

Lexington Christian Academy

Elementary TK-6th Grade 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.

August, 2011

Dear Parents,

It is hard to believe that a new school year is upon us. I would like to take this opportunity to personally thank you for allowing us to share with you in the education of your child. Please pray with us as we seek to instruct your child in the coming year.

Lexington Christian Academy seeks to provide a quality education in the context of an atmosphere that honors the Lord. Based upon God's Word, the faculty strives to teach every subject from God's perspective.

We look forward to an exciting school year. Our desire is to help your child grow spiritually while achieving academic success. If a need arises, please contact your child's teacher immediately. When parents and teachers are working in partnership, the student will always benefit.

Sincerely in Christ,

A handwritten signature in black ink, appearing to read "Ollie E. Gibbs". The signature is fluid and cursive, with a large initial "O" and a long, sweeping underline.

Ollie E. Gibbs, Ed.D.
Headmaster

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MISSION OF LEXINGTON CHRISTIAN ACADEMY

Our Mission:

To glorify Christ through educational ministry

Our Purpose:

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 to them.

Our Vision:

Pursuing a world class, Christ-centered education

Statement of Faith

1. We believe the Bible to be 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 existent 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 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (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 are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are 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).

Lexington Christian Academy
2011-2012 School Calendar
 Preschool/Primary/Intermediate Levels

August	15	Tates Creek Intermediate and Primary Open House, 5-7 pm
	15	Rose Primary (TK-3 rd grade) Open House, 5-7 pm
	17	TK-6 th Grade Students Report, All Campuses
	18	East/Rose/Providence 3's Open House, 9-10 am
	19	East/Rose/Providence 4's and All Day Open House, 9-10 am
	22	Preschool 4's and All Day Students Report, All Campuses
	23	Preschool 3's Report, All Campuses
August/September	29-2	Intermediate Retreats
September	5	LABOR DAY, No School, Offices Closed
	6	Immunization Deadline
	19	Grandparents' Day-Tates Creek Intermediate & Primary
	20	Grandparents' Day-Rose Primary
	20	Early Dismissal
	22	Midterms Home
October	6-7	FALL BREAK, No School
	12	End of 1 st Quarter
	19	Parent Teacher Conferences, No School, Grade Cards Home
November	11	Midterm
	14-18	Intermediate Book Fair Week
	17	Intermediate Science Fair
	17	Midterm Sent Home
December	23-25	THANKSGIVING BREAK, No School
	16	End of 2 nd Quarter
	16	Early Dismissal
	19-30	CHRISTMAS BREAK, No School

Lexington Christian Academy

2011-2012 School Calendar

Preschool/Primary/Intermediate Levels

January	2	Teachers Return
	3	Students Return
	5	Grade Cards Home
	9-13	Intermediate Spelling Bee
	16	Martin Luther King, Jr. Day, No School, Offices Closed
	24	Early Dismissal
February	30	100th Day of School
	3	Midterm
	9	Midterms Home
	17	Teacher Inservice Day, No School
March	20	Presidents' Day, No School, Offices Closed
	5-9	Rose Primary & Tates Creek Primary Book Fair Week
	6	Rose Primary & Tates Creek Primary Academic Fair /Family Night
	9	3 rd Quarter Ends
	14	Parent Teacher Conference Day, No School, Grade Cards Home
April	26-28	Primary Spelling Bees
	2-6	Spring Break Week, No School
	9	Easter Monday, No School
	20	Midterm
	20-26	Achievement Testing
	26	Midterms Home
May	8	Teacher Appreciation Day
	22	Last Day for Preschool 3.s
	23	Last Day for Preschool 4.s & Preschool All-Day
	24	Last Day TK/Kindergarten Students, Early Dismissal for TK & Kindergarten Only Sixth Grade Celebration , 1pm Kindergarten Graduation, 7pm
	25	Last Day of School, Early Dismissal End of 4th Quarter, Grade Cards Home

ACADEMIC EVALUATION AND STANDARDS

Grading Scale

TK/Kindergarten

The following symbols are used:

- ✓ = Meeting expectations
- = Not meeting expectations at this time

1st Grade

The following letters are used on the 1st grade report cards:

E=Excellent
S=Satisfactory
N=Needs Improvement

2nd – 6th Grade

The following percentages are used on the 2nd– 6th grade report cards:

100 - 92	A = 4.0
91 - 84	B = 3.0
83 - 77	C = 2.0
76 - 70	D = 1.0
Below 70	F = 0.0
I - Incomplete	

- The student's overall GPA does not include specials classes.
- Library and Character Development grades will be reported as Excellent (E), Satisfactory (S), or Needs Improvement (N).

Academic Probation

Students, in grades K-6, who fail to maintain a 2.0 grade point average (GPA) when all courses, except specials classes, are averaged each quarter, are required to enroll in a tutorial program (K-6). The amount of tutorial time for elementary students will be determined by the building principal and the student's teacher. 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. There is a financial obligation attached to the elementary tutorial program. Students who continue to exhibit ongoing academic difficulties may be recommended to the headmaster for possible withdrawal from school or denied re-enrollment for the next school year.

Achievement Testing

A battery of national standardized achievement tests will be administered each school year. Complete results are available to parents. Parents are welcome to schedule an appointment with the principal to review their child's test results. Achievement below the fifth stanine is usually

cause for concern and students scoring below that level may be required to undergo further testing or intervention.

Homework

Lexington Christian Academy believes that homework plays an important role in the education of each student. Academic reasons for homework include providing practice in needed skill areas and reinforcing concepts presented in class. Homework also promotes responsibility, as well as helping a student learn good work habits and how to budget his/her time.

Homework will be assigned by teachers according to the abilities and needs of the students. Our homework requirements are balanced, not oppressive. As a general rule, teachers will make every effort to give minimal homework assignments on Wednesday evenings.

If your child is spending an excessive amount of time on homework in the evening, please set up a conference with your child's teacher.

Honor Roll

Honor roll begins in the fourth grade. Only the academic subjects of Bible, Reading, Language, Spelling, Math, Science, and History are included on the Honor Roll.

The Honor Roll is characterized as follows:

- Gold - This recognition is given if a student has all A's in academics.
- Silver - This recognition is given if a student has all A's and B's in academics.
- Citizenship - No incomplete class work
All E's in conduct

Make Up Work

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

Unexcused Absences: Students with unexcused absences 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.

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.

Mid-Term Reports

In grades TK-K, mid-term reports will be sent mid-quarter to report the progress of each student. In grades 1-6, grades will be available for parents to access thru NETClassroom and mid-term reports will not be sent. If a parent wants a hard copy of the midterm report, requests can be made to the school office.

Retention

The goal of LCA is to minimize the need for retention. Through the interview and screening process, every effort is made to properly assess the student's potential success at LCA. Early communication between the home and school, combined with intervention efforts, will be made to reduce the potential for retention.

However, on occasion, the principal and teacher may recommend that a student be retained in a class for a second year. Such a recommendation is made only after careful evaluation of the student's performance, ability, social, physical development, and age/grade placement. While it is recognized that this is a significant action with potentially long range impact on students and their families, LCA will do all it can to assist the parents with the decision. The prayer of LCA is that through the retention experience the student will meet with success in the classroom and develop age-appropriate social, academic, and emotional behaviors.

Student Evaluation

Report cards are distributed at the end of each nine-week grading period. At the end of the first quarter, report cards are received at a mandatory parent teacher conference. Parents should review the report card and keep it for their records.

Student Re-Interview

Any student who has manifested a pattern of behavioral or academic problems may be re-interviewed prior to enrollment for the following school year. A request for a re-interview will be initiated by the campus principal. The re-interview will be under the direction of the headmaster.

CURRICULUM RELATED INFORMATION

Books and Supplies

Textbooks and workbooks are furnished by the school. Each student is responsible for his/her general supplies. Supply lists are available prior to the beginning of school. All students, 4th through 6th grade, are required to have a New International Version of the Bible at school. Students will be responsible to pay for lost or damaged books.

It is recommended that students have a solid colored school bag, backpack, or satchel to transport items between home and school.

Field Trips

Field trips are considered a very valuable educational opportunity for the students of Lexington Christian Academy. The teachers will plan field trips that relate to their curricular studies. Parents will be notified in advance, usually through the classroom newsletter, and must provide written permission for each field trip the student takes. Children will not be able to participate without a signed permission slip. Students not attending a field trip will remain in the parent's care and may be given an alternative assignment by the school. Additional fees may be necessary for some trips. Parents are encouraged to go on field trips to provide transportation as well as supervision. All students will be required to wear seatbelts. For safety reasons, younger siblings cannot accompany parents on field trips.

Internet and Other Technology Use

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.

COMMUNICATION AND SUPPORT

Birthday Parties

Birthday parties will not be held at school. No personal party invitations are to be distributed unless every student in the class receives one. Parents may bring a light snack to be served at the discretion of the teacher. Teachers should be notified in advance of any treats to be shared with the class. Flower arrangements, balloons, treat bags, birthday paraphernalia and lunch for the entire class are to be reserved for birthday celebrations at home.

Classroom Parents

Each class will have classroom parents to assist the teacher with parties and various other activities of the class. Parents interested in helping may volunteer at the beginning of the year. This parental involvement is important for the special activities regularly held at school.

Complaint or Problem Procedure

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several other possibilities. This is often the result of a lack of communication between those involved.

Lexington Christian Academy's policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18.

1. All questions, problems or complaints regarding a teacher should be brought to the teacher first before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should then be brought to the principal.
3. If the problem is still unresolved, it should then be referred to the headmaster.

Conferences

In addition to the regularly scheduled parent-teacher conferences, parents are encouraged to schedule a meeting with their student's teacher when a need arises. Parents are also encouraged to communicate with the teacher by phone any time there is a question or concern. Parents should feel free to call the school to arrange for a conference.

The time immediately before or after school is reserved for teachers to welcome and dismiss students. Parents are asked not to involve the teachers in a discussion or conference at those times.

The campus principal is also available for conferences. However, if the issue relates to the classroom, parents should speak with the teacher first.

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.

Emergency Lunches

On the occasion your child forgets a lunch, an "emergency lunch" will be provided. Please remember that this "lunch" could consist only of snack-type items. A fee will be charged to cover the cost.

Library

In order to promote literacy, each student will be permitted to check out library books on a weekly basis. Checking out books is a privilege and will serve as a tool to help teach responsibility to the students. In order for students to continue to check out books, all books must be returned before another book may be checked out. A fee to cover the cost of the book will be charged after a two- week period. If the book is found after payment has been received, the book will become the property of the student. Intermediate students will be charged a fine of five cents per school day for overdue books. If the fine exceeds \$3.00 or if they have not returned a book, they cannot check out another book until the fine is paid and the book is brought back. The fee will never exceed the cost of the book.

Messages

Verbal messages cannot be accepted from a student. Parents need to send a written note to teachers. Messages from school will be sent home in writing.

Parents and Teachers in Partnership

The 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 the PTP includes all teachers and parents represented at the campus. The focus of the PTP ministry is on the individual campus.

Parent Involvement

Lexington Christian Academy is delighted that you have entrusted the formal education of your child to our school, and we consider ourselves a partner with you in the educational process. Parents are encouraged to volunteer at the school on a regular basis. Opportunities are available to volunteer in the regular classroom or a specials' class. Parents are also invited to share lunch with their child or attend chapel. Please make prior arrangements with the teacher if you are available to help. Because younger children can be very distracting to the class, we ask that you do not bring siblings on the day you help in your child's class. All visitors are asked to sign in at the school office.

Pray Without Ceasing

The faculty of each campus meets together regularly for devotions and prayer. Parents are also encouraged to pray for the school on a daily basis.

Use of Phone

With permission, students may use the phone for emergency purposes only.

School Lunches

School lunches may be purchased on days provided. Each campus will provide procedures for ordering and the cost.

If a school lunch is ordered and the student leaves due to illness or other reasons, fees are not refundable. If a student is brought a lunch after ordering, fees are also not refundable. On some campuses, the meals do not include a drink. If drinks are to be ordered for lunch, each campus will provide procedures for ordering and the cost. Parents planning to bring lunch to school for their child need to inform the teacher in writing.

In order to maintain the school lunch program, parent volunteers are essential.

Snow Days

In case of inclement weather, Lexington Christian Academy will announce its school closing on radio WJMM, WVLK and WLAP. Announcements will also be made on TV Channels 18 (WLEX-NBC), 27 (WKYT-CBS) and 36 (WTVQ-ABC).

HOLIDAY CELEBRATIONS

Because of the discrepancy of what is acceptable in regards to the celebration of holidays, the following schedule will be observed in the classroom.

Parties need to be held at the end of the school day for no more than one hour.

<u>Month</u>	<u>Holiday</u>	<u>Acceptable</u>	<u>Not Acceptable</u>
<i>September</i>	Labor Day		
<i>October</i>	Columbus Day		
	Fall	Celebration of harvest in lieu of Halloween : scarecrows pumpkins, owls	bats, spiders, black cats in relation to Halloween, jack- o- lanterns, scary faces, witches, ghosts, goblins, haunted houses
	Halloween	Not Observed	
<i>November</i>	Veteran's Day		
	Thanksgiving	Thanksgiving celebration as a culminating activity for grades TK-3.	
<i>December</i>	Advent		
	Hanukkah	Taught/studied from a Biblical view	
	Christmas	Celebration of the birth of Christ-- nativity, star, bells, caroling, Christmas trees, wreaths, and the giving spirit PARTY ALLOWED: In lieu of gift exchange, gifts will be given to mission projects instead.	Santa Claus, reindeer as a Christmas symbol, elves
<i>January</i>	New Year's Day		
	Martin Luther King Jr. Day		
<i>February</i>	President's Day		
	Valentine's Day	Friendship, sharing, kindness, love for each other, God's love for us Valentine card exchange TK-3, grades 4-6 by student choice If participating in exchanging cards, cards must be given to every student in the class. PARTY ALLOWED	Cupids, anything of a sensual nature, i.e. lips, kissing lips
<i>March</i>	St.Patrick's Day	3-leaf clovers as related to the Trinity	leprechauns, bags of gold, pipes
	Palm Sunday		
<i>March/ April</i>	Easter/Spring	Praise and worship of the Resurrection Resurrection eggs	Easter bunny, egg hunts, coloring eggs
<i>May</i>	Mother's Day		
	Memorial Day		

There are only two parties each year in addition to the end-of-the year celebration.

SCHOOL ATTENDANCE

Attendance at Lexington Christian Academy is a privilege. In order for the student to receive maximum benefit from his or her education, students must be in regular attendance throughout the school year. Any pattern of absences which totals more than 15 days of instructional time in a semester is cause for serious concern and may lead to a repeating of the grade.

In order to assist school personnel in discrimination between truancy and absence, we request that parents call the school office prior to 9:00 a.m. if the student will be absent. If phone contact is not made, parents need to submit to the teacher a note signed by the parent which states the reason for the student's absence. Teachers will provide the student 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. The following are examples of excused absences when accompanied by a note:

- * illness
- * death in the family/funeral
- * pre-approved family vacation
- * unexpected family situations

Procedure

1. Parents must call the office prior to 9:00 a.m. the day of the absence or should submit a written note on the day the student returns which states the reason for the absence.
2. When a student has accumulated 5 absences in a school year, the campus principal will notify the parents in writing of their child's absences.
3. When a student has accumulated 10 absences in a school year, the campus principal will notify the parents in writing of their child's absences.
4. When the student has accumulated 15 absences in a school year, the parent will meet with the campus principal. Following this meeting, any further attendance issues may be referred to the headmaster.
5. Any absence, for whatever reason, 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.
6. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is requested that parents submit to their child's teacher a written note that states the reason for the child's absence. The parent must sign this note.
7. Teachers will provide students with the opportunity to make up work that was missed during an excused absence. The student (4th – 6th)/ parents (TK-3) are responsible for contacting the teacher regarding make-up work.
8. School work due to an absence will be available at the end of the school day if requested by 9:00am. If work is requested, please be diligent to make sure the work is picked up.

9. When parents are aware of special problems concerning their child which are of a continuing nature and related to patterns of absence, the parent 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 attempt to ensure that minimum course requirements are met.
10. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be late in the afternoon.
11. Requests for extended absences need to be submitted in writing to the principal for approval. Work missed by the student will be made up upon return. Two days of assignments may be obtained prior to the pre-approved absence. Tests will be given on a make-up basis. The student/parent will be responsible for obtaining all make-up work from the classroom teacher upon the student's return to school.

Early Dismissal

Parents, or designated representatives, who are picking up students prior to the end of school should go directly to the campus office, sign for the student, and receive a dismissal slip from the office. People not known by sight to office personnel should be prepared to show picture identification. Office personnel will also verify that they are on the list of people authorized to pick up your child. The dismissal slip should be given to the classroom teacher who will then dismiss the student from class. Please make sure emergency information provided to the school is updated periodically.

End of Day Dismissal

In order to ensure the safety of your student at all times, the school will maintain a list of people who are authorized to pick up your student(s). A written note from home will be required before students will be released to anyone not on the list of people authorized to pick up their student(s).

Confusion can occur when parents relay "change-of-plans" messages in the car line. Please be diligent to notify the office no later than 30 minutes prior to dismissal of a change regarding the dismissal of your student. If plans have not been relayed by a note to the teacher or a call to the office, your student will not be dismissed until the office can confirm the change with the parent.

Students will be supervised by faculty members at their assigned exit and must be picked up within 15 minutes after school is dismissed. Students signed up for Prime Time will be taken at that time and parents will be charged. Prime Time fees will begin 15 minutes after school is dismissed. Students who are picked up late more than three times will be required to enroll in Prime Time. Parents are asked to contribute to maintaining a safe pickup process by using the carline at all times.

All students must be picked up by the end of dismissal time. Accommodations can not be made for a primary student if an older sibling dismisses at a later time.

Hours of Operation

East Preschool	800 a.m.-5:30 p.m.
Providence Preschool	800 a.m.-5:30 p.m.
Rose Preschool	800 a.m.-5:30 p.m.
Rose Elementary TK-3	8:00 a.m.-3:00 p.m.
Prime Time	3:00 p.m.-6:00 p.m.
Tates Creek Primary TK-3	8:30 a.m.-3:30 p.m.
Prime Time	7:00 a.m.-8:15 a.m. 3:45 p.m.-6:00 p.m.
Tates Creek Intermediate 4-6	8:30 a.m.-3:30 p.m.
Prime Time	7:00 a.m.-8:15 a.m. 3:45 p.m.-6:00 p.m.

Prime Time

The YMCA Prime Time Program provides all extended care services. Information can be obtained about Prime Time directly from the YMCA at 367-7332, 367-7333, 367-7334.

Student Records

The school maintains a cumulative academic record for each student. These records are kept in the school office at the student's campus of attendance. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. Parents or guardian have the right to inspect and review any and all official records, files and data directly relating to their student(s), including all material that is incorporated into the student's cumulative record folder.
2. All requests to inspect and review the official records relating to their student(s) are to be made in writing by the parent or guardian to the principal. Such requests will be honored within one (1) school day following receipt of the request. All records will be reviewed or inspected in the presence of the student's teacher or the campus principal so that proper explanation can be given.
3. Parents shall have an opportunity for a hearing with the principal to challenge the content of their student's school record to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records, files, or any data in those records to any individual, agency or organization other than the following:
 - a. staff members of the school or transfer school who have legitimate educational interest
 - b. court or law enforcement officials if the school is given a subpoena or court order.

- c. certain federal, state, or local authorities performing functions allowed by law
5. Should a student withdraw before graduation from LCA, the student's records will be kept with other inactive students' records on that campus for a period of five (5) years from the date of withdrawal. After that time, the student's records will be destroyed.
6. Transcripts, including test scores, of LCA graduates will be kept permanently. The remaining portions of these student records will be destroyed after a period of five (5) years from graduation.

Tardies

Being late to class is very disruptive. Students must take personal responsibility for being in the right place at the right time. All tardiness is to be avoided. Any student arriving after the school start time must report to the school office.

1. When a student has accumulated 5 tardies in a school year, the campus principal will notify the parents in writing of their child's tardies.
2. When student has accumulated 10 tardies in a school year, the campus principal will notify the parents in writing of their child's tardies.
3. When the student has accumulated 15 tardies in a school year, the parent will meet with the campus principal. Following this meeting, any further tardy issues may be referred to the headmaster.

DISCIPLINE

The teachers and principals of Lexington Christian Academy use a variety of disciplinary methods to maintain a positive and safe school environment. Lexington Christian Academy expects full cooperation from both students and parents. The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it.” (Proverbs 22:6) Discipline at LCA is viewed as an opportunity to teach. A Biblical approach is followed as the teachers and principals assume the role of shepherd. Creating a safe and nurturing environment is a priority. The Bible also admonishes, “Above all else, guard your heart, for it is the wellspring of life.” (Proverbs 4:23) Addressing the heart of the student is paramount in providing the proper direction for school behavior and for life. Disruptive behavior will be dealt with in the context of pastoral counseling with a goal of bringing the student to true repentance and restoration. While grace will play a major role and forgiveness issued, continually disruptive students will not be permitted to remain in school. The following reflects the heart of the Biblical philosophy, which is incorporated into the various methods used in the discipline process.

Biblical Discipline:

- ◆ reflects the character of a creative and redemptive God.
- ◆ considers the heart as the root of all behavior.
- ◆ sees the child as created in God’s image and as a fallen sinner.
- ◆ understands the importance of relationships.
- ◆ grows and matures the student from the inside out.
- ◆ teaches the child to make wise choices in response to a loving God.
- ◆ does not ignore misbehavior.
- ◆ issues just rewards and punishment.
- ◆ affirms the child unconditionally.
- ◆ partners with parents.
- ◆ is based on Biblical principles.
- ◆ addresses the “what” and the “why” of a child’s behavior.

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.

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.

If it has been determined that a student has cheated, that student may be given a zero on the assignment. The parents will be notified in writing.

A second offense may cause the student to automatically fail the nine weeks in the class where the offense occurred. A conference with the parent, student, teacher, and principal will be held.

Disciplinary Probation

Disciplinary probation is for a maximum of one grading period. A parent-teacher-student-administrator conference will be required at the beginning of the probation period. If the child has not improved to a satisfactory level by the end of the probationary period, an extension may be given or the student may be referred to the headmaster.

Disciplinary Suspension

A student may be suspended out-of-school for up to five days. Suspended students will not be allowed to participate in extracurricular activities during the time of suspension. Once the suspension period is over, the student may be placed on disciplinary probation. The principal, with the approval of the headmaster, administers suspension.

Lines of Authority

1. Teacher

A teacher may refer the student to the principal's office due to extreme or habitual negative classroom behavior.

2. Principal

The principal is responsible for the discipline of students in all non-classroom settings, all attendance matters, and in those classroom settings where a student has been referred to the office by a teacher.

The principal has the right to utilize parental conference, work assignments, suspensions, and other appropriate measures in the disciplining of students.

3. Headmaster

The headmaster is the final step in the line of authority. Suspensions and expulsions are at the direction of the headmaster.

LCA Standardized Dress Code: Elementary

Vendors

Uniform items may be purchased from any store's uniform vendor line. Please remember that only items listed in the basic dress code below are approved for school wear.

Section I: Basic Dress Code

No brand labels or logos are permitted on the outside of any uniform item.

Shirts: White/Red/Light Blue/Navy/Royal Blue

- LS/SS Plain Pique or Smooth Polo Shirt
(No jersey knit, No lace, trim, snaps etc.)
- Plain Knit Turtleneck (Mock or Regular Collar)
- Button Down Collar Oxford Shirt-Light Blue/White
(No tapered or fitted)

Sweaters: White/Red/Light Blue/Navy/Royal Blue

- Plain or Cable Crew Neck
- Plain or Cable V-Neck
- Plain or Cable Cardigan (Buttons only-No zippers or belt ties)
- Plain or Cable Pullover Sweater Vest

Sweatshirts

- Logo Sweatshirt
 - Lands' End - White/Red/Navy/Royal Blue
- Logo Sweatshirt
 - Apparel Store - White/Red/Navy/Royal Blue
- No Hoodies-Preschool through 3rd grade
(4th-6th grade can wear LCA hoodies on Spirit Day)

Skorts: Navy or Light/Dark Khaki

- Pleated or Plain Front Twill Chino
 - Longer Style
 - 4th-6th Grade – Top of the Knee

Pants: Navy or Light/Dark Khaki

- Plain Twill Chino Pant – Straight Leg
(No flares, No outside pockets, No cargo, No zippered pockets, No buttons, No capris)
- Elastic Waist Pants-TK-3rd Grade Only
(No cargo, No sash or rope ties)

Shorts: Navy or Light/Dark Khaki

- Plain Twill Chino Walking Short (No outside pockets, No cargo, No zippered pockets, No buttons)
 - Longer Style
 - 4th-6th Grade – Top of the Knee
 - Plain Front

Skirts/Jumpers: Navy or Light/Dark Khaki

- Pleated Twill Chino Skirt or Jumper
 - Longer Style
 - 4th-6th Grade – Modest Length-Top of the Knee
 - Shirt must be worn underneath jumper
 - At least 3 pleats required

Section II: Miscellaneous Information

- Shoes:**
- Athletic shoes must have enclosed toes and heels. No heelys (shoe skates).
 - Dress/casual shoes must have enclosed toes and heels (No sandals, clogs, crocs, plastic or rubber shoes are permitted).
- Socks:**
- Socks are required and need to come above the ankle. Sport socks with a band are acceptable if they are above the ankle.
 - If socks are worn over tights, they need to be the same color as the tights.
 - Socks/tights must be solid white or a solid uniform color, matching one of the apparel pieces. Lace or trim of the same color is acceptable. Pom poms are not acceptable. Cartoon characters on any style of sock are not permitted.
- Accessories:**
- Primary K-3 students are not required to wear a belt. Magnetic belts are available if desired. If belts are worn, they must be of black or brown leather or a solid uniform color and have a buckle or belt ring. Fashionable belts such as scarves, sashes, jewels, glitter, sequins, etc. are not uniform wear. Cartoon characters or sports items on any style of belt are not permitted. Ribbon belts must be a solid, uniform color (red, blue or white) and have a buckle or belt ring. (No stripes, patterns, etc.)
 - Intermediate 4-6 students are required to wear a belt with any pants or shorts with belt loops. The belt must have a buckle and be easily visible. No scarves, ribbons, or belts that hang down from the waist area. If a student forgets his/her belt, he/she may borrow one from the school office one time per semester. After that, students will call home for parents to bring a belt.
 - Black fingernail polish is not permitted.
 - Stickers, face paint, or visible tattoos are not permitted.
 - Pierced jewelry is only allowed in the ears for girls. No pierced jewelry is permitted for boys.
 - Make-up is not permitted.
 - There are no restrictions on the color or style of hair bows; however, headband scarves are not permitted.
- Clothes:**
- Shirts must be tucked in at all times.
 - Short sleeve shirts may not be worn over long sleeve shirts.
 - No sagging, fraying or oversized clothing is appropriate.
 - Shorts should not fall below the knee.
 - No personal or team logos are appropriate on clothing, except for the approved LCA logo through Lands' End or the LCA Apparel Store.
 - Plain white T-shirts may be worn under regular shirts for warmth. Sleeves of the undershirt may not hang below the outer shirt. Logos may not be visible in any way.
 - No sleeveless clothing.
 - Pants are not to be tucked in boots.
- Outerwear:**
- There are no restrictions on coats or jackets. However, jackets and coats may not be worn in the classroom.
- Hair:**
- Policy for boys on hair is not to exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front.
 - Hair coloring, including highlights and/or dyes done on the hair, is not permitted at the elementary level as well as permanent or clip-on feathers and hair wraps.
- Hats:**
- Hats, bandannas, scarves, sweatbands, or sunglasses are not to be worn during the school day.

Section III: Special Days in the School Year

- There may be adjustments made for days of **field trips**. The principal will make that decision and communicate it to the parents in advance.
- The uniform will be worn on **P.E. days**. Field day will have adjustments made to accommodate the type of activities planned for the students. These adjustments will be communicated by the principal in advance.
- **Individual Picture Day:** Picture day is not a free dress day. Girls may wear a dress of their choice or a shirt of their choice with uniform shorts, skorts, or pants. Boys may wear a collared dress shirt or a polo shirt of their choice with uniform shorts or pants. No sleeveless clothing is permitted for boys or girls.
- **Scout uniforms** are permitted on the day a student has a scout meeting.
- **Spirit Day:** Every Friday-Uniform pants/shorts/skorts and any LCA spirit wear t-shirt. Intermediate students may wear LCA hoodies on Spirit Day.

Section IV: Logo Wear

- LCA logo apparel is an option everyday. Sweatshirts or collared shirts bearing the LCA logo may be worn with uniform pants, shorts, skirts or skorts. A collared shirt must be worn underneath the sweatshirt. Lands' End and the LCA Apparel Store supply the official logo. The following number is needed for the Land's End /Logo # 9932750K
- Apparel Store-Embroidered logo only. LCA screen-printed items are not acceptable except on Spirit Day.
- Items imprinted from any other source are not part of the uniform line.

Section V: Vendors That Carry a Uniform Line

GAP-----Hamburg, Fayette Mall & Internet
Shaheen's-----Louisville Store, LCA on announced days
Lands' End-----Mail Order Catalog & Internet---Preferred School #--9000-3068- 5/Logo # 9932750K
LCA-----Apparel Store (Located at Rose Campus-Gym entrance)
French Toast-----Internet
Meijer-----Reynolds Rd./Hamburg (Fall season only)
Target-----Reynolds Rd./Hamburg (Fall season only)

NO EXTREMES IN FASHION OR HAIR,
AS DEFINED BY THE SCHOOL ADMINISTRATION, ARE PERMITTED.

LEXINGTON CHRISTIAN ACADEMY FACILITIES

The preschool and elementary campuses of Lexington Christian Academy are located on four campuses throughout the Lexington area. We are on the main LCA campus and guests in the facility of three churches.

East Preschool

2598 Liberty Road
Lexington, KY 40509
(859)263-7245

Providence Preschool

101 Providence Way
Nicholasville, KY 40356
(859)272-3655

Rose Elementary

450 Reynolds Road
Lexington, KY 40503
(859) 422-5703
Preschool – 3rd Grade

Tates Creek Elementary

3100 Tates Creek Road
Lexington, KY 40502

Primary K-3rd Grade

Suite 200
(859) 268-3071

Intermediate 4th -6th Grade

Suite 50
(859) 269-5811

HEALTH AND SAFETY

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. For the health and safety of your child, please see that all telephone numbers and emergency contacts are kept up-to-date.

Drugs or Alcohol on School Premises or at School Functions

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.

Fire and Tornado Drills

Fire and tornado drills will be conducted throughout the school year in accordance with city, county and state regulations.

Illness

- Students should not return to school if they have experienced fever, diarrhea, or vomiting within the last 24 hours. Reducing a fever with medication does not mean your student is fever free. Please be diligent in helping to reduce the spread of illness by following the 24 hour procedure. If students experience any of these conditions during the school day, parents will be called to pick them up.
- A child with conjunctivitis (pink eye) must use a prescription antibiotic cream or drops for 24 hours before returning to school.

Lice

Lexington Christian Academy shall enforce a nit-free policy in regard to head lice. All students found to have head lice or nits shall be removed from class. Parents will be called to pick up their child immediately from the school office. The school office personnel will check all students returning to school following a case of lice before being admitted to class. Students must be louse and nit free in order to return to school.

Medicine Policy

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.

For all drugs prescribed and non-prescribed, parents need to complete a Medication Form available in the school office. Only a daily (single) dose may be brought to school. Prescription medicine requiring three doses a day may be given before school, after school, and before bed eliminating the need to bring this medication to school. If a form is not on file, parents will be called before any non-prescription medication is given. Medication cannot be kept in a child's backpack.

Pets

Prior approval from the campus principal must be obtained before bringing any pet to school. Small pets brought into the school must be in a cage at all times. Dogs are not to be brought into the building. Dogs or pets shown outside must be on a leash at all times and no pets are to be on the playground at any time. For safety reasons, animals brought to school are not to be petted or held by the students.

Weapons

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.

Violations of this policy will include but is not limited to, the following.

- Confiscation of the firearm or deadly weapon
- An immediate phone call to the student's parents
- An immediate phone call to the appropriate law enforcement agency

In keeping with the Kentucky State law, LCA will post the following notice in prominent locations in the school, including but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias. The notice shall be at least six (6) inches high and fourteen (14) inches wide and state:

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

Policy is intended to reflect all provisions of Kentucky law.

GENERAL STANDARDS

Acceptable Music

Lexington Christian Academy endeavors to maintain an educational environment that is conducive to learning and the furtherance of Christian standards. There is great divergence within the Christian community as to what constitutes acceptable music. In order to respect the various standards of families, please use caution in choosing music that is played in the presence of students.

Gum/Candy

Gum chewing is not allowed at Lexington Christian Academy in any part of the school or church facilities. Teachers will not permit gum chewing as a privilege or reward.

Students should not bring gum or other candy to school. For safety reasons, candy donated to the class as a special treat should not be hard candy or candy on a stick.

School Year Memories

During the school year special events occur during which parents desire to photograph and/or video their student and/or their classmates. Please be diligent in the proper dissemination, storage and management of your student's pictures as well as the pictures of other children.

Statement of Non-Discrimination

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

Toys and Other Distractions at School

Backpack accessories such as key chains are limited to one item. Portable music players, Ipods, cell phones, palm pilots, skateboards, electronic games, toys and other items are not permitted at school or on school trips. This includes radios with individual headphones or earplugs. Such items will be taken from students and stored in the school office until appropriate arrangements can be made. The only exception is with reference to announced "Show and Tell" days for students in transitional kindergarten through first grade classrooms.

Visitors on Campus

All visitors on the campus during the school day must sign in at the school office. Former students of Lexington Christian Academy and students from other schools are not permitted in the classroom, labs, gym or the cafeteria without obtaining written permission from the principal beforehand. Visitors on campus without permission will be asked to leave.

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:*

$$\begin{aligned} & \$8,994 \text{ (Annual Tuition)} - \$450 \text{ (Tuition Deposit)} = \$8,544 \text{ (Annual Tuition Less Deposit)} \\ & \$8,544 \text{ (Annual Tuition Less Deposit)} / 12 \text{ (# of monthly payments)} = \$712 \text{ (monthly payment amt)} \end{aligned}$$

***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.

Tuition Assistance

Each January, LCA's Board of Directors approves tuition rates and fees for the upcoming school year. Once approved, the rates and fees are published on LCA's website at www.lexingtonchristian.org.

No one should be deterred by financial reasons when submitting an application for admissions enrollment to LCA. LCA offers a tuition assistance program for families entering **Transitional Kindergarten through 12th grade** to provide financial assistance to families who demonstrate and qualify for need as determined by a third-party organization.

LCA works hard to provide a tuition assistance program which bridges the gap between tuition and what a family can reasonably afford. The assistance, intended as a supplement to a family's resources, is not restricted to only families whose ability to pay tuition is limited; but is also available to those families who may only need small award.

Tuition assistance awards, and the amount of the awards, are not guaranteed to be the same year to year. The amount of assistance awarded to families will be based on the level of the families' qualifications and will be allocated from the tuition assistance budget.

If the student participates in high school athletics, according to Kentucky High School Athletic Bylaw 13, tuition and fees may only be paid by immediate family (KHSAA defines immediate family as "the student and the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent"). Any other payments made on a high school athlete's account can only be applied on a needs based analysis as stated above. A family may elect to receive assistance from a church or organization independent of LCA, however, in accordance with KHSAA Bylaw 13, the student will not be allowed to compete in high school athletics in the academic year they receive the assistance.

During the annual budget process, the Board of Directors establishes the amount of monies available for tuition assistance for the next school year. The Board of Directors, and the designated tuition assistance committee, is mindful of their obligation to utilize the limited tuition assistance funds responsibly and to act as good stewards of the school's resources.

LCA utilizes the services of FACTS Grant and Aid Assessment in assessing the financial need of the families applying for tuition assistance. Families whose children are entering **Transitional Kindergarten through 12th grade** can apply on-line at www.factstuitionaid.com.