

Lexington Christian Academy

Jr. High

Student/Parent Handbook

2011-2012

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.

LCA JUNIOR HIGH SCHOOL—AT A GLANCE

- Enrollment:** Approximately 250
- Mascot:** Eagle
- Colors:** Royal Blue, Metallic Silver, and White
- Accreditation:** Southern Association of Colleges and Schools. This accreditation is fully recognized by the Kentucky State Department of Education.
- Hours:** Classes start at 8:20 a.m. and end at 3:20 p.m. Parents should not drop off children prior to 7:30 a.m. Supervision begins at 7:45 and ends at 3:40 p.m. The Junior High Office will be open from 7:30 a.m. until 4:00 p.m.

Class Schedule:

<u>Mon, Tues, Wed., Fri</u>		<u>Thursday (Chapel)</u>	
1st period	8:20 - 9:15	1st period	8:20 - 9:05
2nd period	9:20 - 10:15	2 nd period	9:10 - 9:55
3rd period	10:20 - 11:10	3rd period	10:00 - 10:45
4th period	11:15 - 12:30	4th period	10:50 - 12:00
5th period	12:35 - 1:25	5th period	12:05 - 12:45
6th period	1:30 - 2:20	Chapel	12:50-1:45
7th period	2:25 - 3:20	6th period	1:50 - 2:35
		7th period	2:40 - 3:20
First Lunch	11:10 - 11:35	First Lunch	10:45- 11:10
Second Lunch	12:05 - 12:30	Second Lunch	11:35 - 12:00

Athletics: We offer a full range of athletic teams (see Athletic Program on page 18 for a complete listing). LCA is a member of the Kentucky High School Athletic Association.

Class size: The junior high school attempts to keep a class cap of 25 students.

Fight Song: by Brad Daniel

We will fight
For the right
We are LCA Eagles

We are one
We are strong
We will march against the foe

We will mount up
With wings as Eagles
For Jesus Christ the Lord

'Cause we are
Invincible Eagles
We will fight till victory's ours

LCA EAGLES

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INTRODUCTION

PRINCIPAL'S GREETING

August 2011

Dear Parents and Students:

Let me welcome you and your family to Lexington Christian Academy Junior High. It is an honor to be able to serve and your family as principal at LCA. My prayer is that all that we say and do is an honor to God, as we work together in the Christian education of your student.

Please use this handbook as a guide to familiarize yourself with the expectations and procedures here at the junior high.

Expectations and procedures are a guiding force at school, as well as our daily walk with the Lord. We strive to have an orderly environment here at LCA that provides your student with many opportunities to grow and mature academically and spiritually.

Please carefully read the contents of this handbook. By reading this handbook and signing the "Plagiarism Agreement of Understanding," "Acknowledgement of Receipt of Lexington Christian Academy's Policy and Prohibition against Sexual Harassment," the "AUP Agreement," "Drug and Alcohol Policy," and the "Letter to Students and Parents" you are committing yourself to making the philosophy of LCA a reality in your life. These documents will be placed in the book bundles that parents can purchase at the parent open house on Monday, August 15, 2011 or the student open house on Tuesday, August 16, 2011. You may also print them off the junior high website. The signature page will be due in the junior high office no later than Friday, August 26th.

Feel free to call me at any time with questions. Again, it is an honor to be in service to our Lord, and your family at Lexington Christian Academy Junior High.

Yours in Christ,

Alden Meade
Principal

STATEMENT OF PHILOSOPHY

Lexington Christian Academy shall provide each student the opportunity to study and to develop his/her spirit, mind, and body in a wholesome, Christian environment. It shall strive to provide the best education possible in preparation for high levels of education and to contribute to the establishment of Christian values for a happy and creative life, while working in the Lord's kingdom. Being non-discriminatory and Christian in nature, the school shall be directed toward instruction concerning God's will for each person and shall teach that all truth is of divine origin. Knowledge to choose between good and evil, based upon God's Holy Word, shall be imparted to each child. Those serving the school in any capacity, whether in administration, on the faculty, on the staff, on the Board of Directors, or as a volunteer shall subscribe to the school's philosophy of providing a high quality, Christian education in a Christian atmosphere. The establishment and subsequent operation of Lexington Christian Academy shall be successful only when done in accordance with His will and for His honor and glory.

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 (4th Monday at the Rose Campus – contact the central business office for location and time) as well as its committee meetings: Athletic, Education, Finance, 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 Headmaster's office one week prior to the scheduled meeting.

SPIRITUAL LIFE

ATTITUDE by Charles Swindoll

“The longer I live, the more I realize the impact of attitude on life. Attitude, to me, is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company...a church...a home. The remarkable thing is we have a choice every day regarding the attitude we will embrace for that day. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude...I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes.”

CHAPEL

Students are encouraged to approach Chapel as a worship and devotional time during which they may learn about God in a different context from the classroom. Students are encouraged to bring Bibles to Chapel. The format and presentation of chapels will vary occasionally, but mature, respectful, and appropriate behavior is always expected.

CHRISTIAN SERVICE

Every Christian is “God’s workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them,” Ephesians 2:10. There will be opportunities for students as groups, and as individuals, to serve others both at home and away from school. Each student is also encouraged to be active in his/her 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.

ACADEMIC LIFE

ACADEMIC PROBATION

Students, in grades 7-8, who fail to maintain a 2.0 grade point average (GPA) when all courses are averaged at mid-semester and semester reports are required to spend three hours tutoring per week during the 9 weeks after being placed on probation. If at the end of the nine-week program the student achieves a 2.0 GPA, the student will be excused from the applicable program. If a student is unable to maintain a 2.0 GPA for the school year he/she may not be recommended for enrollment for the next school year.

ACHIEVEMENT TESTING

In order to assess our academic program and to provide comparative data to the school community, LCA will conduct standardized testing for all students in grades K-8. A nationally norm referenced test, which has a high degree of validity and reliability (i.e. Stanford Achievement test), must be used.

ASSIGNMENT MAKE-UP

Excused Absences: Only students with excused absences will be allowed to make up work for full credit. Students will have one day to make up work for every day they were absent. Exceptions may be made for extended absences. Missed lab work will not be made up.

Unexcused Absences: Students with unexcused absences are expected to complete assignments, but will not be allowed to make up work for full credit. Pre-assigned work due during the unexcused absence will not receive full credit. Assignments, quizzes, and tests, given during the unexcused absence may be made up but will not receive full credit. Students will have one day to make up work for partial credit for every day they were absent.

Absence on the Day of a Test: If a student is absent on the day a test is given, and the student was

present at school when the test was announced, the student is expected to take the test on the day they return to school. The test must be made up before or after school in a specially designated location so that they will not miss additional class time. (Tests must be made-up according to policy without additional days for preparation.)

Absence on the Day Before a Test: If a student is absent the day before a test is given, and the student was present at school when the test was announced, the student is expected to take the test on the day they return to school provided they were at school for adequate review time. If the teacher determines they missed the test review, adequate review time should be given prior to taking the test. **The test must be made up before or after school in a specially designated location so that they will not miss additional class time. (Tests must be made-up according to policy without additional days for preparation.)**

The principal must ensure that guidelines set by the individual teacher are consistent with this policy and procedure.

CHEATING

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

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. 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. Students will be assigned Tuesday/Thursday School and any other disciplinary action deemed appropriate by the 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. A conference with the parents or guardian, student, teacher, and Principal will be required. The student and family will be required to be re-interviewed pursuant to school policy.

Homework is intended to be done by each student independently. Unless work is assigned to be done in cooperation, it is expected that students will do their own work. Help should be limited to instruction from parents or other students. Copied answers on homework assignments will be considered cheating and will receive the discipline as above mentioned.

CLASS WITHDRAWAL PROCEDURE

Each student's course selection is the result of a careful decision made after consultation with parents and school advisors. Schedule changes after the deadline for scheduling may be made only if deemed necessary after review by the administration or guidance office.

EXTRA CREDIT WORK

Extra credit *may* be given by teachers. When it is used it must be a planned part of the instructional process and should provide an additional incentive to excellence—stretching students to greater heights of scholarship. Extra credit may only be given on tests and cannot account for more than 5 points on any given test.

GRADE PRACTICES

Teachers will state clearly, in each class, the evaluation procedure for determining student grades. The teacher will determine the number and types of course assignments and methods of pupil evaluation for their respective classes. The purposes of pupil evaluation are to assess learning achievements and needs, present an accurate appraisal of the student's accomplishments, and to encourage future success.

GRADE REPORTING

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

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

Attendance, punctuality, conduct, and effort for each class will also be reflected on grade reports. We encourage parent follow-up calls or conferences concerning grades. Grades received at the end of each semester become part of the student's junior high 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.

GRADE SCALE

Junior High School		Regular Class Quality Points
Numerical	Letter	
100-92	A	4
91-84	B	3
83-77	C	2
76-70	D	1
69-0	F	0
	TI	Temporary Incomplete*

Student grade point averages will be calculated each mid-semester and semester. GPAs will be figured based upon total quality points divided by the number of classes.

* 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 by the tenth school day of the next grading period or as directed by the principal. **It is the student's responsibility to contact his/her teachers concerning make-up assignments.** At the end of the 10-day period, if the make-up work has not been completed, the “TI” will be cleared by assigning zeroes for all missing work and calculating the grade with these zeroes.

GUIDELINES FOR ACADEMIC RECOGNITION

The school will publish and post the honor roll at the semester report. The honor roll is three tiered as follows:

Highest Honors:	4.0 or better GPA
High Honors	3.70 - 3.99 GPA
Honors:	3.50 - 3.69 GPA

HOMEWORK PRACTICES

Homework is a necessary part of LCA's educational program. It is designed to be related to the educational philosophy and goals of the school. Homework is an extension of the school day, which provides the student with additional opportunities for learning and reinforcement.

JUNIOR HIGH PROMOTION REQUIREMENTS

A 7th or 8th grade student who fails an academic course (Bible, English, History, Mathematics, or Science) may proceed to the next grade if the failure is made up in an accredited summer school program. Bible must be made up during the summer through LCA. A student failing three or more academic courses must repeat the entire grade.

No high school credit is awarded for courses taken prior to the ninth grade year.

ADVANCED CLASSES AND MATH PLACEMENTS

Placements at the junior high school will be based on several factors including teacher recommendations, standardized achievement test scores, and previous year class grades.

SEMESTER EXAMINATIONS

A semester exam schedule will be posted prior to the completion of each semester. Final exams are intended to improve and enhance the sequence of student learning. All students in grades 7-8 will be required to take comprehensive semester exams. These exams will be figured as 12% of the semester grade.

STUDENT RECORDS

The school maintains a complete record, including a cumulative academic record for each student. These records are kept in the school office. All material in these records is treated as strictly confidential.

Procedure for requesting records (files):

1. Submit a written request from parents to the school office.
2. Copies of records will be sent the day after the request is received.
3. LCA will send records to other schools with parent approval and appropriate forms from the school.

TECHNOLOGY INTEGRATION

Through the integration of technology in the core curriculum, LCA's goal is to move students from being technology literate to technology proficient. Full integration began in the fall of 2007 as

teachers' integrated computer into the classroom environment through the use of computers on wheels (COW). Students will be given a proficiency test at the end of sixth grade or upon being accepted into the junior high. If deficiencies are found, recommendations will be made to help the student improve their technology skills. A computer class will be taken in 7th and 8th grades to enhance technology skills and the integration within the classroom setting. The semester grades for both the 7th and 8th grade classes will serve to determine proficiency on entering the high school. Student must maintain 70% grade or better to meet proficiency.

CAMPUS LIFE

ACCIDENTS AND ILLNESS

Limited first aid is available through the school office. Please be sure that any injuries are reported to the teacher in charge. All accidents must be reported on the proper form. Any time you are ill or are injured, report to the principal's office. The school secretary will assist you and if necessary, contact your parents. **Do not leave the school or miss a class due to illness without notifying the office.**

ATTENDANCE POLICY AND PROCEDURES

Attendance at LCA is a privilege. In order for the student to receive maximum benefit from his or her education, regular attendance is crucial. Any pattern of absences which totals 15 instructional days (excused or unexcused) in a school year is cause for serious concern and may lead to a repeating of the grade or a loss of academic credit.

In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents submit a written note or doctor's excuse. *The parents must sign the note.* In grades 7-8, the written statement of absence is to be given to the office secretary. Teachers will provide students an opportunity to make up work, which was missed during an excused absence. The school will not grant an excused absence to events in which the school does not have a vested interest as determined by the principal.

***Understand that absences are accrued per class period. Please note that even an absence for half of one period (25 minutes) will be considered an absence on your attendance record.*

1. When the student has accumulated 10 absences in a semester, the campus principal will contact the parents by mail and may require a meeting with the parents and student to discuss the situation and possible affects on the student's academic standing.
2. When the student accumulates 15 absences in a semester, the parents will be notified by mail. At this point the student may fail those classes in which the 15 absences have occurred as outlined in our accreditation standards.

Appeal Process:

- a) Parents may appeal to the administration and/or Education Committee in writing with documentation.
- b) The appeal must be received in the principal's office within 15 business days of the date of the 15th absence to school.
- c) The decision of the administration or Education Committee will be communicated in writing.
- d) Any absence, for whatever reason (excused or unexcused) shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's record.

Absence Notes: In order to assist school personnel in distinguishing between truancy and absence for good and sufficient reasons, it is required that parents submit a signed note to the school office that states clearly the reason for the absence or tardy. The campus principal will have final determination for the excused or unexcused status.

Homework: It is the student's responsibility to contact the teacher regarding make up homework. If a student is absent one day, please check Eaglepoint for missed work. If a student is absent two or more days, parents may call the school office by 10 a.m. to request assignments from the teachers to be picked up by 3 p.m. Teachers will provide students with the opportunity to make up work that was missed during an excused absence. If the student misses a lab, the lab will not be made up. Work must be made up according to the assignment policy as found on page 3.

Special Health Problems: When parents are aware of special health problems concerning their child, which are of a continuing nature and related to a pattern of absence, the parents must apprise the school of the special nature of the problem. School authorities, in cooperation with the parents, will make reasonable attempts to arrange for alternative educational experiences in an effort to ensure that the maximum course requirements are met.

Medical Appointments: If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should not be scheduled so that a student misses the same class consistently.

Practices

1. Attendance will be taken in each class and entered into the database as well as kept in teacher classroom record books. A Daily Absentee List will be generated and distributed along with morning announcements.
2. Students absent in more than 3 periods in one day may not participate in any school sponsored extracurricular activity (e.g. athletic team practices/games, class socials) without the principal's written permission. A physician's note for a scheduled appointment is the primary reason a student would be permitted to participate in a school activity that day. An absence list will be distributed each morning, and a summary attendance list will be available in the office near the close of each school day. Coaches and other sponsors are to monitor students who may not participate due to missing all or part of a school day.
3. There are two types of absences—excused and unexcused. **The school may determine that an absence is unexcused even though approved by the parents.** Justifiable reasons for absences include:
 - a. Illness
 - b. Death or severe illness in the family
 - c. A reasonable number of religious holidays or church functions (*to be approved prior to the absences by the principal*)
 - d. Medical and dental appointments
 - e. Family emergencies
 - f. Special cases/circumstances approved by the principal
 - g. Family activities approved in advance by the principal

****A Pre-Excused absence form should be picked up from the junior high office and returned for approval two weeks before any planned absences. Homework for absences should be accessed off the website or requested by students from teachers on the day they return.**
4. Students are permitted to make up work missed for excused absences. It will be counted if turned in within the allotted time (see page 3). Students will receive no credit for work missed

- during an unexcused absence unless the principal, with the teacher, permits the work to be made up and counted. Some teachers may require work missed during unexcused absences to be completed and turned in even though no credit will be received for it.
5. A student returning to school following an absence, *even a portion of a day*, must take either a physician's note or a parent's note stating the reason for the absence to the school secretary before 8:20 a.m. These notes may be verified by phone. The student will be given an admit slip which indicates if the absence is excused or unexcused. If a student returns to school without a properly signed note, they also must obtain from the school secretary an admit slip which indicates "unexcused" because no note was shown. The admit slip is to be signed by each teacher, kept by the 7th period teacher, who in turn gives it to the school secretary for filing. Teachers will ask students for the form if students fail to ask for their signatures.
 6. **With any coming and going from campus during the school day, it is necessary for a student to check-in and check-out with the school secretary.** The principal, counselor, or school secretary must be notified by the parent or guardian before a student may leave school before the close of the school day. This may be done with a note or if necessary by phone, or in person. **A student may not sign out of school and leave with another student.** A parent or pre-authorized adult must come to the school office to sign a student in or out. An early dismissal request form from the secretary is necessary for a teacher to release a student for an early dismissal. *The preferred method of checking out is for the student to give the school secretary a parent note with a phone number at which a parent can be reached. The note can then be verified by phone prior to the requested checkout time. Please give parental checkout notes to the school secretary before first period.*

CARE OF CAMPUS

LCA students and faculty are privileged residents of the Rose Campus and should act responsibly. They are beautiful facilities that each student and teacher should feel honored to call home this year. Thank you for helping care for them properly.

The Junior High Administration asks that students abide by the following regulations:

1. No student is to be in undesignated areas except for PE, Chorus, Band, Orchestra, or chapel.
2. All food and drink is to be consumed in the lunchroom. No opened drinks are to be kept in lockers or brought upstairs from the lunchroom (screw top water bottles are permissible in lockers only).
3. Students are to help teachers clean up rooms at the close of each school day.
4. Chewing gum is prohibited on campus **at any time**.

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.

Newsletter: A newsletter will be posted on the junior high website under 'Documents' every nine weeks to all parents of junior high school students. It will contain a calendar of upcoming school events as well as other pertinent information.

Website Information: Go to the Lexington Christian Web Page at www.lexingtonchristian.org.

Select Junior High (located at the bottom of the screen). An abundance of information is available on this site.

Daily Announcements: Each day at the beginning of second period, daily announcements are read over the PA system, posted on the junior high website under “Documents” as well as posted on the bulletin board across from the office for students to read.

Flyers: On occasion, special flyers with important information are sent home at the end of the school day. These flyers are distributed through the seventh period classes.

Parent-Teacher Conferences: Tuesday afternoons are set aside for conferences. Please call the school secretary in advance to schedule a meeting. A full day of optional Parent-Teacher Conferences will be scheduled after each mid-semester grading period.

Phone Messages and Procedures: Students will only be able to use an office phone before and after school. Only very necessary telephone messages for students should be made. Messages for student group activities will be posted on the office window (e.g. athletic practice/game cancellation). The office will deliver student messages **ONLY** in emergency situations. Please remind your student to check for messages periodically.

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 each of LCA’s campuses. The membership of PTP includes all teachers and parents represented at the campus. The focus of the PTP ministry is on the individual campus.

Qualifications and the nomination process for the members of the PTP council shall be established by LCA’s board. The PTP council members begin their official responsibilities on August 1st.

Severe Weather Emergencies: When it becomes necessary to cancel school due to weather, this information will be broadcast over local television, radio stations, and on the school website. Once school is in session for the day and weather becomes inclement, school is generally **NOT** cancelled; however, parents may pick up their child at their discretion and it will be an excused absence.

COUNSELING SERVICES

Galatians 6:2 says, “Bear ye one another's burdens...” The main goal of the counselor is to help students with those concerns, academic and/or personal, which need to be shared. It is only to this end that the counselor will be successful.

Resources and services offered include assistance in educational planning, interpretation of test scores, help with difficulties encountered in class, and personal problems which arise from time to time. An appointment is all that is required to meet with the counselor or principal.

STANDARDIZED DRESS CODE (SDC)

It is the desire of LCA that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. 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.
- The SDC does not require purchasing items from specific vendors.
- Students must be in compliance with the SDC prior to entering the school building and continue until the end of the school day.
- The SDC is for all school days unless previously approved by the principal.

1. SDC Shirts:

- a. Must be traditional polo or oxford style (long or short sleeved).
- b. Must be a solid color (any color).
- c. Must have a collar.
- d. Must have buttons. No more than 2 buttons will be left unbuttoned. Snaps are not permitted.
- e. Must have a placket (interfacing with a seam on each side of the buttons).
- f. All shirts must have sleeves. Students may wear appropriate **plain white** short or long sleeve crew neck t-shirt under a standardized polo or oxford shirt.
- g. The shirttail must be tucked in at all times.
- h. Any solid color crewneck pullover sweatshirt with logo no larger than a credit card- OR-LCA crewneck sweatshirt approved through the school store, along with a collared dress code shirt underneath.

2. SDC Pants, skirts and shorts:

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

3. Other Requirements:

- a. Footgear (shoes or sandals) must be worn and be neat and clean.
- b. No coats, jackets, sweaters to be worn in class.
- c. Hats, hoods, bandannas, scarves, sweatbands or other pieces of cloth worn as head coverings or sunglasses must not be worn in the building.
- d. Logos/Emblems must be no larger than a credit card.
- e. Fads, trends, innovative fashions, extreme hairstyles or hair colors, jewelry, make-up and/or clothing, which the principal deems to be potentially disruptive or inappropriate, will not be allowed.
- f. Visible pierced jewelry is only allowed in the ears for girls. No visible pierced jewelry is permitted for boys.
- g. No visible tattoos permitted.
- h. All school attire must be free of suggestive words or pictures, offensive advertisements, "holes" or "frayed" designs.
- i. Policy for boys on hair is not exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front. The wearing of facial hair (goatee, beard, moustache) is not permitted.

4. Dress Down Days

Dress down days are at the principal's discretion. If the curriculum suggests special attire, the teacher must notify the administration in advance of the activity to request approval. Students will be notified in advance of school-wide or individual class activities (i.e. Service Day, field trips).

Guidelines:

Shirts:

- must have sleeves
- must be long enough to be tucked in.
- may only display appropriate logos, pictures or wording.

Pants:

- must be appropriate lengths (**top** of knee or longer) and not tight fitting (pajama bottoms are not permitted / no writing is permitted on the seat of pants).

5. Friday Casual Dress Day

Students may wear any style shirt or sweatshirt (including hoodies) that is modest to promote school spirit. This top must be professionally manufactured by LCA for students or teams. Shirrtails must be tucked in at all times. Any type shirt must be worn under a sweatshirt and tucked in at all times. Requirements for SDC pants, shorts, or skirts do not change.

Standardized Dress Code Discipline Procedure

1. As identified, students with dress code violations will be sent directly to the junior high office.
2. The office staff will determine if the violation is immediately remedied or if the student must call home for a change in clothing.
3. If the offense is remedied immediately, the student will receive a D-hall and be sent back to class. If the student has to call home for clothing, the student will remain in the office until clothing arrives. This student will receive a D-hall, as well as, an unexcused absence for all classes missed and cannot receive higher than a 69% for the day in the missed classes.
4. If any student receives a second dress code violation of any kind the same procedure will be followed and the student will receive a Tuesday/Thursday school.
5. A third offense will automatically result in immediate suspension for that day.
6. A fourth offense will result in meeting of the student and parents with the Headmaster to discuss the situation.

FIELD TRIPS

Field trips are considered valuable supplementary activities to classroom instruction. Small fees may be charged to cover expenses. Parents will be notified in advance. Parents may be asked to drive and chaperone on a field trip. As chaperones, parents are required to maintain the godly standards of the school.

LEAVING CAMPUS

The junior high school campus is a closed campus. Since we are a closed campus, students are not allowed to go into the elementary or high school campuses without staff supervision. All students are expected to remain on campus once they have arrived at school. Students should not leave campus until the 3:20 p.m. dismissal bell rings or until they have received authorization to leave. Students who have properly checked-out early, must leave campus and not return during the school day unless to check back

in.

DESIGNATED AREAS OF THE BUILDING

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

DRUGS OR ALCOHOL ON SCHOOL PREMISES OR SCHOOL FUNCTIONS

Intermediate and Junior High:

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 and Headmaster for immediate discipline, and will be recommended for re-interview, suspension, or expulsion.

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.

LIBRARY

The library is available to students before and after school from 7:30 AM – 4:30 PM and during specified times of the school day and upon request. Individual classes may schedule library time. Students will be assessed a late charge of 10¢ per day for overdue books.

LOCKERS

Students will be assigned a locker. These lockers are for the student's convenience, but are school property. The administration reserves the right to search the contents of a locker. Locker checks may be made during the course of the school year to ensure cleanliness. Although the 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 accountable for damage caused to lockers, including the permanent jamming of locks. **Students are not allowed to write on the inside or outside of any locker.**

LOST AND FOUND

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

LUNCH GUIDELINES

Students are to consume all food and beverages in the lunchroom. Microwaves are available to students to heat up lunches. Students may either bring their lunch or purchase a lunch from the school. In order to buy a lunch, students need to purchase a lunch card. Pizza is available every day as well as catered food options. Juice, bottled water and snack machines are available in the lunchroom. A lunch card is good for 10 lunches and costs \$42.50 for non-faculty students or \$37.50 for children of faculty members.

Lunch cards may be obtained from the secretary in the school office before and after school and when

ordering hot lunch in the morning. They may also be purchased in the office at the beginning of the student's lunch period. Do NOT plan on being able to purchase a lunch card at any other time.

Lunch punch borrowing procedure – On occasion students forget lunch cards at home or forget money. On these occasions, students may borrow a lunch punch; however, 5 borrowed lunch punches are the limit. After five, parents will be contacted by email to inform them of the need to repay the borrowed punches and so that the student can bring money to purchase a new lunch card for future use. Patterns of continued borrowing will be reported to the parents.

LUNCH VISITORS / SIGNING STUDENTS OUT FOR LUNCH

Lunch visitors other than parents are discouraged to come and eat lunch at the school. Only guests approved prior to the date by the principal may come for lunch. **LCA Junior High discourages parents from checking students out for lunch, but if they do they can only check out their student (no other students may go without their parents being present to check them out). Absence from a class may result in failure of that class.**

SCHOOL 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.

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 junior high students are to notify the school office, in writing, that their student is taking a prescribed drug. The office prefers that medications be turned in to them. However, students are responsible for taking it at the appropriate time. Only daily doses may be brought to school.
- For non-prescription medication (i.e. aspirin, antihistamine, etc.) parents are to fill out a Non-Prescription Medication card and return it to the school office. If a card is not on file, parents will be called before any non-prescription medication is given.
- If there are any major changes in your student's health and/or medications, please keep the school informed. Also, let the appropriate school office know of any changes in phone numbers to the emergency form (especially changes to work numbers or daytime phone numbers, addresses, etc.).

Immunizations

- A student enrolled in LCA must provide proof of immunization of Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles), Hepatitis B and mumps.
- The immunization program must be complete and dates on file in the school office no later than September 15th or the student will be excluded from school until the program is completed.

SCHOOL SUPPLIES

School fees include all textbooks required by the school. However, consumable workbooks and paperback reading books are purchased by the students at their expense. Some art and music supplies are also provided. Students must reimburse the school for any lost or damaged textbooks. Students furnish

Bibles, notebooks/theme paper, assignment books, pens, and pencils.

SEARCH AND SEIZURE

LCA will maintain a climate that assures the safety and welfare of all students. Students have the right to be protected from unreasonable search and seizure by federal, state, or school officials. School administrators have the responsibility to make a determination of the point at which the student's right to protection against unreasonable search and seizure is in conflict with the administrator's official duty to maintain a safe and orderly school. Search and seizure by the principal or his/her designee may occur when suspicion exists. School authorities may make a personal search and seize any illegal contraband, dangerous weapons, or stolen property.

STUDENT BEHAVIOR AND CONDUCT

The potential for serious moral misconduct for students is as real in a Christian school as it is in the world. This is particularly true with the de-emphasis by secular institutions of moral values and the substitution of humanistic principles.

LCA is not the primary entity responsible for corrective discipline; that is the responsibility of the parents and their local church. Therefore, the thrust of the school's action must be the maintenance of conduct standards and the presentation of a Biblical role model.

The home, the church, and the school ideally form an educational 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*.

Parents will be made aware of the disciplinary measures taken with their students. When a probation or suspension is involved, a conference with the appropriate teacher(s), principal, parents and student is required. The purpose of this conference is to ensure that everyone is aware of the seriousness of the situation and is committed to a positive resolution.

The Headmaster may become personally involved in a behavior situation. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the Headmaster and his decision is final. A full report of the expulsion process, the meeting with the parents and student, and the intervention measures taken will be forwarded to the school board.

Teachers are asked to communicate to parents and students, in writing, their "rules of the classroom" and the consequences of classroom misbehavior. 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.

The following list is illustrative of reasonable classroom expectations:

1. Take your seat promptly and quietly.
2. Speak when properly recognized by the teacher.
3. Bring books, pens, paper, pencils, homework, etc. to class.
4. Maintain cleanliness around your desk.
5. Listen carefully to a teacher's instructions.
6. Enjoy yourself but not at someone else's expense.

7. Eat at designated times and places.
8. Keep your hands to yourself.
9. Do not chew gum in school.

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.

Detention Hall (Dhall) may be assigned by the teachers, counselor or principal for tardies and other minor misbehavior. One or two Dhalls may be given for an offense. Dhalls are served from 7:40 a.m. - 8:10 a.m., Monday, Tuesday, Thursday and Friday. *No student will be admitted after 7:40 a.m.* A student will be given two weeks to serve a Dhall. Failure to serve a Dhall will result in a Tuesday/Thursday detention. A student will receive a Tuesday/Thursday detention on the 5th Dhall. Upon reception of the 10th Dhall, the student will receive a full day suspension and the student and parents will be required to meet with the junior high principal to sign a behavior contract before returning to school. For the remainder of the school year the student on contract will be responsible to the terms of the contract as approved by the Headmaster. Students on contract are subject to re-interview before enrollment for the next school year.

Tuesday/Thursday Detention for disciplinary reasons may be assigned only by the principal. Detention will begin promptly at 3:30 p.m. at the junior high school on designated days. Students may not enter after 3:30 p.m. Junior High Tuesday/Thursday detentions are from 3:30 p.m. until 5:15 p.m. and will cost \$15.00. These fees must be paid to the detention monitor prior to the scheduled Tuesday/Thursday detention.

Students must bring pen and paper to Tuesday/Thursday detention and an assignment will be given to them. Failure to work on the assignment will result in expulsion from that detention and reassignment to another Tuesday/Thursday detention.

Failure or refusal to serve the detention may result in the student being suspended from school for a period not to exceed five days and reassignment of the detention. Parents or guardians should notify the principal before the day of Tuesday/Thursday detention if the student is unable to attend. However, this notification must be given within two school days of the student's return to school following the Tuesday/Thursday detention. Failure to serve without proper notification will be viewed as refusal to serve.

Disciplinary Probation may be given only by the principal and for a maximum of nine weeks. A parent-teacher-student-administrator conference will be required at the beginning of the probation period. The student's progress will be monitored on a regular basis. Parents will be notified of their student's progress. At the end of the probation period, an evaluation and recommendation shall be made by the principal.

Disciplinary Suspension, as determined by the principal, will be for a period of 1-5 school days. Suspension may be given for any of the following reasons:

- when continued deliberate disobedience/disrespect is displayed
- when a rebellious spirit remains unchanged after much effort on the part of the school staff
- when there is an on-going, negative attitude and inappropriate behavior that is having an adverse effect upon the school or student body
- when there has been a serious breach of conduct inside or on the grounds of the school 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 (i.e. repeatedly in violation of the standardized dress code or not following the rules in relation to cell phone usage).

Student Re-Interview – A student who has manifested a pattern of behavioral or academic problems, or parents or guardians, who have not cooperated with or supported the school’s staff or mission, may be subject to the re-interview process. The re-interview process will occur at the end of the current semester. The Headmaster and appropriate Principal and administrative staff will conduct the re-interview. The student, parents or guardians involved may appeal the decision of the administration. If an appeal is made, the appeal will be heard by the Executive Committee of the Board. The student, parents or guardians shall be informed of the time and place for the appeal and shall be invited to address the Executive Committee regarding the matter, subject to reasonable limitations set by the Chairman of the Board of Directors. The decision of the Executive Committee is final.

BULLYING POLICY (K-12)

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:

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.

ELECTRONIC DEVICES POLICY (K-12)

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:

- | | |
|---------------------------|--|
| 1 st Violation | Confiscation of device and returned to student's parent(s) after 24 hours. |
| 2 nd 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. |
| 3 rd 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. |

STUDENT INSURANCE

Students are encouraged to check with their parents to make certain that they have sufficient medical insurance to cover them in the event of an injury or illness. This is particularly important for student athletes.

TARDY POLICY

Regular attendance and punctuality to class are essential to success in school and later on the job. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class every day.

Procedures when tardy to class (unexcused):

1. A student late to class less than three minutes without a valid hall pass or admit slip that justifies the lateness is tardy to class. Students with justification given by the office or a teacher are not tardy and their lateness is not to be recorded as a tardy. Students who have a matter of personal illness or personal hygiene are to indicate the problem to a member of the office staff.
2. A student late to class from between 3 to 25 minutes without proper justification will be given one detention hall for having an elongated tardy.
3. A student late to class more than 25 minutes without proper justification is not considered tardy to class and should not be counted as such. Rather, the student is to be sent directly to the principal for skipping class.
4. Penalties for tardies (less than three minutes) to class each semester are as follows:

1 st tardy.....	Warning
Each tardy thereafter...	Detention hall

Procedures when tardy to school:

1. A student tardy to school is also tardy to class. All procedures related to class tardies apply.
2. A student arriving to school after 8:20 a.m. must sign-in with the school secretary and receive an admit slip to enter class.
3. In order to alleviate conflict and clarify valid reasons for being excused, the following examples are provided:
 - a. Illness (personal or immediate family)
 - b. Extremely poor weather conditions.
 - c. Involvement in automobile accident.
 - d. Emergency at home.
 - e. Medical/dental appointment.

TRANSFERRING SCHOOLS

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

VISITORS

Parents of LCA students are welcome in the school at any time. **Students are not allowed to bring friends to school** who are enrolled in another school or school system. These students will be asked to leave. All persons who are not employees of LCA are requested to sign in with the school secretary before going to other parts of the school building.

EXTRA-CURRICULAR LIFE

ATHLETIC PROGRAM

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

Fall

Boys/Girls Soccer
Boys/Girls Cross Country
Boys/Girls Golf
Boys Football
Girls Dance
Girls Volleyball

Winter

Cheerleading
Boys/Girls Basketball
Boys/Girls Swimming

Spring

Boys/Girls Tennis
Boys/Girls Track
Baseball
Girls Fast Pitch Softball

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.

DANCES

Lexington Christian Academy Junior High will not sponsor either formal or informal dances as part of its approved, school-directed activities. Although the school does not encourage such events, it respects the rights of parents to sponsor social dances. LCA requests that parents pay careful attention to the following guidelines:

1. An adequate number of parent chaperones are provided.
2. All school regulations on drinking, smoking, and drugs shall be strictly enforced.
3. The following disclaimer must be placed on all advertisements of the event: *"This is a parent-sponsored event. As such, LCA holds no liability for the event."*

STUDENT COUNCILS

Officers are elected from the student population to serve as leaders and representatives of their class. Students must meet academic, spiritual and behavioral standards in order to run for office. Once elected, students must maintain a certain grade point average and cannot receive more than one dhall per academic year to remain qualified to serve on the student council.

CHAPEL COMMITTEE

The chapel committee may be selected by the Principal and the Chapel Director.

STUDENT ACTIVITIES

Student activities are an integral part of the junior high school educational experience. In order to be effective and successful, the activities promoted must meet the needs and interests of the student body.

LEXINGTON CHRISTIAN ACADEMY 2011-2012 Tuition

<u>Program/Grade Level</u>	<u>5% Deposit</u>	<u>Annual Tuition</u>	<u>Tuition Less Deposit</u>	<u>Monthly Payment</u>
PS: 3 yr. (Tu/Th ½ day)	\$ 85	\$1,665	\$1,580	\$158**
PS: 4 yr. (MWF ½ day)	\$100	\$1,980	\$1,880	\$188**
PS:3-4 yr. (M-F ½ day)	\$176	\$3,556	\$3,380	\$338**
PS: 3-4 yr. (M-F all day)	\$345	\$6,905	\$6,560	\$656**
Elem:TK,KG (M-F ½ day)	\$208	\$4,144	\$3,936	\$328***
Elem:TK,KG, 1 st grade	\$365	\$7,301	\$6,936	\$578***
Elem: 2 nd & 3 rd grade	\$368	\$7,376	\$7,008	\$584***
Inter: 4 th – 6 th grade	\$388	\$7,708	\$7,320	\$610***
JR High: 7 th grade	\$426	\$8,502	\$8,076	\$673***
JR High: 8 th grade	\$428	\$8,564	\$8,136	\$678***
SR High: 9 th – 12 th grade	\$450	\$8,994	\$8,544	\$712***

*Monthly tuition payment amount equals annual tuition less 5% tuition deposit (or tuition balance) divided by the number of payments (10 for preschool or 12 for TK-12th grade). For example, to determine the monthly payment of a 9th grader:
 $\$8,994$ (Annual Tuition) - $\$450$ (Tuition Deposit) = $\$8,544$ (Annual Tuition Less Deposit)
 $\$8,544$ (Annual Tuition Less Deposit) / 12 (# of monthly payments) = $\$712$ (monthly payment amt)

**Preschool monthly tuition payments are based on a 10-month plan (August 2011 through May 2012).

***Elementary, Intermediate, Junior High, and Senior High monthly payments tuition payments are based on a 12-month plan (June 2011 through May 2012.)

TUITION DEPOSIT

A tuition deposit is required at the time a student enrolls/re-enrolls and the “**Statement of Agreement and Financial Commitment Form**” is signed and submitted. The tuition deposit amount is credited to the total tuition due. The tuition deposit illustrates a family’s financial commitment to the school and allows the administration to register and reserve a seat for your student for the new school year. Our families’ financial commitments also allow LCA to determine the number of teacher contracts to issue and make other financial commitments for the new school year. Therefore, the tuition deposit is **non-refundable**.

MULTI-STUDENT DISCOUNT

For families with **three or more children**, a multi-student discount (**30%**) is offered on the annual tuition amount **less** the 5% deposit. Your student that is enrolled in the highest grade level is always considered your first student. Your first and second students would pay 100% of the annual tuition. **All students pay 100% of the deposit.** Your third child or more would receive the **30% off the balance of tuition less the deposit**.

<u>Program/Grade Level</u>	<u>5% Deposit</u>	<u>Annual Tuition</u>	<u>Annual Tuition Less Deposit</u>	<u>Multi-Child Discount Amounts</u>	
				<u>Tuition Less Deposit</u>	<u>Monthly Payment</u>
PS: 3 yr. (Tu/Th ½ day)	\$ 85	\$1,665	\$1,580	\$1,106.00	\$110.60**
PS: 4 yr. (MWF ½ day)	\$100	\$1,980	\$1,880	\$1,316.00	\$131.60**
PS:3-4 yr. (M-F ½ day)	\$176	\$3,556	\$3,380	\$2,366.00	\$236.60**
PS: 3-4 yr. (M-F all day)	\$345	\$6,905	\$6,560	\$4,592.00	\$459.20**
Elem: TK, KG (M-F ½ day)	\$208	\$4,144	\$3,936	\$2,755.20	\$229.60***
Elem: TK, KG, 1 st grade	\$365	\$7,301	\$6,936	\$4,855.20	\$404.60***
Elem: 2 nd & 3 rd grade	\$368	\$7,376	\$7,008	\$4,905.60	\$408.80***
Inter: 4 th – 6 th grade	\$388	\$7,708	\$7,320	\$5,124.00	\$427.00***
JR High: 7 th grade	\$426	\$8,502	\$8,076	\$5,653.20	\$471.10***
JR High: 8 th grade	\$428	\$8,564	\$8,136	\$5,695.20	\$474.60***
SR High: 9 th – 12 th grade	\$450	\$8,994	\$8,544	\$5,980.80	\$498.40***

TUITION PAYMENT OPTIONS

Option 1 Pay tuition balance (annual tuition less tuition deposit) in a single payment. The one-time tuition balance payment for Transitional Kindergarten through 12th grade will be is due by **June 9, 2011**. The one-time tuition balance payment for preschool tuition is due on **August 11, 2011**. If you want to discuss an alternate one-time payment date, please contact Student Billing at 859-422-5731.

Option 2 Pay tuition balance (annual tuition less tuition deposit) in monthly payments via FACTS Tuition Management.

The 12 monthly payments for Transitional Kindergarten through 12th grade students begin in June 2011. The 10 monthly payments for preschool students begin in August 2011.

Lexington Christian Academy utilizes the services of FACTS Tuition Management to facilitate tuition payments. It is important to note **all payments** are made directly to FACTS via a debit to a banking account that you designate.

Monthly payments can be drafted on the 5th or the 20th of the month. Please note: There is a \$43 fee payable to FACTS. The fee is automatically drafted by FACTS within 14 days after your new agreement is completed.

EXPENSES NOT INCLUDED IN TUITION

Expenses not included in tuition are, but not limited to: tuition deposit, uniforms, class trips, consumable books (junior high,) textbooks (senior high,) transportation, extended day programs, athletic fees, player fees, school pictures, school lunch, and snacks. Other student expenses (e.g. individual school supplies, etc.) may be identified during the school year.

FINANCIAL POLICIES

Tuition and all fees will be charged according to the tuition and fees schedule (e.g. tuition deposit, athletic fees, player fees, etc.) adopted by the school for the applicable school year.

A tuition deposit is required at the time a student enrolls/re-enrolls and the “*Statement of Agreement and Financial Commitment*” is signed and submitted. The deposit amount is credited to the total tuition due.

A student account is considered delinquent if tuition or applicable fees (which can be defined as tuition deposits, athletic fees, and player fees) are more than one (1) month past due. In the event that an account becomes two (2) or more months past due, the parents or guardians of the student(s) will be asked to make arrangements in writing with the Director of Finance. The terms and conditions of these arrangements must be fully met.

Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to re-enroll for the next school year until that obligation is paid in full or payment arrangements have been made with the Director of Finance. No seat will be held for the fall semester for any student who has a balance due at the end of the school’s fiscal year unless arrangements have been made in writing with the Director of Finance. No student will be allowed to start the spring semester with more than one (1) month past due unless arrangements have been made in writing with the Director of Finance.

At each new semester, students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to return to classes **or** participate in extracurricular activities (including athletics, fine arts, mission trips, etc.) until the account is brought to a current status or a payment plan is put in place. In regards to athletics, LCA may remove any student from athletic eligibility whose account (which includes player fee and athletic fee) with the school is two (2) or more months past due unless arrangements have been made in writing with the Director of Finance.

The Central Business Office will only discuss account information with those people identified as financially responsible for the student’s account on the Statement of Agreement and Financial Contract.

Lexington Christian Academy Junior High Calendar 2011-2012

August 2011

10 Teachers return
 15 Junior High PARENT Open House 5:30-8:30 PM
 16 Junior High STUDENT Open House 1:00-3:00 PM
 (above time period is designated for setting up and organizing lockers)
 17 First Day of School

September 2011

5 Labor Day – No School / Offices Closed
 20 Early Dismissal – 12:20 PM – NO LUNCH SERVED
 23 7th Grade Retreat to Asbury College Ropes Course

October 2011

6-7 Fall Break – No School
 12 **Mid-semester 1 report posted on NetClassroom**
 19 Parent/Teacher Conference Day – No School

November 2011

23-25 Thanksgiving Break – No School / Offices Closed on 11/24 and 11/25

December 2011

12 Finals Review Day
 13-16 Final Exams / Early Dismissal / NO LUNCH SERVED
 16 **Semester 1 Ends – Semester report mailed home**
 19-30 Christmas Break

January 2012

2 Teachers Return
 3 Students Return
 16 MLK, Jr. Day – No School / Offices Closed
 24 Early Dismissal-12:20 PM-NO LUNCH SERVED

February 2012

17 No School for Teachers/ Students
 20 President's Day – No School / Offices Closed

March 2012

9 **Mid-semester 2 Report posted on NetClassroom**
 14 Parent/Teacher Conference Day-No School

April 2012

2-6 Spring Break – No School
 9 Easter Holiday
 20-26 Achievement Testing

May 2012

16 Awards Chapel
 17 8th Grade Cookout
 18 8th Grade Day of Blessing – 7 PM in Rose Campus Chapel
 21 Finals Review Day
 22-25 Final Exams/Early Dismissal
 25 Last Day of School/**Semester 2 report mailed home**
 28 Memorial Day – Offices Closed
 31 Teachers' Last Day

JUNIOR HIGH FACULTY & STAFF 2011-2012

Name	Administration	Room
Alden Meade	Principal	Office
Nancy Jaeger	Guidance Counselor	Office
Robyn Munn	Secretary	Office
Name	Faculty	Room
Pete Akatsa	Physical Education	Gym
Shelia Allen	7 th Life Science/Adv. Science	229
	Instructional Technology Integration	
Lisa Brown	7 th English/Advanced English	125
Mark Burroughs	7 th Geography	226
Carol Cave/Beth Groves	Librarians	Library
Lauren Erena	8 th Bible	228
Kathy Evans	8 th English/Advanced English	127
Janna Fults	French	119
Beverly Fruth	Math	134
Jeff Gora	Robotics	131
Scott Hiner	Orchestra	Orchestra
Lisa Honaker	Computer	123
Connie Jacob	Math	316
Phil Kinman	8 th History/Advanced History	232
Daniel Wesley	Chorus	101
Kerry Knapp	Art	230
Josh Mallory	Band	Band
John Meadows	7 th Bible	310
Amy Morey	8 th Earth Science/Adv. Science	227
Lois Turner	Math	132
Becky Winckler	Spanish	313

Lexington Christian Academy

Explanation of Plagiarism

Plagiarism finds its roots in the Latin work *plagiarius* meaning “kidnapper, seducer, plunderer” or *plaga* meaning “snare, trap” (www.etymonline.com). Merriam-Webster further defines plagiarism as follows:

- 1) to steal and pass off (the ideas or words of another) as one’s own
- 2) to use (another’s production) without crediting the source
- 3) to commit literary theft
- 4) to present as new and original an idea or product derived from an existing source

Sounds pretty serious, doesn’t it? In fact, plagiarism, legally, is linked with copyright infringement. *West’s Encyclopedia of American Law* explains the legal implications as follows:

Plagiarism is theft of another person’s writings or ideas. Generally, it occurs when someone steals expressions from another author’s composition and makes them appear to be his own work. Plagiarism is not a legal term; however, it is often used in lawsuits. Courts recognize acts of plagiarism as violations of COPYRIGHT law, specifically as the theft of another person’s INTELLECTUAL PROPERTY. Because copyright law allows a variety of creative works to be registered as the property of their owners, lawsuits alleging plagiarism can be based on the appropriation of any form of writing, music, and visual images [emphasis added by author].

The penalties for plagiarism can be severe. A quick review of the University of Kentucky website warns that plagiarism is punishable by as little as an “F” for the course or as severe as suspension, dismissal, or expulsion from the university (<http://www.uky.edu/StudentAffairs/Code/part2.html>).

Hopefully you are now aware of the serious nature of plagiarism. In order to clarify what constitutes plagiarism, consider the following examples:

- 1) Turning in someone else’s work (published or not) as your own. In other words, if your name is on it and you didn’t write it, it’s plagiarism.
- 2) Simply changing a few words from someone else’s text (Taking a sentence(s) from someone else’s writing and exchanging some key words.)
- 3) Copying *ideas* from someone else without giving credit (This generally relates to fictional-type writings.)
- 4) Failing to put quotation marks around an exact quotation
- 5) Giving incorrect information about the source of a quotation
- 6) Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not. (Simply put, you cannot quote the majority of an article and still call it your own work.)

Wow! Is there any good news? Yes, you can breathe freely knowing that plagiarism is easily avoided. Academic honesty is not some elusive code to be cracked! Simply acknowledging your sources within your writing will enable you to properly credit those who have influenced your writing. The LCA English Department will provide appropriate training to all students in proper MLA citation. The best policy that you, as a student writer, can adopt with regard to academic honesty in writing is to simply ask if you aren’t sure. It is always easy to delete unnecessary or excessive citations from a

composition; however, once it has been turned in without proper credit being given, the student is responsible for the academic honesty of the assignment.

If you would like to review some specific examples of plagiarized text, feel free to read over those contained on the following websites:

<http://www.princeton.edu/pr/pub/integrity/pages/plagiarism.html>

http://depts.drew.edu/composition/Avoiding_Plagiarism.htm

* * * * *

LCA's policy on plagiarism is contained in this handbook. Please be sure to thoroughly review the policy before signing the document on page 32 (see student handbook, "cheating" on page 4). Your signature is an acknowledgment of your understanding of the policy. At LCA, academic dishonesty (which includes plagiarism and other forms of cheating) is punishable as follows:

1st offense: Student will receive a zero on the assignment and will lose leadership positions within the school. Parents will be notified in writing with a copy of the letter going to the principal and being retained in the student's file.

2nd offense: A second offense in any class will cause the student to automatically fail the nine weeks in the class where the second offense occurred. A conference with the student, parent, teacher, and principal will be held. The student will also not be allowed to take any leadership positions for the next year.

Works Cited

Harper, "Plagiarism." Online Etymology Dictionary. 2001. 13 Aug 2007 <<http://www.etymonline.com>>

"Lexington Christian Academy High School Student/Parent Handbook." 2008-2009.

"Plagiarism." West's Encyclopedia of American Law. 2nd Ed. Ed. Jeffrey Lehman and Shirelle Phelps. Thomson Gale, 2005. eNotes.com. 2006. 13 Aug, 2007 <<http://law.enotes.com/wests-law-encyclopedia/plagiarism>>

"Selected Rules of the University Senate." University of Kentucky Student Affairs. Sept. 1, 2006. University of Kentucky. 13 Aug 2007 <<http://www.uky.edu/StudentAffairs/Code/part2.html>>.

Lexington Christian Academy

Sexual Harassment Policy

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:

1. Submission to such conduct is made a term or condition of person's employment or academic progress; or
2. Submission to or rejection of such conduct by a person is used as a basis for academic or employment decisions affecting the person; or
3. 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.

WHAT TO DO 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:
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.

Approved: 1/26/2004

Revised: 6/21/2004

Student Drug and Alcohol Policy/Testing Policy

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 Dean of Students 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:

1. Intermediate and Junior High 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 and Headmaster for immediate discipline, and will be recommended for re-interview, suspension, or expulsion.
2. 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, Dean of Students 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 schools administrators.

Routine Drug/Alcohol Testing Policy: Mandatory Drug/Alcohol testing is conducted for all students in 9th through 12th grades. It's 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.

1. 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 Dean of Students 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.

2. 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

3. **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.

4. 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.

5. 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 Dean of Students. The Principal or Dean of Students may assign a designee in their absence.

7. **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:

1. Student's parents/guardian will be contacted.
2. Student will complete a Christian counseling program at the family's expense.
3. 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.
4. 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.
5. The Principal or Dean of Students 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 Dean of Students. 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.
6. If during the off-season, penalty will go into effect during the next extracurricular activity.
7. 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 under **Procedures in the Event of a Positive Result**.

Cross Reference Previous Policy: 6.1.19

Approved: 9/23/02, Revised: 6/23/03, Revised: 8/18/07

Cross Reference Previous Policy: 6.1.7 Revised: 5/19/08

Lexington Christian Academy

Appropriate Use Policy for Internet Use and Other Technology Agreement

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 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.



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. We are also aware of, and 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 junior high school office by August 17th.