

LEGACY CHRISTIAN ACADEMY

1230 NORTH MAIN STREET

JENNINGS, LOUISIANA 70546

337.246.3306

PARENT/STUDENT HANDBOOK

2023-2024



Legacy Christian Academy may determine that changes are necessary to these policies, guidelines and procedures. For this reason, Legacy Christian Academy reserves the right to revise, modify, exclude or repeal any or all of the policies, guidelines or procedures contained in this handbook, and to take action necessary for the best benefit of students, faculty, staff and parents/guardians.

Legacy Christian Academy does not discriminate on the basis of sex, race, creed, or national origin.

Mission Statement

The mission of Legacy Christian Academy is to provide academic excellence while developing Christ-like character.

Vision and Belief

Legacy Christian Academy is committed to providing Christ-centered education integrating spiritual, academic, and social training leading to a well-balanced life that is Christ focused.

1.

Purpose of the Handbook

The purpose of the *Legacy Christian Academy Parent/Student Handbook* is to inform parents/guardians and students of the policies, rules and procedures. The contents of these documents are considered part of the contract between parents/guardians, their students and the school. All are expected to know and follow all school rules, procedures, and policies. The information contained within this handbook is meant to serve as an informational guide.

Table of Contents

Policies and Procedures	Page Number
Academic Requirements	6
Admission Information	7
Advisory Council	9
After School Program (Cub Care)	9
Anti-Bullying and Hazing Policy	9
Arrival and Departure	11
Asbestos	12
Athletic Information	12
Attendance Regulations	14
Automobile	16
Buses	16
Cafeteria	16
Calendar	17
Cell Phone/Electronic Device Policy	18
Clubs and Organizations	18
Code of Ethical Conduct for Students and Parents/Guardians	18
Discipline	19
Divorced Parents	20
Drug Testing	20
Extra-Curricular Activities	21
FACTS	21
Field Trips	21
First Aid / Emergency Care	22
Spirit Day Policy	22
Grievances	22
Harassment Policy	23
Honors / Awards	23
Injury / Illness Procedure	27
Internet Safety	28
Lockers	30
Medication Policy	30
Parent / Guardian Cooperation Statement	30
Parent / Teacher Club	31
Parent / Teacher Conferences	31
Purchases and Finances	31
Safe Environment Training	32

School Closures	32
Search and Seizure/Impairment Policy	32
Service Hours	33
Sexual Identity Policy	33
Signing Students Out	34
Social Events	34
Textbooks	35
Title IX	36
Tuition and Fees	36
Uniform and Grooming	36
Visitors	39
APPENDIX	40
Academic Policies	41
Behavior Plan	50
Family Service Hour Tracking Form	66
Enrollment Contract	67
Registration	70

POLICIES AND PROCEDURES

Admission Information

Class Size

An optimal class range for class size shall be set by Administration.

- If a grade level number reaches or goes beyond the optimal range, a waitlist will be created.
- When number and space allow, two classes at each level are encouraged.
- The number of students assigned to any class shall be determined in accordance with the nature of the class materials, the size of the classroom and the need for individual differentiation.
- No class shall exceed 18 students.
- When class size drops too low, consideration shall be given to financial feasibility and student interaction with the possibility of combining classes.

Registration

- Registration of new and returning students is held in the spring, with the date and time noted in the school calendar. Parents wishing to enroll a new student or transfer a student to Legacy Christian Academy must register in advance of the entry date.
- All new students must provide Legacy Christian Academy with the following:
 - Records from previous school attended, including IEP or 504 Plan (if applicable)
 - Social security number
 - Up-to-date immunization certificate OR Medical Exemption form
 - Birth certificate (copy)
 - Physical Exam if applicable (athletics, ongoing medical condition, etc.)
 - Student information sheet
- Requirements for registration:
 - A Pre K 3 child must be three (3) years of age by September 10th of the school year in which the student enters Pre-Kindergarten.
 - A Pre K 4 child must be four (4) years of age by September 10th of the school year in which the student enters Pre-Kindergarten.
 - Kindergarten children must be five (5) years of age on or before September 30th of the school year in which the student enters kindergarten.
 - Children enrolling in the first grade must have already completed Kindergarten and must be six (6) years of age on or before September 30 of the school year in which the student enters first grade.
 - In accordance with ACT 635 HB 78 (July 1, 2019), “students entering grades 6 and 11, or a student who is 16 years of age and entering a grade other than

grade 11, are required to provide the school with satisfactory evidence of current immunization against the meningococcal disease in accordance with a directive provided by the state Department of Education and the Louisiana Department of Health based on the recommendations of the Centers for Disease Control and Prevention as a condition of entry into those grade levels.” Parents have the right to complete a medical/religious exemption form.

Payment Options

Registration payment must be made directly to the school. Tuition payments will use an automatic bank draft.

**See tuition/worksheet packet for more information.*

Service Hour Requirements

- All parents/guardians must agree to a school stewardship indicating the agreement to volunteer work that they plan to perform for the school.
- Service Hour Requirement: 10 hours per family.

**See Legacy Christian Family Service Hour form in the appendix.*

After School Program

- Beginning at 3:30 p.m. on the first day of school and each school day thereafter, Legacy Christian After School Program (Cub Care) provides childcare in a structured environment for students in PK3-8th grade.
- Recreation, arts and crafts, games and study time are part of the activities.
- Cub Care costs \$5.00 per day per child. There is a \$25.00 yearly registration fee.
- Cub Care instructors will follow the same guidelines for all other personnel and volunteers working with children by agreeing to fingerprinting and background checks.

Anti-Bullying and Criminal Hazing Policy

Policy Statement

This policy shall apply to all students and shall be in effect while students are on school property, while on school- owned or school-operated/leased vehicles, while attending or engaged in school sanctioned activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and/or the reputation/welfare of the school.

Prevention/Education

To enhance education, formation, and safety of our students, schools should endeavor to actively promote positive student behavior while prohibiting inappropriate behavior such as bullying and hazing. Therefore, we are strongly encouraged to:

- Prohibit all forms of bullying and criminal hazing

- Provide adequate supervision to minimize the risk of bullying and criminal hazing;
- Provide continuing education/professional development on bully prevention for faculty and staff members;
- Develop school-wide bullying and criminal hazing prevention programs to education students;
- Incorporate bullying and hazing prevention lessons into the school's curriculum

Definition of Bullying

Bullying is a deliberate and malicious pattern of behavior having the effect of physically, psychologically and/or emotionally harming another through abuse, coercion, intimidation and/or threats where the pattern of behavior is sufficiently severe, persistent and pervasive so as to create an intimidating or threatening educational environment to substantially disrupt the orderly operation of the school.

Bullying may be physical or verbal and may be in the form of gestures, writings, electronic transmissions, social media posts, sharing photographs/video or physical acts. Bullying may be in the following forms:

- Gestures (including but not limited to obscene gestures and making faces);
- Name-calling, threats of harm, taunting and malicious teasing;
- Spreading untrue, injurious rumors;
- Disseminating inappropriate or embarrassing photographs or video;
- Hitting, kicking, pushing, tripping, choking, and other physical acts;
- Damaging and/or unauthorized use of personal property;
- Repeated shunning and/or isolation of another from groups or activities.

Definition of Cyber-Bullying

Cyber-Bullying is a form of bullying and is defined as the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to emotionally harm, coerce, abuse, torment and/or intimidate a person. Electronic devices may include, but are not limited to:

- Computers
- Tablets
- Mobile phones
- Other interactive or digital technologies

Definition of Criminal Hazing

Criminal Hazing is the deliberate encouragement, direction and/or participation (active or passive) of any activity which subjects another student to actual or potential physical, psychological or emotional harm, or civil or criminal consequences for the purpose of initiation into, admission to, affiliation with, continued membership in or acceptance by existing members of any school organization, group, or extracurricular activity, whether occurring on or off campus. "Consent" of the victim shall not be recognized as a defense to the school's prohibition of criminal hazing.

Criminal Hazing may involve harassment, degradation, humiliation, intimidation, and/or ridicule to an individual or group, willful destruction of public or private property, or criminal or other offensive acts against third parties.

Reporting

The principal/designee is responsible for receiving complaints alleging violations of the anti-bullying

and hazing policy. All school employees and volunteers supervising school-sponsored functions should report alleged violations of the policy to the principal/designee.

Investigation

Once an allegation is made, the principal/designee should promptly investigate the claim as soon as feasible under the circumstances and may include interviews and a review of any evidence presented and/or discovered.

Documentation

Documentation of the allegation, the results from the investigation, and the disposition is to be maintained in the school's student records of both the perpetrator(s) and the victim(s).

Notification

Parents/guardians of the perpetrator(s) and victims(s) are to be notified by the principal/designee.

False Accusation

Any student who knowingly makes a false accusation of bullying or hazing is subject to disciplinary action as set forth in this policy.

Retaliation

Retaliation against any person who reports bullying/hazing in good faith is prohibited and is subject to disciplinary action as set forth in this policy.

Discipline

In accordance with ACT 635 HB 78: The Max Gruver Act (8/1/18), disciplinary action arising out of a violation of this policy shall be that the student (s) will be "dismissed, suspended, or expelled from the school for at least one semester, quarter, or comparable academic period". "In addition, the student (s) may also be subject to legal penalties under (R.S. 14:40.8)."

Arrival and Departure

Authorization for Pick-Up

- Only persons who are listed on the transportation form as responsible parties will be allowed to pick up students from school.
- All families **must** have a car sign with the families name and assigned number.
- Additional family signs are available for purchase in the front office for \$5.

Student Drop Off and Pick-Up

- Students may not arrive before 7:30 AM.
- All Students will be dropped off and picked up on the south side of the school. While heading west on Trade School Rd. (the black top). Faculty will open the door and students will exit the vehicles. Parents are advised to stay within their vehicle.
- All students will report directly to the Auditorium.
- Please make sure students have all items needed in their hand and they are ready to exit the vehicle quickly to ensure the traffic continues to flow smoothly.
- Parents/Guardians are not to initiate conversations or questions at this time. This allows

for a quick transition for students. Any concerns should be directed to the necessary staff member during their off hour or through an arranged meeting.

Student Pick Up

- The school day concludes for all students (PK3-Middle/High School at 3:15 pm.
- All students will be picked up from the south side of the auditorium at 3:15 PM.
- Students who leave the campus with their parents/guardians during the school day must be signed out in the main office. If the parent/guardian is unable to physically sign them out they must send an email from the parent/guardian email on file to the office email followed by a phone call confirmation.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- Any child not picked up by 3:30 PM will be placed in Cub Care at the parent's/guardian's expense.

Asbestos

- Non-friable asbestos is found at Legacy Christian Academy, specifically in some of the tile, chalkboards, and the roof.
- It has been inspected and found to be in excellent condition.
- It presents no health hazards.
- A School Asbestos Management Plan is kept on file in the school office. It may be reviewed during regular school hours.

Athletic Information

- All athletic programs are conducted according to the rules and regulations of the ACEL, the athletic director, and the administration of Legacy Christian Academy.
- The following are the numbers of students necessary to have a team in each sport:
 - Basketball- 12 Boys / 12 Girls
 - Baseball – 15 players / 3 pitchers
 - Softball- 14 players / 2 pitchers
 - Volleyball- 8 Girls

Legacy Christian Academy Athletic Eligibility:

- Legacy Christian's student athletes know education comes first. Athletic participation is a privilege not a right. This privilege will be awarded to only those who meet scholastic and disciplinary requirements as outlined in the Legacy Christian Academy Student Handbook and ACEL Basic Rules for Eligibility. Problems with grades and/or behavior are justifiable reasons for academic or disciplinary ineligibility.

Therefore, students at Legacy Christian Academy must:

- Meet the standards set forth by ACEL regarding enrollment, age, and scholastic requirements.

- If the student grade average is below a 2.5 or if the student athlete has a D or an F the student will be placed on academic probation and must report grades weekly to his/her head coach of the current sport. Outside tutoring cannot be mandated but will be strongly encouraged. Students who have a D or F in academics or has received a Tier 1 behavior will not be excused from that class to participate in any extracurricular activities until the next grading period. If the athlete does not show improvement, the coach can suspend the athlete until academic improvement is shown (coaches' and principal's discretion).
- Students must attend all classes on early dismissal days or four or more classes on a regular school day to participate in any extracurricular activity. Students must be present for Athletic PE to participate in Athletic events on the same day.
- Should a student get checked out for illness during school hours they will not be able to participate in athletic events on the same day.
- If a student gets checked out for a doctor's appointment the student will be allowed to participate given certain criteria are followed. Example: Student leaves for Doctor's appointment at 1:00pm then returns to school at 2:15. Student will be allowed to participate in athletic events that same day.
- By the end of the first semester, a student must have passed at least 6 subjects that count toward graduation and earned a 2.5 average in all subjects pursued to be eligible for interscholastic athletic participation for the second semester.
- At the end of the school year and/or prior to the start of the next school year, the grades of the student-athlete will be evaluated again for eligibility purposes. At that time a student must have passed at least 6 subjects that count toward graduation and must have earned at least a 2.5 average in all subjects taken during the school year.

Athletic Jacket Requirements

- Eligibility is limited to Sophomores, Juniors, and Seniors
- To receive a Jacket, a student athlete must meet one of the following requirements:
 - a. Receive two letters in the same varsity sport
 - b. Receive three letters in any combination of varsity sports
 - c. Participate in at least three years in one sport including their senior year
 - d. Managers/Trainers must receive two letters in one sport or three letters in a combination of sports

How do I receive a Letter?

- Baseball, Basketball, Softball, and Volleyball: a player must have participated in at least 60% of the games played by the varsity team (at coach's interpretation)
- Track/Cross Country: a player must have participated in at least 60% of the meets throughout the year
- Managers/Trainers: a manager/trainer must complete the required responsibilities for a particular sport during the entire season
- The principal, coach, and the athletic director must approve any exceptions to the above. Exceptions can be due to illness, injury, or other unforeseen happenings.
- Letters earned at another school by a transfer student will not be honored at Legacy Christian

School after the 2023-24 school year.

Athletic Events- Parent/Guardian Participation

- Parents/guardians are reminded that coaches, whether employees of the school or parent volunteers are to be respected. Confrontation with coaches in public, during games, or after games is inappropriate and in conflict with the school's stated goal for its athletic program. If there is an issue please contact the front office on the next school day to schedule a meeting.
- Any suggestions or complaints regarding our coaches or athletic programs should be brought to the school administration.
- NO administrator, athletic director, coach, student, parent, or guest shall:
 - Disrespectfully address, bait, or taunt an opponent or an official.
 - Use negative comments, obscenities, profanity, slurs or obscene gestures.
 - Any form of speech that is intended or designed to embarrass, reiducue, or demean others under any circumstances.
- Complaints during an athletic event should be brought directly to the Administrator on duty.

Attendance Regulations

By Louisiana Law, to be eligible to receive grades, a student may not exceed 20 absences, excused or unexcused in any class, (10 for half credit high school classes) in a year.

Attendance defined by Bulletin 741(§901) nonpublic reads:

- Students who have attained the age of seven years shall attend a public or private school or participate in an approved home study program until they reach the age of 18 years.
- A student is in attendance when he or she
 - is physically present at a school site or is participating in an authorized school activity; and
 - is under the supervision of authorized personnel.
- Half Day Attendance: A student is in attendance for one-half day when he or she:
 - is physically present at a school site and
 - is under the supervision of authorized personnel for more than 25 percent but not more than half (26 percent-50 percent) of the student's instructional day.
- Whole-Day Attendance: A student is in attendance for a whole day when he or she:
 - is physically present at a school site or is participating in an authorized school activity; and
 - is under the supervision of authorized personnel for more than 50 percent (51 percent-100 percent) of the student's instructional day.
- Exceptions to the attendance policy can be made only in the event of an extended personal illness verified by a physician or at the discretion of the administration. A student who does not meet this requirement will receive an incomplete grade in the affected subjects.
- Attendance descriptions: **TARDY**- After the tardy bell at 7:50 am **ABSENT**- Full day absent OR check out before second period. **HALF DAY ABSENT** -Absent more than 3 hours of instructional time
- If a student is tardy for at least half of the class time, the tardy becomes an unexcused absence for that class.
- In order for a student to participate in extracurricular activities, including games and practices, a student must be present for a minimum of 4 class periods.

Excused Absences

- Illness explained by a doctor's medical statement
- A funeral
- Extenuating events approved by the administration

Unexcused Absences

- Any absences not approved by the office/administration
- Family vacations are unexcused absences counted in the maximum number of 20 days/class periods a student can miss in a school year. A formal letter must be submitted to the principal at least 1 week prior to departure for consideration of permission to approach teachers regarding assignments and tests while absent.
- Parents/guardians are responsible for informing the school of the reason for a student's absence. Excessive unexcused absences are a major violation of school rules and will be reported to the Parish Supervisor of School Welfare and Attendance for investigation.

Checking Out of School

Once a student arrives on campus, he/she **is not allowed** to leave school without parental/guardian permission. Students will have an unexcused absence if they arrive at school and then check out for any reason other than a state of emergency, illness explained by a doctor's medical statement, a funeral, or extenuating events approved by the administration. A student who checks out during the school day **is not allowed** to return to school or attend a school event that day unless the student has a doctor's excuse, record of funeral attendance, court appearance excuse, or family emergency detailed by a letter to the principal for consideration of approval. This includes, but is not limited to practices, games, activities, etc.

Attendance Procedures

- If a student is absent fewer than four days, he or she is responsible for collecting the assignments from other students in the class or the teacher. Parent/Guardian may call the front office prior to 10am to request the students work for that school day. Work may be picked up between 2:00-2:30pm
- No email indicating a student will sign out will be accepted without a phone call from the parent or guardian. Email must be from the guardian's email on file with the school.
- Students are responsible for making up work missed during an absence. Students who have **an excused absence** are allowed to make up missed work. The student has a **maximum of 3 days after returning from an absence to submit his/her written excuse to the office and speak to his/her teacher regarding the make-up work.** The grade of "0" will be given until assignments have been made up and/or completed due to excused absences. If a student fails to complete and submit the work within the allotted time, his/her grade will remain a 0. Students are not allowed to make-up an assignment unless the absence is an excused absence. A student who is absent only on the day a test is given or for a period in which no new tested information is taught should be prepared to take that test on the day he/she returns to school.
- Perfect attendance is defined as having NO tardies, early dismissals, or absences

Automobile Regulations

- All students must register their vehicles with the office, supply a copy of their insurance, receive a vehicle identification tag, and park in assigned parking areas, or the student will lose parking privileges.
 - Student parking is on the south side of the building in front of the tall chain fence.
 - Students are not allowed to park on the north side of the building.
 - Seniors will be given designated parking spots prior to each school year.
- Students are not allowed to go to their cars unattended during school hours for any reason.

Cafe Regulations

- All students will eat in the cafe area.
- Lunch must be brought from home, so it cannot consist of food bought at a fast-food establishment or restaurant.
- Food brought from home must be with the student when they arrive at school at 7:45am. The school office is not responsible for delivering lunch brought later in the day and classes will not be interrupted to inform students of lunch brought by parents/guardians.
- Parents/guardians may not deliver lunch to students in the cafeteria.
- Soft drinks, energy drinks, caffeinated drinks are prohibited.
- Students may bring juice, milk, or water.

Rules for Behavior in the Cafeteria

- Respect the cafe duty teachers.
- Talking is permitted in a hushed tone. No yelling or talking in a loud voice.
- Elementary students will not leave their seats at the table without permission, nor will they leave the cafeteria without permission.
- Use proper manners at all times! No throwing food or touching someone else's food.
- Clean all napkins, straws, etc. from your place at the table.
- Table washers need to wash tables and chair seats.
- High School students will help vacuum/sweep.

Calendar

Legacy Christian Academy creates the school calendar in conjunction with the superintendent, and the attendance requirements of Bulletin 741 for Non-Public schools.

The calendar will be finalized and posted no later than May of the preceding school year.

Cancellation/Delay of School

- In the event of inclement weather, natural disasters, epidemics of illness, etc., Legacy Christian Academy will follow the "Unusual Occurrence Plan" required by Bulletin 741 and local law enforcement and emergency personnel.
- An announcement will be sent to all parents via REMIND, FACTS Parent Alert through

text messages and emails and will be posted on the school's FaceBook page. Parents/Guardians need to ensure that the school has current contact cell phone numbers and email addresses.

- If school closes early or is canceled, there will be no Cub Care Program on that day and parents/guardians will need to make other arrangements for childcare.
- Make-up days may follow if the required number of instructional minutes outlined in Bulletin 741 is not met. All calendar amendments will be announced.
- All faculty and staff are notified of school cancellations and delays via school email and text alerts.
- The school calendar can be found by contacting the school office.

Cell Phone/Electronic Device Policy

- Cell phones, Smart Watches and all other types of electronic devices (iPads, iPods, earbuds, etc.) must be turned into the office when the student enters school (in the box provided when entering the auditorium).
- Any student in possession of a cell phone, smart watch or other electronic device not allowed on campus will have the phone confiscated and face disciplinary consequences as outlined in the Legacy Christian Academy Positive Behavior Support Plan. Cell phones/electronic devices will be held for a time as determined by the administration.
- Cell phones and all other electronic devices are not allowed on field trips, unless authorized by the principal.

Clubs and Organizations

- All Legacy Christian High School and Jr. High organizations will be under the direct supervision and administration of a teacher/sponsor and the administration.
- All events, fund raising, selection of officers/members, and purchasing of materials must have the express permission of the sponsor and the principal.
- Fundraising that involves alumni and that uses the Legacy Christian Academy name or logo must have the permission of the principal.
- All revenues generated by such organizations will be placed in the school's general account by the school bookkeeper.
- All purchases by such organizations must have the permission of the sponsor and the principal.
- The Office Secretary and Financial Department will record and track all fundraisers and fundraiser monies.

Code of Ethical Conduct for Students

At **Legacy Christian Academy**, we believe in the ability of our students to behave and react in ways appropriate to a **christian** community that nurtures our Core Values.

Therefore, all students will:

- Be polite and kind to others, both adults and students in speech, action, and manner.
- Display respect and prayerful participation during worship and chapel services.
- Follow all rules and procedures maintaining orderly behavior while using school

facilities.

- Respect the property of the school as well as the property of others.
- Work to the best of his/her ability.
- Be prepared for class by having the necessary materials.
- Be academically prepared for class by completing all assignments on time, turning in all work, and actively participating in class.
- Follow Legacy Christian Academy Behavior Plan

Discipline

See Legacy Christian Academy Behavior Plan in Appendix.

Conduct Off Campus

- Students must conduct themselves off campus in a manner consistent with their status as members of the Legacy Christian Academy community and with the philosophy, policies, goals and core values of Legacy Christian Academy as set forth in its student handbook.
- Legacy Christian Academy reserves the right to conduct Breathalyzer or such substance tests at any event. The test must register 0 %.
- Violation of civil or criminal law involving moral turpitude, public intoxication, consumption and/or use or possession of drugs/alcohol and/or paraphernalia; distribution or sale of illegal narcotics; threatening and/or harassing behavior towards faculty, students or parents/guardians; or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of Legacy Christian Academy makes a student subject to corrective action including suspension, withdrawal, or expulsion.

Note to Parents: Sometimes a child's conduct is displayed in the classroom from the negative remarks made about the school, teacher, or staff they hear at home. When parents talk negatively about the child's teacher or school option of another school, we see changes in the child's work efforts (it decreases), grades decline and an attitude of noncooperation is displayed. This could be critical to them passing or failing the grade (averages begin to drop). It's important to lift up your child's school, teachers and staff; it produces a positive attitude for the child. If there are issues or concerns we urge you to contact the teacher/administration to rectify the situations.

Special Events

- Legacy Christian Academy Code of Conduct applies but is not limited to:
 - All school functions
 - Any time that the student is representing the school
 - Any time that the student is in school uniform.
- No alcoholic beverages, drugs or tobacco products of any type are allowed at any school function.
- Students and their dates that arrive at any school function under the apparent influence of, in possession of, or smelling of alcohol or drugs will not be admitted.
- Disciplinary action will be applied to that student and any other student who may be under the influence of, in possession of, or smelling of alcohol or drugs at any time

during the function.

- Parents/guardians of such students will be telephoned immediately and so advised.
- Legacy Christian Academy students are responsible for the actions of their dates. Students may not bring guests 21 years of age or older as their dates to school-sponsored dances.

Divorced Parents

Parents who are divorced or separated and have a court order in regard to custody, must contact the office and provide the school with an official copy of the court order. Any time a new court order is issued, the school must be provided with an updated official copy of the court order. Unless a parent's rights have been totally revoked/denied, both parents have the right to drop-off or pick up the child; check the child out of school; communicate with the administration/teachers about the child; review and obtain copies of the child's academic record; and participate in school events to which parents are invited.

The school has no authority to physically interpret or enforce a court order and that enforcement must be handled through the court system.

Drug Testing Policy

Policy

Legacy Christian Academy set forth the following policy for Grades 6 – 12.

- All students enrolled in the Legacy Christian Academy will be subject to testing for illegal substances.
- This testing will include all members of the faculty, administration, auxiliary staff, and advisory council.
- Any student refusing a drug test will be immediately suspended. Suspension will continue until the student completes a drug test at the expense of the parent.
- Once the drug test is complete the parents, student and administration will conference to discuss the students return to school.

Implementation

Testing and reporting of results will be conducted as follows:

- Testing will be performed by an independent agency.
- Steps will be taken to confirm any positive results.
- Results of testing will remain confidential and will be reported to a pre-assigned medical review officer.
- Parents will receive positive test results.
- The administration will be notified as outlined in Procedure for Positive Results.
- Faculty, administration, auxiliary staff, and advisory council members testing positive will be reported to the principal and superintendent.

Procedure for Positive Results

In an ongoing effort to work with students who test positive for illegal drugs or chemical

substances, these procedures will be followed, and it will be handled as discreetly as possible:

- First Positive – The testing agency will notify the school principal. The principal will notify the Superintendent. Once the principal is notified and the test is confirmed as positive, the principal will contact the parents/guardians of the student to report the positive finding and recommend that they seek counseling for the student, and the student will have a 2-day suspension.
- Second Positive – A student will be required to enter and complete an inpatient or outpatient substance abuse program.
 - At the time of a second positive result, the testing agent will notify the principal, who must approve the program entered by the student. Student will have a 3-day suspension
 - Upon satisfactory completion of the program, the documented assessments, past student records, and student/family attitude and cooperation will be used to determine continuance at Legacy Christian Academy.
 - Parents/students must be aware that failure to comply will result in expulsion.
- Third Positive – EXPULSION

Finally, the purpose of this program is to document problems, ascertain risk, and help our students through these troubled times. Parental input will also be strongly advised.

Extra-Curricular Activities

All Students must maintain a 2.5 GPA per nine weeks in order to participate in all extra-curricular activities.

FACTS (To be implemented at a later date)

- FACTS is an internet-based school management system which facilitates communication between administrators, teachers and parents/guardians.
- It is the responsibility of students and parents/guardians to check FACTS on a regular basis to keep well-informed of student progress.
- Parents/guardians are responsible for providing current contact information.

Field Trips

- Signed parent/guardian permission forms must be received prior to the date of the field trip.
- Students are not allowed to bring cell phones, or other electronic devices with them on field trips, unless authorized by the principal.

First Aid/Emergency Care

- Students are to be sent to the front office.
- The Office Secretary will immediately contact the parent/guardian.

Spirit Day Policy

- Every Thursday is designated as Spirit Day.
- Students pay \$1.00 to wear jeans with their regular uniform top or any approved Legacy Christian Academy spirit shirt.
 - Approved Spirit Shirts consist of Spirit Shirts sold by the school, or by a club/organization of the school. Shirts purchased by other suppliers/stores/online are not approved.
- Uniform bottoms (pants, skirts or shorts may be worn with a spirit shirt.)
- Proceeds from most Thursdays benefit the students in terms of pizza parties or class supplies, special needs for the school for special events (homecoming), and school promotion needs.

Grievances Policy

If a parent/guardian has a concern, he/she must follow the chain of command:

- Teacher
- Principal/Assistant Principal
- Superintendent
 - When a parent/guardian of a student at Legacy Christian Academy believes that a rule, regulation, or policy has been violated, misapplied, or misrepresented, and the parent/guardian has not had the problem satisfactorily resolved at the school, an appeal may be made to the Superintendent.
 - If a parent/guardian is not satisfied and has followed the Chain of Command listed above, the parent/guardian must notify the Superintendent within 5 working days. The written appeal should briefly provide details and specifically cite the rule, regulation, or policy that is involved in the situation.
 - If it is decided that the appeal does not merit a formal review, the parent/guardian will be informed of that fact and the case is closed at the lower level.
 - All such action must be in writing.

Harassment Policy

Legacy Christian Academy does not condone any form of harassment. All employees and students alike are to be treated with dignity and respect. Harassment in any form is prohibited and applies to all students and regular, temporary, part-time, and full-time employees, volunteers, and consultants. Legacy Christian Academy will not tolerate any form of harassment.

Types of Harassment

- Sexual: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Verbal: derogatory comments, jokes, or slurs, as well as belligerent or threatening words spoken to another person.
- Physical: unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal movement.
- Visual: derogatory, demeaning, or inflammatory posters, emails, cartoons, written words, drawings, novelties, and gestures.

Consequences of Harassment

- immediate suspension
- formal apology
- possible loss of employment (employees)

Honors and Awards

Student of the Year (Louisiana Department of Education)

- The Student of the Year Award is designed to recognize outstanding elementary, middle and high school students. This program, patterned after the LA Dept of Education Teacher of the Year Program, is an excellent opportunity to recognize those students who have demonstrated excellent academic achievement, leadership ability, and citizenship. Every public and approved nonpublic school in the state with students enrolled in grade 5, 8, and 12 is invited to participate. Winners are determined by points.
- Procedures
 - Meetings will occur with students of each of the grade levels 5, 8, & 12 providing packets and instruction on portfolio completion to include the school determined deadline for packet submission.
 - Parents/Guardians of qualified students will be contacted to arrange an individual meeting to discuss the procedure and instructions

Grade levels that participate

- Elementary Student of the Year (Only students in fifth grade are eligible)
- Middle School Student of the Year (Only students in eighth grade are eligible)
- High School Student of the Year (Only students in the twelfth grade are eligible)

Elementary School Honors Awards

Academic Honor Roll

- Banner Honor Roll- Students who have all A's. 4.0 or better
- Honor Roll – Students who have all A's and B's
- Academic Achievement- Students who have received a 3.0 or better.

Middle School Honors Awards

Academic Honor Roll

- Banner Honor Roll- Students who have all A's. 4.0 or better
- Honor Roll – Students who have all A's and B's
- Academic Achievement- Students who have received a 3.0 or better.

Athletic Awards - Every student completing a full year/season in any sport will be recognized at the Athletic Banquet end of the year program.

High School Honors and Awards

Academic Awards

- **National Beta Club**
- **National Honor Society**
- **Academic Honor Roll**

Banner Honor Roll- Students who have all A's. 4.0 or better

Honor Roll – Students who have all A's and B's

Academic Achievement- Students who have received a 3.0 or better.

Athletic Awards – the following awards are presented at the Athletic Awards Ceremony

- **Every student athlete, trainer, and statistician** completing a full year/season in any sport is recognized at the Athletic Awards Ceremony.
- **ACEL District Awards per sport**
- **ACEL State Awards per sport**
- **Mr. & Miss LCA Lion** (featured in high school yearbook) This award will be given to a senior boy and girl who have participated in at least one varsity team sport their junior and senior year and who have the characteristics that exemplify a great attitude while at Legacy Christian Academy. The coaching staff votes for 1 senior boy & 1 senior girl.

High School Senior Class Awards

Awards given fall into one of the following categories:

- Recognition of Leadership and Service
- High School Academic Awards
- Civic and College Awards and Scholarships
- Special Awards

Senior Non-Monetary Awards (presented at Class Night Award Ceremony)

- **American Legion Award** Presented to one senior boy and girl who exhibit character, courage, scholarship, leadership, and service. Voted on by the senior class, and the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select the one boy and girl from the nominees chosen by the senior class.
- **Distinguished Service Award** Presented to one senior student who has rendered four years of generous service to Legacy Christian Academy. Voted on by the senior class, the top two boys and girls names are submitted to the faculty. A faculty committee consisting of ALL high school teachers will select one senior student from the nominees chosen by the senior class.
- **Academic Levels of Distinction – see appendix**
- **Yearbook Editor**
- **National Honor Society**

Injury/Illness Procedure

- At the beginning of each school year and thereafter, parents/guardians will fill out an

information form indicating the procedures to be followed in an emergency involving their child. The form will include phone numbers of the parents/guardians, alternative numbers, and physician numbers to call in case of an emergency.

- Students who become ill or injured at school will be given first aid. The procedures of universal precautions will be employed at all times when providing care for all students regardless of their infectious disease status. In cases of serious illness or injury, the school shall attempt to notify the student's parents/guardians as soon as possible.
- An ill or injured child will be turned over to the care of the parents/guardians or qualified medical employees as quickly as possible.
- When the parent/guardian or a designated alternate cannot be reached, the ill or injured child shall be transported by a member of the school staff to the hospital, doctor's office, or to a place previously designated by the parent/guardian.
- In cases of emergency, the pupil shall be transported to a hospital or doctor's office by ambulance or other appropriate means of transportation. Student will be accompanied by a school staff member.
- An injury report will be filled out and signed by the principal in the event of an accident.

Communicable Disease Management Policy

Policy Statement: Legacy's goal is to prevent the spread of communicable disease and to provide a healthy daily environment for all LCA students and staff. While it is important to control the spread of severe disease in the school setting, it is also important to understand minor childhood illnesses and support optimal attendance.

The physical safety of our students is of the utmost importance to Legacy and keeping our students physically safe is one of our highest priorities.

Guidelines:

Routine control measures include:

Hand hygiene (regularly washing of hands for 20 seconds with soap and water with appropriate friction)

Respiratory etiquette (cover coughs and sneezes and throw tissues in the garbage)

Routine sanitizing of shared areas and flat surfaces

Stay home when sick and until 24 hours temperature below 100.0 F, without the use of fever-reducing medication)

Students are excluded from attending on-campus school when they are sick.

This would include any of the following:

- Fever of 100.0 F or more: Stay home until below 100.0 F for 24 hours without the aid of fever-reducing medication.
- Skin rash or open sores that cannot be completely covered with a bandage: Stay home until rash is resolved or until wounds are dry and covered completely with a bandage.
- Diarrhea: Stay home until 24 hours after diarrhea resolves
- Vomiting: Stay home until 24 hours after last episode
- Evidence of nits or head lice: Stay home until nit-free.
- Difficulty breathing or shortness of breath not explained by exercise, asthma, etc.: Seek medical attention. Return to school when approved by a licensed health care provider.
- Concerning cough not diagnosed and cleared by a licensed health care provider: Stay home 24

until hours after cough resolves. If diagnosed with pertussis, return when approved by licensed health care provider.

- Headache with stiff neck and fever: Stay home until return to school approved by a licensed health care provider.
- Jaundice, the yellowing of eyes or skin: Stay home until return to school approved by a licensed health care provider.
- Pink Eye/conjunctivitis symptoms: Stay home until cleared or released by physician
- Head Lice: Stay home until nits are not present

Note: If a student displays any of the above symptoms while at school, they will be isolated and the parent/guardian will be notified to pick-up the student as soon as possible. If the parents/guardians cannot be contacted directly, we will contact the designated emergency contact person.

INTERNET SAFETY POLICY

Technology/Internet Acceptable Use Policy for Students

All computers/resources are to be used in a responsible, ethical and legal manner. Students must adhere to the guidelines set forth in this policy.

Use of electronic information is a privilege, not a right. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person or to protect property. They further reserve the right to examine, use and disclose any data found on social media sites should it cause significant disruption to the instructional environment. They may use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Social Media refers to the various online technology tools that enable people to communicate easily via the Internet to create, share, and exchange information and resources. Social media can include text, audio, video, images, podcasts, blogs, and other multimedia communications. Other electronic devices such as laptops, iPads, Kindles, tablets and other computerized devices are considered social media as well.

Please note: Signing the handbook Acknowledgement Form indicates the parent/guardian and student agree with the Legacy Christian Academy Acceptable Use and Technology Policies listed below. No student will be allowed to use any computer equipment on the campus without a current, signed acknowledgment form.

- Downloading, uploading, sending, saving, surfing, or accessing pornographic material on any school owned or personal computer or electronic device on campus is a serious violation of the safe school's policies of Legacy Christian Academy.
- The inappropriate use of the name Legacy Christian Academy or any logo/symbol associated with Legacy Christian Academy is strictly prohibited on Instagram, Facebook, blogs, or any Internet posting sites. This includes pictures of the student that may also be

deemed inappropriate. It is the right of school officials to determine what is inappropriate.

- Students are prohibited from being a contact on a teacher or staff member's social media site. In addition, the only email contact a student should have with an employee of Legacy Christian Academy should be conducted via the employee's and student's Legacy Christian Academy email account for appropriate school-related issues.
- Inappropriate pictures and inappropriate language either stated or implied that may be offensive to or inflammatory of others or to Legacy Christian Academy is strictly forbidden.
- Impersonation and/or anonymity is prohibited.
- No student may open chat programs on any computer or electronic devices on campus. Students may not play, download, or bring computer games from home. Further, student may not "surf" the Internet from any computer or electronic device on campus without specific directions from the teacher who is monitoring the activity. Texting, Facebooking, etc. is not permitted on school-owned or personal devices on the Legacy Christian Academy campus.
- Students may not alter in any way the screen appearance, screen-saver, controls, or any other management function of any computer on campus.
- Students are not allowed to open any folders/files on the network other than their own. Browsing, deleting, adding to, or editing someone else's work will be a violation of the policy.
- Information created, received, transmitted, stored, held, copied, viewed, read, attached to or printed using the communication system at the school or a personal system on campus (including but not limited to cell phones, PDAs, laptops) is NOT protected by an individual's right to privacy. It is the right of the school to access, review and/or inspect all such information at its discretion, including disclosure to third parties when warranted.
- Students may not play games on graphing calculators in any class. Calculators may not be used in class without teacher approval. Teachers have the right to check calculator memories at any time and to erase any material found in calculator memories. In addition to penalties for violation of the Technology Policy, storing material in the memory of a calculator may also be considered a violation of the school's policy on cheating.
- Strict adherence to copyright rules and licensing agreements when accessing materials will be enforced.
- Web cameras and audio recorders may never be used on campus. Teachers have the right to refuse to allow electronic devices, including laptop computers in the classroom.
- Legacy Christian Academy assumes no responsibility or financial liability for any damage the student or parent/guardian may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of the personal laptop computer. If a laptop computer appears to have been stolen, the student will immediately report the incident to the teacher or an administrator who will determine the appropriate extent to which an investigation should occur.
- Laptops and electronic devices and the content of the devices are subject to search by a teacher or administrator at any time.
- Cyber bullying is cruelty to others through electronic means. It can be done through texting, email, instant messaging, chat rooms, or social network sites. Legacy Christian Academy will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy.

Consequences for Violation of Acceptable Use Policy

- Violations of the policy will be dealt with individually and may result in suspension and/or expulsion from school.
- Student/parent/guardian is responsible for any monetary damages caused by the student's actions.
- If warranted, academic penalties may also apply.

*Any unacceptable use of a criminal nature will be referred to proper authorities for investigation and possible prosecution.

Lockers

- Students in grades 6 thru 12 will be assigned a locker. It is the student's responsibility to keep it clean and closed.
- No writing or stickers are allowed on or in the lockers
- School authorities have the right to inspect students' lockers at any time.
- Materials not allowed in school will be confiscated, and students will be disciplined.

Chapel Schedule

- Kinder Chapel PK3-K will be at 8:00 AM each Monday.
- Elementary Chapel grades 1-3rd will be at 8:00 AM on Tuesday.
- Middle School Chapel 4th-7th grades will be at 8:00 AM on Wednesday
- High School Chapel 8th-12th grades will be at 8:00 AM Thursday

Medication Policy

The Legacy Christian Academy medication policy is to ensure the health, safety, and welfare of students who need medicines during the school day.

- For prescription medication to be given at school, the parent or legal guardian must complete and sign an administration-of-medication form in its entirety. The licensed physician must sign this form also. This form may be picked up from the front office.
- Medicine should be in a container with a label from the pharmacy of the manufacturer with the patient's name, name of medication, strength, dosage, and directions for administration. Unit doses or blister packs are strongly recommended. Please ask your pharmacy to provide separate bottles for home and school use. No more than a twenty-five day supply of the medicine should be delivered to the school.
- Medicine should be delivered to the school by the parent, guardian, or a responsible adult designated by the parent/guardian.
- Medication is to be administered by school personnel who have been trained according to state law (17:436.1) or by personnel under the supervision of the principal.
- A daily log will be completed each time medication will be given to a student.
- For over the counter medication to be given at school, the parent or legal guardian must complete and sign an administration-of-medication form in its entirety. This form may be picked up in the front office.

Parent-Teacher Organization

- The Legacy Christian Academy Parent-Teacher Organization (PTO) is a viable active group that supports the school and its goals in various ways.
- All families are members and are encouraged to attend meetings and participate in PTO sponsored activities.
- The Parent-Teacher Organization meets approximately four times per year.

Parent/Teacher Conferences

When in need of a conference parents/guardians are encouraged to follow these procedures:

- An appointment must be made by contacting the teacher via email or phoning the school office.
- Parents/guardians are requested not to call a teacher's home in the evening unless the teacher has provided his/her phone number and specifically invited the parents/guardians to call.
- If a parent/guardian has a complaint about a teacher, the parent/guardian should discuss the difficulty first with the teacher.
- Should the parent/guardian/teacher conference not satisfactorily resolve the problem a conference with the administration will be scheduled (See Grievances Policy).

Purchases and Finances

- No student, faculty member, staff or any person associated with Legacy Christian Academy may purchase items using the school's name or use accounts without the proper purchase order being approved and signed by the principal.
- All revenue to be generated by an organization, club, or class in the name of Legacy Christian Academy must have the permission of the principal.
- An outside organization (PTC, Athletic Booster Club) must have the permission of the principal as well.

- All revenue generated by a group associated with Legacy Christian Academy must be placed in the school's general account. Financial reports will be given to the groups upon request at the end of each month. It is the responsibility of the faculty sponsor to make sure this rule is carried out.
- Every organization conducting a fundraiser must fill out the appropriate paperwork, get permission from the principal and be placed on the fundraiser calendar.
- Purchasing materials in the name of the school for non-educational matters cannot be granted.

School Closures

- The decision for the closure of the school due to unexpected events/weather conditions will be made by the principal and/or superintendent.
- Parents/guardians will be notified through Remind or an automated text.

Search and Seizure/Impairment Policy

- The administrator or his/her designee reserves the right to search any student, his or her personal belongings, and surroundings for any contraband that the administrator has reason to believe the student may possess.
- If a student appears to be impaired, the school has the right to have a breathalyzer, or other such substance test, administered to the student. Students must register 0%.
- No search or testing of an individual will be conducted without the presence of a school staff member as a witness.
- Contraband is any item forbidden on campus by civil or criminal law or by school policy.
- The administrator may also search individuals or groups of students for stolen items.

- No student will be asked to remove clothing other than outer garments (jackets, vests, sweaters, etc.). No search of an individual will be conducted without the presence of a school staff member as a witness.

Service Hours

- Service Hour Requirement:
 - Each family must complete 10 regular hours
 - The service hour form can be found in the appendix, and in FACTS.
 - Please have the form completed correctly prior to turning it in.
 - A form without a supervising official signature will not be accepted.
 - No more than 2 service hours for athletics will be counted towards the 10 service hours.
- The consequences for incomplete Regular service hours are:
 - \$25.00 per hour per family for regular service hours.
 - The fee must be paid prior to the last day of school. .

Signing Students Out

- Students who must leave the campus with their parents/guardians during the school day must check with their teachers for assignments.
- Parents/guardians must sign the sign-out form in the office for students who are being picked up and should the student return before the end of the day the parents/guardians must sign their child in at the time of return.
- Students are responsible for checking with their teachers to get assignments missed during their absence.
- Students may leave campus with authorized adults only (adults that the parent or guardian has listed as those who may check out the student).
- If parents/guardians of students who are able to drive are not able to come to school to check their children out, then the parents/guardians may submit written permission in the form of a fax or e-mail message to the school, followed by a phone call from the parent/guardian, confirming the parent/guardian-initiated e-mail.
- Parents/guardians are to honor class schedules when checking students out of school early by checking students out during class exchange times, break time, and lunch time.
- To discourage unnecessary check-outs, students will not be allowed to return to campus without a valid doctor's excuse, record of funeral attendance, court appearance excuse, or family emergency detailed by a letter to the principal for consideration of approval.

Social Events

Students who attend school-sponsored social activities are expected to obey all rules of Legacy Christian Academy. In addition, the following specific rules must be followed.

- Students and parents/guardians must be aware that the drug and alcohol policy will be strictly enforced at all dances including the spring formal.
- Dances are for Legacy Christian Academy students and their dates only.
- Each Legacy student is allowed one guest of the opposite sex. If the guest is not a Legacy student, the appropriate paperwork must be turned in by the due date for the guest to be admitted.
- Legacy Christian Academy reserves the right to conduct breathalyzer, or other such substance tests, at any social event. The test must register 0% for substances.
- Legacy Christian Academy students will be subject to disciplinary action and parents/guardians will be called immediately.
- The Legacy Christian Academy student is accountable for his/her guest's behavior.
- If a student becomes ill and must leave, parents/guardians will be called to make arrangements for the student's transportation prior to the student leaving. The ill student will not be permitted to drive a vehicle home.
- Students who leave the dance must be signed out by their guardian and will not be allowed to return.
- All dates are to be high school age or 8th graders and no more than 19 years of age.

Legacy Christian Academy dances are an event, which reflects the philosophy of our school. Among our most important considerations is adherence to biblical teachings regarding modesty.

EVENT ATTIRE GUIDELINES FOR LEGACY STUDENTS AND THEIR GUESTS

- Necklines of a dress must be cut in a modest way. Cleavage should not be showing.
- Cut of the dress in the back must NOT be below the natural bra line. Backless dresses are not allowed.
- The bodice of the dress must not have any fabric cut outs below the neckline cut of the dress. (This includes openings covered with netlike fabric).
- Slits in dresses of formal or tea length may not exceed the top of the knee. Dresses/skirts that are knee length or above, may not have any slits.
- Dresses/skirts should not be excessively tight.
- The length of a dress should not be shorter than four (4) inches above the crease of the back of the knee.
- In keeping with the formal atmosphere of the Spring Formal, girls must wear tea length gowns or formal gowns. Boys must be attired in suits and tie or tuxedos. (Sports Coat and khaki pants are not permitted)
- Dress for boys should be appropriate to the nature of the dance. Homecoming dance is considered semi-formal. Therefore, boys must be attired in dress shirts and tie, dress shoes, and dress pants. Sport coats are permitted. T-Shirts or tennis shoes/sneakers are not allowed. Spring Formal boys should wear tuxedos or suits. Sports coat and slacks (khaki's) are not permitted.
- All girls, including dates who are not Legacy Christian Academy students, must submit a current photo of both the front and back of themselves in the dress they would like to wear to the Principal or Academic Director for approval. This must be submitted no later than 1 week prior to the dance.
- Students are subject to a random Breathalyzer check at all dances.
- Deliberate failure to comply will result in disciplinary action by administration.
- **ADDITIONAL NOTE:** Admittance to the dance, with consideration of attire, will be left to the discretion of the administration/faculty sponsors who are present that evening. The above dress code will be strictly enforced.

Textbooks

- It is the responsibility of each student to take care of the books given to him/her.
- The student and/or parents/guardians are required to pay for lost or damaged books.
- Report cards and other records will be held until books have been paid for or returned undamaged.

Tuition/Fees

Tuition must be paid by your Enrollment Agreement, or it becomes Delinquent.

- An account is delinquent on the day after its draft due date or enrollment agreement payment date unless prior arrangements have been made.
- Once an account is delinquent, a statement will be mailed stating the delinquency and a late fee of \$25.00 is assessed.
- A delinquent account at registration time will result in denial of admissions due to delinquent accounts.
- If the account is delinquent at the beginning of the school year, the student will not be allowed to attend class until all outstanding tuition has been paid.
- If the account is delinquent at the end of the fall and/or spring semesters, the students will not be allowed to take midterm or final exams. If the student is in elementary, he/she will not be issued a report card and will not be allowed to return to school until tuition is paid in full.
- Families who have been delinquent will NOT be able to use FACTS auto draft as payment for outstanding balances as time constraints require the use of a cashier's check, money order, or cash to pay the balance owed. (Once FACTS is implemented)

Uniform and Grooming

Students in General

Students who do not meet uniform requirements may not be allowed into class. Parents/guardians will be called and/or disciplinary action will be taken. All dress, shoes, hair, jewelry, and makeup are subject to administrative approval.

Physical Education Uniform

A standard uniform will be decided by the P.E. instructor for both boys and girls, grades 9 –12. Students are required to change back into their school uniforms at the end of P.E. class. In regard to 7th hour P.E., student athletes only that have practice/game immediately after school may wear their practice/game attire.

Wearing a Legacy Christian Academy official uniform is a privilege. It instills school pride, a sense of unity and discipline in students. Students in Legacy Christian Academy Uniform are representatives of the school.

DRESS CODE 2023-24 SCHOOL YEAR

PANTS, SHORTS, SKIRTS, & JUMPERS	SHIRTS
<p>Must be black, khaki, or plaid.</p> <ul style="list-style-type: none"> ● Fit at waist (not too tight or baggy). ● Be free of holes, tears, or fraying. ● No cargo or flap pockets. ● No decorations. ● Be appropriate length with no higher than 3 inches above the knee. ● Jumpers must have LCA Logo. ● Sweatpants, nylon, leggings, or lycra are not acceptable. 	<p>Must be gray, light blue, or black polo with LCA Logo.</p> <ul style="list-style-type: none"> ● Must fit appropriately (not too tight or too baggy). ● Shirts must have a collar. ● Peter pan shirts may be worn underneath jumpers. ● May be either long or short sleeve. ● Button-up shirts are allowed with LCA Logo in the above colors.
SHOES & SOCKS	OUTERWEAR
<ul style="list-style-type: none"> ● Closed-toe shoes (front and back) must be worn. ● Socks must be worn. ● Shoes with wheels, noisemakers, lights, or other distractions are not approved. ● Stockings and/or leggings may be worn under skirts/shorts. ● Socks- should be non-distracting. ● Leggings are acceptable <i>with skirts</i> in the following colors: gray, white, and black. 	<ul style="list-style-type: none"> ● Sweatshirts must be purchased through the school. ● LCA Jackets must be purchased through the school. Various styles will be offered. ● Jackets/Sweatshirts will be available for purchase August 1st via an online link sent through Remind. ● Cardigans must be black or gray with LCA embroidered logo.
HATS	SPIRIT/DRESS UP DAYS
<ul style="list-style-type: none"> ● Caps must be purchased through the school. ● Caps will be available for purchase August 1 via an online link sent through Remind. ● Must be worn facing forward. ● Must be removed in class if the teacher requests. 	<p>For Spirit Days and dress-up days, students may dress out of uniform only if they participate in the theme and meet the basic dress code.</p>
ACCESSORIES	BASIC DRESS CODE
<p>Acceptable Accessories include:</p> <ul style="list-style-type: none"> ● Hair accessories ● Bracelets and modest necklaces ● Belts ● Earrings <p>Unacceptable accessories include:</p> <ul style="list-style-type: none"> ● Facial Piercings ● Bandanas, spiked jewelry, chains. ● Tattoos, real, temporary, or drawn on selves with ink or marker 	<ul style="list-style-type: none"> ● Tops must be short sleeve or long sleeve and cover cleavage, midriff, and shoulders. ● No clothing containing sexual innuendo or promoting alcohol, tobacco, drugs, weapons, intolerance, or violence. ● Clothing must be appropriately fitted. ● Open-toed shoes, sandals, flip-flops, slippers, etc. are not allowed. ● No leggings, tights, or athletic-style shorts are allowed.
<p><i>All dress, shoes, hair, jewelry, and make-up are subject to administrative approval.</i></p>	

Visitors

- Parents/guardians and other interested individuals are always welcome at Legacy Christian Academy; however, in the interest of safety and the efficiency of the school, all visitors must check in at the school's Front Office.
- Parents/guardians are not allowed to proceed to classrooms without first receiving permission from the Front Office and obtain a visitors' pass.
- Teachers are asked to send unannounced visitors to the Front Office to check in before speaking with them.
- Any stranger or unauthorized person seen on campus by teachers, staff, or students should be reported to the office immediately.
- All meetings with faculty and staff should be scheduled through the front office, or directly with the personnel you are wanting to meet with.

Water Bottles/Drink Containers

- Grades PK-3
 - Water bottles must be leak proof, and spill proof.
 - Are not required to have clear water bottles/containers.
 - Water Only
- Grades 4-12th
 - Water bottles must be CLEAR and NOT tinted.
 - Water bottles must be leak proof and spill proof.
 - Water Only.

Appendix

Legacy Christian Academy Academic Policies

Pre-K and Kindergarten		
100% - 90%	E Excellent	Exceeds grade level standards
89% - 80%	S Satisfactory	Meets grade level standards
79% - 70 %	N Needs Improvement	Making progress but not meeting grade level standards
0% - 69%	U Unsatisfactory	Not making progress, not meeting grade level standards

Grades 1-12 Grading Scale for Regular Courses	
Grade	Percentage
A	100 - 90
B	89-80
C	79-70
D	69-60
F	59 and below

Grading Policies

- Legacy Christian Academy has a total of 4 nine-weeks grading periods.
- Grades will be rounded up, i.e.: 65.50 will be 66, 73.50 will be 74, etc.
- In Pre-K and Kindergarten grades used are: E= Excellent; S=Satisfactory; N=Needs improvement; and U=Unsatisfactory
- In grade one and above, traditional letter grades will be given in all subjects. Nine-week grades will be calculated by dividing the number of points earned by the total number of possible points. Averages will be no greater than 100% in FACTS.
- **Deliberate Plagiarism and Cheating**: The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis.
 - 1st Offense: The student will have a warning, conversation, and parent contact. Student will repeat assignment with a 20% reduction in the assignment grade.
 - 2nd Offense: The student will receive a 0 and an after school detention.
 - 3rd Offense: The student will receive a 0 and 1 day Out of School Suspension
 - 4th Offense: The student will receive a 0 and 2 days Out of School Suspension
- Grades will be posted to FACTS within 5 school days of the test or due date of an assignment for parent access. Essays will be graded within 10 days after the due date. (This is once FACTS is implemented).
- Students are responsible for making up work missed during an absence. Students who have **an excused absence** are allowed to make up missed work. The student has a **maximum of 3 days after returning from an absence to submit his/her written excuse to the office and to make-up the work.** The grade of "0" will be given until assignments have been made up and/or complete due to excused absences. If a student fails to complete and submit the work within the allotted time, his/her grade will remain a 0. Students are not allowed to make-up an assignment unless the absence is an excused absence. A student who is absent only on the day a test is given or for a period in which no new tested information is taught should be prepared to take that test on the day he/she returns to school.
- In regard to late work, in grades 6-12, students' assignments are to be turned in on the expected date and time set by the teacher. If a student turns in the assignment at the end of the day on the due day, 10 points will be deducted from the grade. If a student turns in the assignment 1 day after the due date, 15 points will be deducted from the grade. If the assignment is turned in 2 days from the due date, 25 points will be deducted from the grade. On the 3rd day the assignment is late, the grade becomes a 0 and cannot be made up.
- A minimum of 800 points per nine weeks period are required. A minimum of (4) 100-point tests must be given.
- In the elementary grades 1-5:
 - Science and Social Studies will be a minimum of 500 points since instruction time is less than other subject areas. A minimum of (2) 100-point tests must be given.
 - In Kindergarten, a minimum of 500 points are required in ELA and Math and a minimum of 200 points in science.
 - 1st grade: minimum of 300 points in science.
- Months with a limited number of days, such as the 2nd and 4th nine weeks grading periods, will require no less than ½ of the required number of points.
- Any tests given within a 9 week period must be posted for that 9 weeks and cannot be carried over to the next 9 weeks.

- Class Participation/Oral Assessments may not be used for more than 20% of the class grade.
- In grades 1-12, a progress report will be emailed. If a student has a D or an F average in any subject, parents are asked in the email to contact the teacher (s).

Comprehensive Exams

- Grades 8-12 will be given a midterm exam and a final exam. Each of these exams will be worth 300 points each. The midterm exam will be given at the end of the 2nd 9-week period and will be averaged into the 2nd 9-week period grades. The final exam will be given at the end of the 4th 9- week period and will be averaged into the 4th 9-week period grades.
- The midterm exam will include material taught from the beginning of the school year up until the exam. The final exam will include material taught from the 3rd 9-week period up until the exam. Midterm and Final exams must be turned into the Academic Director one week prior to the tests.
- All students in grades 8-12 are required to take Mid-Term Exams in all courses.
- Final Exam Exemption Privilege (Grades 10-12):
 - Students in grades 10-12 who accomplish the following will be exempt from the final exam of the specified course (s):
 - Maintain an A average in the course (s) for all grading periods
 - Earned a minimum of an A on the Midterm Exam
 - Received no After School Detention Assignments or Suspensions

8th-12th Grade Health and PE Policy

- In conjunction with Bulletin 741 Non-Public, students are required to take ½ unit of health education and 1 ½ units of Physical Education to meet graduation requirements.
 - Health education will include instruction on dating violence awareness and prevention in accordance with R.S. 17:81.
 - Cardiopulmonary resuscitation (CPR) will be taught.
 - Instruction must be provided for CPR and the use of an automated external defibrillator.
 - The instructional program must be nationally recognized and based on the most current national evidence-based emergency cardiovascular care guidelines.
 - Students are required to perform hands-on practice.
 - The instructor is not required to be CPR-certified.
 - Students trained in CPR are not required to obtain CPR certification.
 - The physical presence of an automated external defibrillator is not required.
- All grades for ALL Health and Physical Education classes will follow the following format:
 - Grades will convert to 100% per nine weeks period.
 - 70% of the grade will be participation in physical activity and 30% will be for attitude and behavior (conduct) during participation. This amounts to 10 points per day, 7 points for participation and 3 points for conduct.
 - Students in health and physical education classes will follow the policies outlined above.
 - All grades will be entered into FACTS, progress reports will be scheduled, and parents/guardians will be advised of poor grades and performance by the

coach/teacher of record. (This is once FACTS is implemented).

- Students in grades 6th, 7th, and 8th will take general health and physical education classes that focus on lifetime fitness with an emphasis on individual and team activities.

GPA (GRADE POINT AVERAGE)

- GPA is defined as the Total # of Grade Points Earned/Total # of Credits Attempted
- 4.0 Grade Point Scale: A=4; B=3; C=2; D=1; F=0
- Cumulative GPA is defined as the Total # of Grade Points Earned in all grade levels divided by the Total # of Credits Attempted in all grade levels. Courses taken in grades 9-12 are used for the calculation of a student's unweighted cumulative GPA. The cumulative unweighted GPA is listed on a student's high school transcript record.
- The Legislature of the State of Louisiana sets the calculation for the TOPS GPA. The current policy states in the case of a student failing a course, when a course is repeated, TOPS GPA is calculated using the highest grade. This is done before final GPA calculations and evaluation of transcripts in the state transcript system for meeting the TOPS core curriculum requirement of 19 core curriculum units. Students are not allowed to retake courses that they have passed with a grade of A, B, C, or D.
- Unweighted Grade Point Averages (GPA) on a 4-Point Scale will be used for grades 1-12

K3/K4/Kindergarten

Student promotion will be based on cumulative student evaluations, readiness tests, grades, and teacher recommendations which include observations of social, emotional, and physical maturity levels. Parents will be consulted if promotion is doubtful.

Grades 1-5

If a student has a failing grade in two of the core subject areas (language arts, mathematics, science, social studies, and reading) at the end of the academic year, he/she will not be promoted to the next grade and will be retained. For retention purposes, failing grades are determined by averaging the four 9-week grades per subject. The Education Director and/or the Principal will make the final determination in all promotions and retention.

Grades 6-11

Legacy Christian Academy Graduation Requirements

Required Courses:

16 Units: 4 Units of each of the following: English, Math, Science, & Social Studies.

2 Units of: Health and P.E. (½ unit Health, ½ unit PE I, and 1 unit PE II)

1 Unit of: Foreign Language

1 Unit of: Art

4 Units of: Bible (Exemption can be made by Principal and Athletic Director for Transfer and LSUE Academy)

3 Units of: Electives

This equates to 27 Units Total

PREREQUISITES FOR DUAL-ENROLLMENT COURSES

Dual Enrollment is offered to students whose achievement in previous courses is of high quality and whose test scores indicate such potential. A student is expected to meet the curriculum designs of each course with a determination to excel beyond what is required of regular courses. Dual Enrollment courses are more rigorous, proceed at a faster pace, and demand more in-depth study, independent study, creativity, and quality work.

Legacy Christian Academy does not permit Freshman to take Dual-Enrollment courses.

Legacy Christian Academy's Sophomore Dual Enrollment Criteria:

For a student to take dual enrollment courses or participate in LSUE Academy in the 10th, grade, the student must meet the following criteria:

- Must have the approval from the Principal, Academic Director, and recommendation letters from each of the students' teachers.
- Must have earned all As and Bs on the final report card grades in all courses in the year prior.
- A student must be able to demonstrate college readiness in both English and mathematics.
- ACT Composite must be > 19
 - Math ACT subscore - > 19
 - English ACT sub score - > 18
 - Cum. High School GPA – > 3.0

Legacy Christian Academy's Junior/Senior Dual Enrollment Criteria:

For a student to take dual enrollment courses or participate in LSUE Academy in the 11th, or 12th grade, the student must meet the following criteria:

- Must have the approval from the Principal and the Academic Director.
- Must have earned all As and Bs on the final report card grades in all courses in the year prior.
- A student must be able to demonstrate college readiness in both English and mathematics.
- ACT Composite must be > 19
 - Math ACT subscore - > 19
 - English ACT sub score - > 18
 - Cum. High School GPA – > 3.0

DUAL ENROLLMENT COURSES

- Courses offered for dual credit stem from agreements between high schools and universities or colleges, whereby a student enrolls in a college course and simultaneously earns college grades and credit in the college course and high school grades and credit in the high school course. Legacy Christian Academy has an agreement with LSU-E to provide dual enrollment courses to students. Students must meet LSU-E minimum criteria to enroll in dual credit courses.
- All dual enrollment grades are included on all future college transcripts. Dual enrollment students must follow all guidelines, including those for plagiarism, student dishonesty, and prerequisites, as set by LSU-E. College grades earned in dual enrollment courses will be used by other programs, including TOPS, to determine continuing eligibility for those programs.
- LSU-E's policy for continued enrollment states that in order for a student to continue enrollment in subsequent semesters/terms, a student must have successfully completed (earned a college grade of A, B, C, or P) current dual credit courses. Students who earn grades of D, F, or I from a course may not enroll in the following semester or term.
- Parents and students are responsible for all fees associated with the college credit. Dual enrollment tuition and fees are set by LSU-E, usually just prior to the start of the school year. Tuition and fees are paid directly to LSU-E. LSU-E will mail a fee statement to the student's home address. Students will receive their LSU-E student IDs and passwords in the mail. It is important for this letter to be kept safe on file at home because the IDs and passwords will be used for all dual enrollment courses a student chooses to enroll in.
- Course availability, criteria, and tuition and fees are subject to change each semester. The Board of Regents can make changes to criteria for student eligibility at any time.
- Prior to enrolling in a dual enrollment course, parents and students should review the curriculum plan of the chosen major field of study at the college or university the student intends to enroll in to pursue their post-secondary education to ensure the course is required. An academic advisor from the college or university should be consulted with. In the event that a student chooses a different major field of study or chooses to attend a different college or university, there is a possibility that some dual enrollment courses taken may not be required or may not fulfill course requirements under the new curriculum plan. The manager of LSU-E Dual Credit Program is assigned as all dual enrollment students' academic advisors and should be consulted for assistance with courses.

ACADEMIC LEVELS OF DISTINCTION

The following academic levels of distinction are used by educational institutions to signify a diploma that will be received with "Great Honor."

NOTE: Dual Enrollment Courses are calculated on a 5.0 scale

1. Summa Cum Laude/Valedictorian
 - a. Students have earned the highest cumulative (grades 9-12) grade point average. GPA must be of **4.00** or greater on a 10-point scale
 - b. Students will receive a Gold Cord at the Class Night Award Ceremony.
 - c. Students must have had no suspensions/expulsions.
2. Summa Cum Laude/Salutatorians
 - a. Students have earned a cumulative (grades 9-12) grade point average of **4.00** or greater on a 10-point scale
 - b. Students will receive a Gold Cord at the Class Night Award Ceremony.
 - c. Students must have had no suspensions/expulsions.
3. Magna Cum Laude
 - a. Students have earned a cumulative (grades 9-12) grade point average of **3.75-3.99** on a 10- point scale
 - b. Students will receive a Silver Cord at the Class Night Award Ceremony
4. Distinguished Honor Students
 - a. Students have earned a cumulative (grades 9-12) grade point average of **3.5 Or above** on a 4-point scale
 - b. Students will receive a White Cord at the Class Night Award Ceremony

LEGACY CHRISTIAN ACADEMY

Positive Behavior Support Plan

The Legacy Behavior Plan includes clearly identified and defined behaviors, prevention through teaching alternate skills, designing consequences, creating long-term supports and behavior contracts that provide ongoing behavior remediation.

- Goal:** The Legacy Behavior Plan is a proactive strategy for defining, teaching and supporting student behavior resulting in academic gains and a positive school environment
- Definition:** The Legacy behavior plan is a prevention approach of positive behavior support. The basic approach is to use proactive, research-based strategies to teach clearly defined behavioral expectations. Most importantly, it establishes ongoing behavior support that can be used by all students and staff.
- Purpose:** The purpose of the Legacy Behavior Plan is to reinforce positive behavior in all students.
- Reasoning:** Research indicates that a positive and predictable school environment ensures that students feel safer, have better academic performance and higher test results, and make better behavior choices. Schools also show a gain in instructional time, reduction in detention and in-school suspensions, out of school suspensions and discipline referrals.

Long Range Plan

- Incorporate best practice in professional development and system change
- Emphasize the use of assessment information to guide intervention and management decisions
- Focus on the use of a continuum of behavioral supports
- Focus on establishing school environments that support long term success of effective practices
- Effective behavioral support consistently implemented by staff and administration
- **Teach** appropriate student behavior
- Publicly acknowledge positive behaviors
- Have clear consequences for problem behaviors
- Student behavior monitored
- Regular feedback received from staff

BEHAVIOR PLAN EXPECTATIONS

Student Expectations

- Obey the rules of each classroom and the school
- Display leadership skills in order to help other students understand the rules and consequences for rule violations
- Treat others and all property with respect and expect to be treated the same
- Treat others with courtesy and cooperation
- Act in a safe and responsible manner

Teacher Expectations:

- Post and review classroom rules
- Give praise for correct behaviors
- Avoid criticism of students
- Constantly and consistently enforce school policies
- Promptly communicate with parents
- Follow the behavior plan procedures

Administration Expectations:

- Manage the school wide behavior plan.
- Provide training for school personnel.
- Follow the Legacy Christian Academy School Behavior Plan.
- Oversee and investigate all referrals
- Finalize actions based on offense
- Enforce consequences based on a behavior plan
- Notify/Email teachers of disciplinary action taken
- Contact parent concerning disciplinary action
- Disperse referral forms to appropriate parties/Staff

Staff Expectations:

- Report any discipline incident to the administration.

Parent Expectations:

- Sign in at the front office on all visits.
- Send children to school on time.
- Honor class schedules when checking students out of school early, during classroom exchange times or lunch.
- Know and support school rules and policies.
- Cooperate with the staff and administration to correct discipline problems.
- Make appointments for teacher conferences in the main office.

AFTER SCHOOL DETENTION POLICY

- After school detention will be held on the first and third Tuesday afternoons from 3:40-5:30 PM.
- Out of town trips, lack of transportation, or athletic commitments, appointments, whether school or non-school related, will not be excused.
- If a student arrives in the designated area after 3:40 PM or leaves prior to 5:30 PM, he/she will be assigned 2 additional After School Detentions. Students will report for the following 2 scheduled after school detentions.
- If a student does not attend an assigned After School Detention, an out of school suspension will be assigned for the following Thursday.
- Any student that receives (3) After School Detentions in a nine week's period, will receive an out of school suspension.
- Assignments to After School Detention will be made after 3 minor infractions or at the discretion of Administration.
- An immediate After School Detention will be assigned for the misuse of a computer in class. (movies, games, etc., or anything deemed inappropriate by the Administration.)
- Students will be required to wear a school uniform.
- Students will be required to bring schoolwork. Written work and light cleaning duties may also be assigned.

6-12TH CLASSROOM TARDY POLICY – (Counted per 9 Weeks)

1 st Tardy	Warning		Teacher documents date, time, & reason in FACTS
2 nd Tardy	Documentation		Teacher deducts -3 points from participation grade, documents date, time & reason in FACTS
3 rd Tardy	Referral Form Completed & turned into Administration	After School Detention	Teacher deducts -3 points from participation grade, documents date, time & reason in FACTS
4 th Tardy	Referral Form Completed & turned into Administration	Out of School Suspension	Student receives 0 in participation and assessments for the day. Teacher documents date, time, & reason in FACTS
5 th Tardy Or More	Referral Form Completed & turned into Administration	2 days Out of School Suspension	Student receives 0 in participation and assessments for the day. Teacher documents date, time, & reason in FACTS

Elementary Teacher Managed Per Nine Weeks

BEHAVIORS	DESCRIPTION/EXAMPLES (Not limited to)
Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches (per school policy), etc. • All electronic devices
Follow all classroom/school rules	<ul style="list-style-type: none"> • Materials ready • Homework • Proper uniform • Complete assignments and be alert • Refusal/non-compliance • Respect one another & oneself • Talking/noises/follow school rules • Comply without argument
Use appropriate language	<ul style="list-style-type: none"> • Cursing • Inappropriate responses
Respect each other	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Horseplay • Stealing • Disrespecting peers • Do unto others as you would have them do unto you
Do your own work	<ul style="list-style-type: none"> • Plagiarism • Cheating • Lying

CONSEQUENCES PER NINE WEEKS

1st Offense

- Verbal Correction

2nd Offense

- Warning and Verbal Correction
- Conversation/Explanation
- Teacher records Behavior

3rd Offense

- Bible Verse Assignment
- Teacher Records Behavior

4th Offense

- Office Referral/Tier 1
- Administration Contacts Parents

Elementary School Administration Managed Per Year

****After first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.**

IMMEDIATE DISCIPLINE REFERAL SLIP TO ADMINISTRATION	DESCRIPTION/EXAMPLES (not limited to)
TIER 1	AFTER SCHOOL DETENTION 3:40-5:30PM
Know when to stop	Excessive disruption becomes a major problem
Respect each other and others and school's property	<ul style="list-style-type: none"> • Property damage • Graffiti • Stealing • Physical contact
Vulgarity	<ul style="list-style-type: none"> • Verbal • Directed at an individual • Body language; gestures • Written words or illustrations • Inappropriate touching
Attend all classes	<ul style="list-style-type: none"> • Skipping Class
Disrespect to teacher	<ul style="list-style-type: none"> • Verbal • Body language; gestures • Written words or illustrations
Bullying, or Harassment	<p>As per Legacy Christian Academy policy, all of the following criteria must be met:</p> <ul style="list-style-type: none"> • Imbalance of Power • Repeated and/or escalating behaviors, & • Aggressive or intentional behavior
Discrimination	<p>Discrimination is considered as the following:</p> <ul style="list-style-type: none"> • Religious Discrimination: Treating students, staff, or faculty differently based on their religious beliefs or affiliations, which may manifest in favoritism towards members of a specific denomination or excluding individuals from certain activities or opportunities based on their faith. • Racial or Ethnic Discrimination: Treating individuals unequally based on their race or ethnicity, including but not limited to racial slurs, telling racial or ethnic jokes, etc. • Disability Discrimination: Failing to provide reasonable accommodations for students or staff with disabilities or treating them differently because of their disabilities.

Cyber Bullying	As per Legacy Christian Academy policy: <ul style="list-style-type: none"> Any form of social media, emails, text, etc.
TIER 2	OUT OF SCHOOL SUSPENSION: 1 DAY
Fighting	<ul style="list-style-type: none"> Bodily harm to another student
Verbal Threats	<ul style="list-style-type: none"> Threat of harm involving perception of physical or mental damage. Harassment
Tobacco/OTC Medication/ e-cigarettes	<ul style="list-style-type: none"> Possession or use of OTC Medications/tobacco or imitation, controlled substance, Sale or distribution of tobacco

TIER 3	IMMEDIATE EXPULSION
Possession of Weapon: Pepper Spray, Mace, Tasers, & other Self-Defense Items are Not allowed on school property or at school sponsored events.	
Possession of an illegal controlled substance: Alcohol or Drugs are not allowed on school property or at school sponsored events.	
Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff, or any other adult	

- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**
- Tier 2 behaviors result in 1 day of suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. The student will be referred for expulsion on the 4th out-of-school suspension. Students **will not be allowed** to participate in extracurricular activities, including games and practices on the day/days of after school detention or an Out-Of-School Suspension.
- Legacy prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by Legacy Christian Academy or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practicer event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing Legacy Christian Academy Texting and/or posting these prohibitions on any social media site is also prohibited.

Junior High Teacher Managed Per Nine Weeks

BEHAVIORS	DESCRIPTION/EXAMPLES (Not limited to)
Minor uniform violations	As outlined in Handbook: <ul style="list-style-type: none"> • School approved jacket • School approved shoes • School approved uniform
Follow all classroom/school rules	<ul style="list-style-type: none"> • No food or drinks (except water) • Materials ready • Complete assignments • Be alert • Follow directions • Classroom rules • Refusal/non-compliance
Use appropriate language	Inappropriate Responses (verbal or nonverbal)
Respect each other	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself • Horseplay • Practical jokes, i.e. hiding belongings of others • Acts of Initiation • Disrespecting peers • Do unto others as you would have them do unto you

CONSEQUENCES PER NINE WEEKS

1st Offense

- Verbal Correction

2nd Offense

- Warning and Verbal Correction
- Conversation/Explanation
- Teacher records Behavior

3rd Offense

- Bible Verse Assignment
- Teacher Records Behavior

4th Offense

- Office Referral/Tier 1
- Administration Contacts Parents

Junior High Administration Managed per Year

***After the first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.*

Immediate Discipline Referral Slip to Administration	Description/Examples (NOT LIMITED TO)
TIER 1	AFTER SCHOOL DETENTION 3:40-5:30PM
Respect each other and others and school's property	<ul style="list-style-type: none"> • Property damage, Graffiti • Stealing • Physical contact/PDA (public display of affection) • Violation of acceptable technology use policy
Attend all classes	Skipping class
Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches, earbuds, etc. All electronic devices
Disrespect to teacher	<ul style="list-style-type: none"> • Verbal-Blatant disrespect • Body language; gestures • Written words or illustrations • Lying
Plagiarism/cheating	Copying someone else's work and using it as your own (see grading policy below for this offense)
Discrimination	Discrimination is considered as the following: <ul style="list-style-type: none"> • Religious Discrimination: Treating students, staff, or faculty differently based on their religious beliefs or affiliations, which may manifest in favoritism towards members of a specific denomination or excluding individuals from certain activities or opportunities based on their faith. • Racial or Ethnic Discrimination: Treating individuals unequally based on their race or ethnicity, Including but not limited to racial slurs, telling racial or ethnic jokes, etc. • Disability Discrimination: Failing to provide reasonable accommodations for students or staff with disabilities or treating them differently because of their disabilities.
Major uniform violations	Violations that cannot be solved at school: skirt length, short length, immodesty, facial hair
TIER 2	OUT OF SCHOOL SUSPENSION 1 DAY

Bullying or Harassment	As Legacy Christian Academy policy all of the following criteria must be met: <ul style="list-style-type: none"> • Imbalance of power, • Repeated and/or escalating behaviors, & • Aggressive or intentional behavior
Cyber Bullying	As per Legacy Christian Academy policy, any form of social media, email, text, etc.
Obscenity/Derogatory	<ul style="list-style-type: none"> • Verbal-degrading/inappropriate • Body language; gestures • Written words or illustrations
OTC Medication	Possession or use OTC Medication
Leaving Campus	Leaving Campus

TIER 3	OUT OF SCHOOL SUSPENSION- 2 DAYS
Fighting	Bodily harm to another student
Tobacco/e-cigarettes	Possession or use of OTC Medications/tobacco or imitation controlled substance Sale or distribution of tobacco or like substances/paraphernalia
TIER 4	IMMEDIATE EXPULSION
Possession of Weapon: Pepper Spray, Mace, Tasers, & other Self-Defense Items are NOT allowed on school property or at school sponsored events.	
Possession of an illegal controlled substance: Alcohol or Drugs are not allowed on school property or at school sponsored events.	
Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult.	

NOTES:

- Legacy Christian Academy reserves the right to conduct a breathalyzer or such substance test at any time during the school day. The test must register 0% for substances.
- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**
- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. Students will **not be allowed** to participate in extracurricular activities, including practices and games on the day/days of a Saturday School or an Out-of-School Suspension. Students receiving an out of school suspension will not be allowed to make up missed work.
- **Deliberate Plagiarism and Cheating:** The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis. See policy in handbook.

- Legacy Christian prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by Legacy Christian Academy or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing Legacy. Texting and/or posting these prohibitions on any social media site is also prohibited.
- **The student will be referred for expulsion on the 3rd out-of-school suspension.**

High School Teacher Managed per Nine Weeks

BEHAVIORS	DESCRIPTION/EXAMPLES (Not limited to)
Minor Uniform Violations	<ul style="list-style-type: none"> • As Outlined in the Handbook • School approved jacket • School approved uniform
Follow all classroom/school rules	<ul style="list-style-type: none"> • Materials • Complete assignments • Be alert • Follow directions • Classroom procedures • School rules
Use appropriate language	<ul style="list-style-type: none"> • Inappropriate Responses (Verbal or nonverbal)
Respect each other	<ul style="list-style-type: none"> • Horseplay • Practical jokes, i.e. hiding someone's belongings • Disrespect of peers • Acts of initiation • Do unto others as you would have them do unto you

CONSEQUENCES PER NINE WEEKS

1st Offense

- Verbal Correction

2nd Offense

- Warning and Verbal Correction
- Conversation/Explanation
- Teacher records Behavior

3rd Offense

- Bible Verse Assignment
- Teacher Records Behavior

4th Offense

- Office Referral/Tier 1
- Administration Contacts Parents

High School Administration Managed per Year

***After the first offense of a Tier 1 behavior, the student advances to Tier 2. These DO NOT reset after each 9 weeks.**

Immediate Discipline Referral Slip to Administration	Description/Examples (Not Limited To)
TIER 1	AFTER SCHOOL DETENTION 3:40-5:30PM
Know when to stop	<ul style="list-style-type: none"> • Excessive disruption • PDA (public display of affection)
Respect each other and others and school's property	<ul style="list-style-type: none"> • Property damage, graffiti • Stealing • Violation of technology acceptable use policy • Physical contact
Disrespect a teacher	<ul style="list-style-type: none"> • Verbal noises • Body language, gestures • Written words or illustrations • Lying
Discrimination	<p>Discrimination is considered as the following:</p> <ul style="list-style-type: none"> • Religious Discrimination: Treating students, staff, or faculty differently based on their religious beliefs or affiliations, which may manifest in favoritism towards members of a specific denomination or excluding individuals from certain activities or opportunities based on their faith. • Racial or Ethnic Discrimination: Treating individuals unequally based on their race or ethnicity, including but not limited to racial slurs, telling racial or ethnic jokes, etc. • Disability Discrimination: Failing to provide reasonable accommodations for students or staff with disabilities or treating them differently because of their disabilities.
Major uniform violations	<ul style="list-style-type: none"> • Violations that cannot be solved at school: i.e. hair length, skirt length, facial hair
TIER 2	OUT OF SCHOOL SUSPENSION: 1 DAY
Bullying or Harassment	<p>As per school policy all of the following criteria must be met:</p> <ul style="list-style-type: none"> • Imbalance of power, • Repeated and/or escalating behaviors, & • Aggressive or intentional behavior
Cyber Bullying	<p>As per school policy, any form of social media, emails, text, etc.</p>

OTC Medication	Possession or use of OTC Medication
Obscenity/Derogatory	<ul style="list-style-type: none"> • Verbal • Body language; gestures • Written words or illustrations
Skipping Class and/or Leaving Campus	Skipping class or leaving campus without permission
Check in electronic devices	<ul style="list-style-type: none"> • Phones, smart watches, etc. • Laptops, iPod • All other electronic devices

TIER 3	OUT OF SCHOOL SUSPENSION: 2 DAYS
Fighting	<ul style="list-style-type: none"> • Bodily harm to another student
Tobacco/e-cigarettes/vapes	<ul style="list-style-type: none"> • Possession or use of tobacco or imitation controlled substance • Sale or distribution of tobacco or tobacco products including but not limited to vapes/e-cigarettes
TIER 4	IMMEDIATE EXPULSION
Possession of Weapon: Pepper Spray, Mace, Tasers, & other Self-Defense Items are NOT allowed on school property or at school sponsored events.	
Possession of an illegal controlled substance: Alcohol or Drugs are not allowed on school property or at school sponsored events.	
Physical/Verbal contact with aggressive or intent to do harm towards a faculty, staff or any other adult.	

NOTES:

- Legacy Christian Academy reserves the right to conduct a breathalyzer or other such substance test at any time during the school day. The test must register 0% for substances.
- **The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.**
- Tier 2 behaviors result in 1 day of suspension. Tier 3 behaviors result in a 2-day suspension. Every additional suspension adds a day, not to exceed a total of 3 days at a time. Students will **not be allowed** to participate in extracurricular activities, including practices and games on the day/days In-School or Out-of-School Suspension. Students receiving an out of school suspension will not be allowed to make up missed work.
- **Deliberate Plagiarism and Cheating:** The policy applies for any class and is not specific to just one class. This policy is counted on a yearly basis. See policy in handbook.
- LCA prohibits any unauthorized student use, possession, sale or distribution of alcohol, tobacco, controlled substance, imitation controlled substances, any over-the-counter and/or similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school

building, or on any other property owned or operated by Legacy Christian Academy, or at any school sponsored activity, or in any vehicle owned by the school to transport students to or from an activity, or in any vehicle owned by students or parents used to transport students to any practice or event. These prohibitions apply whether or not the actions occur during regular school hours and/or while wearing clothing representing Legacy Christian Academy. Texting and/or posting these prohibitions on any social media site is also prohibited.

- **The student will be referred for expulsion on the 3rd out-of-school suspension.**



LEGACY CHRISTIAN ACADEMY

Family Service Hour Tracking Form

2023 – 2024 School Year

Family Name: _____ Student Name(s): _____

Service Hour Requirement: 10 hours (No more than 2 hours can be derived from athletics).

Date	Describe Event	Service Hours Worked	Supervising Official Signature

Please return this form no later than May 15, 2024, to Mandy Reed at the school office. You can also scan and email the form to mreed.lcalions@gmail.com. Also, make a copy of your completed form prior to turning it in.

Please have the form completed correctly. A form without a supervising official signature will not be accepted. The consequences for incomplete service hours are:

- \$25 per hour per family for regular service hours
- The fee must be paid with June tuition.