn under an LCA Friday-Wear t-shirt during cold weather.

Middle school students (7th-8th grade) are allowed to wear untucked polo shirts if they are purposefully designed to be untucked with no tails. All shirts with tails must be tucked in.

Bottoms:

Girls may wear khaki, navy, or plaid skirts, skorts, jumpers, or dresses (no shorter than 3 inches above the knee when sitting or standing).

Girls may wear khaki or navy pants or shorts (no shorter than 3 inches above the knee when sitting or standing).

Boys may wear khaki or navy pants or shorts (no shorter than 3 inches above the knee when sitting or standing).

All bottoms must be worn at the waist. Belts must be worn if there are belt loops, even if covered by a sweater.

Footwear:

All shoes must have a back. Athletic shoes are required for PE.

Crocs, flip-flops, light-up shoes, rubber shoes, slippers, slides or shoes with

wheels are not allowed. All shoes must have backs that cover the heel. Boots are allowed if they are solid and conservative in color, without tassels, metal, fringe, or fur.

Socks must be solid white, navy, tan, gray, or black in color, free of patterns or bright, distracting designs.

Hair:

Hair for boys and girls should be neat, clean, and of natural color, with a conservative style. Pinks, greens, purples etc, are unacceptable.

Boys' hair must be trimmed to stay above the eyebrows and collar. Extreme hairstyles like mohawks, ponytails, or buns are not permitted.

Girl's hair accessories should be modest and match the school uniform colors. Do not wear decorative accessories like cat ears or pom-poms.

LCA-approved uniform tops with collars (see above) must be worn underneath all outerwear items.

Outerwear must be purchased from an approved provider or the LCA School Store to be worn indoors.

Outerwear without the logo may be worn outside but must be removed indoors.

Hoods and hats may not be worn inside the school building.

Jewelry and Accessories

Jewelry and accessories should be modest and not distracting. Girls may wear modest earrings, while boys are not permitted to wear earrings. Nose rings are not allowed. No body piercings or tattoos (temporary or permanent) are allowed.

Dress Code Violations

Violations of the uniform standards will result in disciplinary action, beginning with detention. Students may be removed from class until they are in compliance. Repeated violations will result in escalated consequences, including suspension.

Spirit Wear (Fridays)

On Fridays, students may wear plain blue denim jeans, shorts, or skirts (in good condition, without embellishments, holes, or extreme fading; shorts and skirts must be no shorter than 3 inches above the knee when sitting or standing) with an LCA spirit wear shirt or hoodie.

Uniform Suppliers

Uniform Source Lands' End

2141 North Cobb Parkway www.landsend.com

Kennesaw, GA 30152 Preferred School Number

770-919-9967 900148784

98For the most up-to-date information or more details, please visit our website's

[Uniforms + Appearance section.](#)

Middle School Uniform Compliance

If your child chooses not to wear the correct uniform, a notice will be sent home.

Two incidents in a semester will result in a lunchtime meeting where issues around uniforms are discussed and solutions sought. A third incident in a semester will lead to detention. We all have days when something doesn't get washed in time, or you just can't find matching school socks! If your child cannot wear the correct uniform, a short, written parental note explaining why is sufficient. We ask that this be a temporary measure and that every effort is made to maintain the correct school uniform consistently.

FINANCIAL SUPPORT OF LCA

Throughout each school year, parents are presented with and encouraged to participate in a variety of opportunities to support the mission of LCA through the giving of their time, talent and treasure.

While all opportunities are important, the Flames Annual Fund is the most important fundraiser of the year and parents are asked to consider their

support to this campaign first and foremost. Your gift, no matter the size, will make an immediate impact on the school.

Since its founding in 2026, Lakeside Christian Academy has relied on the generosity of its. parents, grandparents, friends and alumni to help build the campus, support the faculty, and provide the programs that make our school exceptional.

While tuition is LCA's main source of operating revenue, it covers only a portion of what is needed to provide the outstanding academics, art, athletics and student life programs which have defined us as one of the most reputable private schools in the Midlands.

While it is important to look to and plan for the future, we must first be intentional about our needs today. Sustained growth of the Flames Annual Fund will ensure immediate needs are always met, which in turn helps LCA attract community and foundation resources to move into the future.

See the "Support LCA" page on the website for more information on opportunities to support the mission and priorities of Lakeside Christian Academy. To ensure accountability and accuracy, all gifts should be processed through the LCA Development Office. Please contact the Development Office if you have any questions regarding donations to Lakeside Christian Academy.

FINANCES

Philosophy

Just as Christian principles guide us at LCA, Christian principles oblige each LCA family to be honorable and trustworthy in meeting all financial obligations to our school.

Fees and Programs

After School Care/Flipside

Flipside is our after school program for K-6th grade students. Flipside engages your child, combining after school care with the FUN they crave! Flipside provides before-school care beginning at 7:00 a.m. at no additional charge.

After school, there is a \$15.00 per day/child fee, regardless of how long the student is in attendance for that day - students may attend Flipside as many days as desired and billing will be handled through FACTS.

In the event your child is not picked up from Flipside by 5:00 p.m., a late fee of \$1 per minute is charged until the time that your child is picked up. (Note - students not picked up in carline by 3:00 p.m. will go to Flipside. There is no Flipside charge if students are picked up by 3:15 p.m.)

Time: 2:40 p.m. - 5 p.m. for K - 6th grade

Sidekicks

Flipside also offers an assortment of enrichment activities, called Sidekicks, designed for all ages and interests and available at an additional charge. Students may participate in Sidekicks activities separately or in addition to attending our Flipside after school program.

Our Sidekicks enrichment activities expand learning so that every student can thrive by providing opportunities to explore and discover students' interests and passions in a safe, structured and engaging environment. Students K - 6th grade will have meaningful after school time with opportunities in art, music, dance, sports, STEAM, academics and everyday skills. Students will have FUN after the bell as we make every minute count! (Note - Flipside is available after Sidekicks activities for \$7.00 per day/child.)

Food Service Program

Delicious, robust lunch options, are included in tuition for LCA students in K - 6th grade. All LCA students enjoy fresh, meals at no extra charge.

FOOD ALLERGIES + RESTRICTIONS

Our LCA lunch team works diligently with our school nurses, and parents to provide individual meals daily to every student with food allergies and sensitivities. Meals are created individually and served in a designated area for students with dietary restrictions.

TUITION AND INCIDENTAL PAYMENTS

Lakeside Christian Academy partners with FACTS Tuition Management to send invoices and process payments. All families will need a FACTS account in order to pay tuition and incidentals regardless of which payment plan you have chosen.

More information on FACTS Management Company is available in the LCA Business Office.

Account Statements are e-mailed at the end of each month to any family with an outstanding balance. It is the responsibility of the student's family to immediately clear up any balance that appears on the statement; if this is not done, the family will be subject to the LCA policies regarding late payments. Late fees can add up quickly, so please communicate with the Business Office immediately if you have a question about your account.

RETURNED CHECK POLICY

A \$30 fee will be assessed through FACTS Tuition Management on all returned checks or rejected payments. After three returned checks or rejected payments, the family must pay the unresolved invoice directly to LCA by immediate form of payment.

FINANCIAL AID POLICY

Financial aid is awarded based on the financial need of the family, as determined by a needs assessment processed by FACTS Grant and Aid Assessment. Family accounts must be current and the student must be enrolled to be considered for financial aid. LCA does not award scholarships. LCA offers need-based financial aid only. Financial aid assistance is provided in the form of a discount on tuition only; no assistance is provided for application fees, registration fees, sports fees, Flipside or any other fees. While it is our hope that financial need would not prevent a child's enrollment at LCA, the availability of financial aid varies from year to year, depending on funding and budget constraints. Financial aid applications are available online at www.factstuitionaid.com or can be accessed from the LCA website under "Admissions/Financial Information." Financial Aid Policies can be found on the LCA Website under "Admissions/Financial Information."

You will be required to acknowledge your understanding of these policies during the financial aid application process. Priority is given to returning families

completing the LCA enrollment process for their student(s) by the Early Bird deadline.

After that date, all financial aid applications from returning and new families are considered on a first-come, first-served basis. FACTS charges a non-refundable \$35 fee for each application.

BALANCES OWED

It is expected that each LCA family is able to faithfully honor all financial obligations to our school. In the event that does not happen, however, Lakeside Christian Academy has adopted policies to ensure that we continue to be good stewards of our financial resources, and to make sure that LCA is able to meet its financial obligations to those that provide services to our school.

All accounts and obligations for all students must be paid in full before any records and transcripts can be released or transferred to other schools and colleges. In addition, students will not be allowed to continue to attend classes unless tuition and fees are paid by stated deadlines. Middle School students may not be able to take final exams if there is a balance on the account. In the event of default (default being 30 days past due), the parent agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs and interest of 1.5% per month.

The Director of Finance or the Head of School must approve any special arrangements for unusual circumstances. Please contact the Business Office if there is a problem with your account. We strongly encourage the Christian principle of open and honest communication when working to resolve issues. LCA will make every reasonable effort to provide solutions should a financial challenge arise but without timely, open, and regular communication, such solutions may not be available.

Force Majeure: Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its curriculum, schedules, length of school year, and/or means of learning and teaching methods. The Parent's financial obligations remain in full force and effect. Should the School close, the

School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event under this Paragraph, the School is under no obligation to refund any portion of tuition paid.

Withdrawal Policy

A parent's financial obligation for withdrawal of a student from school is as set forth in the Financial Contract.

COUNSELING SERVICES

Lakeside Christian Academy is committed to educating the whole child, mentally, physically, socially and spiritually. We understand that, according to Scripture, the responsibility for the nurture and education of the child lies with the child's parents. We therefore take very seriously the faith you have put in us to attend to the needs of your child while in our care.

The counseling department, as part of LCA, supports this belief. We accept with great humility the trust you place in us to help your child grow to be the person he/she is meant to be in Christ. Lakeside Christian Academy provides a comprehensive counseling department for lowe and middle school students that is directed by a Licensed Mental Health Counselor. As part of our developmental guidance program, students are invited to participate in individual counseling in grades K-6.

Any child can make an appointment with a third party school-approved counselor to discuss academic, social, or other concerns. Students are often referred by parents, teachers, peers and sometimes request counseling themselves. Participation in ongoing sessions is voluntary. This is not therapy, but school guidance which consists of praying with your child, talking with your child and supporting your child as needed. These sessions usually last about 30 minutes and occur one time per week for 3-8 weeks. The enrollment of your child at LCA is consent to allow your child to receive services through our counseling provider. If you are interested in seeking the counseling that was described previously for your child, you may do so by filling out the following [Counseling Referral Form](#).

Mandatory Reporting

Students are encouraged to share life concerns with LCA teachers and staff. Not only will the staff pray for and care for students, but can guide students to appropriate resources if desired or needed. However, in the event of a student's disclosure, either verbally or in writing, of threat of serious or foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, victim or witness of a crime or sexual misconduct, or current involvement in criminal activity, the faculty, staff, or administrator will take immediate action. This action may include, but is not limited to, immediate notification of appropriate law-enforcement or social services personnel, emergency contacts, notification of the appropriate administrator or notification to other appropriate school officials. All reported information is treated with discretion and respect, and kept as private as possible.

EMERGENCY DRILLS

Fire, natural disaster, and lockdown drills will be held regularly during the school year. If the school is conducting a drill while you are on the campus, please know that you will be asked to participate in the drill with us. Normal school operation will resume at the conclusion of the drill. Thank you for your understanding. We are legally required to take certain measures to ensure the safety of our students, staff, and other guests on campus during these drills.

Instructions will be given at the beginning of the school year and instructions will also be posted in each classroom. Students should recognize the seriousness of the drills and refrain from disorderly behavior.

In case an emergency occurs during a regular school day, students will be released only to their parents or those listed on the authorized pickup list. Photo identification will be required if someone is not known to school personnel. It is impossible in a time of emergency to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed on the authorized pickup list. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Should there be an emergency event requiring evacuation of the entire campus, students will be moved to _____ (indoor location). Parents will be provided with pick-up procedures should that event occur. Activation of the fire alarm or security alarm will immediately notify the authorities. Careless or malicious initiating a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and their family will become financially responsible for fees resulting from a false alarm as well as subject to possible disciplinary action, which may include expulsion and/or criminal charges.

HEALTH SERVICES

LCA has contracted Health Services staffed by registered nurses.

The Health Services Offices are open on school days from 7:45 a.m. until 3:30 p.m.

The school nurse or his/her designee is responsible for:

Assessing student illnesses and injuries, and providing appropriate care.
Addressing chronic health concerns such as asthma, food or other allergies, diabetes, seizures, attention deficit disorders, and migraines and implementing specific care plans for managing these issues while the student is in school.

Administration of medication as ordered by physician or parent/guardian.
Providing health education to students, faculty, and parents.
Making appropriate referrals to physicians when student health issues cannot be handled in Health Services (it is not the intent of Health Services to diagnose illnesses and Health Services should not be used in place of your child's healthcare provider).

Please update your child's Health Record with any new medical changes and notify the school nurse. These changes may include the following:

Newly acquired allergies (notify as soon as possible)
Changes or new developments in existing medical or psychological conditions
Newly diagnosed illness requiring medication or special diet
Recent concussion, surgery, or hospitalization
Broken bones or severely sprained limbs
Contagious illnesses such as coronavirus, chicken pox, strep throat, flu,

mononucleosis, head lice, etc.

Any major events (divorce, family illnesses, or deaths) that might affect your child's ability to have a successful school day. If a student regularly requires assistance with medical management during school hours, we advise you to make an appointment with the school nurse to discuss and develop a plan of care for your child.

Health Information Sharing

Parents/Guardians and student agree, as a condition of continued enrollment, to consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of the school as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school. The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information within its care or custody, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Immunization Forms

Every student must have an up-to-date Georgia Certificate of Immunization record on file in the school office, signed by a responsible health source. A child transferring into the school has 30 days to submit a South Carolina Certificate of Immunization. The new forms that are required are Form 3231 (which replaces 3227 and 3032) and Form 3300 (revised 8-2007).

Student health forms are audited annually by the state. Any student who is not in compliance will not be allowed to attend school until proper forms are submitted per the South Carolina Health Department.

Medical Information

LCA students are required to have medical information completed electronically in the Health System. This information alerts us to allergies, medical conditions, and

physical limitations of your child. It also authorizes us to treat certain illnesses and administer over-the-counter medications should your child become ill or injured during the school day. Any changes in allergies, medical conditions, or health of your child during the school year must be updated in their Magnus Health Record and communicated to the school nurse. The student's medical information must be reviewed and updated annually by the date requested for each school year. In the case of an accident or sudden illness of your child, and we are unable to reach you (or another designated emergency contact) by telephone, a representative of LCA will accompany your child to a medical facility and we will consent for emergency medical treatment.

It is your responsibility to update any changes to your child's emergency contact information in the student information system.

Medications

Medications should be given at home rather than school whenever possible. Students needing medications during the school day will need to keep those medications in Health Services to be administered by the school nurse. All medications must be in date and in the original labeled container. Medications must be accompanied by the Parent/Guardian Authorization to Give Medication During School Hours form, and brought to Health Services by the parent/guardian. This form can be located on the LCA website, or picked up in Health Services.

Pharmacists can provide a duplicate labeled container with only the school doses if needed. Students are not permitted to carry medication during the school day or on any off campus school trips. The only exceptions are for those students with certain medical conditions such as diabetes, asthma, or severe allergies. Students disregarding these policies may be subject to immediate disciplinary consequences.

In Middle School, interruption of class for the purpose of dispensing medication by the parent or the school nurse will not be allowed. Middle School students will be called to Health Services during the first available class break for administration of the medication. Records are kept of all medications administered. It is the responsibility of the parent/guardian to inform the school of any student medication changes. New medications, or a change in a medication/medication dosage, requires a new medication form to be completed and a newly labeled container to be provided. Discontinued medications must be picked up from Health Services within one week after being discontinued. All student medications in Health Services must be picked up by the last day of school. Medications not picked up will be discarded.

Over-the-Counter (OTC) medications are available in Health Services for the students during the school day. The medications available include: Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Antacids (Tums/Pepto Bismol), Benadryl (oral & topical), Neosporin/Triple Antibiotic Ointment, Lubricating Eye Drops, Hydrocortisone cream, Aquaphor, Burn Gel, Insect sting-kill swabs, and Band Aid First Aid Antiseptic Wash. These medications are listed in the student's Health Record and are only administered as needed with parent/guardian permission. Students are allowed to bring cough drops with them to school to be taken as needed. Soothing Throat Lollipops are not allowed in any grades. Students with EpiPens prescribed for allergic reactions are required to provide a set of EpiPens to Health Services to be available for the student if needed during the school day, and to be sent on field trips. If the EpiPen is prescribed for a food allergy, the student is required to have a current Food Allergy and Anaphylaxis

Emergency Care Plan on file in their Health Record. This document is good for one year from the date completed by the Healthcare Provider and must also be signed by the parent/guardian. Authorization to Carry and Self-Administer EpiPens and/or Asthma Medication. Students are allowed to carry and self-administer their EpiPens and/or Asthma medications. The consent for carrying and self-administering the EpiPen is good for one year from the date completed by the student's Healthcare Provider, and must also be signed by the parent/guardian and the student. The consent for carrying and self-administering asthma medication requires an electronic signature by the parent/guardian in Magnus and must be completed each school year. These consents ensure that your student has been instructed in the proper use and administration of the prescribed medication, and also alerts the LCA faculty and staff that the student has the medication available for self-administration if needed.

Illness Guidelines

It is the priority of Health Services to keep all of our students healthy and in school. One way that we accomplish this is by working together to prevent the spread of illness. Students seen by a Healthcare Provider for symptoms of illness are required to provide a note from the Healthcare Provider confirming the student's ability to return to school and any necessary limitations or restrictions.

Students absent from school for the following reasons also require a Healthcare Provider's note confirming the student's ability to return to school and any necessary limitations or restrictions:

Measles, Mumps, Chickenpox, Scarlet Fever
Strep infection, Mononucleosis, Hepatitis, Conjunctivitis (pink eye)
Absence due to an extended illness or surgery

Students who may not participate in sports or gym class following an extended illness, injury, or surgery.

If your child is not feeling their best, please follow these guidelines to determine whether or not they should be in school:

Fever: Any student with a temperature of 100 degrees or greater should stay home from school. Students will be sent home from school for a fever that develops during the school day. Students must be fever-free without the use of fever-reducing medications for 24 hours before returning to school.

Vomiting or diarrhea: A student with vomiting or diarrhea should stay home from school. The student can return to school after being symptom-free for 24 hours and fever free for the preceding 24 hrs. before returning to school. During the school day, children will be sent home for more than one episode of vomiting, or one episode of vomiting if other symptoms are present (fever, diarrhea, abdominal cramping).

Students will be sent home for two episodes of diarrhea, or for one episode of diarrhea if other symptoms are present or the student is soiling themselves and their clothing.

Conjunctivitis (Pinkeye): Conjunctivitis is commonly caused by bacterial infections, viral infections, or allergies. The primary symptoms of conjunctivitis are bright pink or red eyes, followed by a watery or a thick yellow-green drainage. Conjunctivitis may affect one or both eyes and may be very irritating and uncomfortable. Bacterial and viral conjunctivitis are both extremely contagious and spread through eye-to-hand and hand-to-eye contact.

Allergic conjunctivitis is not contagious. An actual diagnosis should be made by your child's Healthcare Provider. If diagnosed, your child may return to school after 24 hours of treatment.

Strep Throat: Students diagnosed with strep throat must receive 24 hours of antibiotic therapy and have no fever for the preceding 24 hours before returning to school.

Chickenpox: Students diagnosed with chickenpox must remain home from school until all lesions are scabbed over.

Colds: Students should stay home from school if they have a temperature of 100 degrees or greater and are experiencing cold symptoms that would interfere with their ability to perform at school. These symptoms may include a consistent runny nose, severe lack of energy, uncontrollable coughing, or a cough that you would not want your well child around.

Head Lice: Students with head lice should stay home until they have been treated with a lice-removal product and the nits (eggs) are removed. LCA has a “No Nit” policy. Students are to be checked in Health Services and determined to be “nit free” before returning to the classroom, or they may bring a letter from a Head Lice removal company. Head checks should continue at home for 10-14 days following the initial outbreak.

Student Medical Needs and Accommodations Requests

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student’s medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

General Policy: In general, it is our school’s policy to provide accommodations or adjustments for a student’s minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission.

We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the school nurse of the need. The school nurse will then advise the parent of the type of medical documentation needed, which generally will state the student’s diagnosis, how the

condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Assessment of Request: Once the parent's request and medical documentation has been received by the school, the parents can set up a meeting with the school nurse to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school or nurse believe are beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the school is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the school reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the school may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

INCLEMENT WEATHER

In case of snow and ice, Lakeside Christian Academy will usually, but not always, follow the lead of the Lexington County Public Schools. LCA families will receive notifications about closings/delayed openings via Parent Alert text messages and parent emails.

Additionally, information about school closings/delayed openings will be posted on our website and on the LCA Facebook page.

OUTDOOR ACTIVITIES AND TEMPERATURE GUIDELINES

Outdoor activities are an essential part of the school day, providing children with fresh air, physical activity, and social interaction. All students in preschool (K) through 6th grade are expected to participate in outdoor activities like recess daily.

Parents should ensure that their children come to school dressed appropriately for the weather (e.g., lightweight clothing on warm days; gloves, hats, scarves, and coats on cold days).

If a child is unable to participate due to medical reasons, prior notification must be provided to the classroom teacher. A written medical excuse from a physician may be required in certain cases.

Weather Guidelines for Outdoor Activities

Cold Weather:

If the wind chill index (temperature + wind speed) falls below 32°F, outdoor activities may be modified:

Teachers may allow a brief 5-minute outdoor activity for fresh air before transitioning indoors.

Alternatively, activities may be fully held indoors with structured activities.

Hot Weather:

If the heat index (temperature + humidity) reaches 100°F or higher, students will remain indoors.

Outdoor activities will also be moved indoors during periods of poor air quality (e.g., air quality advisories for high pollution or wildfire smoke). The school reserves the right to adjust outdoor activity plans based on weather conditions, student safety, and administrative discretion.

INFORMATION CHANGES

It is of the utmost importance that student information be kept up-to-date. Any change of address, telephone number, emergency contact, email address, or other pertinent information (change in physician's phone number, student allergies, etc.) must be promptly made by accessing your FACTS Family Portal profile through the LCA website.

Any change in custody or pickup information must be communicated to the Lower School Office.

MANDATORY REPORTING (SUSPECTED CHILD ABUSE)

Lakeside Christian Academy is obligated by South Carolina law to report the reasonable suspicion of abuse. When a faculty member suspects abuse, the issue is initially reported to and discussed with the Principal or Head of School. Depending on the circumstances, we may not be able to communicate with parents about the report. We ask for your understanding as we do our best to protect the children under our care.

LOST AND FOUND

Please be sure your student's name is on all of his/her personal belongings, including clothing and books. Lost and found articles will be accessible at the school office on Tuesday and Thursday afternoons from 2:45 p.m.- 3:30 p.m. All unclaimed items will be given to a charitable organization. We make every effort to return items that are labeled with a student's name.

LOST OR DAMAGED BOOKS/PROPERTY

School issued textbooks and library books are the property of the school. Students are required to pay for any lost or damaged books that belong to the school. Parents are responsible for the cost of replacing or repairing school property damaged by their child. This includes classroom and library items and furniture, textbooks, playground equipment, P.E. equipment, and school buildings.

THE SCHOOL STORE

The School Store carries a variety of school supplies and is your one-stop shop for LCA Flames spirit wear. From logo caps, letter jackets, and t-shirts to hooded sweatshirts, the School Store has it. The School Store is also your source for physical education uniforms. You can also shop from home and items will be

delivered to your child's classroom. You can find the school store on the school's website.

PERSONAL PROPERTY

All personal belongings should be labeled and clearly marked with the student's name. This includes such items as jackets, blankets, lunch boxes, gym shoes, raincoats, sweaters, textbooks and electronic devices etc. Students are not to bring skateboards, skate sneakers, hoverboards, laser pens, toys, electronic games, materials or clothing that promote a non-Christian message, or any other questionable material on school property, to school activities, or on field trips. Questionable or objectionable reading material or pictures are also prohibited. Students should not bring expensive equipment, expensive clothing or large amounts of cash to school. The school does not assume liability for any lost, stolen or damaged personal property.

TEXTBOOKS AND CURRICULUM

LCA continually explores and reviews available texts for use in its classes. Our desire is to use the best available textbooks in each subject area that meet our criteria of presenting God's truth. Our criteria does not limit us to using books only by Christian publishers, but rather to use books that best present the truth of God's creation in an academically sound and morally appropriate manner. Therefore, our curriculum comes from a variety of publishers. Our belief is that any curriculum is only as good as the teacher who uses it and applies it correctly. It is the responsibility of the teacher, under the supervision of the administration, to be accountable for the integration and correlation of biblical truth and the evaluation of ideas and concepts with God's Word on a daily basis in the classroom.

All Lower School and 5th and 6th grade textbooks and workbooks are the property of the school. Textbooks for students are included in the cost of tuition. Middle School Students are responsible for purchasing their own novels or additional preferred resources. There are places where students are provided an electronic copy, but are welcome to purchase a physical copy if they would like that to work from as well. The students purchase their own novels so that they can start building a library of great books.

In many cases they get to choose from a variety of novels. We want to challenge our kids to read about and think about things that really matter! If a student withdraws or is dismissed from the school, he/she is required to return all school

issued textbooks, workbooks, (where applicable) and library books before records will be released.

TUTORING AND EXTRA HELP

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. The teacher will establish a time to give this extra help.

Middle School School teachers share information about their availability in the syllabus or have that posted in their classroom. It is important that such help not be looked on as a form of discipline. The school or teacher does not charge for this extra help and it should not be confused with tutoring. Based on the availability, on campus tutoring is provided for an extra fee and may be arranged by contacting the Moving Forward Program Office.

There are times when a student's tutorial needs will extend beyond what the school can provide which may necessitate outside third party assistance. The administration does not allow the faculty to become financially involved in tutoring students that they teach.

CAMPUS VISITATION

During school hours, all visitors to campus are required to enter through the primary a school entrance. LCA families must display their school-issued auto decal in the driver side top windshield. Prior to entering the school, parents and visitors must sign in at the reception desk in the rear of the school building.

In the interest of student safety and security, entry into the school after 8:15 a.m. each day will be through the main entrance by way of a secure Access System. The System consists of a video camera and intercom to the right of the central front door. Access is granted by standing in front of the camera/intercom, pushing the button and identifying yourself to the Reception who will then "buzz" you in.

Other doors will remain locked.

Items to be delivered to a student should be brought to the receptionist desk instead of taking it directly to the classroom, unless prior arrangements have been made with the classroom teacher. Parents should not interrupt classes to deliver these items. We do not allow deliveries from UberEats, DoorDash, or other vendors to students as it compromises our campus security.

Parents Arrangements to visit the school and classrooms must be made through the appropriate Principal's office. Parents are welcome to attend chapel or have lunch with their student (please notice any space constraints, especially in the Middle School). Lower School parents may sign up to have lunch with your student during the year by signing up using calendly. The Link is located on the grade level homepages.

Prospective Students

Prospective students visiting the school must receive prior approval and schedule the visit in advance by calling the Admissions Office. All student visitors will remain with their assigned LCA student or teacher at all times. Arrangements to visit the school may not be made through the classroom teacher.

Other Visitors

Guests may visit only during lunchtime with prior written approval from the appropriate school office. Former students may only visit at lunch if they graduated from LCA. We are happy to welcome guests at all ballgames and arts performances.

SCHEDULE AND TEACHER CHANGES

Schedule and/or teacher changes will be initiated by the School when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the school and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself. Parents/guardians are asked to familiarize themselves and to ensure that their child

understands all of the information contained in this Student/Parent Handbook.

In order to demonstrate your acknowledgement and understanding of this Parent / Student Hand book , parents will electronically sign your agreement to abiding by the handbook policies annually as a part of the admission/re-enrollment process. Middle school students will also sign a code of conduct agreement at the end of the annual code of conduct chapel.

