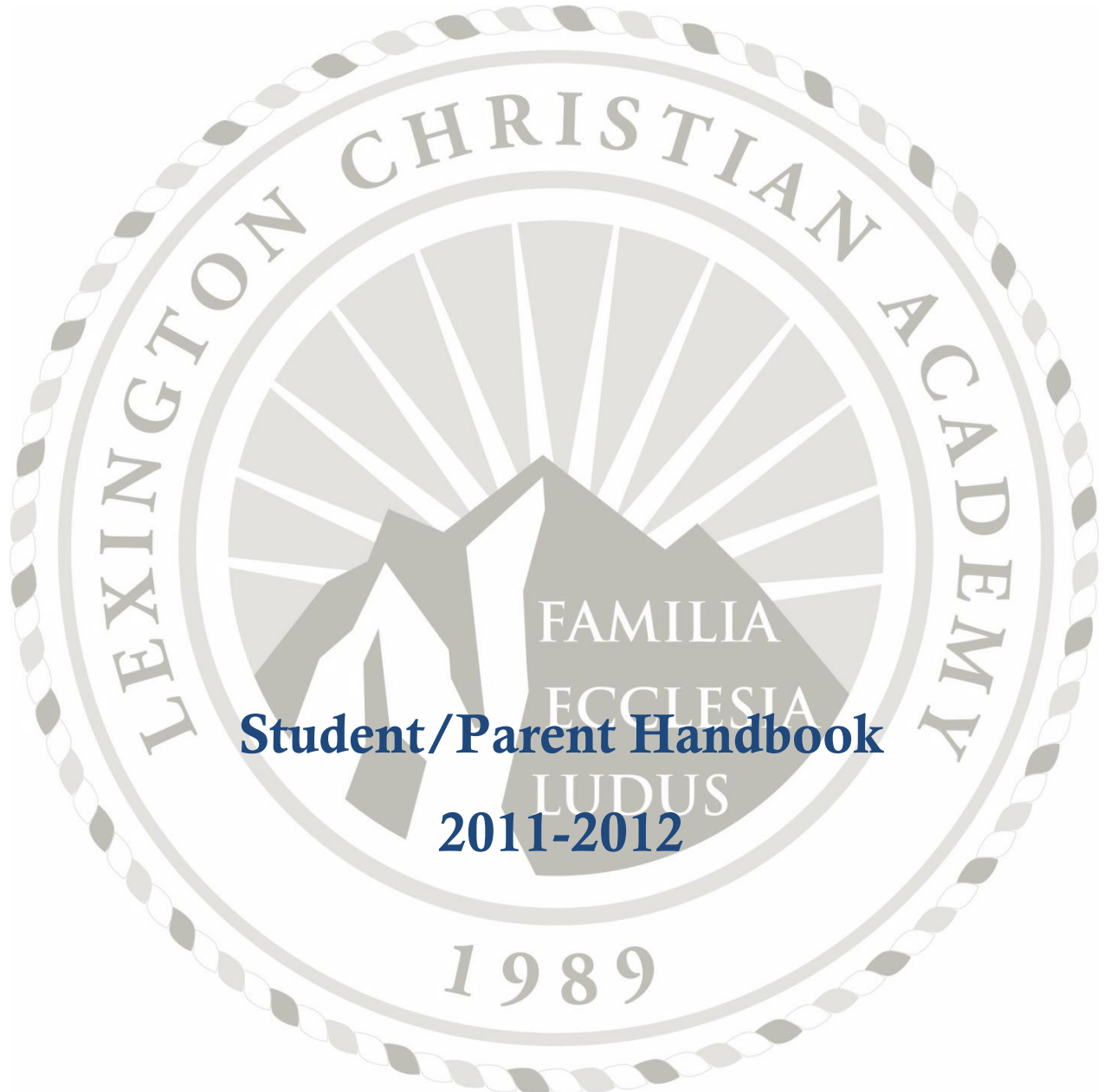




Lexington Christian Academy High School
2011-2012 Student/Parent Handbook

2011-2012



**Student/Parent Handbook
2011-2012**

**Lexington Christian Academy
High School
450 West Reynolds Road, Lexington, Kentucky 40503**

lexingtonchristian.org

Please note: During the school year LCA's Board of Directors may revise policies that affect the contents of this handbook. Please note that the most current policy will supersede the information contained herein.

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A Letter from the Principal



Dear Parents and Students:

On behalf of the faculty, staff and administration I want to extend to you a warm welcome from Lexington Christian Academy. We are very excited that you have chosen to send your children to our school. We appreciate the opportunity you have given us to educate them, and we take our responsibility seriously. We are committed to providing our students with a world class Christ-Centered Education.

This handbook is designed to inform you of the opportunities and responsibilities that you have as part of our high school community. Just as some of you are experiencing a change in environment, there are some changes in this handbook for the 2011-2012 school year. Please carefully read the entire handbook.

Routine and structure are important in the day-to-day life of the school as we seek to maintain an environment that honors God. Also, stewardship and responsibility are “growing edges” in the lives of high school students. It is my desire that our students know and understand the procedures and guidelines outlined in this handbook in order to demonstrate faithfulness and stewardship in the coming year.

By reading this handbook and signing the “Signature Acknowledgement Form” you are committing yourself to making the philosophy of LCA a reality in your life. Please download, sign and return this form to the high school office on August 17th. If you need help downloading or finding the forms on the website please call Becky Haggard at 422-5741.

Once again I want to welcome you to another school year at LCA.

In Him,

A handwritten signature in black ink that reads "Keith Hall". The signature is written in a cursive, flowing style.

Keith Hall
High School Principal

Mission Statement

Our mission is to glorify Christ through educational ministry. Therefore, the Board of Directors, administration, faculty, and staff of the LCA School System are committed to provide a creative, loving academic environment for children to grow spiritually, socially, emotionally, physically, and academically through individual and group learning experiences under the guidance and care of Christian teachers, administrators, and under the Lordship of Jesus Christ. It shall be the purpose of the school system to encourage all students to grow in a personal relationship with Jesus Christ and to emphasize the value of the eternal soul, the worth of the individual, the love of God for man, and the kinship of all peoples as taught in the Holy Scriptures, while providing students with the opportunity for achieving academic excellence and furthering the special gifts, such as fine arts and athletics, that God has bestowed on them.

Our Vision

Our vision is pursuing a world-class Christ-centered education.

Core Values

The LCA School System's commitment to being a strong, Biblically based education program translates to a number of commonly held core values. These core values guide both development and implementation of curriculum and find their basis in the bylaws and policies of the school.

True education must be built on, centered in and continually judged by Christ and the Scriptures.

The Bible must serve as the basis upon which every course and every activity in the school is evaluated. The school's worldview—basic beliefs, assumptions, values, priorities, and biases - must be firmly established upon the principles of God's Word.

Bible instruction is integrated with every aspect of the student's educational experience.

In addition to attending daily Bible classes, LCA students encounter God's truth. The Bible is the framework for character, attitude, and value development.

Parents are the first—and most important—teachers.

One of the principal needs of children is instruction. The Bible emphasizes the important role that parents play in providing that instruction. While others may teach, fathers and mothers have the prime responsibility. The partnership between the home and school establishes a strong foundation for the student's success.

There is a commitment to traditional education—emphasizing knowledge and skill.

LCA School System's curricular and instructional decisions are supported by research and reflective of best practices.

Students should have a wide range of educational opportunities available to them.

LCA believes that no student should have to take an academic penalty to receive a Christian education. As a result, LCA has made a long-term financial commitment to provide a full range of educational opportunities to its student body.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21).
2. We believe there is one God eternally in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ - (John 2:11); His virgin birth - (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life - (Hebrews 4:15, 7:26); His miracles - (John 11:25, I Corinthians 15:4); His ascension to the right hand of the father - (Mark 16:19); His personal return in power and glory - (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved - (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10).
5. We believe in the resurrection of the saved and the lost, the saved unto the resurrection of life and the lost unto the resurrection of damnation - (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ – (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life - (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).

Board of Directors

LCA Board of Directors consists of 14 members from a variety of professions and from various evangelical churches in the community. The board meets on the fourth Monday evening of each month. Pray for them. Parents are invited to serve on the Education, Athletic, and Finance committees of the Board. Listed below is the 2011-2012 board roster:

Connie Barnhart	Sonya Hiler
Laurie Boone	Kimberly Lamb
Wes Branstetter	Kristi Lykins
Kurt Braun	Evan Mossbarger
David Bundy	John Roach
Marsha Eden	John Stucky
Bob Goodknight	Bill Witt
William Hampton	

The Board of Lexington Christian Academy invites you to attend its monthly Board meeting as well as its committee meetings: Athletic, Education, Finance, Facilities, Long-Range Planning and Spiritual Life. (As of this writing, committee days and times have not been determined. Contact the central office for this information.) All committee meetings, except personnel are open meetings. Parents requesting to be placed on a committee or Board agenda must contact the Headmasters office one week prior to the scheduled meeting. Prior to attending a committee or Board meeting, check with the central office in case of a location or time change.

High School Staff

Administration

Ollie Gibbs	Headmaster
Keith Hall	Principal
Keith Galloway	Assistant Principal
Becky Haggard	Administrative Secretary
Laura Stuart	Receptionist
Bryon Ethington	Spiritual Life Director

Technology

Michael Lynn	Technology
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Athletics

Charlie Temple	Athletic Director
Brad Carter	Assistant Athletic Director
Gina Covington	Athletic Financial Coordinator

Guidance

Paige Thornton	Academic Counselor
Katie Howard	College Counselor
Shanna Coleman	College Counselor
Michele Deon	Registrar

High School Faculty

Jennie Baker	French
Jeff Barber	Science
Kevin Conforti	History
Amy Cranfill	Art
Meredyth Davis	Business/Technology
Lisa Ely	Math
Steve Fugmann	PE/Health
Janna Fults	French

Ollie Gibbs	Humanities
Steve Gifford	Bible
Christina Gora	Technology
Jeff Gora	Technology
Beth Groves	Librarian
Lisa Habersack	Spanish
Robin Hampton	English
Daniel Harvey	Humanities/History
Dustin Humphreys	Science
Robyn Iler	Business Law
Bill Jamison	Bible
Kenna Jasper	Science
Cassandra Koett	English
Kelli Lambert	English
Alice Linsley	Spanish
Joshua Mallory	Band
April McAboy	English
Aaron Merz	History
Brianna Newlin	Math
Jacqueline Payne	Science
Tammy Potter	History
Brian Ray	Weight Lifting
David Redish	Bible
Barbara Roach	Math/Science
Steven Small	English
Jason Seamands	Bible
Betty Vanderpool	Math
Daniel Wesley	Chorus
Ryan Winders	Math
Sara Wolfe	Art

**LEXINGTON CHRISTIAN ACADEMY
HIGH SCHOOL 2011-2012 SCHOOL YEAR CALENDAR**

AUGUST	10	Teachers Begin
	12	Freshmen/New Family Orientation 10:00 a.m.
	17	Students Return
SEPTEMBER	5	Labor Day – No School
	6-9	Spiritual Emphasis Week
	15	Open House 6:00-8:00 p.m.
	20	Early Dismissal at 12:20 p.m.
	20	PLAN Testing
	21	Picture Day
	23	Homecoming Game
	24	Homecoming Dance at 9:00 p.m.
	27	Jostens will meet with all 11 th and 12 th graders
OCTOBER	6-7	Fall Break –No School
	12	PSAT Testing (Midsemester-Progress Report posted on NetClassroom)
	17-18	College Fair
	18	Chorus Concert
	19	Parent/Teacher Conference Day No School for students
	21	Trunk or Treat 5:30-7:30
NOVEMBER	10	Fall Banquet – Special Guest “John Ortberg”
	17	NHS Induction Ceremony at 7:00 p.m.
	23-25	Thanksgiving Break – No School
DECEMBER	6	Christmas Band/Chorus /Orchestra Concert at 7:30 p.m.
	12	Review Day for semester 1 exam
	13-15	Semester 1 Exams (Early dismissal each day at 11:50 a.m.)
	16	Semester 1 Ends (Early dismissal ends at 10:00 a.m.)
	19-30	Christmas Break

JANUARY	2	Teachers Return
	3	Students Return
	16	Martin Luther King Day – No School
	24	Early Dismissal
FEBRUARY	9	BETA Club Induction Ceremony at 7:00 p.m.
	17	No School
	20	President’s Day – No School
	23	MU ALPHA THETA Induction Ceremony at 7:00 p.m.
MARCH	2-4	School Musical
	9	Mid-Semester – Progress Report on NetClassroom
	14	Parent Teacher Conference – No School for Students
	19-23	Senior Trip
APRIL	2-6	Spring Break – No School
	9	Easter Holiday – No School
	28	Prom
MAY	2-13	AP Exams (Various Days)
	2	Band Concert at 7:00 p.m.
	3	Rising Senior Picture Meeting at 2:00 p.m.
	8	Orchestra Concert at 7:00 p.m.
	10	Chorus Concert
	10	Awards Program @ 2:00 p.m.
	14-18	Seniors’ Semester 2 Exams
	20	Baccalaureate 3-5 p.m.
	21	Underclassmen review for Semester 2 exams
	22-25	Underclassmen Semester 2 Exams (Early Dismissal at 11:50 a.m.)
	25	Semester 2 Exam ends for underclassmen (Early Dismissal at 10:00 a.m.)
	25	Graduation 7:00 p.m.
	31	Last Day of School for teachers

LCA HIGH SCHOOL SCHEDULES 2011-2012

Regular Schedule

1 st period	8:20-9:15
2 nd period	9:20-10:15
3 rd period	10:20-11:10
4 th period	11:10-12:30
1 st lunch	11:10-11:35
2 nd lunch	12:05-12:30
5 th period	12:35-1:25
6 th period	1:30-2:20
7 th period	2:25-3:20

Chapel Schedule

1 st period	8:20-9:05
2 nd period	9:10-9:55
CHAPEL 10:00-10:55	
3 rd period	11:00-11:45
4 th period	11:50-1:00
1 st lunch	11:45-12:10
2 nd lunch	12:35-1:00
5 th period	1:05-1:45
6 th period	1:50-2:30
7 th period	2:35-3:20

Early Dismissal Schedule

1 st period	8:20-8:50
2 nd period	8:55-9:25
3 rd period	9:30-10:00
4 th period	10:05-10:35
5 th period	10:40-11:10
6 th period	11:15-11:45
7 th period	11:50-12:20

Mid-Day Schedule

1 st period	8:20-9:10
2 nd period	9:15-10:05
3 rd period	10:10-10:55
4 th period	11:00-12:15
1 st lunch	10:55-11:20
2 nd lunch	11:50-12:15
5 th period	12:20-1:05
ASSEMBLY 1:10-1:40	
6 th period	1:45-2:30
7 th period	2:35-3:20

PEP Rally Schedule

1 st period	8:20-9:10
2 nd period	9:15-10:05
3 rd period	10:10-10:55
4 th period	11:00-12:15
1 st lunch	10:55-11:20
2 nd lunch	11:50-12:15
5 th period	12:20-1:05
6 th period	1:10-1:55
7 th period	2:00-2:45
PEP RALLY 2:50-3:20	

End of Day Schedule

1 st period	8:20-9:05
2 nd period	9:10-9:55
3 rd period	10:00-10:40
5 th period	10:45-11:25
4 th period	11:25-12:35
1 st lunch	11:25-11:50
2 nd lunch	12:10-12:35
6 th period	12:40-1:20
7 th period	1:25-2:10
CHAPEL 2:15-3:20	

Lunch Schedules

1st Lunch

Science/PE/Health,
Math,
History/Humanities,
Chorus—boys only,
Bus./Technology

2nd Lunch

Fine Arts/Chorus—
girls, English,
Foreign Language
Bible,
Career Dev.,
Study Hall

ACADEMICS

Grading Scale

		College Prep	Honors	AP
A	100-92	4.0	4.0	5.0
B	91-84	3.0	3.0	4.0
C	83-77	2.0	2.0	3.0
D	76-70	1.0	1.0	2.0
F	69-0			
TI	Temporary Incomplete			
PI	Permanent Incomplete			

Temporary Incomplete

A “TI” (temporary incomplete grade) will be given when part of the work in a course is not completed due to illness or to other circumstances beyond the control of the student at the time grades are due. Temporary incomplete grades must be cleared in accordance with Attendance Policy Procedures. It is the student’s responsibility to contact his/her teachers concerning make-up assignments. After the appropriate period has passed and the make-up work has not been completed, the “TI” will be cleared by assigning zeros for all missing work and calculating the grade with these zeros.

Permanent Incomplete

A “PI” (permanent incomplete) will be used in the calculation of the GPA and will appear on the permanent record.

Grade Classification

The following are the earned credit requirements for classification:

Sophomore 6 credits completed
Junior 12 credits completed
Senior 19 credits completed

Graduation Requirements

The graduation requirements at LCA align with Kentucky’s Pre-College Curriculum (PCC) program. Historically, our graduation requirements meet and exceed the requirements set by Kentucky state standards. Students must successfully complete 26 credits to earn a diploma from LCA. Specific course requirements for the diploma are listed below:

	DIPLOMA	DIPLOMA, Class of 2013 and beyond	
DISCIPLINE	CREDITS	CREDITS	
Bible	4 ^a	4	
English/Lang. Arts	4	5	Includes Communication Course
Mathematics	3	3	
Science	3	3	
Social Studies	4	3	
Communications	1		
Fine Arts	1 ^b		
Foreign Language	2 ^c	2	
Humanities		1	
Health/PE	1	1	
Electives	3	4	Includes one additional math or science (2013)
Total	26	26	

a = Students who transfer after grade nine will not be required to make up the missing Bible credits.

b = Students are required to have one credit in Humanities and two consecutive credits (years) in Art, Band, Chorus, or Orchestra

c = Students who earned an “A” or “B” in level one of a Foreign Language in middle school may count the class toward the two year requirement, but they will not receive high school credit.

Granting Credit

1. One-half credit toward graduation will be awarded for successful completion of a semester course.
2. Failed courses may be rectified via correspondence or summer school work.

Repeat Course and Approved External Credit Policy

When a student repeats any course, the transcript will reflect all courses and all grades. The calculation of the grade point average (GPA), however, will include only the highest grade for the repeated course.

Failed Course

A student, who fails a required semester or full year course, must retake it and pass it in order to graduate.

1. The student has the following options:
 - a. Retake the failed course at LCA
 - b. Enroll in an approved correspondence course
 - c. Enroll in an accredited summer school program
2. When the student completes the course and the final grade is received by the Registrar, the transcript will display the original grade as well as the new grade.
3. The repeated course will be noted on the transcript as a Repeat Course.
4. The repeat course grade will be used in the GPA calculation. The failed course will not be calculated into the GPA.
5. The credit earned from the repeat course will also be noted in the transcript.

Grade Replacement

Grade replacement is when a student wants to retake a course and replace his or her previous grade. When replacing a grade, the student must retake the class at LCA. The original grade and the new grade will both appear on the student's transcript but the lowest grade will not be computed in the GPA. The repeated course grade will be noted on the transcript as a Repeat Course. If the student earned credit the first time the course was completed, no credit is earned when the course is repeated.

1. Students may retake a course and replace their previous grade.

2. The course must be retaken at LCA.
3. The transcript will display the original grade as well as the replacement grade.
4. The repeated course grade will be noted on the transcript as a Repeat Course.
5. The calculation of the GPA will include the higher of the two grades.
6. If the student earned credit the first time the course was completed, no credit is earned when the course is repeated.

Approved External Courses

1. Students may request to take a course outside of LCA and their regular schedule for the following reasons:
 - a. Accelerated learning
 - b. Student falls short of a graduation requirement or behind in an area
 - c. Student has exhausted all the course offerings in a particular discipline at LCA
2. A maximum of one credit may be earned outside LCA during a student's high school career.
3. The course must be pre-approved by the high school counselor and principal.
4. The student must have a 3.0 GPA or higher.
5. Credit may be earned from approved correspondence schools, accredited summer school program, or other approved educational institutions.
6. At the discretion of administration, a competency exam for the completed course will be given prior to schedule adjustments.
7. When course is completed and the Registrar received an official transcript from the institution, the transferred course, grade, and credit will be added to the student's transcript.

Transfer Students

When a student transfers to LCA after the ninth, tenth, or eleventh grades, credits earned at the previous high school(s) will count toward graduation requirements at LCA.

Transfer students are not required to make-up Bible courses missed while not enrolled at LCA.

Transfer students are required to take the pre-admission computer exam. Those students who do not pass are required to take Computer Literacy as an elective during their first year at LCA.

Awarding Transfer Credits

The standard unit of credit for graduation will be based on a minimum of 140 clock hours of instruction.

1. Lexington Christian Academy will accept all credits earned in accredited secondary schools, including summer schools, special sessions and educational programs operated by the state. Credit shall also be accepted for courses satisfactory completed in accredited colleges and universities when prior written approval by the principal and/or Education Committee is obtained.
2. When credit is awarded in less than whole units, the increment awarded will be no greater than the fractional part of 140 hours of instruction.
3. Students transferring from out-of-state will be required to earn 26 standard credits for graduation. Each student's prior record shall be evaluated to determine the number of credits previously earned and the number of additional credits required for graduation. Specified courses normally taken at lower grade levels shall not be required, provided the student has completed the courses required at those grade levels by the school division or state from which the student transferred. Students transferring from states not granting credit for health and physical education shall not be required to repeat these courses. Students transferring after the beginning of their senior or twelfth grade year shall be given every opportunity to earn a diploma. If it is not possible for the student to meet the requirements for a diploma, arrangements should be made for the student's previous school to award the diploma. If this

arrangement cannot be made, an appeal may be made to the Education Committee to request a waiver on behalf of the student.

4. When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit shall not be counted toward graduation requirements.
5. Students transferring from non-accredited schools or from home schools receive credits on the basis of evidence, including at least two of the following:
 - a. Course descriptions including the time allotment per course
 - b. Results of standardized tests
 - c. Results of objective-referenced tests
 - d. Pass an LCA examination that is equivalent in scope and content to the final examination for the selected subject.

Transfer of Advanced or Honors Courses

1. Courses which are denoted as “advanced” or “honors” on previous high school transcript(s) will be assigned the same status on the LCA transcript, though shown as “transfer courses”, as long as credits are earned at an accredited high school. Honors courses that are assigned a weighted GPA calculation from the previous accredited high school, will not be transferred as weighted in the LCA cumulative grade point average. LCA does not weight honors courses. (See “Grade Point Averages and Academic Recognition.”)
2. Only AP courses which LCA offers, will receive the additional grade points in calculation of the cumulative grade point average. (See “Grade Point Averages and Academic Recognition.”)

Class Rank Policy

Lexington Christian Academy does not rank students (except to determine graduation honors of valedictorian and salutatorian). The school will continue to calculate grade point averages internally, but the class rank will not appear on official high school transcripts. Percentile ranking information may be provided if requested directly from a college, university or scholarship organization.

Grade Point Average (GPA) and Academic Recognition

1. Calculating Grade Point Average
 - a. Advanced Placement – Advanced Placement (AP) courses will use a weighted GPA system. AP courses will be weighted with a higher quality point value than all other courses. (i.e., A=5, B=4, C=3, D=2, F=0)
 - b. Both Regular and Honors Classes will be calculated on a 4.0 scale.
2. LCA does not rank students with the exception of the honor of valedictorian and salutatorian.

Selection of High School Valedictorian and Salutatorian

1. The valedictorian and salutatorian honor is only applicable to graduating seniors.
2. The student must have attended the school for at least four consecutive semesters preceding the determination of the class valedictorian and salutatorian. Therefore, any student who transfers into the high school after the first semester (January) of the sophomore year will not be eligible to be valedictorian and salutatorian.
3. The valedictorian and salutatorian shall be selected based on the cumulative grade point average (GPA), using a weighted course system.
4. The valedictorian must have earned the highest grade point average (GPA) in their graduating class.
5. The salutatorian must have earned the second highest grade point average in his/her graduating class.
6. The grade point average shall be determined by grades received in all classes taken through the first seven semesters of high school attendance.
7. The grade point average is calculated to the fifth place beyond the decimal point.
8. In case of a tie for valedictorian or salutatorian, co-valedictorians and/or co-salutatorians will be recognized.

Honor Graduates

In order to qualify as an honor graduate, a student must have a 3.50 or higher grade point average. The three types of honor graduates are:

- | | |
|--------------------------------|---------------|
| 1. Graduating with Distinction | 4.0 or higher |
| 2. Graduation with High Honors | 3.7-3.99 |
| 3. Graduating with Honors | 3.5-3.69 |

Administering Honors Testing

Current LCA Students

1. Honors testing will take place in the spring semester for those who qualify for the honors exam(s).
2. Students will be given one hour to complete the exam.
3. The department chairs will to administer, proctor, and score all exams within their department.
4. The guidance department will send out the results (P or U) of the exams to parents.

Transfer Students

1. Qualified students who transfer into LCA may take the exams in the spring if they are enrolled at the time of the testing.
2. Qualified students who transfer after the spring deadline will be required to take the exams in the summer.
 - a. Summer testing will be scheduled at various times during the summer.
 - b. Students will be given one hour to complete the exam.
 - c. The administration will administer and proctor the exam(s).
 - d. The department chairs will score all exams within their department.
 - e. The administration will send out the results (P or U) of the exams to parents.

Dual Enrollment Program

Dual enrollment allows students to meet the requirements for high school graduation while simultaneously earning credit at colleges and universities. The program was developed to allow students to begin working on their college degree earlier in their academic careers and

thus complete their college degree in a shorter period of time. The particular courses to be offered are determined through the mutual agreement of LCA and colleges.

Admissions requirements for Dual Enrollment classes offered at LCA are:

1. Student must have earned a 3.0 GPA or a 3.0 in the subject area to be studied
2. Student must have completed the sophomore year of high school
3. Parent(s) must provide consent prior to student enrollment
4. Student must have earned one of the following minimum scores:
 - ACT composite score of 19
 - PLAN composite score of 18
 - SAT combined math and critical reading score of 920
 - PSAT combined math and critical reading score of 96
5. Student must have been accepted by the college for admission to the course(s)
6. Student must meet any additional admissions criteria specified by the college
7. Student must maintain a college GPA of 2.0 (C average) in order to remain in the Dual Enrollment program.

Registration procedures for Dual Enrollment classes

1. Student must complete a registration form and return it to the LCA Registrar
2. Student must have been accepted by the college for admission to the course(s)
3. College tuition is the responsibility of the student and must be paid at the time of registration
4. Individual course fees (i.e. lab sciences) and costs of textbooks are the responsibility of the student
5. Students must adhere to the official course withdrawal policy of the college.

Credits Awarded

1. College credit shall be awarded by the college to the participating high school student upon successful completion of the course. Three semester hours will be the equivalent to one-half high school credit. Six semester hours will be equivalent to one high school credit. In the case of lab sciences, eight semester hours will be equal to a high school credit.
2. The college course semester grade will be used in computing the student's high school grade point average.
3. The college courses will **not** receive additional points when the cumulative grade point average is calculated.
4. College credit is earned only if a student achieves a "C-final grade or higher. The grade earned becomes part of the student's official college transcript.
5. Students who complete college courses off campus must request that the college send an official transcript to the LCA Registrar.

Homework Practices

LCA recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each student's educational program. It should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

The assignment of homework should be reasonable, and contribute towards reinforcing class work, teaching responsibility and good study habits. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers are expected to give reasonable amounts of homework in light of the subject matter and the abilities and needs of the students.

Technology Assessment Plan

The goal of the LCA Sr. High technology assessment plan is to verify that all graduating seniors from the Lexington Christian Academy possess proficient computer technology skills and knowledge to be prepared for their future college and career experiences. The assessment is aligned with the national technology NETS (National Educational Technology Standards for Students) standards as defined by ISTE (International Society for Technology in Education). Completion of the assessment at a proficient level will show that a student has successfully met the NETS technology standards for students and grasped the technology skills and knowledge taught in grades K-12 at LCA.

Details:

- Students will be tested during the 2nd Semester of their junior year (11th grade) in high school.
- The exam will be comprised of two parts: Computer Knowledge and Computer Applications.
- Students must pass both parts of the exam to achieve a proficient designation.
- Students will be allowed to retake the exam one time prior to the start of their senior year to try to achieve a proficient designation. Re-Testing dates and times will be announced by the High School Office at least two weeks prior to their offering.

Grade Reporting

Grade reports will be issued after the completion of each semester. Mid-semester reports will be given about nine weeks into each semester. The semester grade is based on the following calculation:

- $(\text{Grade average} \times 88\%) + (\text{Final exam} \times 12\%) = \text{Semester Grade}$

We encourage parent follow-up calls or conferences concerning grades. Grades received at the end of each semester become part of the student's high school grade report. The final year grade will be determined by averaging the first and second semester grades.

- Parents may access student progress reports weekly using NetClassroom. Parents will receive instructions and a password from the technology department. Please call the school office for further assistance.

Semester Examinations

Semester exams are calculated as 12% of the semester grade. All students are required to take a comprehensive first semester exam. Comprehensive semester exams for second semester must be taken for all students with the following exceptions:

- **Seniors** will be required to take first semester final exams in all courses but will not be required to take second semester final exams in courses where they have earned an "A" when mid-second semester and semester grades are averaged.
- Any **underclassman** may be exempt from **one** second semester final examination provided the student's semester average in the course chosen for exemption is an "A".

Class Withdrawal Procedure

Each student's course selection is the result of a careful decision made after consultation with parents and counselors. Changes after the scheduling deadline may be made only if deemed necessary after review by the administration and counselors.

1. Schedule changes which are deemed necessary may be made within the first five days of the course without penalty.
2. Schedule changes made during day six to ten of a course will carry the designation of "WD" (withdrawn).
3. Schedule changes made after ten days of taking a class will carry the designation of "WF" (Withdrawal while failing – computed as an F in determining GPA).

Academic Probation

Students in grades 9-12 who fail to maintain a 2.0 grade point average (GPA) when all courses are averaged each mid-semester are required to obtain tutoring assistance. The amount of tutorial time will be determined by the administration. If at the end of the nine-week tutoring program the student achieves a 2.0 GPA, the student will be excused from this requirement and will be released from academic probation. Students who continue to exhibit ongoing academic difficulties may be recommended to the Headmaster for re-interview, withdrawal, or may be denied re-enrollment for the next year.

Student Records

The school shall maintain a cumulative file for each student. The cumulative file shall consist of the student's academic and guidance records. This file shall be kept in the school office at the student's campus of attendance. All information in this file is treated as strictly confidential.

Parents or guardians have the right to inspect and review the cumulative file of their student(s). Copies of the information contained in the cumulative file shall be provided to the parent upon request. At age eighteen (18), the student has the right to inspect, review, copy, and send material to another party from the cumulative folder.

Without the written consent of the parent, guardian or eligible student, there will be no release of the information contained in the student's cumulative folder to any individual, agency or organization other than the following:

- court or law enforcement officials, if the school is given a subpoena or court order
- federal, state or local authorities performing functions allowed by law

Parents or guardians shall have an opportunity for a hearing with the administration to challenge the information contained in their student's cumulative folder.

The records included in the cumulative folder of LCA graduates will be kept permanently. Should a student withdraw before graduation from LCA, the student's cumulative file will be kept for a period of five (5) years from the date of withdrawal. After that time, the student's cumulative file will be destroyed.

Procedure for Requesting Student Records

- Submit a written request to the guidance office.
- Records will be sent the day after the request is received.

Procedure for Requesting Transcripts

1. Students must submit a transcript request through Naviance. *See a college counselor if assistance is needed.*
2. There is a \$1.00 processing fee (per transcript) for each transcript that is printed.
3. Colleges that accept electronic transcripts will not be charged a \$1.00 processing fee.
4. Transcripts will be processed 24 hours after request and fee are received. Transcripts not sent to an academic entity will be stamped “Issued to Student.”
5. After the student reached 18 years of age, only the student may request transcripts.

Procedure for Processing Transcripts

1. The college counselor will submit the required student documentation to colleges that utilize Docufide through Naviance.
2. Colleges that require a mailed transcript will be submitted by the registrar with official stamp and signature.
3. Registrar will check Naviance Transcript Manager at the beginning of each work day for transcript requests.

Credits Transferability

Although many colleges and universities, both public and private, will accept college course credits offered by LCA without reservation, there are schools that may not accept the credit or place restrictions on application toward degree requirements.

- It is the student’s responsibility to check the transferability of the college courses offered at LCA with the Registrar’s Office at the University or College he/she is interested in before registering for the courses.

Students must have prior approval from the principal and college counselor in order to take any dual enrollment classes on a college campus or electronically.

ACCIDENTS AND ILLNESS

Limited first aid is available through the school office. Students must report all injuries or illnesses to the front office or teacher in charge. All accidents must have an accident report filled out. The school staff will assist the student and contact the parents if necessary. Students must notify the high school office before missing a class or leaving campus due to an illness or injury.

All students must have a completed Emergency Information Form on file in the office. Parents are responsible for making changes to the emergency form if changes occur during the school year.

APPROPRIATE USE POLICY FOR INTERNET USE AND OTHER TECHNOLOGY

The Appropriate Use Policy (AUP) is available at the high school office or on our web site: www.lexingtonchristian.org. At the back of this handbook is the AUP Agreement and Signature page which needs to be turned in for new high school students. Once the agreement has been signed it is valid until the policy changes or until your child is no longer an LCA student.

ATTENDANCE

Regular attendance and punctuality are essential to success in school and later when the student is in the workforce. Classroom interruptions are harmful to the flow of classroom instruction and the learning process of others.

Arrival and Dismissal

The following procedures will be in place to ensure the safety of your student on the high school campus:

1. High school students may not be dropped off prior to 7:20 a.m. unless they are meeting a teacher for tutoring.
2. Students who are not picked up by 3:45 p.m. must report to the Media Center or gymnasium hallway. This excludes students participating in athletics or other school activities.

3. Once a student arrives on school property, he/she may not leave until the appropriate dismissal time unless otherwise approved by the administration. Upon arrival, students may not miss any class, assembly, chapel, lunch or any other scheduled event for any reason without prior administrative approval.
4. Students must sign in or sign out in the high school office when arriving to school late or leaving school early.
5. When a student needs to depart from school early for an appointment, the parent must send a note, e-mail or call the receptionist as early in the day as possible. Students will need to sign out at the receptionist's desk. Students are responsible for missed work when leaving early.
6. If students become ill during the day, they are to get a pass from their teacher and report to the school office where the receptionist will contact the parent to determine if it is necessary for the student to go home early.
7. When checking out a student, the parent or guardian may be required to show their driver's license to confirm identification.
8. Students may not leave campus for lunch.
9. Students may not sign out and leave with another student.

Absences

When your child is absent from school, please call or e-mail the high school receptionist. The following procedures apply to absences:

1. Teachers and the receptionist will maintain an accurate record of attendance. The attendance record will appear on report cards.
2. Please call or e-mail the receptionist by 9:00 a.m. on the day of the absence to inform the school of the reason for the student's absence.
3. Please have your child turn in a physician's or parent's note to the receptionist stating the reason for the student's absence. This needs to be done the day the student returns to school. These notes may be verified by a phone call.

4. Attendance is recorded by class period. To be counted as present, the student must be in class for more than half the period.
5. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved. Students are responsible for all work missed in these situations and should turn in assignments the day that they return.
6. Students are expected to attend school for the entire day of competition and the entire day after competition. If a student is absent, a valid written excuse must be submitted to the administration.
7. When parents are aware of special problems concerning their child, which are of a continuing nature and related to patterns of absence, the parents must apprise the administration of the special nature of the problem. The administration, in cooperation with the parents, will make reasonable attempts to ensure that course requirements are met.

Types of Absences

Excused Absences

The following absences will be considered academically excused if the school receives a note from the parent. These absences are still reported with the student's total absences on the report card, but without penalty for makeup work or tests if made up during the designated period of time. Justifiable reasons for excused absences include:

1. Illness
2. Death or severe illness in the family
3. A reasonable number of religious holidays or church functions approved in advance
4. Health related appointments*
5. Unavoidable family emergencies
6. Preapproved family trips or activities**
7. College visits
8. Court appearances
9. Special circumstances approved by the Principal

*Health related appointments: A student who misses school due to a doctor's appointment is required to bring a doctor's note in order for the absence/tardy to be considered excused.

**Pre-Approved Absences: For pre-approved absences to be excused, they must be cleared with the principal at least five days in advance. With advance notice these will still be counted on the report card, but without academic penalty.

Unexcused Absences

All absences not meeting the criteria listed above are considered unexcused and are also counted with the student's total absences and recorded on the student's report card. The student's absence will be counted as unexcused if the parent does not report the absence by written note explaining the reason for the absence. Students with unexcused absences will be allowed to make up missed work but not for full credit. The administration may determine that an absence is unexcused even though approved by the parents.

Making up Missed Work

1. If an absent student needs homework assignments, the best method of obtaining the homework assignments is from another student. Otherwise, the student should e-mail the teacher requesting the assignments or check Eaglepoint postings. It is the student's responsibility to contact the teacher regarding any make-up work.
2. Students may make up work missed during an excused absence for full credit. Students with an unexcused absence can score no higher than a 69% on make-up work.
3. If a student misses a lab, the lab will not be made up.
4. Students will have one class period for each day absent to make up work.
5. A plan for making up work for an extended absence should be arranged with each teacher.
6. If a student misses the day of a previously announced test or quiz, he/she will be required to take the test or quiz the day of return to that class unless determined otherwise by the teacher or principal.
7. For students who have been absent for two or more days, parents may contact the receptionist to request homework assignments. Homework assignments may be picked up in the school office between the end of school and 4:00 p.m.

ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Athletic Program

An effective and successful athletic program is an integral part of the high school educational experience. LCA views athletics as a ministry opportunity both on the field of competition and off. The school offers 10 different teams for participation. Competition exists in the following areas:

Fall	Winter	Spring
Boys/Girls Soccer	Boys/Girls Basketball	Boys/Girls Tennis
Boys/Girls CC	Boys/Girls Swimming	Boys/Girls Track
Boys/Girls Golf	Cheerleading	Baseball
Cheerleading		Girls Fast Pitch Softball
Football		
Girls Volleyball		

As a member of an interscholastic squad of LCA, students are asked to help the coaches build a winning tradition based on a desire to compete in a manner that brings honor to our Lord, athletes, and school community. Such tradition is worthy of the best efforts of all concerned, beginning in the classroom. For a more thorough discussion of the athletic program including organization, structure, policies, and staffing, please consult the Athletic Handbook, which is available from the Athletic Director's office.

The school community takes great pride in the competitive tradition being established by LCA coaches and athletes. All of the students, participants, and spectators must remember to let Christ be the Lord of their lives while competing and cheering. Please know that LCA students are held to a higher standard of conduct by the school community and the community at large at all events. Students should be in the habit of showing the world an honorable competitive edge.

FAN BEHAVIOR

It is important that LCA presents itself in a Christian like manner in all avenues, and this includes our behavior as fans at athletic contests. We would like our students to be seen as enthusiastic students who loudly support their team, but do not fall prey to insults and taunts of the opponents of other schools.

Guidelines

1. Keep all chants and yells directed in positive manner toward our team.
2. Apply self-control over questionable calls by officials.
3. Any costumes must meet modesty guidelines of school. Boys may not remove their shirts. Girls should not reveal their midriff.
4. Students will stand in reverence and respect and pay attention to the flag during

- the singing of the national anthem.
5. Absolutely nothing should ever be thrown onto playing surface during a contest or timeout.
 6. Respect the playing area and keep a safe distance from court or field to give players and officials room to play and work.

ELIGIBILITY TO PARTICIPATE IN ATHLETICS AND COMPETITIVE EXTRACURRICULAR ACTIVITIES

In an effort to maintain academic excellence with all student-athletes, cheerleaders, dance team members, student managers, orchestra members, marching band members, choir members, drama participants, and all other competitive extracurricular activity participants the following requirements have been established.

1. Christian conduct requirements:
 - a. All students are to exemplify Christian standards and are to use their extracurricular activities in a way to honor the Lord with their talents. Ineligibility will occur for failure to abide by Christian standards and for behavior not honoring to the Lord.
2. Academic requirements:
 - a. Beginning with the first week of school, grades will be examined and reported to the Coaches, Athletic Director, and Directors of the various fine arts on a weekly basis. The report will include any participating student who has any cumulative Fs. The appropriate Coach or Director will immediately communicate with the parents or guardians of such students via e-mail (by formal letter for those parents who do not have access to email) sent by the Athletic Director or Principal. The appropriate Coach or Director will also communicate the information to the student involved with the intent to provide Christian counsel, encouragement, and assistance to the student.
 - b. To be eligible to participate, a 2.0 cumulative GPA is the minimum requirement. However, the requirement begins at the grade check inclusive of the third week through the end of the semester, for both first and second semesters. After the initial three week period, there is no grace period for a student whose grades drop below a 2.0 GPA. Anytime a student's GPA drops below a 2.0, even if he or she does not have any Fs, the following consequences occur:
 - The student is immediately ineligible to participate;
 - The student will also fall under all consequences in policy Academic Probation.
 - c. In addition to the minimum requirement of a 2.0 GPA, beginning at the grade

check inclusive of the third week through the end of the semester, for both 1st and 2nd semesters, the student must not have an F as a cumulative grade in any class. If the student has a cumulative grade of an F in a class, he or she will have a two (2) week grace period to bring the class grade(s) up to a passing grade(s). At the next grade check, the student would remain eligible to participate if he or she has raised all grades to passing. If the student has not raised all grades to passing at the weekly grade check, or accumulated any additional Fs, he or she would become ineligible to participate. Each time a student's cumulative grades include less than 3 Fs a two (2) week grace period recurs and the same process is followed. If, at any time, the student accumulates 3 Fs as cumulative grades, that student will become immediately ineligible under KHSAA rules for athletes, and in this case the grace period does not apply. This standard also applies for non-athletic participants.

- d. Any participant who fails to meet the foregoing grade requirements will be ineligible to practice, travel with the team or troupe, or participate in games or competitions until the grade requirements are met. Fine art students who are ineligible to participate in the extracurricular activity portion of their class will not have their grade penalized for missing the activity.
 - e. A student will be restored to full eligibility when the above requirements are met and at the next grade check. All standards of academic probation will be enforced regardless of eligibility status.
3. School discipline requirements:
- a. Students may lose the privilege to participate in extracurricular activities for behavioral issues at the discretion of the Administration and/or Athletic Director and/or the various fine arts Directors.
 - b. The eligibility of a student placed on suspension will be determined by Suspension and In-School Suspension policy.
4. Student attendance requirements:
- a. Students are expected to attend school for the entire day on the day of competition and the entire day after competition. If a student is absent, a valid written excuse must be submitted to the Administration.
 - b. If a student, Coach or Director seeks an exception to this standard, prior approval must be obtained from the appropriate Administrator.
5. Written parental approval and written approvals from the student's physician and LCA's Athletic Trainer are required before participation in any practices or competitions after an injury or illness which is considered serious by LCA's Athletic Trainer.

6. KHSAA rules and requirements:

- a. Student-athletes are expected to comply with all applicable rules and requirements of the KHSAA.

Dances

There are two dances that have become important traditions at the high school: Homecoming and Prom. LCA will sponsor these two dances as a part of its approved school-directed activities. The school will sponsor no other dances.

1. The Homecoming dance is held in the fall in conjunction with an athletic event.
2. Prom is held in the spring as a part of our year-end activities.
 - a. Prom is organized by the junior class.
 - b. Prom may be attended by any LCA junior or senior and one guest. The guest's names will be submitted prior to the dance.
3. The high school administration will oversee the Homecoming Dance and Prom.
4. Faculty will be the primary chaperones for the dances.
5. The administration will talk with the students prior to the dances to let them know what is/is not acceptable behavior. (Back to front dancing and "bumping and grinding" will not be allowed.)
6. Care will be taken in the selection of the DJ. There will be an agreement that only songs on the play list will be played.
7. A group of students will put together a number of songs which they would like played that evening. (Songs that have sexually suggestive or inappropriate lyrics will not be considered.) The administration will look over the list and ultimately decide the play list.
8. There will be appropriate lighting at the dances.
9. Modest dress will be required. See Homecoming and Prom Dress Code for specific dress guidelines.
10. Students who come inappropriately dressed will be asked to leave.

Student Activities

Student activities are an integral part of the high school educational experience. In order to be effective and successful, the activities program must meet the needs and interests of the student body. The student government coordinates student-sponsored activities with the administration. These include student government organizations, class organizations, and various clubs. Elections for student leadership positions are generally held during May.

CLUBS/ORGANIZATIONS

- Student Government
- National Honor Society
- Beta Club
- Mu Alpha Theta Honor Society
- Academic Team
- Chapel Committee
- Prom Committee
- Students for Stewardship
- Jazz Ensemble
- Drama Club

Leadership Conferences

Lexington Christian Academy offers Leadership Conferences on an annual basis. Attempts will be made to take 2 trips per year: Fall semester, and Summer break. Theme, location, and dates will vary. The purpose is to train students to be effective Christian leaders in a broken world. Students have the option to attend the designated conferences for credit or to audit them for no credit. Students must meet the criteria set forth by the administration, school policy, and procedures

Mission Program

Lexington Christian Academy offers an extensive missions program. Trips may be located locally, regionally, within the United States, or internationally. Students in 9th-12th grades are eligible to participate in any available trip. Students in 7th-8th grades are eligible to participate in only trips that are less than 7 days (generally extended weekends) and are either local or regional in location. The focus of each trip varies, but examples include manual labor, children's ministry, homeless ministry, sports ministry, and others. All mission trips are voluntary, but students must meet the criteria set forth by the administration, school policy, and procedures.

CAMPUS VISITATION

Parents and alumni are welcome on our campus. We want to minimize disruptions to the classroom instruction; therefore, we ask that those who wish to visit classes do so within the following guidelines:

- Please contact the school in advance to schedule your visit.
- At the time of your visit, sign in the reception desk located in the high school office where a visitor badge will be provided.
- Students are not allowed to have friends from other school visit during lunch or during the school day without prior approval from the principal or assistant principal.
- Any items such as lunch, books, or uniforms that need to be dropped off during the

school day should be left in the office. The receptionist will call the student to the office to pick up the item(s).

CLOSED CAMPUS

Lexington Christian Academy maintains a closed campus. All visitors to the high school must enter the building at the front entrance. All other doors leading into the buildings must remain locked during the school day to provide maximum safety for all students. Non LCA guests are not allowed in the classroom or in the lunch room without prior approval from the administration.

COMMUNICATION

In order for school and home to join in partnership, communication is vital. The school shall make every effort to effectively communicate with the home. Examples of standard communication techniques are described below.

1. Newsletter – An E-Newsletter will be sent out regularly to all parents of high school students. It will contain a calendar of upcoming school events as well as other pertinent information.
2. Parent-Teacher Conferences – Please call or e-mail the teacher(s) you wish to schedule a meeting with. There is a parent teacher conference day scheduled each semester.
3. Phone Messages and Procedures – Students are not to use their cell phones during the school day; this is a violation of school rules and will be disciplined accordingly. If there is a genuine need to call home, students can come to the high school office to use the phone. Parents, if you have an important message that needs to be relayed to your child, please call high school office and we will deliver the message to your son's/daughter's classroom.
4. Parents And Teachers In Partnership (PTP) – Parents and Teachers in Partnership (PTP) shall strive to improve the relationship and fellowship between the parents and teachers on the high school campus. Each month the PTP meets with the high school principal to discuss pertinent school issues and plan for upcoming teacher luncheons.
5. Severe Weather Emergencies – When it becomes necessary to cancel school due to weather, this information will be broadcast over local television and radio stations.
6. Shelter in Place – If the school is informed by state and/or local emergency personnel of a biological and/or chemical attack, our school would be secured with no one entering or leaving the building. In the event of this occurring, parents will be notified via television news channels. We will follow the directive of emergency management personnel in regards to the release of the students.

DESIGNATED AREAS OF THE BUILDING

High school students are only allowed in designated high school areas of the building. High school students who enter the junior high or elementary portion of the building without faculty escort or a valid hall pass will be subject to disciplinary action.

DISCIPLINE

Philosophy of Discipline

The goal of Lexington Christian Academy is to provide and maintain an outstanding school environment within the framework of our mission statement. Students who accept the privilege of attending LCA agree to uphold the responsibility of appropriate conduct and behavior at all times. It is understood that the school expects the student to refrain from any behavior that adversely affects the testimony of Jesus Christ, Lexington Christian Academy, and/or the student and family- 24 hours a day, seven days a week.

Lexington Christian Academy reserves the right to take appropriate disciplinary actions in response to misbehavior of its students, especially in serious matters that violate the well being of the school or public, or brings harm to the honor of our Lord Jesus Christ. Serious or repetitive violations of this code of conduct will result in further disciplinary measures being taken and could lead to a suspension and/or expulsion from the school.

The home, the church, and the school ideally form an education tripod standing firm on the foundation of the Word of God. In order to fully educate the student, all three entities must work together. If one "leg" of the tripod rests on a different base, the student will have difficulty developing a fully consistent Biblical worldview. Cooperation between the home, school, and church is only as effective as the communication between these three groups. Whenever student behavior problems arise, there is the temptation to focus on the disciplinary process rather than the actual problem. The administration will strive to keep parents informed when there are repetitive or serious discipline issues involving their son/daughter.

Bullying

Lexington Christian Academy seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (I John 4:11). Bullying is not a behavior which reflects Christ-like love or respect therefore we prohibit any incidents of it.

Definition: Bullying is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual.

- Bullying needs to be evaluated upon intentional harm to the victim, and the frequency of occurrences.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

Description of Bullying:

Bullying generally falls into one of four categories: physical, verbal, emotional/mental and social.

- Physical-use of body to harm another's body or personal property.
- Verbal-use of words or threats to harm another.
- Emotional/Mental-use of nonverbal harm to another's self-concept. (i.e. ignoring, isolating, excluding).
- Social- use of peer relationships to harm another's group acceptance.

Procedure

When a report of bullying comes to the attention of the school (teacher, counselor, principal) the following will occur:

1. School official will investigate the report of bullying by
 - Talking with student(s) being bullied
 - Talking with teacher(s).
 - Talking with student(s) accused of bullying.
2. Based on information gathered administration will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
3. Administration will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

Disciplinary Actions

- Bullying is a serious offense and will be treated as such. If the principal determines the action to be bullying, the principal, in consultation with the headmaster, will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.

Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying.

Grade Levels 7th-12th

First Offense: If it has been determined that a student has cheated, that student will receive a zero on the assignment and any other disciplinary action deemed appropriate by the Principal or Assistant Principal. The parents or guardians will be notified in writing, with a copy of such notice maintained in the student's file.

Second Offense: If a student commits a second offense of cheating within the same academic year in any class the student will receive a zero on the assignment and will lose any leadership positions for the rest of the school year. Junior high students will be assigned Tuesday/Thursday School and high school students will be required to attend Saturday School or In-School Suspension* and any other disciplinary action deemed appropriate by the Principal or Assistant Principal. The parents or guardians will be notified in writing, with a copy of such notice maintained in the student's file. A conference with the parents or guardians, student, teacher, and Principal will be required.

Third Offense: If a student commits a third offense of cheating within the same academic year in any class the student will automatically fail the semester in the class where the offense took place and will receive any other disciplinary action deemed appropriate by the Principal or Assistant Principal. A conference with the parents or guardians, student, teacher, and Principal will be required. The student and family will be required to be re-interviewed pursuant to school policy.

*Pursuant to school policy during in-school suspension the student will be suspended from all school activities including athletics, extracurricular events, dances, prom, graduation, trips, etc.

Drug and Alcohol Use

As part of the LCA student body, students are expected to abide by a high set of standards. Use or possession of tobacco, alcoholic beverages and drugs is strictly prohibited. If the administration is informed of a student participating in any of the above behaviors, the Principal or Assistant Principal will contact the student's parents immediately. If appropriate, the local law enforcement agency will also be contacted.

Possession of Drugs or Alcohol on School Premises or School Functions:

High School

Those who bring or are in possession of drugs or alcohol on school premises or at any school function will be immediately referred to the Campus Principal, Assistant Principal and Headmaster for immediate discipline, and will be recommended for re-interview, suspension, or expulsion. The student will be required to submit to a drug/alcohol test at the earliest available time determined by the school's administrators.

Routine Drug/Alcohol Testing Policy:

Mandatory Drug/Alcohol testing is conducted for all students in 9th through 12th grades. Its purpose is threefold: (1) to provide for the health and safety of all students; (2) to undermine the effects of peer pressure by providing another legitimate reason for students to refuse to use illegal drugs/alcohol; and (3) to encourage students who use drugs/alcohol to participate in drug/alcohol treatment programs. For the purpose of this policy "drug" shall mean any substance considered illegal by Kentucky Statute or which is controlled by the Food and Drug Administration. Drug shall not include properly prescribed prescription medications.

Consent and Procedures for Selection of Students for Testing:

Consent

Each student and the student's parent or guardian shall consent in writing to drug/alcohol testing pursuant to this testing program. Written consent shall be in the form attached to this policy as Exhibit A. No student shall be allowed to attend class or participate in any school sponsored activity without such consent having been properly signed.

Student Selection

All students shall submit to random drug/alcohol testing at the cost of the school. Selection for testing will be by random selection from a pool consisting of all students. The Principal or Assistant Principal shall take all reasonable steps to assure the integrity, confidentiality and random nature of the selection process including, but not limited to assuring that the names of all students are in the pool, assuring that there is no way of purposely choosing or failing to choose a particular student for testing, and by assuring that the identity of students selected is not known to those involved in the selection process. The selection shall not be invalidated even if the stated assurances are breached.

Basis for Mandatory Testing

In addition to random drug/alcohol testing, any one of the following criterion constitute justification for a student to be required to submit to a drug/alcohol test to maintain enrollment at LCA:

- Any school employee personally observes a drug/alcohol violation
- A police report to the school outlining a drug/alcohol violation
- A personal confession by a student of drug/alcohol use
- A refusal to submit to testing when requested will be treated as a positive test
- A school employee has reasonable suspicion that a student is participating in drug/alcohol use

- Any report to the administration by another student or parent/guardian of a student shall be investigated and may form the basis for a decision to require a drug test
- Parents and/or guardians will be informed of the results of any mandatory testing regardless of the results.

Sample Collection

Hair or urine samples will be collected at a mutually convenient time on the same day the student is selected for testing. If the student is absent on that day, an alternate student will be chosen. Students undergoing scheduled testing as required by section 2, who are absent on the day of testing, may be tested by an alternate approved source on the student's first day back in school. All students required to give a urine sample will be given the option of doing so alone in an individual stall with the door closed.

Scope of Tests

Student samples will not be screened for the presence of any substance other than drugs/alcohol or for the existence of any physical condition other than drug/alcohol presence.

Limited Access to Results

The results should be reported to 2 school administrators. The testing lab will be authorized to report results only to the school Principal and the Assistant Principal. The Principal or Assistant Principal may assign a designee in their absence.

Procedures in the Event of a Positive Result

Whenever a student's random or mandatory drug test result indicates the presence of drugs and/or alcohol ("positive test") the minimum will occur:

First Offense

- Student's parents/guardian will be contacted.
- Student will complete a Christian counseling program at the family's expense.
- Student will be required to test monthly for the next 12 months. At least one test will be done during the summer months at the Administrator's discretion. The family will be required to pay for 9 of the 12 tests.
- Student will lose all leadership positions. (Athletic team captain, club or student government positions, etc.)
- Currently held positions are forfeited for the remainder of the year.
- If student is running for election at the time of the positive test, they will be required to forfeit the election.
- If the student is newly elected to a position for the next school year, they will forfeit the position for the next year.
- The Principal or Assistant Principal will impose a five day in-school suspension. During the in-school suspension the student will complete all regularly scheduled class work and tests. In addition, the student will be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. In addition to the 5 day in-school suspension the student will be suspended from all

extracurricular school activities. All school activities include athletic, extracurricular events, dances, prom, graduation, trips, etc. At the coach's/director's discretion students may remain on the team or extracurricular event and may practice but shall not participate in games or performances, or attend related overnight trips.

- If during the off-season, penalty will go into effect during the next extracurricular activity.
- Student and family will go through the re-interview process.

Second Offense

- The Headmaster will recommend to the Board of Directors that the student be expelled.

Note: If, due to extreme circumstances, a student's suspension is elongated because school is not in session as scheduled, the administration could adjust the number of days of extracurricular activities from which the student is suspended.

Spontaneous Alcohol Testing Policy

Spontaneous alcohol testing may be given randomly at any school event or if the student is reasonably suspected of use. Testing may occur at dances, athletic events, or any other extracurricular event on or off school premises. Any positive result constitutes a violation of this policy and the student is subject to the procedures as outlined above.

Electronic Devices

Personal telecommunications devices are defined as any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to a paging device, cellular telephone, or personal digital assistant.

Personal telecommunications devices shall not be used, turned on nor activated by students: (1) during the instructional day or (2) while attending school-sponsored or school-related activities that are held during the instructional day. The instructional day is defined as the first bell of the day through the last bell of the day.

Sharing data between students via cable, peer-to-peer networking or wireless during a classroom activity is permitted only with teacher approval. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Exceptions to this policy may be made by the campus principal on a case-by-case basis.

Violations of this policy shall be reported to the campus principal, who will note the violation in the student's behavior log. The campus principal or appropriate school employee shall confiscate the device. The following are consequences for students who violate this policy:

1st Violation

Confiscation of device and returned to student's parent(s) after 24 hours; Student will also receive a detention.

2nd Violation

Confiscation of device and returned to student's parent(s) at the end of five (5) school days; one-day suspension for the student.

3rd Violation

Confiscation of device, parents/student meeting with campus principal, and/or appropriate school officials and the Headmaster. Device returned to parent(s) by the principal. Consequences may also include suspension or expulsion.

Plagiarism

At Lexington Christian Academy, we believe that academic honesty is not only God-honoring but also essential for the growth of our students. A thorough understanding of plagiarism must exist in order to protect our students from intentional or even accidental academic dishonesty.

Plagiarism is defined as the following:

- To steal and pass off the ideas or words of another as one's own,
- To use another's production without crediting the source,
- To commit literary theft,
- To present as new an original idea or product derived from an existing source.

Examples of Plagiarism

- Turning in someone else's work (published or not) as your own. In other words, if your name isn't on it and you didn't write it, it's plagiarism;
- Simply changing a few words from someone else's text;
- Copying ideas from someone else without giving credit-generally pertains to fictional writings;
- Failing to put quotation marks around an exact quotation;
- Giving incorrect information about the source of a quotation;
- Copying so many words or ideas from a source that it makes up the majority of the work, whether you give credit or not.

It is often difficult for a faculty member or administrator to distinguish between intentional and accidental plagiarism. For this reason, and to academically challenge our students as they prepare for college work, we want to ensure that every student, parent, or guardian has a working knowledge of what constitutes plagiarism. Turnitin is a technology based plagiarism prevention program with the goal of acting as a safeguard for students' academic integrity. Therefore, 7th-12th grade students will now, as best practice, submit all English papers and other classroom assignments as instructed individually by their teachers into Turnitin for

proofing prior to submission for a final grade. Once an assignment has been turned in for final grading the student is responsible for the academic honesty of the assignment. Consequences for plagiarism are the same as those for cheating.

Sexuality, Morality and Relationships

In accordance with scripture, Lexington Christian Academy adheres to the following standards of sexual conduct:

- As followers of Jesus Christ our bodies are the dwelling place of the Holy Spirit and we are called to holiness through the power of the Holy Spirit (Ex. 19:5-6, Romans 12:1, I Cor.3:16-17, II Tim. 2:19,22, Philippians 4:8-9, I Peter 3:3-4, II Peter 1:5-7);
- Sexuality and the gift of marriage relationship is designed by God and is defined as between one man and one woman (Gen. 1:27, Gen. 2:18, 23-24, Mark 10:8-9, I Cor. 7:2, Ephesians 5:21-33, Hebrews 13:4);
- We are called to abstain from sexual relationships while outside of the marriage covenant (Gen. 2:24, Mark 10:7-9, I Cor. 7:1,7-9, 27, Heb. 13:4);
- We are called to refrain from immorality, i.e. adultery, homosexuality, lust, pornography, or any other sexual behavior that dishonors God or discredits our Christian witness (Ex. 20:14, 17, Prov. 2: 16-20, Prov. 6:20-33, Matthew 5:27-28, Mark 7:20-23, John 8:12, Romans 1:24-27, Romans 6:12-14, Romans13:13-14, I Tim. 1:9-11, Philippians 2:15, I John 2:16).
- These standards apply to Board members, Administrators, Faculty, Staff, Coaches, Directors, and students. These standards also apply to volunteers who act as coaches or assistant coaches on athletic teams, and volunteers who act as leaders, sponsors, directors, or assistant directors with any extracurricular organizations.
- Failure to abide by these standards will result in disciplinary action up to and including termination of position for employees/volunteers and up to and including expulsion for students. Consistent with Biblical instruction on discipline the severity of the consequences will be based on the condition of the heart, remorsefulness, and true repentance. (Isa. 1:18-20, John 8:10-11).

Detention Hall

Detention hall may be assigned for, but not limited to, tardiness, dress code violations, classroom violations, or minor misbehavior. Detention will start at 7:15 am sharp and will end at 8:15. Students arriving late will not be admitted and will in turn receive an extra day of detention. Students will have a writing assignment to work on for the entire period. There is

to be no sleeping or talking. Food or drink will also not be permitted. Students must stay on task the entire time in detention. Student must serve detention on the date assigned unless rescheduled by the Assistant Principal.

Saturday School

Saturday school is assigned for, but not limited to, the more serious misbehaviors, repeated minor violations, or willful student disregard for established school policies and procedures. Saturday School will last from 8am until 12pm. Anyone arriving late will not be admitted and will have to face further discipline consequences. The student must also pay fee of \$30 for Saturday School teacher supervision. Students must be dressed in school dress code. The same class rules apply as with detention. Students will receive 2 five minute breaks.

Suspension

The Principal or the Assistant Principal has the authority to suspend a student. The length of the suspension will be 1-5 days and will be determined by the Principal in consultation with the Assistant Principal. Suspension may be given for any of the following reasons:

- when deliberate disobedience/disrespect is displayed;
- when there is an on-going, negative attitude that is having an adverse effect upon the school or student body;
- when there has been a serious breach of conduct which has a negative impact upon the testimony of the school;
- when there has been a failure, on the part of the student, to comply with the disciplinary actions of the school;
- when cheating occurs;
- in accordance with LCA's Student Drug and Alcohol Policy/Testing Policy.

There are two types of suspension

Out of School Suspension

- The student is placed on behavior contract and will be re-interviewed at the end of the school year.
- The student is not allowed to be on campus or to attend school-sponsored extracurricular activities for the term of the suspension. All school activities will include, but are not limited to, athletic games, athletic practices, performances, extra-curricular events, dances, prom, graduation, or trips.
- The student will receive a deduction of one percentage point from the final semester grade in each course for each day of suspension, not to exceed a maximum of five percentage points lost.

In-School Suspension

- The student is placed on behavior contract and will be re-interviewed at the end of the school year.
- The student is not allowed to be in the hallways or on school grounds before or after school, or to attend school-sponsored extracurricular activities for the term of the suspension. All school activities will include, but are not limited to, athletic games, athletic practices, performances, extra-curricular events, dances, prom, graduation, or trips.
- The student will not receive an academic penalty. The student will be responsible for completing all work assigned and quizzes/tests scheduled before or during the suspension, and will receive full earned credit for work completed.
- The student must report to office at 8:10 a.m. and will be monitored in ISS room for the duration of the day. The student will complete all regularly scheduled class work and tests. In addition, the student may be required to complete additional reading, writing, or research assignments as determined by the Principal or Assistant Principal. During in-school suspension the student will be apart from their classmates for the entire school day, but will have one-on-one supervision by a staff member assigned by the administration.

The Headmaster shall have the authority to suspend a student with the recommendation to the Board for expulsion as set forth in the policy, Expulsion.

DRESS CODE

Standards for appearance are a means of building character and distinction in the lives of our students. While some aspects of the standardized dress code (SDC) are not biblically mandated, the idea of submitting to God-given authority is a biblical concept. The SDC is not intended to measure spirituality but rather to serve as a tool in fostering the academic and character development of the students as they participate in the business of education.

Standard Dress Code Requirements

- Modesty is required at all times at any school event or function.
- All clothing must be modest and unrevealing in cut, fit, and texture.
- Students must be in compliance with the SDC prior to entering the school and continue until the end of the school day.
- The SDC is for all school days unless previously approved by the principal.

SDC Shirts

- Must be traditional polo or oxford style (long or short sleeved).
- Must be a solid color (any color).
- Must have a collar.
- Must have buttons. No more than 2 buttons will be left unbuttoned. Snaps are not permitted.
- Must have a placket (interfacing with a seam on each side of the buttons).
- All shirts must have sleeves. Students may wear any solid colored short or long sleeve crewneck t-shirt under a standardized polo or oxford shirt.
- Any solid colored crewneck pullover sweatshirt with a logo no larger than a credit card or LCA solid colored crewneck pullover sweatshirt purchased from the school store along with a collared dress code shirt underneath.
- The shirt tail must be tucked in at all times. Students should be able to raise hands above head without shirt tail coming out.

SDC Pants, skirts and shorts

- Must be Chino, Cargo or Khaki style only.
- Must be khaki (tan or beige) in color.
- Must be cotton-twill type fabric.
- Shorts and skirts must touch the top of the knee (no shorter). Slits in skirts must not extend above the top of the knee.
- Pants, shorts, and skirts must have standard belt loops.
- Students must wear a belt. The belt must have a buckle and be easily visible.

Other Requirements

- Footgear (shoes or sandals) must be worn and be neat and clean.
- No coats, jackets, sweaters, or hooded sweatshirts to be worn in class.
- Hats, hoods, bandannas, scarves, sweatbands or other pieces of cloth worn as head coverings or sunglasses must not be worn in the building.
- Logos/Emblems must be no larger than a credit card.
- Fads, trends, innovative fashions, extreme hairstyles or hair colors, jewelry, make-up and/or clothing, which the principal or assistant principal deems to be potentially disruptive or inappropriate, will not be allowed.
- Visible pierced jewelry is only allowed in the ears for girls. No visible or covered pierced jewelry is permitted for boys.
- No visible tattoos. Tattoos must be covered by clothing, not bandages.
- All school attire must be free of suggestive words or pictures, offensive advertisements, images unbecoming to our school's standards, "holes" or "frayed" designs.
- Boy's hair should be well kept, or must not touch the collar. In addition it must not cover the lower half of ear and be above the eyes. Male students must be clean-shaven. The wearing of facial hair (goatee, beard, sideburns and moustache) is not permitted.

Spirit Dress

- Students may wear LCA t-shirts or sweatshirts that exemplify school spirit.
- Shirts or sweatshirts must have the school name, Eagles or mascot clearly screened or embroidered on the shirt.

Dress Up Days

- Students must wear pants or dress slacks.
- Girls may wear Capri style pants that are loose fitting, dressy in nature, and clearly past the knees.
- Girl's shirts must be modest and meet the SDC shirt guidelines for sleeves and neckline.
- No dress jeans allowed.

Dress Down Days

- No athletic type shorts and sweats.
- Jeans should not have holes, patches or torn areas.
- Girl's shirts must be modest and meet the SDC shirt guidelines for sleeves and neckline.

Prom and Homecoming Dress

In an effort to promote modesty and appropriateness and to assist parents in choosing formal clothing for their daughter(s), we have established the following guidelines for the young ladies:

- Dresses should not have plunging necklines
- Dress length should be to the knee
- Dress slits on longer dresses should not come higher than the top of the knee
- Dresses should not be extremely tight fitting
- Dresses should not have cutouts below the necklines or on the sides
- The backside of the dress should not be lower than the waistline
- Dresses with bare midriffs are not permitted (this includes sheer material)

FIREARM, WEAPONS AND DESTRUCTIVE DEVICES

Carrying, using, or possessing any firearm or other deadly weapon, destructive device, or explosives on school grounds, in any school vehicle or at any school-sponsored activity is strictly prohibited. This policy applies to students, staff/faculty members, and visitors to any LCA campus. Except for authorized law enforcement officials, LCA prohibits the carrying of concealed weapons on school property. In keeping with the Kentucky State law, LCA will post a notice stating:

**UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL
PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A
MAXIMUM OF FIVE (5) YEARS IN PRISON AND TEN
THOUSAND DOLLAR (\$10,000) FINE.**

HALL PASSES

All students who have a staff member's permission to leave the classroom or office and enter the hall must have in their possession a hall pass.

HEALTH SERVICES

All students must have a completed Emergency Form on file in the office. Parents are responsible for making changes to the Emergency Form if changes occur during the school year.

Taking Prescription Medication

On occasion, it is necessary for students to take medication during the school day. In order to ensure that medication is appropriately given, the following steps are to be taken.

- Parents of secondary students are to notify the school office, in writing, that their student is taking a prescribed drug.
- If possible, students are to keep medication with them.
- The student is responsible for taking it at the appropriate time.
- Only daily doses may be brought to school.

Non-Prescription Medication

For non-prescription medication (i.e. aspirin, antihistamine, etc.) parents are required to sign the Emergency Form.

Changes in Health

Parents are required to keep the school informed if there are any major changes in your child's health and/or medications.

Immunizations

A student enrolling in Lexington Christian Academy must provide proof of immunizations from the State of Kentucky and medical/dental/eye examinations as required by Kentucky Law. All required immunizations must be up-to-date. All forms must be completed and on file in the school office within two weeks of the beginning of school or the student will not be allowed to continue in school. The student will be allowed to return to school when all requirements are met.

LOCKERS

Students will be assigned a locker. These lockers are for their convenience but are school property. The administration reserves the right to search the contents of a locker to ensure cleanliness and/or appropriate contents. Although the Assistant Principal will investigate any reports of stolen property, the school cannot be held responsible for items lost or taken from lockers. Students will be held financially responsible for damage caused to lockers, including the permanent jamming of locks or if they are left unclean. The school will determine when lockers should be cleaned out at the end of the school year and will notify students. The school is not responsible for items that are left in lockers after school is out.

LOST AND FOUND

A lost and found area will be maintained in the school office. Items will be held for a time and then donated to charity. LCA is not responsible for lost items.

LUNCH GUIDELINES

Students may either bring their lunch or purchase a lunch from the school. Students are to consume all food and beverages in the dining hall.

Students will remain on campus for lunch.

Lunch Program

- Pizza is available every day as well as a fast food alternative
- Soda, juice, and snack machines are located in the dining hall
- There are also a number of microwaves available to students

Lunch Cards

- In order to buy a lunch, students need to purchase a lunch card
- Lunch cards may be purchased before school each day by the student entrance
- Cost is \$42.50 for 10 lunches
- Checks only please - CASH WILL NOT BE ACCEPTED

MEDIA CENTER

Over the last several years, the library facilities and collection have been upgraded to include individual study areas, multi-media technology, and research resources. Individual classes may schedule library time to work on projects or research papers. The library is open during

regular school hours. Students will be assessed a late charge of \$0.05 per day for overdue books. Students have access to the copier in the library. There will be a nominal charge per copy. Library hours are 7:30 a.m. – 4:30 p.m. school days only.

SEXUAL HARASSMENT

Lexington Christian Academy is committed to providing an environment free of unlawful discrimination or harassment. Lexington Christian Academy does not condone harassment or discrimination on the basis of race, color, gender, age, national or ethnic origin, and disability.

Sexual harassment by or toward any member of the Lexington Christian Academy community, whether student or employee, is prohibited by law and will not be tolerated. Individuals who fail to comply with this policy will be subject to disciplinary action up to and including dismissal (student) and termination (employee).

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or verbal, visual, or physical conduct or written communications of an intimidating, hostile, or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

- Submission to such conduct is made a term or condition of person's employment or academic progress; or
- Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or
- Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment includes, but is not limited to, unwelcome verbal, visual, or physical behaviors. These behaviors may occur as sexual comments or advances, sexual slurs or jokes, leering, displays of sexually suggestive objects or pictures, sexually suggestive gestures, touching, pinching, physical abuse or sexual assault. The difference between voluntary sexual relationships and sexual harassment are the elements of coercion, threat and/or unwanted attention that exist in a non-reciprocal relationship. Individuals should be aware that comments or conduct that one person finds merely amusing may offend or upset another person.

If You Believe Sexual Harassment Has Occurred

Any person who believes that he/she has been the recipient of, or witness to, harassment is strongly encouraged to report the alleged occurrence(s) as soon as possible to a school complaint coordinator listed below. If a student is more comfortable reporting the incident to a faculty member, he/she is encouraged to do so immediately and then that person should inform the appropriate complaint coordinator. If the appropriate complaint coordinator is

unavailable, incidents should be reported to any available coordinator.

Complaints against Lexington Christian Academy Students

Campus Principal

Complaints against Lexington Christian Academy faculty and staff

Headmaster

Complaints against Headmaster

Chairman of Board of Directors

Resolution Process

Complaints about sexual harassment will be responded to promptly, thoroughly, and equitably as the law requires. The right to confidentiality of all members of the Lexington Christian Academy will be respected insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment.

Formal Complaint Process

The complaint coordinator will request that the person provide a detailed written complaint which describes the circumstances and facts, including witnesses, surrounding the complaint.

The complaint coordinator will take appropriate steps to attempt to ensure that no further contact occurs between the complainant and the accused.

Upon receiving a written complaint, the complaint coordinator will convene a three-member committee consisting of two (2) members of the Board of Directors and one (1) member of the school faculty. The committee shall be appointed by the Chairman of the Board of Directors.

The committee will appoint one of its members to assist the complaint coordinator in conducting an investigation in a manner appropriate under the circumstances.

After a timely and thorough investigation is completed, the committee will review the results and determine whether the complaint has merit. If the complaint is without merit, the accused will be promptly notified of such determination. If the complaint is determined to have merit, the committee will recommend appropriate disciplinary action to the complaint coordinator. The complaint coordinator will then determine the disciplinary action to be imposed and promptly advise the accused of such decision. Such disciplinary action may range from a formal written reprimand to dismissal or termination.

The accused individual has the right to appeal the disciplinary action imposed to the full Board of Directors.

The individual who brings the complaint will be informed of the outcome of the complaint to the degree permitted by law.

SPIRITUAL LIFE

CHAPEL

The weekly chapel experience at LCA provides students with an opportunity to individually and corporately worship the Lord. Through both singing and student participation, chapel also becomes a time of inspiration, fellowship and challenge.

CHRISTIAN SERVICE

Every Christian is “God’s workmanship, created in Christ Jesus to do good works, which God prepared in advance for us to do.” Ephesians 2:10. There will be opportunities for students to be involved in mission trips abroad and also opportunities to serve and minister locally as well. Each student is also encouraged to be active in his home church and/or in a neighborhood ministry.

STUDENT PRAYER MEETINGS

Students are encouraged to form and participate in prayer groups and Bible studies during the school year. Peer accountability groups are an important aide to spiritual growth.

STUDENT VEHICLES

Student Insurance

Parents are encouraged to make certain that they have sufficient medical insurance to cover their student(s) in the event of an injury or illness. This is particularly important for student athletes.

Vehicle Use on Campus

Student driving and parking on campus is a privilege. The following are guidelines governing student drivers:

1. Students who operate a vehicle on school property must have a valid driver’s license as well as insurance.
2. Students who drive to school must register their vehicle with the high school office by the end of the second week of school or immediately upon receiving their license (requires student driver to purchase a parking tag in the high school office).
3. Students may park only in their assigned parking area.
4. Reckless or careless driving will not be tolerated.
5. Vehicles are not to be moved during the school day without administrative approval.
6. Once a student arrives on school property, students are required to immediately leave their vehicles and enter the school building.
7. Students are not permitted to go to their vehicle during school hours unless they receive permission from an administrator.
8. No writing, pictures, or symbols shall be displayed on any vehicle which promotes a

- philosophy contrary to the philosophy of LCA.
9. No loud music will be permitted in the vehicles while on school property or at school activities.
 10. The administration reserves the right to search vehicles parked on school property for illegal drugs, alcohol, or other inappropriate contents.
 11. Violation of any of the above vehicle guidelines may result in not being able to drive on school property for a specified period of time and/or other disciplinary action.

No Pass No Drive

At the time of the preparation of this handbook, the LCA Board was in the process of complying with KRS 159.051. The following is the proposed wording of the policy to be considered by LCA'S Board of Directors. Parents should familiarize their students with this policy.

Student Drivers-No Pass No Drive Statute KRS 159.051

Students who are 16-17 years of age applying for a driver's permit or license must submit form, School Compliance Verification Form for Driver Licensing. Students must request this form from the high school office at least one day prior to their appointment with the DMV.

By law, LCA is required to inform the Transportation Cabinet of any student that is in non-compliance. A student is in non-compliance when he/she has received 9 or more unexcused absences, or has dropped out of school, or has not received passing grades in at least 66% of course work taken in the previous semester. In our current 7 period day, the student must pass 5 classes in the previous semester. The student in non-compliance will have his/her permit or license revoked until compliance is regained according to the statute.

SUBSTITUTE TEACHERS

Occasionally, due to a teacher absence, substitute teachers will need to be present in the classroom. This is a difficult job and the school appreciates the efforts of the men and women who serve as substitutes. Students are reminded that their conduct while a substitute is present bears testimony to our Lord and LCA.

TRANSFERRING SCHOOLS

Withdrawals begin with the Admission's Office in the Central Business Office (CBO). Withdrawals are not official until the high school is notified by the CBO. The high school must certify that all library books, athletic, and band equipment have been turned in before the withdrawal will become complete.

Appropriate Use Policy for Internet Use and Other Technology

Lexington Christian Academy is proud to offer Internet Access and a wide array of technology services to its students, teachers, and staff. Our goal in providing these services is to promote educational excellence in the school by facilitating resource sharing, innovation, communication and vast resources for research and information. These services and access are a privilege and not a right.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Lexington Christian Academy has taken precautionary measures to restrict users from controversial materials. These measures include filtering software, Microsoft proxy server with Internet log histories, and other active monitoring systems. However, on a global network it is impossible to control all materials. Restrictive policies and curricular framework will also aid the students to use the Internet and other technologies in an ethical and appropriate manner.

The smooth operation of the LCA network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines and consequences of violations are described in the Lexington Christian Academy's Appropriate Use Policy located at each campus, the central business office and in the student handbook section of each campus's local web site. The home page for Lexington Christian Academy is: www.lexingtonchristian.org.

I fully understand and will abide by Lexington Christian Academy's Appropriate Use Policy for Internet and Technology. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

DRUG AND ALCOHOL TESTING/SEARCH CONSENT FORM

I understand that my performance as a student and the reputation of my school are dependent, in part, by my conduct as an individual. I hereby agree to accept and abide by the policies, standards, rules and regulations set forth by Lexington Christian Academy.

I also authorize Lexington Christian Academy to conduct testing and searches of my person, locker, and automobile as outlined/described in the Student/Parent Handbook for any substance considered illegal by Kentucky Statute or which is controlled by the Food and Drug Administration. I authorize the release of information concerning the results of such tests to Lexington Christian Academy and to the parents or guardians of the student.

I have read and understand the contents of the Lexington Christian Academy Student Drug and Alcohol Policy/Testing Policy. I understand by signing this document that I agree to and will abide by the terms and conditions of the Lexington Christian Academy Student Drug and

Alcohol Policy/Testing Policy and consent to the required testing.

This shall be deemed consent pursuant to the Family Education Right to Privacy Act for the release of above information to the parties named above.

**STUDENT/PARENT ACKNOWLEDGEMENT OF RECEIPT OF
LEXINGTON CHRISTIAN ACADEMY'S
POLICY AND PROHIBITION AGAINST SEXUAL HARASSMENT**

I have carefully reviewed the policy and I understand its contents. I agree to abide by this policy and understand that my conduct will be governed by this policy.

PLAGIARISM AGREEMENT OF UNDERSTANDING

At Lexington Christian Academy, we believe that academic honesty is not only God-honoring, but also essential for the personal growth of our students. It is difficult for a student to feel proud of a well-written paper that he or she did not truly author. A thorough understanding of plagiarism must exist in order to protect our students from intentional or even accidental academic dishonesty. We created this document in order to define plagiarism for both students and parents, as well as to clear up any misconceptions regarding this serious issue. Please understand that it is often difficult for a faculty member or administrator to distinguish between intentional and accidental plagiarism. For this reason, we want to ensure that every student and parent or guardian has a working knowledge of what constitutes plagiarism.

Once you have carefully read and reviewed the attached document with your son or daughter, you should both sign the document where indicated below. Please keep this handbook for future reference. If you have questions or concerns regarding plagiarism, its definition, or LCA's policy regarding it, please do not hesitate to contact the school for clarification before signing. All students must have this document on file in the senior high. Thanks for your cooperation and understanding.



Keith Hall
High School Principal

Please note: This information was compiled by Lisa Voils, LCA High School English Dept., 2010

Lexington Christian Academy High School

SIGNATURE ACKNOWLEDGEMENT FORM 2011-2012

We have read all the preceding pages of this 2011-2012 Parent/Student Handbook and are in agreement with the philosophy of LCA.

I am also aware of and I am in agreement with the following policies:

- Plagiarism Agreement of Understanding
- Prohibition Against Sexual Harassment
- Appropriate Use Policy for Internet Use and Other Technology
- Drug and Alcohol Testing

_____ **Date:** _____
Student Name

_____ **Date:** _____
Student Signature

_____ **Date:** _____
Parent/Guardian Signature

_____ **Date:** _____
Parent/Guardian Signature

This form must be signed by the student and both parents/guardians.
Please return this form, which will be kept on file, to the high school office by August 17th.