

LEGACY

CHRISTIAN ACADEMY



2019-2020
Elementary
Parent & Student
Handbook

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PHILOSOPHY OF LEGACY CHRISTIAN ACADEMY

The philosophy of Legacy Christian Academy is established upon God's Word. We understand that we have been commissioned to bring students to Jesus so that He might bless them (Mark 10:13-16). We recognize that the God delegated responsibility of educating children lies first with the parents. Our desire, along with the church, is to assist parents in this process. Instead of our initiating a scope and sequence of education, we believe as a faculty and staff that we are to join God in His work of equipping and energizing students. Our standard of excellence in academic education is motivated by the divine realization that rather than training students to be successful in the world, we are training them for their God-ordained place and purpose in the Kingdom of God.

A term that describes our philosophy of education is "Kingdom Education." Dr. Glen Schultz, in his book *Kingdom Education God's Plan for Educating Future Generations*, defines "Kingdom Education" as "the lifelong, Bible-based, Christ-centered process of leading a child to Christ, building the child up in Christ, equipping the child to serve Christ, causing the child to know and glorify God."

Kingdom Education consists of ten foundational principles.

- **Principle #1** - *The education of children and youth is the primary responsibility of parents.*
- **Principle #2** - *The education of children and youth is a 24 hours-a-day, 7-days-a-week process that continues from birth till maturity.*
- **Principle #3** - *The education of children and youth must have as its primary goals the salvation and discipleship of the next generation.*
- **Principle #4** - *The education of children and youth must be based on God's Word as absolute truth.*
- **Principle #5** - *The education of children and youth must hold Christ preeminent in all of life.*
- **Principle #6** - *The education of children and youth must not hinder the spiritual and moral development of the next generation.*
- **Principle #7** - *The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles.*
- **Principle #8** - *The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.*
- **Principle #9** - *The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.*
- **Principle #10** - *The education of children and youth must have a view of the future that includes the eternal perspective.*

The main objective and purpose of LCA is to disciple students in a way that they may know Jesus more and make Him known. This is a fruit of grace that is accomplished as Jesus lives His life through them. We believe that *the fear of the Lord is the beginning of wisdom and that knowledge of the Holy One is understanding* (Proverbs 9:10). Not only is God the source of truth, He is Truth. Therefore, we approach all knowledge from a God-centered worldview. Love for God, rather than love for knowledge, is our aim. When God is given priority, all the other things will be added (Matthew 6:33).

STATEMENT OF FAITH

Legacy Christian Academy is a ministry of The Hills Church which adopts and upholds the authority of the Word of God in all matters of belief, values and practices. Further, the Pastoral Team/Elders of this Church shall be the final authority in the interpretation of God's Word as it relates to all Church matters. All praise, honor and glory be to the one true God who eternally exists as three persons, Father, Son, and Holy Spirit, forever and ever. Amen.

Doctrinal Statement

- We believe in the Scriptures (Old and New Testaments) as inspired by God and inerrant in the original writing, and that they are of supreme and final authority in faith, with God as the author, salvation as the objective, and truth without any mixture of error as the record.
- We believe there is only one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ and that He was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- We believe that man was created in the image of God: that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that man is born with a sinful nature.
- We believe in the Biblical teaching that man was created by a direct act of God and not from previously existing forms of life; and that all men are descended from the historical Adam and Eve, first parents of the entire race.
- We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
- We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ.
- 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 Jesus Christ and that only by God's grace and through faith alone we are saved.
- We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.
- We believe in the promise of the Holy Spirit to bond us to the Body of Christ, to equip us for ministry, to establish God's standard of righteousness within our hearts, and to manifest the character of Jesus through us.
- 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 everlasting judgment.

STANDARDS OF CONDUCT

LCA holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:14). The result is a life consecrated unto God and separated from the world.

We must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

MISSION STATEMENT AND VISION

Glorifying God through transformed lives.
Know God. Love others. Live the Gospel.

ADMINISTRATION OF LCA

Pastor/Chancellor
Principal of Elementary Education
Principal of Secondary Education
Assistant Principal of Elementary Education
Assistant Principal of Secondary Education, Middle School
Assistant Principal of Secondary Education, High School
Registrar/Financial Administrator

Pastor Dennis R. Wall
Mrs. Angela Stewart
Mr. Pedro Garza
Mrs. Tonya Wall
Mr. Alex Gazzaway
Mrs. Laura Gazzaway
Mrs. Lou Ann Hudson

ACCREDITATION

Legacy Christian Academy is accredited by the National Association of Private Schools. Schools accredited by NAPS have demonstrated a history of providing their students with a quality educational program. These schools seek to meet and exceed state and national traditional educational guidelines in their pre-school through high school educational programs. The National Association of Private Schools offers accreditation to schools that are concerned about both the mastery of basic academic skills and the character development of each child in their school. LCA has achieved all accrediting standards and works continually to maintain them in our pursuit of excellence of God's glory.

ADMISSION POLICY

- A student is admitted on the basis of former records, placement test, pastoral reference, principal recommendation (for new students), parent/school agreement (signed by parent and administration), and the parents' willingness to cooperate fully with philosophy and standards set forth by the school. Entrance tests will be given to applicants periodically during the spring and summer. Student's status will be reviewed yearly and the student will be re-admitted on the basis of academic progress and disciplinary record.
- A student entering pre-kindergarten classes must be four (4) years of age by September 1 of the school year for which they are enrolling. Kindergartners must be five (5) years of age by September 1 of the school year for which they are enrolling. First graders enrolling for the school year must be six (6) years old by September 1 of the school year for which they are enrolling or have completed kindergarten at LCA.
- Admission is not determined on the basis of race, color, creed, gender or national origin.

AFTER-SCHOOL CARE

The dismissal time for K4-6th grade is 3:1 pm. If your student is not picked up by 3:30pm, he will be checked into After-School Care with applicable fees. The After-School Care fee involves a registration fee and a monthly cost. After-School Care will close at 6:00pm. Students who are picked up after 6:00pm will be charged an additional cost per minute. After School Care is considered an extension of Legacy Christian Academy, and all school rules and guidelines are applicable.

ATTENDANCE POLICY

Classification of Absences

Excused absences, as determined by the office, are given for:

- Student illness
- Death in the family
- Doctor appointments

Pre-approved excused absences are allowed in unusual situations.

- A request for a pre-approved unexcused absence should be made by the parent in the form of a personal visit or phone call to the administrator explaining the need for the absence.
- If the absence is approved by the administrator, the administrator will send a note with the student, to the teacher, explaining the need for the absence and requesting that the student be given permission to do his work in advance.
- The teachers should assign advance work (exercises, reading, outlining, etc.) to be completed before the student returns.
- If the assignment is not turned in on time, the teacher should give zeros for all subjects and, at his discretion, may assign extra work to be done for homework.
- It is the student's responsibility to see the teacher about all tests and make-up work regarding such an absence.

Unexcused absences are given for any reason other than "a" or "b" the student receives zeros in all class-work done on the unexcused day.

Procedures for Absences from School

Students are expected to be in daily attendance and on time. If a student is absent for ten (10) or more days in a school year, he is at risk for failure. In order for each student to benefit the most, regular attendance and promptness are required. When a student returns to school from an absence, he should bring a written note from the parent listing the dates and reason for the absence. This note is given to the classroom teacher and serves as the child's official "admit to class" slip. However, upon half day arrival the student/parent will check in at the elementary office and receive their "admit to class" slip. Students demonstrate responsibility and dependability through their attendance and promptness to school.

Tardiness

A student arriving in the classroom after 8:15am is considered tardy. Tardiness disrupts the normal teaching routines and must be held to an absolute minimum. When a student is tardy for any reason, he will need to enter the school through to front doors in the elementary office. There is no judgments of excused or unexcused placed on a tardy in elementary school, a tardy means "late to school" for whatever reason. Promptness to school will be reflected each grading period in the character section of the report card.

Extended Absences

- Credit may not be given for a grade after a total of ten (10) excused or unexcused absences during an academic year.
- An Absentee Committee will review absentee records at the semester break and at the end of the year. If no response is given by parents to explain the excessive absences, credit will not be given for that grade.
- When extenuating circumstances exist, parents and students may appeal this non-credit action to an appeal board, consisting of the administrator and the Absentee Committee.
- The final appeal may be made to the Advisory Committee of the LCA.

Missed or Make-up Work

All missed work may be picked up the next day, after an absence, thus allowing the teacher time to prepare instructions and get together all books and assignments. This procedure assists teachers in not having to take teaching time while preparing work for a parent to pick up. Getting missed work is the responsibility of the student and/or parent.

BIBLE

God's Word is taught daily to all students. Every subject is taught from a biblically integrated point of view. Scripture memorization, verse meaning, and character qualities are a part of Bible class. Knowing and following Biblical principles is modeled and emphasized by our teachers and staff. The official version for classroom memory verses in the English Standard Version (ESV).

BIRTHDAY POLICY

- A student will be honored on his birthday by the singing of "Happy Birthday" and by allowing him to be host on that day. Parents may arrange in advance with the child's teacher to provide refreshments for the child's class.
- When having off-campus parties for all or some of the classmates in a class, encourage your child to be sensitive to the feelings of others who may not be invited to the party by showing restraint when discussing the party during school time.
- No birthday party invitations may be handed out in the classroom or on school grounds unless every child in the class is to receive one.

CARE OF GROUNDS AND BUILDING

- Students are asked to help keep our buildings and grounds clean and neat at all times. If you find papers or other items on the grounds, please help by picking these up and placing them in the receptacles provided.
- Students who injure, deface, or destroy any school property, or the property of another student shall be required to pay for the damage and appropriate disciplinary action will be taken.

CHAPEL POLICY

Chapel is held once a week to give students and teachers an opportunity to experience group worship together. Parents are always welcome. Chapel service is not designed to take the place of regular Sunday worship at one's local church. It is the parent's responsibility to maintain consistent attendance and involvement in the church of their choice. Chapel is held in lieu of the regular Bible period.

COMMUNICATION AND SUPPORT POLICY

The school communicates with the home in a variety of ways. These include the following:

- Report Cards – issued every nine (9) weeks in kindergarten-6th grade
- Progress Reports – issued twice during each grading period to verify student working to potential.
- Personal Conferences – one scheduled per semester; others initiated by either home or school.
- Telephone Conferences – calls made by teachers, or administration.
- Student Planner and LCA Folder
- School website: www.lcasa.org

Parent-Teacher Communication

- Parents wishing to contact a teacher may call the school office.
- Parents are asked not to visit with teachers in the halls, or interrupt the class during school hours, as we want to remain sensitive to your privacy.
- Homeroom teachers will send home progress reports during each grading period, as needed. This report will communicate the student's academic and social progress.
- See the current school calendar for the scheduled parent/teacher conference dates, one per semester.

There are two scheduled parent-teacher conferences yearly. These are scheduled following the third week of the first and third grading periods for each elementary student. Each conference is scheduled for 15 minutes. Character development, attitudes, study habits and academics will be discussed. The conference day is another valuable opportunity for parents and teacher to set team strategies in the cooperative training of the student. Parents are encouraged to communicate frequently with the teacher concerning any needs of their student. Parents or teachers may request a conference at any time they think necessary. For the child to grow in all areas, it is necessary for the home and school to work closely together.

On conference days, child care arrangements need to be made for your children. Suggestions include the following: (1) Leaving your children home with a sitter, (2) trading off conference day child care with another school family, or (3) one parent staying home with children while the other one comes for the conference.

LCA Folder

Student work and school communication will be sent home via this folder. Please check daily and return all necessary paperwork.

Student Planner

Each day every student in grades 1st-6th grade will use a student planner to record homework assignments and school and/or classroom reminders. This planner is to be signed by the parents and returned the following school day.

CONCERN/COMPLAINT PROCEDURE

The Matthew 18 Principle gives the plan for solving people to people problems. It requires that parents talk to the teacher about a student problem before talking to the principal. If the problem is unresolved at the two person level, the concern is prayerfully and in an orderly fashion moved upward in the school organizational structure. God will bless our relationships and our school as we are diligent to use this plan, share it and model it to those we love.

If you have a concern/complaint:

- Pray about it.
- Tell it to the right person. Concerns about a particular problem or situation should be expressed first to the individual in question and should be expressed to the principal if it cannot be worked out between you. Most problems are solved at the two-person level.
- Express it clearly. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why.
- Keep the matter confidential. Do not broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
- Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of our school.

If you overhear or are told a concern/complaint:

- Direct the person complaining to express it to the person who is a part of the problem or a part of the solution. Do not share a bad report.
- Pray and ask God to take care of the situation. Do not listen to the details of the problem after you discern you are not part of the problem or the solution. If you listen carefully, you can discern this in two or three statements. It helps the person with the concern if you do not listen beyond three statements. It helps because he has not told the whole problem and is more likely to go the person he really needs to work it out with when you Biblically refer him. If you listen to the complaint, he will feel a sense of relief and you are left with his problem without God's grace to solve it because you are not a part of the problem or the solution.

If a complaint is made to or about you:

- Understand what the complaint is and why it is being made.
- Give it prompt attention. Talk to the person who is complaining about you, and agree on an effective solution.
- Make it a growth experience, and learn from your mistake instead of taking offense.
- Pray about it. Ask for God's wisdom in solving the problem and His help in putting the solution into effect.
- Pray for the person who complained about you, and ask God to help you love him more than ever before.

CURRICULUM POLICY

The basic curriculum for pre-kinder, kindergarten and elementary programs is Bob Jones University Press. This curriculum seamlessly integrates biblical truth with academic excellence in order to help students develop the critical thinking skills and the love of learning they need for their Christian lives.

Our goal at LCA is to develop the total student spiritually, socially, and academically. To support this goal, beginning in K4, we teach Christian character qualities, memorize Bible verses and develop thinking, communication and social skills. This is integrated into an academic program that focuses on reading skills (taught by using a phonetic approach), language, social studies, handwriting, math and science skills. Each year, the foundation is built upon and strengthened as students are challenged to stretch their minds with higher order thinking and reasoning skills applied to each subject area.

DISCIPLINE POLICY

At LCA we strive to administer grace-based discipline. Our goal is not merely to modify a particular behavior, but rather reach the student's heart through a redemptive process thus fulfilling our mission of glorifying God through transformed lives.

- The first is a gentle, verbal reminder of expectations.
- The second step is to speak one-on-one with the student and pray with him.
- The teacher may try creative strategies to reach the heart of the student – isolating the student from the group, having the student put his head down, or forfeiting a privilege.
- The third step is to send the student to the office for further counseling. If necessary, parents will be notified.

Probation

The terms of probation may be given to a student for either academic or behavioral reasons. Probation will be given by semester. When the semester is over, the student will be reviewed by the Discipline Committee and it will be determined at that time which action will be taken.

Suspension

Suspension can either be a day out of school or an in-school suspension. Parents will be required to pay a fee for in-school suspension. The student will receive all zeros for any/all days of suspension. All classroom work will be assigned in advance and must be completed before returning to school.

Expulsion

Upon a student receiving two suspensions within one school year, the Discipline Committee will determine whether or not to allow the student to continue enrollment. The Admissions and Discipline Committee reserves the right to terminate or not renew a student's enrollment. Any appeal of the committee's ruling must be made to the Advisory Committee which is the final appeal.

DROP OFF AND PICK UP POLICY

- K4 and K5 students are to be dropped off and picked up at the classroom door by a parent or authorized caregiver.
- Elementary students are to be dropped and picked up at designated areas: front porch, circular drive, Learning Center exit.
- Any student needing to be picked up early must be signed out in the office.
- Early drop off is available at 7:30am.
- After-Care is available until 6:00pm.

EMERGENCY CLOSING POLICY

If for any reason school should need to be dismissed before regular dismissal hours, parents will be notified. In case of inclement weather, or other emergencies, announcements will be made on our school website and social media accounts.

EMERGENCY PLAN

General

Emergency situations may occur which will require immediate and coordinated action by the staff to protect lives, to prevent injury to staff and students, and to minimize damage to property.

- Fire in any part of the building will require a coordinated response to include evacuation of all buildings.
- Tornadoes may occur at any time; however, they are more numerous during April, May, June, and are most likely to occur between noon and midnight.
- Hurricanes are not likely to strike in the San Antonio area; however, tornado precautions will apply in the

event of high hurricane-like winds. Flash flooding can be expected.

- A chemical or hazardous material spill/leak is highly unlikely, but still a possibility. This would require the evacuation and transportation of all employees and students to a “safe environment.”

Fire Plan

These procedures will be followed to ensure the safety of all employees and students:

- An automatic alarm system is in place to notify all students/employees of fire and/or smoke. This system automatically dials the local fire department.
- Staff members are trained to ensure the safety of all employees and students.
- An evacuation plan is posted in key areas of the school. There are designated assembly points for each class to meet in which the teacher accounts for each student.
- Fire drills are performed on a monthly basis.
- An administrator will be the last person out of the building to ensure a complete evacuation.

Natural Disaster Plan

These guidelines will be followed in the event of a tornado or threatening weather:

- Administrative staff will closely watch weather reports when threatening weather occurs.
- In the event of a tornado in the area all persons will seek shelter in the lowest level of the building away from all doors and windows.
- Teachers and staff will be alerted to begin the evacuation process to Thrasher Hall.
- When the storm has passed the administration will ensure that there are no hazards or debris before allowing anyone to exit.
- If fire is observed, the building will be evacuated according to the fire plan.

Lock-Down Plan

These procedures will be followed to ensure the safety of all staff and students:

- All staff will be notified of need for lock-down protocol to be followed.
- Staff members are trained to ensure the safety of all employees and students.
- Lock-down drills are performed periodically throughout the school year.
- An administrator will begin and end the drill.

ENRICHMENT CLASSES

Art (Grades 1-6): Students have the opportunity to experience a variety of mediums and techniques during regularly scheduled art classed each week with a focus on glorifying God through the elements of design and creativity.

Library: The love for books and reading is instilled in all our students through weekly library classes. Students are taught library skills and are given the opportunity to check out books. It is the responsibility of the student and parent to care for the books and to replace any lost or damaged book.

The library is open daily for student and teacher use. Students have a scheduled library period weekly. Books are checked out for one week at a time. No library materials are to be taken from the library without following the proper check-out procedure. Students may do research in the library and are able to return to check out additional books during scheduled “open times.” Teachers assist students in the use of the library when our librarian is unavailable as wells as encourage participation in the Accelerated Reader Program. Report cards or transcripts will not be issued to those who owe fines for lost or damaged books.

Health (Grades 1-6): God’s plan is for his children to grow physically as well as spiritually (1 John 3:2). Students will take part in Health education classes as a part of the P.E. program to learn how to care for their bodies, the temple of the Holy Spirit, and be taught skills needed to maintain a healthy lifestyle.

Music/Drama: Our music/drama program is designed to teach children to praise God with reverence and with joy. Songs and dramatic readings are chosen on the basis of their content and quality. Scripture songs are woven throughout the fabric of school life. Examples of music included are patriotism, character and appropriate fun songs. Children are taught the fundamentals of music, such as notation and rhythm, as we strive to instill healthy vocal

habits. Students in K4-K5 build a musical foundation with rhythm instruments. 1st-2nd grade continue the experience with bells. Recorders are a part of the musical experience of 3rd-4th grade. 5th-6th grade students learn to express praise through theatrical arts.

Physical Education: P.E. classes are conducted for students in all grades. The goals of the P.E. program include character building as well as skill building. Students will have the opportunity to practice Christ-like attitudes and actions in P.E. class. Students are taught specific skills appropriate to their age and skill level.

Spanish (Grades 1-6): The foreign language we teach to our elementary students is Spanish. Students experience an understanding of the culture and language as well as how to converse in Spanish. The overall focus is conversational, however, the writing and reading of the language is a part of the older elementary students' experience.

FIELD TRIP POLICY

LCA provides several field trip experiences for our students each year. Trips are planned by the teacher to coordinate with a particular area of study. The official field trip t-shirt with blue jeans is the appropriate dress for field trips unless a note from the teacher indicates an alternate dress for a particular trip. Field trip t-shirts are sold in the elementary office.

No child will be allowed to go on a field trip unless a signed permission slip is returned to the child's teacher before time for the class to leave the campus. A note will always be sent home in advance of any such trip. It is the responsibility of the child and the parent to see that the note is returned to the child's teacher before time to depart on the field trip.

Chaperones

Parents who wish to be involved as a designated chaperone may volunteer with the teacher. Parent chaperones may not bring other children on the trip because a parent's full attention is needed for supervision of the students assigned to his group. If chaperone duties require supervision of someone else's child without the direct presence of the teacher, the chaperone must first pass a background check processed by our HR department. The required forms are located in the front office.

FIRE DRILL POLICY

- The students shall become familiar with building exits.
- Students must leave the classroom in single file and walk outside.
- The first student who arrives at an exit will hold the doors open for the rest of the students to file out and also to file back into the building.
- Fire drills will occur monthly.
- False alarm fees will be the responsibility of the parents should a student be responsible for the false alarm.

GRADING POLICY

Elementary Classes (1st-6th Grade)

A	Excellent (90-100)
B	Very Good (80-89)
C	Average (74-79)
D	In Danger (70-73)
F	Failing (0-69)

An *I* is given when requirements are lacking. Unless this is made up in a reasonable time, the grade automatically changes to an *F*.

Kindergarten, Skills Assessment and enrichment Classes

E	Excellent
S	Satisfactory
G	Growing
N	Needing Improvement
U	Unsatisfactory

HEALTH REGULATION POLICY

Legacy Christian Academy is committed to providing a safe and healthy school environment for our students. Many illnesses begin with a cough, sore throat and/or fever. Students with a fever will be isolated from the class and sent home as soon as possible. Please do not send your child to school if he has had a fever, diarrhea or vomiting within the previous 24 hours. Do not send a child to school with a cold/cough unless well enough to keep up with usual activities. The student who has a fever of 100.4 degrees or greater, must be fever-free for 24 hours without using any medications intended to reduce fever (for example: Tylenol, Advil).

Immunization Requirements

Immunizations are an important part of public health, and Texas law requires students in Texas schools to be immunized against certain vaccine preventable diseases. All records of new students will be reviewed as part of the admission process as will the records of all currently enrolled students. We strongly encourage parents to take your child for immunizations at the earliest possible date in order to avoid the back-to-school immunization rush that occurs every year during the month of August. Please visit the Texas Immunization Branch website at www.immunizetexas.com for current information about school vaccine requirements. Please be aware that students without the required immunizations or a valid exemption will not be allowed to attend school.

Physical Exams

- Physical exams need to include a vision and hearing screening for K4, K5, 1st, 3rd, 5th and all new students. A scoliosis screening is also required for all girls in the 5th grade.
- Every new student will be required to have a physical to complete the admission process.
- All athletes participating in sports will be required to have a physical prior to practice and/or participation in a chosen sport. The physical must be repeated yearly if participation continues in subsequent seasons.

Although we do not require a yearly physical, we do stress that all children should have an annual physical by their physician to ensure their optimal health and well-being. The physical required by the beginning of the school year must be current within one (1) year.

Medication Policy

Whenever possible, we prefer that medication not be brought to school and that medication be scheduled to be given at home. If a condition necessitates use of medication during school hours, please observe the following policies:

- The office is to be notified of any student on routine medication at the school.
- Students are not allowed to have ANY medications (prescribed or over-the-counter) in their possession on school grounds. Possession of medication on school grounds is cause for disciplinary action.
- Faculty/Staff have the right to take the medication from the child and contact the parents.
- Because of potential danger, medications will be kept under lock and key in the office.
- Prescription medication must be taken to school in a properly labeled prescription container, by the parent.

Prescription Medications

- A MEDICATION ADMINISTRATION CONSENT FORM must be obtained by the parent and signed by the parent and physician. (A signed directive from the physician may be attached to the medication permission form). This form must be renewed every calendar year.
- The information should include the name of the medication and the amount to be administered, the time the medication is to be administered, and the duration (if it can be determined).
- The parent must bring the medication to the office in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law. (The student is NOT allowed to deliver the medication to the school).

- At the beginning of the school year and any time there is a change in the medication or dosage, a directive in written form from the physician is required.
- All dispensed medications are documented. A staff person will be available to administer the medication.
- Medications must be picked up by a parent/guardian at the end of the school year or duration of medication dosing. Medications will not be sent home with students. Medication remaining in the office after the designated pickup date will be discarded.

Non-Prescription Medications

Over the counter (OTC) medications will not be available through the office or during the school day on a regular basis at Legacy Christian Academy. The current medication policy does not allow for the dispensing of OTC medication of any kind unless they have been prescribed by a physician. A parent is welcome to administer non-prescription medications to their child as needed in the school setting.

In a short term instance where a student will need an OTC medication, the parent may bring the medication to the office in its original container. A short term medication request form will be signed by the parent. The short term medication will be dispensed no longer than ten (10) days.

In-School Illness

If a student becomes ill or is hurt in school, he must report to the office. If symptoms indicate the need for the student to leave school, a parent (or emergency contact) must arrive at the school as soon as possible following notification of illness. It is necessary for students exhibiting signs of illness to leave the school grounds as quickly as possible to lessen the chance of spreading a probable illness.

Sending Students Home from School

Student will be sent home when the office deems it necessary. The following are some reasons for a student to be sent home:

- fever of 100.4 degrees or above
- vomiting and/or diarrhea continuing beyond one incident
- conjunctivitis (pink eye)
- head lice
- any symptoms severe enough to prevent him from being in the classroom

Control of Communicable Diseases and Parasites

Students are expected to be free from fever and communicable disease for at least 24 hours in order to attend school. Parents are required to pick up their child should he develop a fever at school or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink eye, head lice). Students exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. In some cases, a physician's statement may be necessary for a student to return to school.

HOMEWORK POLICY

As a Kingdom Education school, we believe the primary responsibility for educating the child rests with the parent. A formal teaching program in the school is a supplement, not a substitute, for the parent's role. Therefore, homework is assigned for these reasons: to involve the parent in the student's education and for the mastery of basic skills. Education is a lifelong learning experience and homework is an important part of each student's individual learning process. It is valuable for the reinforcement of skills taught in class. Homework practice is a way of fostering independent study in a non-classroom setting.

Homework assignments are designed to reinforce designated skills while extending learning. Written assignments should be completed neatly and returned to class in a timely manner. When assigned, homework time requirements will follow the 10 minute per grade level guideline for the average student in grades 1st-6th (i.e. 2nd grade = 20 minutes, 3rd grade = 30 minutes, etc.). Incomplete class work during the school day due to student lack of productivity will be expected to be completed in addition to the assigned homework. Teachers and parents should work together, utilizing work at home and available time at school, such as during part of the student's recess, to complete the work.

Time Schedule

- K4 & K5 homework should not require more than 10 minutes.
- Lower Elementary (1st – 3rd) should not require more than 10-30 minutes.
- Upper Elementary (4th – 6th) should not require more than 40-60 minutes.

Student Planner

- Needs to be signed each night by the parent after the student has completed the homework and the parent has reviewed the assigned work.
- The purpose of this process is:
 - To assure student’s daily progress.
 - To teach the student responsibility by holding him accountable for completing the assignment and obtaining the signature.
 - To ensure the mastery of the basic skills is accurately reinforced.
 - To teach the student integrity both by application and by example.

HOLIDAY POLICY

Because the purpose in observing holidays at school is to celebrate our Lord Jesus Christ, classroom parties, refreshments, and decorations will have a theme that corresponds with the Christian emphasis of the holiday.

Christmas: At Christmas, we celebrate Jesus, and the giving of gifts represents the ultimate gift of God’s Son. We reserve all precious time we have at school to teach about and celebrate the birth of our Lord Jesus during December and to focus on the real meaning of Christmas. We do not emphasize any teaching time of Santa Claus. The story of Santa Claus is based on a legend about a man named St. Nicholas. Any questions about Santa will be forwarded to the parent.

Easter: Easter is the most important event in Christianity. Students study Old and New Testament scriptures to help with understanding of who Christ is and the details of His death and resurrection.

Halloween: Halloween is a day the Lord has made. As Christians we should think biblically and carefully about any holiday, any event, and how we might be salt and light in it. May all we do in this holiday bring God glory.

Thanksgiving: Unlike other holidays, the idea for Thanksgiving celebration began with God when He told Moses that the Israelites were to observe Feast of Booths. It was to be a time of thanksgiving for a good harvest and a reminder of the way they had lived in the wilderness. Thanksgiving Day is an American holiday which began with Pilgrims. We celebrate with a variety of activities/experiences.

HOURS OF OPERATION

Pre-school.....8:15am–3:15pm
 Kindergarten.....8:15am–3:15pm
 Elementary Grades.....8:15am–3:15pm

* Doors open at 8:00 a.m. Students may be dropped off at school as early as 7:30 am with no additional fees.

**Please be prompt in picking up your child. Any student still on campus after 3:30pm will be taken to our After-School Care program and a \$15.00 care fee will be accessed to your account.

INCIDENT POLICY

Any student who has an accident must notify a teacher at once. First aid will be administered and parents will be notified if deemed necessary. An accident report form must be filled out the same day as the accident occurs. Any accident involving the student’s head must be reported to the parents by telephone or note the same day it occurs.

LIBRARY POLICY

The Allison Gardner Memorial Library is a vital part of our school. Our holdings include print, audio, and video materials. These materials are obtained with monies provided by the school budget, memorials, and donations. Materials are screened before making them available to the students. Our goal is to provide students and families the highest quality of Godly media available.

- Students are encouraged to check out books from our library. Each class is scheduled for a specific day and time in the library. This will remain the same throughout the year. The books will be checked out for one week. A fine of \$.05 per school day is assessed until the book is returned.
- If a student is absent on the day his class comes to the library, the book will be accepted with no fine on the day he returns to school. Fines will not be assessed for first grade students until the second semester. Books must be returned and fines paid before the student checks out other books.
- Books should be handled with care. We do find that they are damaged from time to time. When this occurs, we will fine the student for that damage. When books are lost or damaged beyond repair, the cost of replacing the book will be charged.
- These fines will need to be paid before final report card and achievement test scores will be released at the end of the school year.

LOST AND FOUND POLICY

Lost and found articles are kept in the copy room under the management of the elementary office. Students are encouraged to label all items and check for lost items before school. Parents are welcome to check for lost items at their convenience. Every effort will be made to get any labeled lost item to the owner. Articles that are unclaimed will be donated to charity at the end of the year.

LUNCHROOM POLICY

A student may either bring his lunch from home or purchase one from the caterers in accordance with the lunch order form information. The lunch period will be set for 30 minutes.

Lunchroom conduct will be as follows:

- There is to be no running to, from, or in the lunchroom.
- There will be no horseplay or misconduct at any time.
- Elementary students will have the first 15 minutes for receiving hot lunch, retrieving needed utensils, napkin, water, etc. and visiting. The next ten (10) minutes is for eating only, no talking, playing, or walking around. The last five (5) minutes is for throwing trash away and visiting quietly.
- Students are to clear tables before leaving the lunchroom.
- Trash is to be put in proper containers.
- If there is a spill, the student will notify the adult on duty.
- No food, drink or trays will be taken outside the lunchroom without administrative approval.
- No sharing of food due to possible food allergies.
- Misconduct during scheduled lunch periods will result in disciplinary action.
- Elementary grade students are not permitted to bring items that have to be heated in the microwave.

The reasons are as follows:

- A staff person is not available to heat the meals. The lunchroom monitor is busy supervising the other students.
- It is not safe to have the students handling such hot food.
- The time used to heat all their lunches leaves too little time for them to eat their lunch.
- The older students cannot provide this service for siblings or friends because they have a very limited time to eat their own lunch.

MONEY AND NOTES

All written communication should be sent in a sealed envelope to protect the privacy of any written communications between parent and teacher. Money should always be sent in a sealed envelope with the following information on the outside: (1) student's name, (2) amount and purpose, and (3) teacher's name. Please send cash or check to the designated party for the exact amount due.

PARENT INVOLVEMENT POLICY

- We believe that the primary responsibility for educating the child rests with the parent. A formal teaching program in a school is a supplement to, not a substitute for, the parent's role.
- We encourage all parents to take an active role in their child's school activities. There are many opportunities for you to be involved with your child. If you would like to participate in field trips, retreats, sports, and other activities, please contact the office.
- We would also appreciate parents and other family members observing modest dress standards when participating with the students come to the school and when they accompany students on field trips.
- Please be aware that in order to do volunteer work in the classroom and/or with activities that directly involve students an approved background check must be processed by our HR department. The required forms are located in the front office.

PAYMENT POLICY

Financial obligations to LCA are due on the dates as they appear on the current rate sheet. An interest-free monthly tuition payment plan is available and payable in ten (10) equal payments, beginning August 1, and ending in May of the current year. **All tuition payments are to be received by the fifth of the month.** If tuition payment is more than five (5) days delinquent, LCA will automatically assess a late fee. Consult the Financial Administrator if financial problems arise. An insufficient funds fee will be charged for returned checks.

Tuition for the current school year may be prepaid by August 1 of the current year to receive a 3% discount.

If a student's financial account is more than one (1) month behind, a student's enrollment is in question and may be suspended until account is brought to balance.

PHONE POLICY

- Cell phones are not recommended on campus for K4–6th grade students. Any cell phones brought on campus will be kept in the office and may be picked up by a parent, unless other arrangements have been made through administration.
- The office telephone is available to students should parents need to be contacted by the student.
- If a situation arises that a student should need a cell phone for an after-school activity, the phone may be given to an administrator along with a parental permission form before classes begin. The cell phone will be returned to the student upon dismissal of the school day.

PHYSICAL EDUCATION POLICY

The purpose of Physical Education (PE) is to promote character building as well as skill building. Students will have the opportunity to practice Christ-like attitudes and actions in PE class. Students are taught specific skills appropriate to their age and skill level. In order to carry out our goals, we have implemented the following policy.

- Participation
A student who does not actively participate in PE activities will be graded accordingly.
- Participation Excuses
A student that is too ill to participate or has a condition that prevents him from participating must have a note from his parents requesting that the student be excused. After one calendar week of non-participation, a doctor's excuse will be required. If a student becomes too ill to participate while at school, he will be sent to the office and parents will be notified.

PROMOTION POLICY

The decision to promote or retain a child at the end of the school year will be based on the student's ability to function adequately at the next higher grade level. Aspects to be considered will include academic progress (especially in reading, language and math), presence of any learning differences, and social maturity. If a student fails two core subjects in a school year, that student will likely be retained. The teacher will inform the parents of a possible retention as early as April 1st, although the final decision will not usually be made until May. Conditional waivers may be given in circumstances deemed appropriate by the principal and teacher(s).

REGISTRATION POLICY

Registration of a student is not finalized until the following items have been completed:

- Application turned in to the office
- Non-refundable Registration fee paid
- Evaluation completed with acceptable scores
- File contains a copy of an official birth certificate
- Report card from last school
- Financial clearance from previous school
- Immunization certificate completed
- Signed pastoral reference (5th grade and up)
- Signed confidential principal recommendation from previous school (new students)
- Interview with the LCA principal
- Notification of acceptance or denial will be given after all the above steps have been completed.

STANDARDIZED TESTING

Each student, grades K 6th, is given the Terra-Nova Achievement Test in the spring of the year to determine his progress and scholastic strengths and weaknesses. This test helps to identify student strengths and weaknesses, as well as provide grade level aptitude, proficiency, and performance information. Please do not schedule appointments for your child during this designated week. Make-up tests will only be given to students who are ill and miss one or two days because of that illness. A copy of the test results becomes a part of the student's permanent record, and a copy will be made available to the parents.

SCHOOL SUPPLIES

It is the parent's ultimate responsibility to purchase the designated list of supplies and to replace supplies as needed during the school year. Supply lists are available on our school website beginning in June.

Backpacks and Lunch Boxes

Backpack and lunch box may be any color or design, without characters. Characters meaning any figure that is fictional or mystical. If you have a question concerning appropriateness for school use, please check with the school prior to purchase.

SNACK POLICY

There will be a snack break for K4 and K5 and other grades at the discretion of the teacher. This break time will serve to give the student a chance to rest and recharge as he eats a wholesome snack that he has brought from home.

SPIRITUAL LIFE

Students are encouraged to read God's Word and to pray daily in their homes as well as at school. Biblical principles are taught to the students through daily Bible and character lessons. Students are asked to acknowledge church attendance and are encouraged to attend Sunday school and church weekly. The Christian school does not take the

place of the church or the home in training of the child. All three (home, school, and church) are needed to produce a young person who knows and loves the Lord, desires to please and serve Him, and make a difference for Christ in our world.

SPORTS POLICY

The athletic program is well-rounded. It includes soccer, basketball, volleyball, baseball and softball. The elementary athletic programs are offered throughout the year for students in K4-6th grade. Registration is made through the elementary office and requires a fee. Teams are coached by volunteer parents.

Coaches and Sponsors

Will sign a letter of commitment concerning the following:

- Always demonstrate a Christian attitude regardless of the situation.
- Instill upon the students the virtues of a Christian attitude.
- Take swift corrective action concerning the use of language or actions that are not Christ-like.
- Teach students to behave in a Christ-like manner regardless of the outcome of all games.
- Be directly involved in all practices, games, and activities where the students for whom they are responsible are involved.
- If they are not available, an approved adult alternate must be placed in charge of the students.
- Determine a practice schedule that will not interfere with Wednesday night/afternoon church activities.
- Provide a game schedule, with the understanding that times, dates, and places are subject to change.
- Inform students when schedule changes are made.
- Inform students when they are not passing all classes and that they are ineligible for the upcoming game.
- Insure that all equipment is available for games and practice.

Parents

Will sign a letter of commitment concerning the following:

- Support and encourage their child to participate in all practices and games.
- Will provide transportation to and from practices and games.
- Attend all games if possible.
- Insure that their child has all uniform items during every game.
- Insure that their child is on time to all practices and games.
- Pay all fees before their child's first practice.

Students

Will sign a letter of commitment concerning the following:

- Attend all practices and games.
- Will maintain passing grades in all subjects and seek extra help if they are not passing all classes.
- Wear all uniform items when participating in games.
- Be on time to every practice and game.

In an effort to maintain a high standard and emphasis on academics, students whose financial accounts are over 30 days delinquent will not be permitted to participate in extracurricular activities at the competition level, such as meets or games, until their accounts are current. They will, however, be allowed to participate in practices, rehearsals, and other preparation opportunities. The ability for LCA to maintain its financial stability and to accomplish LCA's Kingdom Education mission is largely dependent on the faithfulness of parents to fulfill their tuition commitments. It is vital to work closely with LCA's Financial Administrator should one's financial account become delinquent.

TEXTBOOK POLICY

- Workbooks will be furnished for each student on an expendable basis. Textbooks will be furnished on a rental basis. Both are covered by the annual book fee.
- A lost book will be replaced at the current retail price by the student to whom the book was issued.
- A damaged book will be assessed accordingly, and a fine will be paid by the student to whom the book was issued.
- Students should only write or make markings in the textbooks upon teacher's instruction.
- Report cards and/or student records will be held until all book fines are paid.
- Book Fee is non-refundable after August 1st.

UNAUTHORIZED ARTICLES POLICY

- Any articles that are considered nuisance articles, such as electronic devices of any kind, games, knives, whistles, etc. will be taken up and may be picked up only by the parent.
- If this action is repeated, the student will be suspended from one to three days.
- There will be no gum chewing allowed at school.
- No outside books or magazines (or related material) except that specifically requested by a teacher for an assignment may be brought to school. All materials must be shown to homeroom teachers for review to determine if publication is suitable for school.
- Student may not bring any articles to school for the purpose of selling.

UNIFORM POLICY

All students at LCA wear the school uniform. There are several important reasons for this policy. It is required in order that proper emphasis be placed upon the character traits of modesty, personal neatness, and cleanliness. The uniform dispenses with competition due to outward appearance and affluence, thus further emphasizing the development of the inner person.

The uniform also gives the student a distinctive appearance which helps develop and reflect a worthy self-image, enhance school spirit, and encourage good behavior. Further, the uniform is symbolic of a student's acceptance of the authority of his parents, LCA, and ultimately, God.

- All uniforms are to be purchased through **Uniforms Plus at 7142 San Pedro Ave., San Antonio, TX 78216.**
- When wearing the uniform, it must be complete and correctly worn.
- All school rules of appropriate Godly conduct apply when a student is in uniform, no matter whether they are on or off campus.
- All items are to be labeled with the student's name.
- Winter coats may be worn to and from school; however, in the classroom students will be required to wear the uniform sweater.
- All shoes are to be solid white or solid black with no other color anywhere on the shoe. Soles need to be non-marking, athletic. Mary Jane style dress shoes are not considered to be an athletic shoe.
- Hair should be neat and natural in color.
- Clothing should not be tight or baggy.
- Field trip dress is as the teacher advises.
- Students are not allowed to have permanent or temporary tattoos.
- All undershirts need to be solid white.
- Failure to comply with the uniform policy will necessitate corrective actions; first a warning, and then a call to bring the uniform from home.

Boys

- Hairstyle is to be out of the eyes, no longer than the top of the ears and off the collar in back. Faddish hairstyles such as shaved sides/long sides and tops/unnatural hair coloring, etc. are prohibited. Students found in violation of the hair code standard will be given a one week notice to have the hair cut to standard. Failure to comply will result in the student being suspended from class until the hair meets the approved standard.
- All shirts and sweaters are required to have a school logo on the left side. The logo will be placed on the shirts and sweaters by Uniforms Plus prior to purchase.
- Shirts are to be worn tucked at all times.
- Walking shorts may be no shorter than the top of the knee.
- Pants may not be worn with holes in the knees.
- Belts need to be solid black, excluding the buckle, and need to be worn with pants, shorts, and casual uniform. They are recommended for 1st-2nd grade and required for 3rd – 6th grade.
- Socks need to be solid white, black, or navy and may be crew or ankle length, clearly seen above the rim of the shoe.
- Pants are required for chapel dress and cold weather days.
- No jewelry may be worn inside or outside the uniform, with the exception of a solid colored watch for 3rd-6th grade. Unauthorized jewelry will be confiscated and returned to a parent when claimed at the office. LCA is not responsible for lost or broken jewelry.

Girls

- Hairstyle is to be out of the eyes. Only navy blue, gray, white, black or uniform plaid hair accessories may be worn. Faddish/disruptive hairstyles and unnatural hair coloring are prohibited.
- Jumpers and culottes may be no shorter than the top of the knee. Modesty shorts need to be worn with both.
- Middy blouses and sweaters are required to have school logo on the left side. The logo will be placed on the shirts and sweaters by Uniforms Plus prior to purchase.
- Peter Pan-collared blouse should be worn tucked in at all times.
- Belts need to be solid black, excluding the buckle, and need to be worn with pants and casual uniform. They are recommended for 1st-2nd grade and required for 3rd – 6th grade when pants are worn.
- Socks need to be solid white, black, navy blue and may be knee or ankle length, clearly seen above the rim of the shoe.
- Jumpers or culottes are required for chapel dress.
- The only jewelry that may be worn is pierced stud earrings and a solid colored watch for 3rd-6th grade. No other jewelry may be worn inside or outside the uniform. Unauthorized jewelry will be confiscated and returned to a parent when claimed at the office. LCA is not responsible for lost or broken jewelry.
- Only clear nail polish is acceptable.
- Make-up is not allowed.
- All hair accessories must be the same colors as those in the uniform.

Casual Uniform

- Consists of a LCA Elementary t-shirt, blue jeans, and coordinating athletic shoes of your choice.
- T-shirts should be worn tucked in and 3rd – 6th grade are required to wear a coordinating belt.
- Blue jeans may not be tight or baggy and must be plain without any designs or holes.
- Casual uniform will be worn on most field trips and for special activity days at school. Parent will be notified prior to the event.

Chapel Dress

- Boys are asked to wear pants on chapel days.
- Girls are asked to wear jumpers or culottes on chapel days.
- School pictures and special school functions may also require chapel dress. Parent will be notified prior to the event.

UNIFORM VIOLATIONS

All students in violation will be given a dress code violation slip by the teacher for each offense. The slip will be sent home with the student and will require parent signature. If the student reaches his 3rd occurrence of the same offense, they will be sent to the office and will have to contact parent in order to bring appropriate clothing or items in order to bring students dress code into compliance.

UPDATES TO STUDENT INFORMATION

The office should be notified of any change in the student's registration information, such as: address, telephone number, email address, doctor, custody concerns, or other pertinent information.

VIDEO POLICY

- All movies and videos must be obtained through the LCA library and must be previewed prior to showing students. No movies or videos may be brought from home.
- All movies and videos must be academic, spiritual, or character building in content. Not one word of a profanity, obscenity, or any other ungodliness may be in the movie or video.
- All movies or videos for entertainment purposes only must be limited to one per semester, and be shown as a reward based on the teacher's assessment of the students' accomplishing a special goal or achievement.

VISITOR POLICY

All visitors are welcome. We encourage parents and friends to visit our school. However, to maintain safety standards we ask that all visitors check in at the office for a visitor's pass.

WAITING LIST POLICY

Once a maximum number of students have been enrolled for a class, a waiting list will be started. A student will not be officially considered on the waiting list until the application form is completed and received. When a space becomes available, parents will be notified according to the date the student's name was placed on the waiting list. After two days, if there is no response, we will go to the next student on the list. We will keep the waiting list for the current school year only.

WITHDRAWAL POLICY

The parent must give two weeks advance notice before withdrawing a student or at any time by mutual agreement of both parties. Parent is responsible for payment of tuition for those two weeks. March 1st is the final withdrawal day to carry a refund. If a student is withdrawn after March 1st, the balance of the semester's tuition becomes due. All records and report cards cannot be released until all accounts are paid in full.

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The school administration reserves the right to interpret, execute, and expand these policies at their discretion following the principle of 2 Corinthians 3:6.

Revised June 2019

**ELEMENTARY
STUDENT-PARENT HANDBOOK
ACKNOWLEDGEMENT FORM**

Legacy Christian Academy has adopted a philosophy based upon the Word of God and Kingdom Education. Using this God-centered worldview allows us to strive for excellence in the classroom while providing an atmosphere that is ideal for learning about the Word of God. This handbook defines the rights and responsibilities of each student and parent of our school. The Administration's goal is not to be fair but merciful and just, and to treat each student according to who they are with love and respect.

I understand and agree that my child will be held accountable for the behavior and consequences mentioned in this handbook and that this handbook applies to all school related events on or off campus.

I HAVE READ AND UNDERSTAND THE RESPONSIBILITIES OUTLINED IN THIS STUDENT-PARENT HANDBOOK.

Student's Name (Please print)

Grade

Student's Signature

Date

Parent/Guardian Signature

Date