

LAFAYETTE CHRISTIAN ACADEMY



HANDBOOK (PreK-12)

**\*\*The online version of the handbook found on our website supersedes any written handbook published.\*\***

*“Academic Excellence from a Christian Perspective”*

220 Portland Avenue

Lafayette, LA 70507

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[www.lafayettechristianacademy.com](http://www.lafayettechristianacademy.com)



**LAFAYETTE CHRISTIAN ACADEMY**

Home of the Knights

220 Portland Avenue

Lafayette, Louisiana

70507

Phone: (337) 234-9860

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Mr. Devin Lantier – Superintendent  
Mr. Josiah Broussard – PreK- 8<sup>th</sup> Principal  
Mrs. Kathryn Koch– High School Principal

2023 -2024

## LAFAYETTE CHRISTIAN ACADEMY

220 Portland Avenue  
Lafayette, LA 70507

Established:	1974
Affiliation:	The Family Church
Superintendent:	Devin Lantier
High School Principal:	Kathryn Koch
Pre K-8 <sup>th</sup> Grade Principal:	Josiah Broussard
School Colors:	Navy Blue, Red, & White
Mascot:	Knights
Office Hours:	
Monday - Thursday	7:20 AM – 3:30 PM
Friday	7:20 AM – 12:30
School Hours:	
PreK and K: Mon - Thurs (Optional pick up at 2:00 pm)	7:55 AM – 2:45 PM
1st and 2nd Grade: Mon - Thurs	7:55 AM – 2:50 PM
3rd and 4th Grade: Mon - Thurs	7:55 AM - 2:55 PM
5th: Mon - Friday	7:55 AM – 3:00 PM
6th - 12th Grade: Monday - Friday	7:55 AM – 3:05 PM
PreK and K: Friday	7:55 AM – 11:45 AM
1st and 2nd Grade: Mon - Thurs	7:55 AM – 11:50 AM
3rd and 4th Grade: Mon - Thurs	7:55 AM – 11:55 AM
5th: Mon - Friday	7:55 AM – 12:00 PM
6th - 12th Grade: Monday - Friday	7:55 AM – 12:05 PM
Office Phone:	(337) 234-9860
Elementary Fax:	(337) 233-3555
High School Fax:	(337) 456-5131
Web Site:	<a href="http://www.lafayettechristianacademy.com">www.lafayettechristianacademy.com</a>
Before School Care:	7:00 AM - 7:20 AM
Beyond the Bell After School Care:	
Monday – Thursday	3:00 PM – 5:30 PM
Friday	12:00 PM – 5:30 PM
Phone	(337) 234-9860 ext. 229

**“So that ye come behind in no gift; waiting for the coming of our Lord Jesus Christ.”  
– I Corinthians 1:7**

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### NOTICE OF NONDISCRIMINATORY

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#### ADMISSION POLICY

Lafayette Christian Academy admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

**The regulations contained in this handbook are a material condition of the contractual agreement between Lafayette Christian Academy, its students, and their parents or guardians. The school has the authority to make decisions regarding things not specifically covered in the handbook and the right to change contents or policy at the discretion of the administration.**

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## MESSAGE FROM THE PASTOR

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Dear Parents:

Welcome to Lafayette Christian Academy! It is a privilege to have you as a part of our school family. We are delighted that you have chosen us to assist you in your God-given responsibility for the education and training of your child. Lafayette Christian Academy operates on the principle that our school is an extension of the home. Therefore, close cooperation and open communication must be maintained if your child is to have a successful educational experience.

This student-parent handbook is designed to aid home and school cooperation by providing a better understanding of the school programs and the ways in which parents and teachers can work together. This handbook is the outgrowth of our desire to have a smooth, effectively run school. Parents, please read and study the handbook, and review it with your child. With a ready knowledge of its contents, we have a basis for discussion should a question arise.

To our new families, we especially welcome you into our school family and look forward to knowing each of you better.

To returning families, we would like to express our appreciation for your support. We are grateful for the dedication and sacrifices that have made this school one whose goal is to present all knowledge in a Christian context and to give our children a worldview that is Christ-centered. Have a blessed year, and do not hesitate to call on us if we can assist you in any way.

Building Families, Lives, & Futures,

Jay Miller Pastor

### **OUR OBJECTIVES**

THAT OUR SONS MAY BE AS PLANTS GROWN UP IN THEIR YOUTH; THAT OUR DAUGHTERS MAY BE AS CORNERSTONES, POLISHED AFTER THE SIMILITUDE OF A PALACE.

PSALM 144:12

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## MISSION STATEMENT

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Lafayette Christian Academy exists because of the belief that Christian parents should have the opportunity to provide their child “academic excellence from a Christian perspective.” The total program is a balanced curriculum in the intellectual, social, physical, and spiritual areas based upon the Word of God. It is our ultimate objective to reach Acadiana for Christ.

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## PHILOSOPHY OF LCA

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The primary objective and vision of Lafayette Christian Academy is to provide an excellent education without compromising the Word of God.

We endeavor to provide for the student a safe environment in which he may develop to his fullest potential. We seek to develop positive Christian leaders who respect themselves and others, who accept responsibility, who possess sound minds and spiritual values, who know how to relate to others, who are witnesses for the kingdom of God, and who are developing their own individual talents, gifts, and abilities to the fullest possible extent.

We will not compromise the Word of God. The Word is held up as our highest standard. We strive for the student body to have the mind of Christ. We encourage students to grow in their Christian walk as outlined by the Scriptures. We guide the students to learn the Christian perspective of God and to keep the Word as their foundation. Our young people will be equipped by the teaching of the Word for service, empowered by the Holy Spirit, and able to use the Word with great authority.

Emphatically, we state that attendance at LCA is a privilege and not a right. Our goals are not to reform but to train Christian young people in the highest principles of self-discipline, Christian leadership, individual responsibility, personal integrity, and good citizenship.

We sincerely desire to assist you in providing the foundation your child needs for the life that lies ahead.

Our vision impels us to develop the whole man. We seek God’s wisdom for this in four areas:

### **Spiritual:**

To provide an opportunity for those who are uncommitted to be won to Christ. To educate students so that they, without any doubt, can integrate Christian philosophy into their total lives.

“ . . . the people that know their God shall be strong and do exploits.”

### **Intellectual:**

To provide a disciplined academic climate that encourages learning. To promote and follow through on the development of fundamental skills required for participation in society as an adult. To nurture competency in communication and research skills and in the ability to make mature decisions.

“Wisdom is the principle thing: therefore, get wisdom: and with all thy getting get understanding.”

### **Social-Cultural:**

To provide children with opportunities for growth in the social skills required to successfully function in today’s society. To enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy. To promote appreciation for creativity in the arts. To encourage students to understand and appreciate cultural patterns different from those of their own.

“Good understanding giveth favor.”

### **Physical:**

To provide opportunity for the learning of physical skills necessary to participate in sports. To provide opportunities for growth in physical performance skills.

“ . . . your body is the temple of the Holy Ghost.”



## STATEMENT OF FAITH

We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:15,16)

We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.  
(I John 5:7, Deuteronomy 32:39)

We believe in the deity of our Lord Jesus Christ. We believe that He is God with the Father and the Holy Spirit.  
(I John 1:1-4, I Timothy 3:16)

We believe that Jesus was miraculously born from the virgin Mary. (Matthew 1:18-24)

We believe Jesus lived a sinless life. (II Corinthians 5:21, I John 3:5)

We believe Jesus was crucified and rose from the dead on the third day. (John 19:41-20:10, 19-20)

We believe Jesus ascended to heaven and will return to establish His eternal kingdom.  
(Acts 1:9-11, Matthew 25:31, Revelation 20:4-6)

We believe in the absolute Lordship of Jesus Christ and that faith in Him is the only way a person may be saved and enter heaven. (Daniel 7:13-14, Colossians 1:13-18, John 14:6, Romans 5:1)

We believe a person is saved by grace through faith in Christ. (Ephesians 2:8-9)

We believe in the sanctifying power of the Holy Spirit, which enables a believer to live a holy life.  
(II Peter 1:2-4, I John 3:4-6,9, Galatians 5:16)

We believe in the baptism of the Holy Spirit and that it can be a separate experience subsequent to salvation.  
(Acts 8:14-17, Acts 10:44-48)

We believe in the gifts of the Holy Spirit and that they are in operation in the Church today.  
(I Corinthians, 12:1-11, Romans 11:29)

We believe in eternal life for the saved and eternal death for the lost.  
(I John 2:24-25, Revelation 20:15, Revelation 14:10-11)

We believe that Heaven and Hell are real places.  
(II Corinthians 12:1-4, Revelation 4:1-2, Mark 9:42-48, Revelation 20:11-15)

We believe that God does not desire anyone to perish, but everyone to come to repentance and be saved.  
(II Peter 3:9, I Timothy 2:4)

We believe that God wonderfully and immutably created each person as distinctly male or female.  
(Genesis 1:26-31, 2:18-25, 5:1-2)

We believe that the term marriage means the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.  
(Genesis 2:18-25)

## ADMISSIONS POLICY

All applicants are considered on the basis of aptitude and achievement tests, recommendations, previous report cards, and the result of any admission testing (if required). A student's previous educational records and behavioral patterns are all considered in the acceptance process. The family must be in agreement with the Christian educational philosophy of Lafayette Christian Academy.

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

Lafayette Christian Academy reserves the right to have full discretion in discipline. All new students will not be declared a member of LCA and will be placed on probation for the first 9 weeks. After the first 9 weeks, if the student passes the probationary period, they will be accepted as an official member of the school. Any student who does not cooperate with the total educational process may be dismissed from the school.

### General Admission Requirements

1. All students are to attend a local church on a regular basis.
2. Students will not be considered for acceptance unless applications and testing information are complete.
3. **Students who are registering for PreK must be 4 years old by September 30.**
4. **Students who are registering for Kindergarten must be 5 years old by September 30.**
5. Students transferring to Lafayette Christian Academy from another school must be on a grade level or above on a nationally standardized achievement test (Stanford, CAT, or Iowa).
6. Students transferring from another school must have a good disciplinary record from a previous school.
7. Students are admitted on an individual basis following an interview with the student and parent(s). Policies addressing education and behavior are explained and a commitment to conform to these policies and requirements is a prerequisite for admission.
8. Acceptance of any student is contingent upon receipt of "official" school records, as well as the evaluation of the required documents.

### PreK & Kindergarten (Specific Admission Requirements)

1. A completed and signed Application for Admission Form including a completed and signed PreK/Kindergarten Questionnaire and signed Statement of Cooperation and Parent's Pledge of Acceptance.
2. Copy of Birth Certificate
3. Copy of Social Security Card
4. Immunization Records
5. Registration Fee Per Student (non-refundable)
6. Readiness Assessment

### 1<sup>st</sup>-12<sup>th</sup> Grade (Specific Admission Requirements)

1. A completed and signed Application for Admission Form including a signed Statement of Cooperation and Parent's Pledge of Acceptance.
2. Copy of Birth Certificate
3. Copy of Social Security Card
4. Immunization Records
5. Copy of the most recent Report Card
6. Copy of the most recent Achievement Test (Leap, IOWA, CAT, etc.). If the prospective student does not have a current standardized test result, they will be required to take an entrance test.
7. A completed Student Discipline Report from the previous school. If no incidents, submit a blank report on letterhead.
8. If applicable, a copy of the student's Individualized Education Plan and/or 504 Plan. Must be current within three years.
9. Registration Fee Per Student (non-refundable)

Once the above information is collected and submitted. Schedule a parent interview with the Administration (5th - 12th grade students must be present during the interview; 1st - 4th grade students are not required to be present in

the interview).

### **Re-enrollment**

During the month of January, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed.

### **Required paperwork for re-enrollment:**

1. A completed Statement of Cooperation (one per family)
2. Parent's Pledge (one per family)
3. A completed Standard of Conduct (6<sup>th</sup>-12<sup>th</sup> grade students only)
4. Re-enrollment fee

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## **ACADEMICS**

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### **Grading System**

Report cards are issued each quarter. Grades are based on the following grading system.

### **PreK-12<sup>th</sup> Grading Scale:**

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

### **Progress Reports**

At the mid-point of each quarter a progress report is issued to each student, PreK- 12<sup>th</sup> grade. We encourage you to contact your child's teacher(s) concerning any questions about his/her grades.

### **Academic Removal (1.0 GPA)**

If a 9<sup>th</sup>-12<sup>th</sup> grade student completes the school term with a yearly grade point average (GPA) lower than 1.0, the student will not be allowed to return to Lafayette Christian Academy for the following school term.

### **Cheating**

Any form of communication during an exam can be considered cheating. Any student who is caught cheating on homework, a quiz, test, and/or exam, or committing plagiarism will receive the following discipline:

### **PreK – 4<sup>th</sup> Grade**

- 1<sup>st</sup> offense: (3) conduct marks and (50) F for the test grade
- 2<sup>nd</sup> offense: (3) conduct marks and (50) F for the test grade
- 3 or more offenses: (3) conduct marks and (0) F for the test grade and punishment will be administered at the discretion of LCA Administration

### **5<sup>th</sup> – 12<sup>th</sup> Grades**

- 1<sup>st</sup> offense: Zero (0) F for the test grade and a detention (+ 3 conduct marks 5<sup>th</sup> Grade)
- 2<sup>nd</sup> offense: Zero (0) F for the test grade and suspension, (+ 3 conduct marks 5<sup>th</sup> Grade)
- 3 or more offenses: are subject to expulsion will be administered at the discretion of LCA Administration

Possessing a "cheat sheet" or any "unapproved helps" are considered an intent to cheat. We regard the use of any A Beka or Bob Jones home school curriculum (i.e. tests, quizzes, workbooks, Teacher Editions, and answer keys, etc.) that assist a child in any manner, such as taking a test or assisting in homework, as a form of cheating. This type of cheating may result in expulsion.

Any student who is caught committing forgery of any document (i.e. homework, detention slip, uniform deficiency slip, doctor's excuse) will be subject to the following discipline:

- 1<sup>st</sup> offense – issued a detention
- 2<sup>nd</sup> offense - suspension

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## ATHLETICS, CLUBS, & PROGRAMS

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Lafayette Christian Academy (LCA) provides a variety of extracurricular activities for 5<sup>th</sup>-12<sup>th</sup> grade students. The activities provided are Jr. and Sr. BETA clubs, National Honor Society, 4-H, Student Council, theatre, robotics club, media club, cheerleading, and athletics.

High academic standards must be maintained to be a member of clubs. Each club sponsor will issue guidelines and academic eligibilities to maintain membership.

A student must attend a minimum of four complete class periods (subjects) to participate in an extracurricular activity. If a student is not present for four complete class periods and returns with a doctor's excuse, he/she may attend the non-athletic event.

**An athlete must attend a minimum of four class periods to participate in a practice or game. A doctor's excuse does not allow participation in a practice or game, exception: court order or attendance of a funeral on the day of the practice/game.**

When a student participates in any athletic program, they will be issued an Athletic Handbook. All rules and regulations are expected to be followed and failure to do so could result in ineligibility to participate in LCA's athletic program. Athletes are regarded as leaders in the school and are expected to always present themselves accordingly.

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## ATTENDANCE

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### High School Absences

The maximum number of unexcused absences allowed during a school year in each class is 11. Each teacher will check roll every period. If a student checks out during the day, he/she will be marked absent for the classes missed. Any student having more than 11 unexcused absences in a class will be retained in that class for the year, regardless of his/her grades.

Therefore, it is possible for a student to be absent from their 7<sup>th</sup> period class 12 times and absent from their 1<sup>st</sup> period class only 9 times. The only absences that are considered excused are: signed doctor's excuse; school suspension; a court order; a funeral of an immediate family member per approval of administration; or an absence due to an LCA function. If a student checks out at any time during a class, the student is marked absent from that class. If a student checks in during the first half of the class period, the student will be marked tardy. If a student checks in after the midpoint of the class, it will be marked as an absence.

Notes from parents are not accepted for excused absences. Any student having more than 11 unexcused absences in a grade will be retained in that grade for the year, regardless of his/her grades. If a doctor's excuse is found to be forged, all previous doctor excuses for the current school year will be void and may result in failure of grade or removal of student from school.

Should it be necessary for a student to miss school for personal reasons, it is the parent's responsibility to obtain all work that is to be made up, in advance of the trip, from the respective teacher(s).

In order for an absence to be marked excused, we must have a note from the doctor within five school days. **An excuse must be on the original letterhead/doctor's pad; we will accept a fax from the doctor's office. The fax must display the "sender's information" along the top of the fax.** All excuses are to be brought to the school office.

### PreK-8<sup>th</sup> Grade Absences

The maximum number of unexcused absences allowed during a school year in each grade is 11. The following procedures will be followed concerning check-ins and check-outs:

- Check outs are not allowed between 2 pm- 3pm (unless the office is notified before 2pm)
- Check in before 10:00 AM – student will be marked tardy
- Check in between 10:00 AM - 12:00 PM – student will be marked half-day absence
- Check in after 12:00 PM – student will be marked full day absence
- Check out after 12:00 PM – student will be marked half-day absence
- Check out before 12:00 PM – student will be marked full day absence

**Note:** When a student checks out and returns to school in the same day, the student will be marked with a half-day absence, unless the student misses more than 3 class periods, then it will be counted as a full day absence.

The only absences that are considered excused are: signed doctor's excuse; school suspension; a court order; a funeral of an immediate family member; or an absence due to an LCA function. Notes from parents are not accepted for excused absences. Any student having more than 11 unexcused absences in a grade will be retained in that grade for the year, regardless of his/her grades. If a doctor's excuse is found to be forged, all previous doctor excuses for the current school year will be void and may result in failure of grade or removal of student from school.

Should it be necessary for a student to miss school for personal reasons, it is the parent's responsibility to obtain all work that is to be made up, in advance of the trip, from the respective teacher(s).

In order for the absence to be marked excused, we must have a note from the doctor within five (5) school days. **An excuse must be on the original letterhead/doctor's pad; we will accept a fax from the doctor's office. The fax must display the "sender's information" along the top of the fax.** All excuses are to be brought to their homeroom teacher. Notes from parents are not accepted for excused absences. Any student having more than 11 unexcused absences in a grade will be retained in that grade for the year, regardless of his/her grades.

### **Tardies**

Please make every effort to have your child in class on time. Each time a student is late, the teacher has to stop what she is doing to prepare your child for the day (i.e. lunch order, directions for current lesson, etc.). Excessive tardies will result in the administration taking appropriate action. Parents are to come to the school office to sign in their children.

### **Kindergarten-8<sup>th</sup> Grade Tardies**

**Each time a student is tardy three times, he/she will receive one absence.** These tardies will accumulate over the entire year; it **does not** start over each quarter. This absence is included with the 11 overall unexcused absences a student is allowed each year. Any student having more than 11 unexcused or 24 days excused/unexcused absences will be retained for the year.

### **9<sup>th</sup>-12<sup>th</sup> Grade Tardies (6<sup>th</sup>-8<sup>th</sup> Grade after first period)**

If a student is tardy three (3) or more times per quarter for each individual class or grade, this will be recorded by the teacher in the roll book and a detention slip will be issued by the teacher. The student will serve a one (1) hour detention on the 3<sup>rd</sup> tardy and a one (1) hour detention for each tardy thereafter during that quarter. Students arriving late for school are to report to the school office before going to their lockers or classrooms. **After the students have reported to the office,** they are to go to their class. They will be marked tardy by the office.

### **Check Outs**

When it becomes necessary for the parent to take a child out of class for doctor appointments or emergencies during the day, the student will follow this procedure:

1. Checkouts are only allowed between classes.
2. Check out during the last 5 minutes or first 5 minutes.
3. The office will record all check outs for students.
4. The secretary will call the parent/guardian for approval to check out 9<sup>th</sup>-12<sup>th</sup> grade.
5. You will be marked absent in every class period you do not attend (9<sup>th</sup>-12<sup>th</sup>); these absences apply to the 11-day rule.
6. Parents are to report to the office to pick up their child.
7. Students are not allowed to check out for lunch then return to school.
8. A student must attend a minimum of four (4) complete class periods (subjects) to participate in an

extracurricular activity. If a student is absent more than three (3) complete class hours and returns with a doctor's excuse, he/she may attend the event; **however, he/she cannot participate in any athletic event.**

### **Morning Arrival**

Morning arrival for all LCA students should be timed in order that the students arrive no earlier than 7:20 AM. If a student arrives between 7:00 AM and 7:20 AM ("Before the Bell"), a flat rate of \$2.00 will be assessed to their tuition account. Teachers begin duty at 7:20 AM. All students must report to the appropriate locations upon arrival at LCA; PreK-2<sup>nd</sup> location TBA; 3<sup>rd</sup>-5<sup>th</sup> go to the Dining Hall; 6<sup>th</sup>-8<sup>th</sup> grades go to the Elementary Gym; 9<sup>th</sup>-12<sup>th</sup> grade students go to the Plex. Students will be assigned designated seating areas. Students are not allowed on the grounds before school – they must report to their assigned areas.

**Parents are to drop off all children in their designated parking lot. Detentions will be issued to students who are dropped off in the elementary gym or café parking lots. Students who drive to school must park in their designated assigned lot. All student drivers must register their vehicle (\$20 fee) with the office. When dropping off their children in the morning, parents wishing to stay at school are asked to park across the street in the church parking lot.**

### **School Dismissal**

All LCA students will be expected to be off the school premises by 3:25 PM on Mon - Thurs or 12:25 on Friday. The only exception will be students who are staying after school due to their involvement in LCA activities. Students are to report to the pick-up area when the 3:05 PM on Mon - Thurs or 12:05 on Friday bell rings. A detention will be issued for failure to report to the pick-up area by 3:15 PM on Mon - Thurs or 12:15 on Friday.

All unsupervised students that are not picked up by 3:25 PM on Mon - Thurs or 12:25 on Friday must report to Beyond the Bell; this is required by LCA. All billing will be done through LCA's accounting department. A registration fee will be charged for each child when used for the first time the student checks into BTB.

It is against school policy for students to stay after school on school grounds in order to attend an evening ballgame. Parents must pick up students in the afternoon and return them for the evening event. If a student is not picked up for any reason, they will be required to attend Beyond the Bell.

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## **BEFORE and AFTER-SCHOOL CARE**

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### **"Before the Bell" Morning Care**

No registration fee is required. A \$2.00 flat fee is charged to a family's tuition account if the student arrives on campus between 7:00 AM – 7:20 AM. All students must report to the Assembly Room for morning care. There is no charge for students arriving on campus after the 7:20 AM bell.

### **"Beyond the Bell" After School Program**

It is our philosophy to provide a safe, caring environment that offers each child a sense of belonging and bridges the gap between home and school. Our programs are designed as a complement to the school day. We provide a creative curriculum to enrich the student's social and academic needs. Recognizing the uniqueness of each child and his/her family, we strive to provide a setting that promotes a feeling of security and well-being.

A registration fee of \$15 per child (incurred on first visit) and a flat rate fee of \$8.00 per day per child will be charged to the family's tuition account.

On Fridays, Students not being picked up by 12:25 pm will report to BTB. Lunch will be available to purchase for BTB students on Fridays at the normal lunch rate. BTB is currently on a daily rate of \$8 per student, however, if your student is picked up before 3:30 on Fridays, the rate will be reduced to \$4. After 3:30, the rate will be the normal daily rate of \$8.

### **After School Discipline Policy**

1. All LCA rules and regulations apply while students are in the BTB program.
2. Detentions are issued for misconduct during Beyond the Bell.
3. If a student receives a total of 5 misbehavior reports, they will be suspended from BTB for one week.

4. If a student receives a total of 8 misbehavior reports, they will be suspended from BTB for two weeks.
5. If a student receives a total of 12 misbehavior reports, they will be removed from the Beyond the Bell Program.

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## BIBLE

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Bible study is of fundamental importance and is a required subject. It augments the work in English, history, and geography; and without it a student can hardly be considered educated in the true sense. The Bible gives the best light for this life and the only hope for this life to come. There is no other book that can so enrich the minds and hearts of men as "The Book of Books." Knowledge of the Bible is one of the greatest educational assets any man can have.

At LCA, we begin each day with prayer. We also have daily Bible classes with Bible memorization and study. **Because of the importance LCA places on the study of the Bible, a student who fails Bible for the year may not be allowed to return the following school year or may be required to repeat the entire grade level.**

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## CAMPUS POLICIES

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### Afternoon Departure

1. Students are to go immediately to the designated pick up area for their class.
2. Students are not to dart around the cars.
3. There is to be no running, horse playing, or ball throwing at any time.
4. Students are not allowed to eat or drink during pick-up time.
5. All students are to stay in school uniform dress code until 3:25 PM Mon – Thurs and 12:25 PM on Fridays. PE uniforms are allowed.

### Classroom Policies

Students are to do their best to obey those that are in authority over them, for this is right in the sight of God. They are to follow the following classroom rules:

- Stay in their seat.
- Be quiet.
- Keep their feet under their desk.
- Work independently.
- Behave in a way that will not disrupt the teacher and/or other students.
- Be responsible.

### General Classroom Policies

1. Students will be expected to attend all classes, assemblies, and chapels on time. See "Attendance" for the policy on tardies.
2. Students will be expected to arrive and leave classes and assemblies in an orderly manner.
3. If a situation should arise where a student needs to be excused from class while classes are in session, the student is required to get a hall pass from his/her teacher.
4. Classrooms are to be left in an orderly manner when leaving for the day, i.e. no paper on the floor, desks straightened.

### School Policies

1. Gum chewing is an automatic detention.
2. Cell phone policies are covered in detail under the section "**Cell Phones & Electronics**".
3. **PreK -4<sup>th</sup> grade students** are not allowed to have cell phone or unapproved electronics on campus (cannot be checked into the school office).
4. **5<sup>th</sup>-12<sup>th</sup> grade students** may not have cell phone or unapproved electronics on their person between 7:00am-3:05 PM Mon – Thursday and 12:05 PM on Friday. The phone must be in student's vehicles or lockers. A cell phone cannot be placed in student's purse or booksack.
5. Laser pens/pointers, iPods, tablets, ear buds, smart watches, recording devices, cameras, or any other

unapproved electronic devices are not allowed on campus during school hours. An automatic detention will be issued if found on any student. (Refer to “Cell Phone & Electronics” for school policy.)

6. Fundraising events for non-school activities will be not be allowed on campus or posted on our social media.
7. No objects or balls of any kind are to be thrown on the parking lots.
8. Students are to remain on campus the entire day. Permission to leave campus will be granted only through the principal’s office. See “Attendance” for check-out absences.
9. Organized skip days by the students are not acknowledged or supported by the administration.
10. Anti-Christian games, toys, lunch boxes, clothing and/or book sacks are not allowed on campus.
11. Any sports equipment brought to school must be secured before the start of school (in student’s locker or secured by a teacher or athletic staff member).
12. Detentions will be assigned by teachers (Grades 5<sup>th</sup>-12<sup>th</sup>) or Administration (3<sup>rd</sup>-12<sup>th</sup>)
13. Taking pictures of yourself or others are not allowed in campus bathrooms or locker rooms.
14. Parents may not confront other students on campus or school functions concerning behavior or issues. Teachers and Administration must handle all discipline, not other parents. Parents caught doing this, will have their students removed from the school. Please go through the proper procedures to file a complaint against another student.

### **Student Policies**

1. Students are not to loiter in locker areas at any time or at any unsupervised location.
2. Loitering in parking areas, and/or in parked cars before, during, and after school is prohibited for safety of all concerned.
3. Running on sidewalks is strictly prohibited.
4. Public display of affection (such as kissing, holding hands, embracing, massaging shoulders, etc.) is not appropriate while on campus or at school-sponsored activities.
5. Students in grades 9-12 are not allowed to leave the dining hall during the lunch period.
6. Students are not allowed to use the microwave or kitchen items.
7. Students in grades 3-12 will be assigned cafeteria duty on a weekly basis. Weekly assignments are posted on the Knightly News.
8. Students are to sit only in designated areas before school. Students are not allowed in any other building except the assigned area for morning.
9. Students will not be allowed to write or draw in books unless requested by the teacher.
10. The playgrounds are to be used by the students in PreK through 4<sup>th</sup> only.

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### **CAR LINES (Drop-Off/Pick-Up)**

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Drop-off and pick-up procedures will be discussed on Parent Orientation Night. Teachers will have maps available and will be able to answer any questions at that time.

Vehicle ID cards are required in each vehicle when picking up your child. If anyone (including a parent) arrives without an ID card, they will be required to go to the school office and obtain a card. If it is not a parent, the student’s office card will be checked for verification that they have permission to take the child. If their name is not on the office card, the parent will be called.

Arrangements for pick-up should be made with your child **before** you drop them off at school. If someone beside yourself will be picking up your child during school, please send a note or call the school office to notify them that they have permission to take your child.

Teachers are not permitted to have conferences with parents during afternoon pick-up. Please send a note or call the school office to set up a conference with the teacher.

In order to make the car line safe for all children, we must enforce that cell phones not be used while driving through the drop-off or pick-up line.

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### **CHAPEL**

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Chapel attendance at LCA is a vital part of our program. Students and staff worship together. In addition to our chapel services, from time to time small group prayer meetings are held. In these meetings, students have an opportunity to share their Christian experience on a more intimate level. The Lord frequently moves in these meetings to meet students' spiritual needs as they pray with and for each other

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## CELL PHONES & ELECTRONICS

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The following policies will be strictly enforced.

### Preschool & Elementary (PreK-4<sup>th</sup>)

No cell phones allowed (we will not check in cell phones in the school office).

### 5<sup>th</sup>-8<sup>th</sup> Grades

- Students may not have a cell phone, smart watch, air pods, or unapproved electronic devices on their person from 7:00 am until 3:05 pm Mon – Thurs and 12:25 PM on Friday for 5<sup>th</sup>-8<sup>th</sup>. They must be left in vehicles or inside the backpack inside student “cubby”; cell phones cannot be kept in a purse/personal bag. All cell phones must be powered off. Any phone going off will be treated as if it is on the student's person. A cell phone or unapproved electronic device found on one's person is a violation, even if not in use.
- LCA will not investigate lost cell phones.
- It is the school's right to review recent calls and/or text messages on a cell phone confiscated during a school day or school activity.
- Social Media posts may be used as evidence of phone use.

### High School (9<sup>th</sup>-12<sup>th</sup>)

- Students may not have a cell phone, smart watch or unapproved electronic device on their person from 7:00 am until 3:05 pm Mon – Thurs and 12:25 PM on Friday for 9<sup>th</sup>-12<sup>th</sup>. Unapproved devices must be placed in student vehicles or student lockers; cell phones cannot be kept in a purse/personal bag. All cell phones must be powered off. Any phone going off will be treated as if it is on the student's person. A cell phone or unapproved electronic device found on one's person is a violation, even if not in use.
- LCA will not investigate lost cell phones.
- It is the school's right to review recent calls and/or text messages on a cell phone confiscated during a school day or school activity.
- Social Media posts may be used as evidence of phone use.

**The consequences for disobeying the rules having to do with cell phones and other electronic devices are as follows:**

#### Violations

- 1<sup>st</sup> violation: Will result in a detention and a confiscation of the item with the Administration returning the cell phone or electronic device at the end of the day.
- 2<sup>nd</sup> violation: Will result in a ONE (1) DAY SUSPENSION, all assignments and grades will result in a zero credit, and a confiscation of the item with the Administration returning the cell phone or electronic device at the end of the day.
- 3<sup>rd</sup> violation: Will result in a TWO (2) DAY SUSPENSION, all assignments and grades will result in a zero credit, and a confiscation of the item with the Administration returning the cell phone or electronic device at the end of the day. Parent meeting will be required before returning to school.
- 4<sup>th</sup> violation: Will result in a recommended expulsion from LCA.
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**Refusal to surrender the cell phone to the school official upon request results in an additional one-day suspension for any offense.**

#### Extracurricular Activities

ALL cell phone policies are in effect during school activities that take place from 7:00 am until 3:05 PM Mon – Thurs and 12:05 PM on Friday. All consequences will apply.

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## DIVORCED OR SPLIT HOUSEHOLDS

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If parents are divorced or separated and one parent is not allowed to see or pick up the child(ren), we must have, on file, a certified copy of the court order for Final Judgment. It is also necessary, in all other cases, that if anyone other than a parent is to pick up your child(ren), that you give the name(s) of those people to the office and to your child(ren)'s teacher. All vehicles picking up students in the afternoon are to have a "Vehicle I.D." card in their car window. These I.D. cards are available in the school office.

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## COMMUNICABLE DISEASES

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A teacher or administrator who reasonably suspects that a student has a communicable disease shall immediately notify the office and/or family. All communicable diseases, i.e. pink eye, ringworm, staph infections will require a written clearance from a doctor before re-admission to school.

Students must be fever or vomit free for 24 hours without the use of a fever reducer before they can return to school following a sickness.

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## COMPLAINT PROCEDURE

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The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. **First and foremost, go to the Father for wisdom, insight, and guidance.** Covering the entire situation in fervent prayer is a must.
2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.
3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel he should know about it.
4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system. Matthew 5:23-24
5. **Express it clearly.** Make sure the person you are expressing your complaints to knows all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
6. **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, and thus, in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention and make it a growth experience. Pray about it and ask God's wisdom in solving the problem.

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## DELIVERIES

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**All deliveries are to be made to the school office. Deliveries are disruptive to the classroom and need to be for emergency use only.** When parents need to drop off books, PE uniforms, etc. they are to be labeled and brought to the school office. Flowers, balloons, etc. can be delivered to the school office for special occasions, students will be allowed to collect such deliveries after school. **All school related deliveries will be brought to the student during breaks so the class will not be disturbed. Lunches will not be delivered on a regular basis (only emergencies).**

Holiday related deliveries to individual students will not be accepted by the office.

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## DISCIPLINE

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We believe that discipline is necessary for the welfare of the student, as well as, the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in the manner that they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the scriptures. **LCA expects full cooperation from both students and parents in the education of the student.** If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. Also, if a student's or parent's behavior indicates an uncooperative spirit, he/she may be requested to transfer.

### **Conduct**

Students are expected to obey those that have authority over them for this is right in the sight of God.

Students are to accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit, a costly attitude that can rob them of the pleasure of being a positive student. They are expected to refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive toward fellow students or teachers.

Students are to refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.

Students are not to lie, cheat, or steal. They are expected to adhere to this policy and encourage their peers to follow it.

Good classroom conduct will require courage, consistency, conviction, diligence, and a genuine, enthusiastic effort.

Failure to follow these guidelines will result in several consequences, some of which may include: theme writing, removal from classroom, detention, suspension, and expulsion. We expect to follow scriptural guidelines for giving correction in order that our children will become self-disciplined individuals

### **Disciplinary Action**

#### **PreK-5<sup>th</sup> Grade**

Students who are sent to the office for discipline will be subject to disciplinary action as follows:

- 1<sup>st</sup> visit: Student conference with Administration.
- 2<sup>nd</sup> and each visit thereafter: Parent is called to paddle the student or take the student home.

If a student (PreK-5<sup>th</sup> grade) receives a behavioral suspension, the student will receive six (6) conduct marks per suspension they receive.

#### **3<sup>rd</sup>-12<sup>th</sup> Grade Detentions**

Detentions will be served on Tuesdays and Thursdays, 3:10 PM – 4:10 PM. Failure to attend a detention (with a signed detention slip) without prior notice to the principal's office will result in another assigned detention. During detention, students are not allowed to do homework. A special assignment will be given for the entire one (1) hour period. If the assignment is not done adequately, it can result in another detention being assigned. A student cannot be tardy for detention. If the student arrives after 3:10 PM, he is assigned an additional detention.

A detention slip will be sent home with the student for the parent's signature and is to be returned by the student. The student is to bring the detention slip to the teacher in charge of detention that day. **Failure to turn in a signed slip will result in an additional detention.** If a detention slip has been lost, a note signed by the parent, can be written stating the reason for the detention. Failure to complete the assigned detention work will result in another detention.

Parents are required to go to the detention center at 4:10 PM and pick up their child(ren) who do not drive. If a parent does not report to the detention center by 4:15 PM, the student will be brought to the Beyond the Bell After School Program. The fee for the student staying in LCA's after school care will be assessed to the parents' tuition account.

#### **3<sup>rd</sup>-8<sup>th</sup> Grade Suspensions from Detentions**

Students will be suspended from school for one (1) day after 12 detentions. On the 16th detention, he/she will be suspended for an additional two (2) days. After 20 detentions, he/she will be subject to removal by the Admission Committee. A student who has been suspended from school for any reason will be required to make up any tests and/or quizzes. The student will receive a maximum grade of 50% (i.e. score a 100%, receive a 50/F; score an 80%, receive a 40/F). Students are responsible to get their homework and make up all missed assignments when suspended.

#### **9<sup>th</sup>-12<sup>th</sup> Grade Suspensions from Detentions**

Students will be suspended from school for one (1) day after 6 detentions. After 13th detention, he/she will be suspended for an additional two (2) days. After 20 detentions, he/she will be subject to removal by the Admission Committee. A student who has been suspended from school for any reason will be required to make up any tests and/or quizzes. The student will

receive a maximum grade of 50% (i.e. score a 100%, receive a 50/F; score an 80%, receive a 40/F). Students are responsible to get their homework and make up all missed assignments when suspended.

### **Suspensions/Misconducts**

1. Students are responsible to get their homework and make up all missed assignments when suspended.
2. Students suspended or expelled from campus due to disciplinary action are banned from the campus for any reason. They may not attend any school-related activity during the suspension/expulsion time.
3. Three suspensions, in a school year, may result in expulsion.
4. Students, who use, write, distribute, or possess profane, indecent language, literature, writing, or pictures shall be subject to suspension or withdrawal.
5. Smoking or the possession of smoking paraphernalia or tobacco products (cigarettes, dip, lighters, matches) drugs, and alcoholic beverages are not permitted. Possession will lead to suspension or expulsion. E-cigarette smoking or e- cigarette paraphernalia are also not permitted; this includes vaping and vaping paraphernalia.
6. Students are not allowed to attend any concerts that are vulgar or satanic.
7. It will be left to the discretion of the administration to determine whether a group/concert falls into the above category. Students in violation may be suspended.
8. LCA students are not allowed to go to clubs or parties where alcohol is available.
9. No student will have in his possession or in his locker any kind of fireworks, explosives, weapons, knives, or any other similar items.
10. No student will falsify, use in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school, or change or alter passes or commit any other form of forgery.
11. Any student that assaults another student either physically or verbally will be subject to disciplinary action by the principal.

## STUDENT UNIFORM GUIDELINES

### Uniforms must be purchased from one of these vendors.

School Time 1875 W. Pinhook Rd.

Uniformity 2800 W Pinhook Rd, Suite 12 (*This is a new location*)

Young Fashions School Uniforms 2722 Kaliste Saloom Road

Fashion World School Uniforms 3607D Ambassador Caffery

### Shirts

- Classroom or A+ Brand
- Must have a patch. Navy shirts have a white crest patch; White shirts have a navy crest patch.
- Buttons on shirts must be the same color as the shirt i.e., navy shirt with navy buttons.
- Only the top button may be unbuttoned.
- Long- sleeve uniform shirts are permitted.
- Shirts worn under the uniform shirt must be solid white without any type of printing, drawing, or logo. Undershirts cannot extend past the sleeve. **Long sleeve undershirts are not permitted under short sleeve shirts.**
- Uniform shirts must be loose-fitting and in good condition.
- Neck ties, bow ties or bolos may not be worn with the uniform shirt.
- Bras worn with uniform shirts may not be visible.

### Girls:

- Knit polo. **Must have a banded bottom.**
- Dry fit (do not have banded bottom)
- Dry fit shirts can be a “girls cut” or unisex cut.

### Boys:

- Knit or pique polo.
- Dry fit polo (unisex cut)

### Bottoms

**All gray uniform pants must have LCA patch on back above the pocket.**

**Gray pants must be Elderwear Brand or A+ (light gray).**

### Girls:

PreK/Kindergarten: Plaid jumper, skirt, skort, walking shorts, gray pants.

**Must have elastic waist bands.**

- Skirts must be knee-length. Shorts or skorts should be no more than four inches above the knee.
- Shorts must be worn under skirts or jumpers to prevent showing underwear.

1st-4<sup>th</sup> Grades: Plaid shorts, skorts, jumpers, skirts, or gray pants.

- Shorts must be worn under skirts or jumpers to prevent showing underwear.
- Skirts must be knee-length. Shorts or skorts must be no more than four inches above the knee.
- Shorts or pants must be loose fitting.

5<sup>th</sup>-12<sup>th</sup> Grades: Plaid shorts, skirt, skort, walking shorts, gray pants.

- Skirts must be knee-length. Shorts or skorts must be no more than four inches above the knee.
- Shorts and pants must be loose fitting.

## Girl's Tights

If girls wear stockings (tights) on cold days, they must be **solid** white, navy, or gray. Socks must be worn, and skin may not show. Leg warmers are not permitted. Pants may not be worn under skirts.

## Boys:

PreK/Kindergarten: Gray twill shorts or pants. **Must have elastic waist band.**

- Shorts may not be rolled at the cuff.
- Shorts may not be longer than the knees.

1<sup>st</sup> – 12<sup>th</sup> Grades: Gray shorts or pants. May be twill or dry fit.

- Pants and shorts must fit properly.
- Pants and shorts may not sag.
- Pants must reach past the ankle and the cuff cannot be rolled.
- Shorts must reach the top of the knee and cuff cannot be rolled.

## Belts

Belts are optional.

- Only solid belts in navy, black, brown, or gray.
- No designs or embellishments. No large buckles.

## Tights

Boys may not wear visible tights.

## Footwear

Shoes and socks must be worn at all times.

### Pre-K and Kindergarten Shoes:

- Must be slip on or Velcro. May not have shoelaces.
- Shoes must be completely enclosed and support the foot.
- Crocs are not permitted.
- Any color or color combination is allowed.
- NO lights, sounds or wheels.

### 1<sup>st</sup>- 12<sup>th</sup> Grade Shoes:

- Any color or color combination is allowed.
- Must be completely enclosed slip-on tennis shoe or lace-up athletic shoe that supports the foot.
- Boots are allowed.
- Slides, slippers, crocs etc. are not permitted.
- Shoelaces must be tied if it has shoelaces (cannot be tucked in the shoe).
- No lights, sounds or wheels.

## Socks

- **Solid** white, gray, navy, black socks must be worn at all times. Socks may only have a small logo.
- Socks may be knee, crew, or ankle socks.

## Outerwear

- **\*\*New\*\* Solid Gray, navy, or black full zip/button jackets or sweaters only.** A small logo, 3 inches or less, is allowed.
- If a jacket is a full zip, it may have a hood. **Pull over hoodies are not permitted.**
- The only sweatshirts and pull overs allowed to be worn with the uniform must be purchased from LCA or the plaid appliqued sweatshirts sold by the uniform stores (girls only).
- Pull overs/hoodies provided by LCA Athletics are not school uniform approved.

- If a student is wearing the wrong jacket, sweatshirt or pull over, the student must remove it and turn it into the office. **Improper outdoor wear will not be tolerated.**
- A uniform shirt must be worn under outdoor wear. The collar of the shirt must be shown.
- Shirts cannot be worn as jackets.

## Hats and Caps

- Hats and beanies can be worn to school on cold days but cannot be worn in the buildings.
- Bandanas are not to be worn on school grounds.
- If a jacket has a hood, hoods must be removed from the head in a building or classroom.

## Student ID's

- All Pre K-8th grade students will wear an ID on a clip on their right side on their shirt collar.
- All 9<sup>th</sup>-12<sup>th</sup> grade students are required to wear their school issued student ID and LCA lanyard during school hours, while on campus (exception is while dressed out for P. E.).
- If a student does not have their ID on, a teacher will issue a temporary ID sticker and a uniform deficiency.
- If the ID is in poor condition or the student has defaced the ID, the student will be required to purchase another ID. If the student does not purchase a new ID, the student will receive a uniform deficiency until a new ID is purchased.
- If the student has lost their ID card, they must have a replacement (clip and ID included for PreK-8<sup>th</sup>) made and a \$10.00 charge will be added to their tuition statement. Replacement plastic holders may be purchased for \$.25 and lanyards for \$5.00 from the school office. All issues concerning ID's must be taken care of before or after school or during the student's break or lunch time. PreK-5<sup>th</sup> students who do not have their ID 5 times in a quarter, will be charged for a replacement ID.

## Grooming and Personal Appearance

### Boys

- Hair must be well-maintained, out of the eyes.
- No unnatural colors or highlights.
- No headbands, hair accessories, scarves, or bandanas.
- Height of the hair cannot be taller than three (3) inches and may not be longer than the top of the shoulders.
- Face must be shaved.
- Boys are not allowed to wear earrings, makeup, or nail polish at school or while representing LCA at an event example: Field trips, conventions, or athletic events.
- Body piercings and visible tattoos are not allowed.
- All jewelry must be removed for PE classes and locked in PE lockers.

### Girls

- No unnatural colors or highlights.
- Hair must be kept out of the eyes.
- Girls are not to wear excessive jewelry. Only ear piercings are allowed. All jewelry must be removed for PE classes and locked in PE lockers.
- Students in grades PreK-6<sup>TH</sup> are not allowed to wear make-up.
- Students in grades 7<sup>TH</sup>-12<sup>TH</sup> may wear makeup in moderation. Moderation is determined by the administration.
- Body piercing and visible tattoos are not allowed.

## STUDENT SPIRIT DAY DRESS

Spirit Days are scheduled throughout the school year. Announcements regarding Spirit Days will be in the Knightly News. Spirit Shirts are purchased through LCA.

- Students may wear an LCA spirit shirt with jeans or uniform shorts/pants.
- Jeans must fit properly. No overly tight jeans or sagging jeans permitted.
- No holes, rips or tears in the jeans permitted.
- Shoes, socks, and pullovers must follow school guidelines.
- Only spirit shirts purchased through LCA are allowed.

*\*Noncompliance will result in disciplinary action and parents being called to bring proper items of clothing. Students may lose their spirit day privilege for repeatedly breaking the policies.*

### **VIOLATION OF DRESS CODE or GROOMING POLICY**

All students in violation of the dress code and grooming policy will be issued a uniform deficiency slip and or hair deficiency slip.

- **PreK-5<sup>th</sup>**: Failure to comply with the guidelines on the uniform or haircut deficiency slip will result in disciplinary action for the student. The deficiency requires a parent's signature and must be returned to the teacher. The student may not be allowed to return to school if the violation isn't corrected.
- **6<sup>th</sup>-12<sup>th</sup>**: Failure to comply with the guidelines on the uniform or haircut deficiency slip will result in disciplinary action for the student. A student will receive a detention on the 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> deficiency. Upon the 7<sup>th</sup> deficiency, a one-day suspension will take place. A one-day suspension and a detention will continue to alternate until the end of the quarter. **This disciplinary action will reset each quarter.** If the student receives excessive hair/uniform deficiencies, the student may be removed from Lafayette Christian Academy at the discretion of the administration.
- If a student is wearing the wrong jacket, sweatshirt or pull over, the student must remove it and turn it into the office. **Improper outdoor wear will not be tolerated.**
- Parents may be called to bring proper uniform items to school.
- Students and parents should monitor deficiencies that have been issued on the parent portal under the "Incidents" tab.

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### **Parent Portal**

Student information (grades, homework, absences, behavior, etc.) is available for parents and students on the internet through [PlusPortals.com/LafayetteChristianAcademy](http://PlusPortals.com/LafayetteChristianAcademy).

This site can be viewed by entering our website, [www.lafayettechristianacademy.com](http://www.lafayettechristianacademy.com) or through [PlusPortals.com/LafayetteChristianAcademy](http://PlusPortals.com/LafayetteChristianAcademy). The ParentPlus app is also available to download for smartphones. As a parent you can view/pay your tuition statement. Each parent will be given a username and password at the time of their enrollment.



## HIGH SCHOOL GRADUATION REQUIREMENTS

Content Area	College Prep (TOPS University)
<b>English</b>	<b>4 Units:</b> English I, II, III, IV
<b>Math</b>	<b>4 Units:</b> Algebra I (required), Geometry (required) Algebra II (required), Algebra III, PreCalculus, College Algebra/Trigonometry, Calculus
<b>Science</b>	<b>4 Units from:</b> Physical Science, Biology (required), Chemistry (required), Physics, Earth Science, Biology II
<b>History</b>	<b>4 Units from:</b> World Geography, Civics (required), U.S. History (required), History of Religion
<b>Physical Education &amp; Health</b>	<b>2 Units: Not Core</b> Physical Education 1 ½ Health ½
<b>Foreign Language</b>	<b>2 Units:</b> Spanish I, II (Must be same language)
<b>Arts</b>	<b>1 Unit:</b> Fine Arts Survey, Theatre, Art, Journalism
<b>Electives</b>	<b>3 electives</b>
<b>Total</b>	<b>24 Units (Minimum) All students must schedule</b>

### Class Rank Policy

Lafayette Christian Academy does not report exact class rank. Class rank is not listed on the student's report card.

For student's knowledge, class rank can be provided to them as a decile rank in increments of ten: top 10%, top 20%, top 30%, etc.

In the event that a college, scholarship, or other entity requests an exact class rank, the student will provide the contact information and the Dean of Students will report this information directly to the school or organization as needed.

Note: Pass/fail courses are not included in the student's GPA.

### Course Weight

Grade point averages (GPA) reflect course weight difficulty as following:

Regular	=1
Honors and Dual Enrollment	=1.25
Advanced Placement	=1.5

Students who finish high school with a weighted, cumulative 4.0 GPA, will be considered a Valedictorian at LCA.

**LAFAYETTE CHRISTIAN ACADEMY TENTATIVE GRADUATION PLAN 2023-2024**  
**This plan follows the TOPS University Diploma, the Louisiana Department of Education, and Lafayette Christian Academy's requirements for graduation.**

<b>9<sup>th</sup> Grade</b>	
<b>Religion</b>	<b>Religious Studies I</b>
<b>English</b>	<b>English I or English I Honors</b>
<b>Math</b>	<b>Algebra I, Algebra I Honors, Geometry Honors</b>
<b>Science</b>	<b>Physical Science, Biology Honors</b>
<b>History</b>	<b>World Geography, World Geography Honors</b>
<b>Elective</b>	<b>Computer Applications</b>
<b>Health/Pe</b>	<b>Health/PE I</b>
<b>10<sup>th</sup> Grade</b>	
<b>Religion</b>	<b>Religious Studies II</b>
<b>English</b>	<b>English II or English II Honors</b>
<b>Math</b>	<b>Geometry, Geometry Honors, Algebra II Honors</b>
<b>Science</b>	<b>Biology, Biology Honors, Chemistry Honors</b>
<b>History</b>	<b>Civics, Civics Honors</b>
<b>Foreign Language</b>	<b>Spanish I</b>
<b>Health/Pe</b>	<b>Health/PE II</b>
<b>11<sup>th</sup> Grade</b>	
<b>Religion</b>	<b>Religious Studies III</b>
<b>English</b>	<b>English III, English III Honors, AP English</b>
<b>Math</b>	<b>Algebra II, Algebra II Honors, College Algebra/Trigonometry DE</b>
<b>Science</b>	<b>Chemistry, Chemistry Honors, Physics Honors</b>
<b>History</b>	<b>US History, US History Honors, US History AP</b>
<b>Foreign Language</b>	<b>Spanish II</b>
<b>Elective</b>	<b>Dual Enrollment (online with LSUA), Accounting, Personal Finance, Psychology, Law Studies, Theatre, Art, Journalism, Fine Arts Survey, Latin I, Weightlifting, Sports Medicine, Robotics</b>
<b>12<sup>th</sup> Grade</b>	
<b>Religion</b>	<b>History of Religion, History of Religion Honors</b>
<b>English</b>	<b>English IV, English IV Honors, or AP English</b>
<b>Math</b>	<b>Algebra III, Pre-Calculus Honors, College Algebra/Trig DE, Calculus DE</b>
<b>Science</b>	<b>Physics, Physics Honors, Biology II, Biology AP, Environmental Science, Environmental Science AP</b>
<b>History</b>	<b>History of Religion</b>
<b>Elective (2) 1 FAS Credit Required for graduation, can be taken junior year</b>	<b>Dual Enrollment (online with LSUA), Accounting, Personal Finance, Psychology, Law Studies, Theatre, Art, Journalism, Fine Arts Survey, Latin I, Latin II, Weightlifting, Sports Medicine, Robotics</b>

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## HIGH SCHOOL SCHEDULE

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### Bell Schedule (subject to change for State approval purposes)

<u>Monday - Thursday Schedule</u> 1 <sup>st</sup> Hour: 7:55 – 8:54 2 <sup>nd</sup> Hour: 8:58 – 9:52 3 <sup>rd</sup> Hour: 9:56 – 10:50 4 <sup>th</sup> Hour: 10:54 – 11:48 5 <sup>th</sup> Hour: 12:17 – 1:12 6 <sup>th</sup> Hour: 1:16 – 2:08 7 <sup>th</sup> Hour: 2:12 – 3:05	<u>Friday Schedule</u> 1 <sup>st</sup> Hour: 7:55 – 8:30 2 <sup>nd</sup> Hour: 8:34 – 9:04 3 <sup>rd</sup> Hour: 9:08 – 9:38 4 <sup>th</sup> Hour: 9:42 – 10:12 5 <sup>th</sup> Hour: 10:16 – 10:46 6 <sup>th</sup> Hour: 10:50 – 11:20 7 <sup>th</sup> Hour: 11:24 – 12:05
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### High School Schedule Change Policy

Students can request changes during the summer or before Orientation Day. Once students have reported to Orientation Day, students should complete a schedule change form only if they meet the requirements for an approved schedule change within the first five (5) days of school (The first day after student Orientation Day). Change requests will not be accepted on Orientation Day. Below are the only approved reasons for a schedule change:

- Student has been scheduled into a course previously passed
- Student has been scheduled into a course out of sequence (i.e., Spanish 3 before Spanish 1)
- Student did not pass a class that was a prerequisite for another
- Student has an incomplete schedule
- Senior is missing a requirement for graduation
- Administrator must balance the class sizes

\*\*All other requests outside these parameters must be requested to and approved by an administrator. \*\*

Schedules will not be changed for the following reasons:

- Student or parent does not like the teacher
- The teacher is “too hard”
- The student is failing the class
- The class is perceived by the student to be too difficult
- To have classes with friends

Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student’s schedule.

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## HOLIDAYS

Please refer to LCA’s School Calendar for a list of holidays and dates the school is closed.

### **Mardi Gras**

LCA will be closed for winter break, which falls during Mardi Gras, but we do not recognize or participate in any Mardi Gras functions.

### **Halloween**

As a Christian School, we do not celebrate Halloween, therefore we ask parents and students not to send any Halloween themed treats for the classes.

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## HOMEWORK

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Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time.

Homework is given for several reasons:

1. **For drill:** We believe that most students require solid drilling to master material essential to their educational progress.
2. **For practice:** Following classroom explanation, illustration, and drill on new work, homework is given in order that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp
4. of a subject becomes evident. Homework is given to overcome such difficulties.
5. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

**Homework must be turned in on the day it is due.** Parents are encouraged to check that homework is done completely and accurately and to give help when needed.

In an effort to have your child become conscious of the appearance of his work, no papers will be accepted that are not done neatly.

### **Make-Up Work**

When a student receives an assignment and subsequently misses a day of school (i.e. suspension, illness, etc.), the assignment is due the day he returns to school. It is strongly recommended that parents/students obtain their homework assignment if a prolonged absence is expected.

If the student has had a prolonged absence (3 or more days) and was unaware of certain assignments, the teacher will make arrangements to have that student complete any work due within one week. However, a zero will be recorded for work that is not made up on time.

**It is strongly recommended that students complete homework when absent from school. There are two (2) options to acquire homework when your child is absent: check the parent portal for homework and class assignments. If you do not have access to a computer, you can call a friend in your class. Parents/students may request books by calling the school office at 234-9860; this request must be made by 12 Noon.**

### **Penalty for "No Homework"**

**5<sup>th</sup>-8<sup>th</sup> Grades:** After the 7<sup>th</sup> "no homework" in a subject, the student will be issued a detention and another detention for each additional "no homework" until the end of the quarter. "No homeworks" will reset each quarter. 3<sup>rd</sup>- 5<sup>th</sup> grade parents may be required to sign and return a Homework Chart with their child's test folder.

**High School:** After the 7<sup>th</sup> "no homework" in a subject, the student will be issued a detention and another detention for each additional "no homework" until the end of the quarter. "No homeworks" will reset each quarter.

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## INSURANCE

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The school provides **secondary coverage** for an accident that occurs during school and/or athletic event. The policy covers the amount that is not paid by the primary insurance company, **as long as the claimant uses their HMO or PPO**. If a claimant "goes outside" their HMO or PPO, the secondary insurance will pay only a portion of the outstanding balance. Deductibles **are not** reimbursable. It is the responsibility of the parent to request insurance claim information. There is a 90-day deadline to file an insurance claim.

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## KNIGHTLY NEWS

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LCA's weekly newsletter, "The Knightly News", is emailed every week. This newsletter is used to inform students and parents of the calendar, announcements, games, academic events, lunch menus, rules and regulations, awards and honors, and many more general announcements. This helps to alleviate confusion and unnecessary phone calls, etc. This is our means of communicating with you on a weekly basis.

The Knightly News is available on our web site and through email.

**[www.lafayettechristianacademy.com](http://www.lafayettechristianacademy.com)**

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## LIBRARY USAGE

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Regular library books are checked out for a period of (2) weeks.

Any book not returned by the due date is assessed a fine at a rate of \$.10/day. The fine must be paid in the library and in full before the student is allowed to check out a book. Fines not paid in the library by May 10<sup>th</sup>, will be charged to the family's tuition account.

Any of the costs of a lost or destroyed book (the original cost of the book plus a 20% charge to cover replacement cost, shipping, handling, and taxes) must be paid in the Library. Any charges that are not paid by May 10 will be charged to the family's tuition account.

Computer/Internet usage is for research purposes only. Personal use will result in disciplinary action.

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## LOCKERS

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Book lockers for grades 6-12 will be assigned during student orientation.

It is required that students leave their valuables in their lockers before going to P. E. classes. **Students will not share lockers or trade book lockers once they have been assigned a locker.** Students should not tell others their locker combination, and be sure the locker is shut and properly locked each time you use it. Students are encouraged to keep lockers clean and neat, being free of old food, and trash. Periodic locker checks will be done each quarter.

Lockers are to remain locked at all times. Damaging or restricting locks from locking will result in disciplinary action. **Students are allowed to go to lockers during these times only: before school, break, lunch and after school.**

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## LOST & FOUND

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### Lost Textbooks

When a textbook/workbook is lost, a new book will be issued to the student. The teacher notifies the school office and a replacement cost will be added to the family's tuition account.

### Miscellaneous Items

There are lost and found boxes is located in the Elementary Office, in the Dining Hall by the BTB office and the High School Office. The boxes are cleared out periodically and unclaimed items are given to charity. Announcements will be in the Knightly News concerning when lost and found will be laid out in the office for parents to look through before we give to charity.

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## LUNCHES

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Students can purchase lunch from LCA's lunch program or bring their lunch. The Lunch Program will operate on a prepay basis. A more detailed explanation of the payment options is available in the school office.

Parents of PreK-5<sup>th</sup> grade students are required to pack a drink and snack in their child's lunchbox; however, they are allowed to participate in our lunch program.

Lunches will not be delivered to the student unless it is an emergency.

### Food Items

All food items will be kept in lockers or rooms until lunchtime. No food is allowed to be eaten during class with the exception of class parties.

Vending machines are to be used only at lunch and after school. All drinks and food items are to be consumed in the dining hall during school hours – **no food/drinks are to be outside of the dining hall during school hours.**

### **Emergency Lunch**

If a student does not have lunch, the school will supply the child with a lunch for a cost of \$7.00; this will be added to the Student's Pay School Lunch Account.

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### **MEDICINE & ILLNESS**

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School personnel are permitted to dispense medicine when the appropriate form has been completed. The forms can be picked up in the school office or on our website under "Important Documents". This applies to non-prescriptive, as well as prescriptive medicines. A doctor must fill out the Prescription Medicine Form.

Students are not allowed to carry any medication on his/her person while on campus. If a student is found to have medication in their possession, disciplinary action will be administered as determined by the administration.

You are to keep your child out of school if he/she has had a fever or vomiting in the prior 24 hours.

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### **PARENT'S PLEDGE OF ACCEPTANCE**

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We, as parents who are accepting the challenge to "train up a child in the way he should go" (Proverbs 22:6), do state that this training will be carried on in the home. We shall place our trust in Lafayette Christian Academy to extend that training more completely.

We pledge that our child will bring to the school a heritage of Christian culture. We promise that the home will provide a secure haven of safety – free from the influences that we recognize as harmful.

We do, hereby, state that we have made a thorough investigation of the curriculum, statement of faith, texts, equipment, methods, testing, counseling, discipline, and motives of the school and do pledge to make them our glad-hearted choice.

We are in agreement with the LCA Handbook and will comply with all guidelines and policies without question. We agree to conduct ourselves in a respectful and courteous manner, showing good sportsmanship at all LCA activities. We, as parents/guardians, agree to represent Lafayette Christian Academy well in word and deed. If my behavior is out of line with LCA standards, I understand LCA reserves the right to remove my child from enrollment.

We pledge that, if for any reason, our child does not respond favorably to the school, we will not try to change the school to fit his needs but will withdraw him quietly and without delay. (Six weeks are adequate for most students. The student who has not adjusted by the end of nine weeks should be withdrawn).

We hereby grant authority to Lafayette Christian Academy to discipline our child as necessary. We further agree that we will cooperate and discipline our child in the home as needed.

We pledge our loyal support to the school through praying for its programs, participating in school fundraisers as we are able, and by paying the tuition payment regularly and on time.

We contractually agree to pay the tuition according to arrangements that shall be made. We understand that my family account and student records must be current for report cards and transcripts to be issued. School records will be forwarded to another school only when a family account is current.

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### **MEETINGS WITH TEACHERS/ADMINISTRATION**

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Any parent who wishes to have a conference with a teacher is welcome to do so. Please do not attempt to meet with a teacher during school hours (7:55 AM – 3:05 PM). Call the school for an appointment and the school secretary will notify the teacher. The secretary or teacher will call to set up an appointment. Should a conference with the administrator or the administrator and teacher be desired, the same procedure should be followed. **Please do not attempt to see an administrator without an appointment.**

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## **BIRTHDAY PARTIES**

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Birthday parties are to be held away from school for all grade levels (PreK-12<sup>th</sup>). LCA teachers will distribute birthday party invitations to the class if you so desire. If invitations are sent to school, an invitation must be extended to all classmates.

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## **PHYSICAL EDUCATION**

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All high school students must have 1-1/2 credits in physical education and ½ credit in health, unless excused in writing by a medical doctor.

P.E. uniforms are required for all P. E. activities. All students in grades 5-10, and 11 and 12 athletes, are required to dress out. A written doctor's excuse is necessary for non-participation in P. E. class. On the 4<sup>th</sup> "no dress" a detention will be issued and each time thereafter until the end of the quarter.

P.E. lockers and a combination lock will be issued to students; the combination should be kept confidential. All items are to be put in the lockers when leaving the dressing room. Lockers must be locked at all times.

All students (5<sup>th</sup>-10<sup>th</sup> grades) and athletes (11<sup>th</sup>-12<sup>th</sup> grades) are required to purchase an LCA athletic bag or use a small cinch sack/bag for PE and/or athletic practices. All bags must be in lockers at all times.

Grey or navy warmups can worn over uniform during the winter months only.

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## **PROPERTY DAMAGE**

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Children doing damage to property that is not theirs will be asked to replace or repair the damaged property. This may mean a note to the parents, a phone call placed, or a fee for replacement of the item added to their tuition bill.

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## **SCHOOL CLOSURE**

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School may be dismissed in case of severe weather. Students will be instructed to go directly home. We will follow similar procedures used by the Lafayette Parish School Board.

During severe weather, please listen to local TV channels for LCA bulletins.

A mass email or text will be sent in the event of unscheduled school closures. It is important that email addresses and phone numbers are updated. This can be done by contacting the office.

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## STANDARD OF CONDUCT & HONOR CODE

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Upon entering school, students are expected to maintain the highest standards of integrity, honesty, and morality. Further development of responsible behavior is a basic tenet of the Standard of Conduct and Honor Code pledges. Students will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Students should exercise good taste and dress appropriately. A person's conduct should never be an embarrassment to others.

The Standard of Conduct & Honor Code based on the following Biblical imperatives are necessary to provide an environment conducive to the spiritual growth and development of young people. All of the activities of the Christian must be subordinated to the glory of God who indwells us. 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. A sense of the need for spiritual growth in the light of these principles has led LCA to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

**Honor Code: Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, profanity, and other dishonorable acts. Committing to this code demonstrates my respect for Lafayette Christian Academy as we strive to glorify God and love others.**

**Standard of Conduct: The school requires each student to refrain from any form of smoking including e-cigarettes and vaping; using vulgar language; drinking alcoholic beverages; entering bars, clubs, or similar settings such as a party that alcohol is present; engaging in sexual immoral activities; using illegal drugs; and attending dances that are not sponsored by a school. Students are not allowed to attend parties where underage drinking is occurring. Visual body piercing and tattoos are NOT permitted. Boys are not allowed to wear earrings, or other piercing jewelry, at school. Standard of Conduct is in effect as long as the student is enrolled at LCA, regardless of time, place, or circumstances. Violations will result in suspension or expulsion.**

The Standard of Conduct and Honor Code reflects the philosophy of LCA, excellent education without compromising the Word of God. Students are strongly encouraged to be sure they understand what the Standard of Conduct and Honor Code expect, and be sure they want to follow the lifestyle presented. LCA administrators are serious about upholding their part. When students and parents sign the Standard of Conduct and Honor Code, they are accepting the principles expressed. These principles are not considered negotiable.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some. While not condemning others who see differently, LCA believes that the restrictions named are outstanding types of conduct that are detrimental to the student's spiritual growth, which is our objective. Students found to be out of harmony with the LCA ideals of life may be invited to withdraw when the general welfare demands it, even though there may be no special breach of conduct.

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## STANDARD OF CONDUCT PLEDGE

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Recognizing Jesus as the author and finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim as a student at Lafayette Christian Academy to develop myself accordingly, realizing that as I seek first His kingdom and righteousness all these things shall be added. Hebrews 12:1-2; James 1:5-6; I Peter 1:24; I John 2:5-6; I John 5:3-5.

I will endeavor to follow the will of God for my life and exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, through faithful group worship both at school and at church. Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.

I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ.  
Luke 2:52; Philippians 2:5; I Corinthians 1:5.

I will practice good health habits and regularly participate in wholesome physical activities.  
I Corinthians 3:16-17; Romans 12:1.

I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. I



John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12.

I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called. Matthew 28:19-20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.

I will submit myself to the leadership of Lafayette Christian Academy and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at LCA is a privilege and not a right. I determine to give my best and prayerfully support LCA and its philosophy.

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## STUDENT DRIVING

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Students with driver's licenses who drive their cars to school may be given permission to do so under the following conditions (violation of these conditions may result in receiving a detention and/or loss of driving privileges):

1. "Vehicle Registration" form, available in the school office, must be filled out and returned to the school office when a student begins driving to school. There is a student driver fee of \$20.
2. A vehicle ID tag will be issued to the student when the student returns LCA's vehicle registration form to the school office. The ID tag must be hung from the rear-view mirror whenever the vehicle is on campus. The ID tag is to be returned at the end of the school or upon withdrawal from LCA.
3. Speed Regulations: 5 mph in all parking lots and in the front of the school area; 25 mph on Armor, Haydite, and Stone Avenue.
4. Parking Area: Students are to park in the designated area they will be assigned from the office. Signs are posted to designate the areas that students may park. Students must park in an orderly fashion. Students cannot park on the grass area.
5. Students are not to sit in vehicles or loiter in the parking area before or after school.
6. No "peeling out."
7. No slamming brakes unless necessary.
8. No hanging out of windows or riding in the back of trucks.
9. No loud music in parking lots or in the front of the school area.
10. No vandalizing other vehicles, such as wrapping, shoe polish, etc.
11. Students are not allowed to pick up other students in the gym parking lot, in front of the café, etc. They should only be picked up at the designated pick-up areas.
12. Student drivers are to pick up sibling (PreK-4<sup>th</sup>) from the pavilion and escort them across the street. They must have a car tag to pick up. Anytime they do not have a car tag, they can get one printed in the elementary/business office.
13. Students are to use the crosswalk (AM & PM) when crossing the street.

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## TELEPHONE

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School phones are used by students only in the case of an emergency and with permission from a staff member. Students are not allowed to call home for P.E. clothes, homework assignments, etc. Necessary messages will be written down and delivered to the student.

**For cell phone/electronic guidelines and procedures see the section titled "Cell Phones and Electronics".**

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## TEXTBOOKS/WORKBOOKS

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All textbooks and/or workbooks are **rental books** and are considered to be the property of Lafayette Christian Academy and will be collected at the end of the school term or upon a student's withdrawal from LCA. If a rental book is lost or destroyed, a fee will be assessed to pay for the replacement cost of the book. The tuition account will be billed for the balance. All decisions are left to the discretion of the administration.

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## TUITION GUIDELINES

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1. Every family is required to be on the 12-month payment plan beginning on June 1<sup>st</sup> and the final payment due on May 10<sup>th</sup>. All tuition payments for the school year must be completed by the May 10<sup>th</sup> deadline.
2. Tuition is due by the 1<sup>st</sup> of each month and must be paid by the 10<sup>th</sup>. A late charge of \$30.00 will be assessed for all payments received after the 10<sup>th</sup> of the month. When the 10th falls on a Saturday or Sunday, tuition payments may be made on Monday without paying the \$30.00 penalty. A \$30 fee is assessed for NSF checks.
3. PreK-12<sup>TH</sup>: After 30 days of being delinquent, your account must be paid in full and will be pending inactive enrollment.
4. All monthly tuition statements are sent via email; we do not send statements by mail. It is imperative that a current email address is in the online parent portal so that you will receive your statements each month. It is the responsibility of the parents to pay on time.
5. We accept the following forms of payment:
  - All cash payments must come into the Elementary Business Office.
  - Money orders can be mailed, use the drop box, or visit the Elementary Business Office.
  - Checks can be mailed, use the drop box, visit the Elementary Business Office, or online parent portal.
  - Credit card payments can be made by visiting the Elementary Business Office or online parent portal.
  - All credit card payments will have a convenience fee of 3% added to each transaction.
  - Students cannot submit payment to teachers.
6. If you have re-registered and you are delinquent with your June payment, the enrollment slot in that grade level will be opened to new students.
7. Families paying monthly: Any family that registers and/or re-registers their child(ren) for the following school year will begin making their payment in June. There will be NO refunds on tuition paid for June, July, or August if the family withdraws.
8. Families prepaying for the year: If you prepay for the year, and you withdraw from LCA for any reason, your tuition refund will be pro-rated month by month. Example: Withdraw after June 1<sup>st</sup>, your refund will be reduced by “1” month; Withdraw after July 1<sup>st</sup>, your refund will be reduced by “2” months.
9. If a student attends school for one (1) school day on a new billing month, the family is charged for that month. Prorating a student’s tuition only takes place upon entering the school, not exiting.
10. I contractually agree to pay all charges including, but not limited to Tuition, Before the Bell & Beyond the Bell Care, library fines, lunch fees, athletic fees, and late fees according to arrangements that shall be made. I understand that my family account must be current for report cards, transcripts, and diplomas to be issued. School records will be forwarded to another school only when a family account is current. If a report card is withheld due to unpaid fees or missing records, grades cannot be orally given to the parent or student.
11. A 5% discount will be given when the annual tuition is paid by May 20<sup>th</sup>. When paying in advance for a full year, the discount will only be given when cash or a check is used for payment (Credit cards will have a 3% fee).
12. In order for LCA students to participate in graduation ceremonies, Washington DC trip, Cheerleader tryouts, all fees, library books, and tuition accounts must be cleared and paid in full.
13. Our insurance is secondary to the parent’s insurance. It does not reimburse deductible payments and payments to providers outside of the primary insurance company’s HMO, PPO, etc.
14. In order for LCA students to participate in High School or Kindergarten graduation ceremonies, Washington DC trip, Cheerleader tryouts, all fees, library books, and tuition accounts must be cleared and paid in full.

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## VISITORS

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All visitors are required to check in at the school office during school hours and obtain a “visitor’s pass” before entering the school grounds. If a visitor to our campus is on our grounds without a “visitor’s pass”, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost. If you would like to meet with the Administrator and/or teacher, you must call for an appointment. Please abide by the following guidelines:

1. Parents/visitors are not allowed in chapel. Exceptions are to be determined by the Administrator.
2. Parents are not allowed in the classrooms at any time unless authorized by teacher and administration.
3. Parents of Pre K-5<sup>th</sup> grade students may eat lunch with their children on their birthday and Student of the Week.

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## **WITHDRAWALS AND DISMISSALS**

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Withdrawals must be done through the school office by a parent or legal guardian. A student will be considered absent until a withdrawal form has been completed. These absences will be made a part of the student's official record. LCA reserves the right to the immediate dismissal of any student due to not abiding by LCA policy and/or procedures. Grades, student records, diplomas, etc., will not be released until all textbooks and workbooks have been returned and/or tuition account has been cleared.

## ATHLETIC HANDBOOK

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### INTRODUCTION

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Our athletes must be students of great integrity and Christian character in order to be the role models God wants them to be.

The principles of God's Word must permeate every area of our school, and especially the athletic program because it is one of the most visible programs. Athletes are the key in making this happen. If our students do not see Jesus in our athletes, our athletic program has failed. We all get caught up in the intensity of the game, but our students must see that intensity always under control of the Holy Spirit.

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### THE ROLE OF LCA ATHLETICS

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Athletics will play an important role in the lives of many students while they are enrolled at Lafayette Christian Academy. Therefore, it is important that our athletic department help to develop an integrated person—one who is spiritually alert, and physically disciplined. To achieve this delicate balance in each athlete, we must train them to think about sports from the Christian perspective rather than man's perspective. "Let this mind be in you, which was also in Christ Jesus." Phil. 2:5

"I can do all things through Christ who strengthens me." Philippians 4:13. This scripture from the Word of God will help each coach and player see LCA athletic goals from a Biblical perspective. LCA athletic goals are as follows:

1. To conform each player into the positive character of Christ.
2. To teach intensity, diligence, dependability, and self-control.
3. To teach submission to authority on and off the field or court.
4. To teach the Biblical definition of winning and how to make it a life-style:
  - a. Winning is more than having the highest score at the buzzer.
  - b. Winners always give their best.
  - c. Winners make God-honoring choices.
  - d. Winners congratulate the opponent when he achieves.
  - e. Winning is a life style.
  - f. Winning is having a purpose beyond self (to glorify God in body, mind, and spirit).
  - g. Winners help make it happen - - losers wonder what happened.
  - h. Winners are respected by others for their character (in Christ).
  - i. Winners believe in "synergism," that is, the whole is greater than the sum of its parts.
5. **The team is more important than self.**
  - a. Winners don't trumpet status - - showing off is beneath the winner.
  - b. Winners never lose because they learn even from failure. "The only difference between stumbling blocks and stepping stones is the way we use them."
6. Another LCA athletic goal is to develop Christian leaders that can be examples for the student body to respect and follow.

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### ATHLETIC CELL PHONE POLICIES

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If the Athletic Cell Phone Policy is broken, the athlete will face team discipline that will be decided by the head coach. If cell phone usage violates the LCA Standard of Conduct, then the athlete will be disciplined through the school office, as well as team discipline. Each head coach will review their cell phone policy at their pre-season parent meeting.

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### ATHLETIC COMMITMENT

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Each athlete is required to sign and commit to the following guidelines concerning athletics at LCA. Athletes are

prohibited from playing until the following forms are returned, signed.

- Athletic Consent Form (all athletes)
- Physical (9-12 grades only)
- Additional paperwork must be completed to participate (High School)

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### ATHLETIC FEES

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Every student that is a member of a team is assessed an “Athletic Fee.” When a student has been placed on a team and is put on the team roster, the family is assessed the fee for that particular sport and cannot be rescinded once the athlete attends a practice and/or a game.

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### ATHLETICS AND SCHOOL POLICY

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The athlete is a vital link in maintaining unity between the athletic program and LCA. As the athlete observes and respects school policy, the students will observe and respect school policy. Athletes are leaders and are expected to exemplify Christian leadership by observing school requirements in the areas of conduct, academics, attitude, dress, etc.

The use of powder or pill supplements on the LCA campus is prohibited. This includes the use of shakers. The only allowed supplements that can be taken on campus is if it is given/sold to the athlete from a coach. All supplements must be taken in the presence and under the direct supervision of the coach administering the supplement. Anyone in violation of this policy will be suspended.

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### ATHLETICS ATTENDANCE POLICY

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#### School Attendance:

An athlete must attend a minimum of four (4) class hours (Monday-Thursday) to participate in a practice or games. A doctor’s excuse does not allow participation in a practice or game; **exception: court order or attendance of a funeral on the day of the practice or game.**

Excessive tardies or absences by athletes the day following a game will be monitored by the coaches. If a pattern begins to develop by an athlete, action will be taken upon discretion of the coach and administration (loss of playing time, loss of travel time, etc.)

#### Practice and Game Attendance:

Athletes are required to attend all practices and games unless otherwise notified by the coach not to attend. Failure to attend practices and games will result in player discipline administered by the coach.

#### Unexcused Absences

Failure to attend a practice may result in a lack of playing time. After four (4) unexcused missed practices, an athlete will be suspended for one game. After two (2) additional unexcused missed practices, an athlete may be removed from the team pending recommendation from the LCA Athletic Board.

Failure to attend a game will result in a one game suspension. If an athlete misses 2 games the athlete will be removed from the team, pending recommendation from the LCA Athletic Board.

If an athlete is suspended 2 times, either for practices and/or games, the athlete may be removed from the team pending recommendation from the LCA Athletic Board.

If an athlete knows ahead of time that he/she will miss a practice/game, it is the responsibility of the athlete to inform the coach ahead of time. The athlete will be given an excused absence in the event of:

- Death of a family member
- Illness (with a doctor’s excuse – must be turned into the coach within 5 school days)

- Injury
- Court order

### **Tardiness**

When the scheduled times of practices are posted or given verbally by the coach, athletes are required to be present and ready to start practice at that time. Failure to do so will result in disciplinary action. Athletes are required to stay for the entire practice unless otherwise given permission ahead of time by the coach to arrive late or leave early.

## **LCA ELIGIBILITY**

LCA trains students to be spiritually alive, intellectually alert, and physically disciplined. To do so, we expect our students/athletes to do their best in the classroom while performing their best on the court or field. The following rules must be followed for an athlete/cheerleader to participate at LCA:

### **Athletics**

Participation in athletics:

- **High school athletes** are required to attend at least (20) summer workouts to participate in athletics at LCA.
- **9<sup>th</sup>-12<sup>th</sup> Grade:** It is the philosophy of LHSAA and LCA that when a student elects to be a member of a high school team, that a student's loyalty and allegiance be to the high school team. A student who is a member of a high school team may not participate in games, tryouts, etc. in **that particular sport** during the same season on an independent or non-high school team or as a member of an "all-star" team or completely unattached on an individual basis. At the varsity level, it is to the head coach's discretion to determine whether concurrent participation with another team of any sport is a conflict of interest.
- **5<sup>th</sup>-8<sup>th</sup> Grade:** It is the policy of LCA that if a child participates in a recreational/select sport concurrently with participation in an LCA sponsored sport that there can be no interference. LCA's practices and games will always take precedence. If an athlete is absent from an LCA practice or game due to participation in a non-LCA sport that they may be removed from the team.

## **ACADEMIC ELIGIBILITY**

### **High School Scholastic Eligibility**

#### **First Semester:**

**(9<sup>th</sup> Grade)** - To be scholastically eligible for the **first semester** of the school year; promotion (approved by the local Pupil Progression Plan) from elementary school into high school for the first time shall fulfill the scholastic requirements. If the student is a transfer from a school who used the LEAP test as part of their pupil progression, then the student must have passed the LEAP test to be eligible scholastically. The student may complete and pass LEAP during summer remediation in order to gain eligibility.

**(10<sup>th</sup>-12<sup>th</sup> Grade)** – To be scholastically eligible for the **first semester** of the school year, a student shall have earned at least six (6) credits from the previous year, which shall be listed on the student's transcript and shall have earned at least a "C" average (1.5 GPA) when considering all graded subject. Summer school may be used to gain the six (6) needed credits or raise the student's GPA for eligibility purposes.

#### **SECOND SEMESTER:**

**(9<sup>th</sup>-12<sup>th</sup>)** – To be scholastically eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. LCA highly encourages students who are athletes to take seven (7) subjects during the school year.

**Exception:** A junior/senior who is attempting (4-6) subjects must pass all of his/her subjects from the first semester in order to be scholastically eligible.

### **Elementary & Jr. High Scholastic Eligibility**

#### **First Quarter:**

**(5<sup>th</sup>-8<sup>th</sup>)** – LCA allows all students to be scholastically eligible for the first quarter of the school year; regardless of the

previous year's grades. Exception: unless the League in which the student athlete is participating mandates an academic requirement.

### **Second, Third, and Fourth Quarter:**

**(5<sup>th</sup>-8<sup>th</sup>)** – A student shall be scholastically eligible if they have earned a “C” average (1.5 GPA for the quarter or cumulative for the year). In addition, a student must pass five (5) subjects during the previous quarter to be eligible for the next quarter. A student must meet both of these requirements to be considered scholastically eligible. If a student fails the same course 2 quarters consecutively, they will be ineligible for the remainder of the school year.

### **Cheerleading**

**Exception to all of the above academic eligibility requirements.** Cheerleading requirements will be discussed at the Cheerleading Parent Orientation Meetings.

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## **EQUIPMENT**

Coaches will maintain a continuous inventory of all equipment for their sport. If equipment is abused, lost, or stolen, it will be reported to the Athletic Director or principal as soon as possible. Reimbursement of the destroyed property will be required. As we teach the athletes proper care of facilities, uniforms, and equipment, we teach good stewardship. We will also be able to enjoy what God has given us for years to come.

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## **HONOR CODE**

1. An athlete must faithfully attend church and show leadership and involvement in his/her youth group. A player's heart must be right before his head can be right to play any sport.
2. An athlete should not expect preferential treatment regarding grades, hair and dress standards, conduct, detentions, etc. You should set a good example for others to follow.
3. Never question your coach in public. If you have a legitimate question, ask him/her in private.
4. An athlete is expected to follow all school policies as a leader of his/her peers.
5. An athlete is a representative of the Lord, your school, and your coach.
6. An athlete should always be in control of their emotions. You should not lose your testimony over a ball game.
7. An athlete will attend all practices unless a prior commitment requires the practice to be missed.
8. An athlete will treat all athletic equipment responsibly and with respect.

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## **General Policies**

1. All homework is expected to be completed and handed in on time (regardless of game schedule).
2. If a quiz and/or test is missed because of an away game, the athlete is expected to take the test the following day.
3. Be on time and present for all classes, unless excused.
4. An athlete is required to serve his/her detention instead of practice.
5. Athletes are to be picked up within 10 minutes after practice has completed. If they are not picked up within 10 minutes, they must go to After School Care (BTB) until the parent arrives.
6. Athletes are not allowed to stay after school unattended. If the coach is not providing a study hall, they must leave campus or go to After School Care. LCA will not be held liable if a student leaves campus with another student after school hours, regardless of the student returning for a game or practice. Students should obtain parental permission to leave campus with another student. We provide after school service to accommodate parents for this type of situation. It is the parent's responsibility to ensure that your child is attending our after-school care program.
7. An athlete is expected to shake hands with the opposing team after a game. We do not want to lose our testimony over a ball game. If an athlete refuses to show courtesy during or after a game, the coach will determine the consequences for the action.
8. Fans should always remember, “You are the light of the world.” You are also a light for ICA. As fans, we should always be in control of our emotions. Our behavior at functions should be Christ like.
9. Parents of athletes should never question a coach's action in front of an athlete or other parents. If you have a

question, call the coach and set up an appointment to meet with him/her; do not try to meet with them immediately following a game. This is a time when questions or comments made might be misconstrued.

10. If an athlete quits playing a sport during a season, he/she cannot begin playing or practicing for another sport until the end of the season of the sport he/she quit.

### **Insurance:**

The school provides **secondary coverage** for an accident that occurs during school and/or athletic event. The policy covers the amount that is not paid by the primary insurance company, **as long as the claimant uses their HMO or PPO**. If a claimant “goes outside” their HMO or PPO, the secondary insurance will pay only a portion of the outstanding balance. Deductibles **are not** reimbursable. It is the responsibility of the parent to request insurance claim information. There is a 90-day deadline to file an insurance claim.

The school insurance does not cover Sub-Varsity and Varsity Football. If you want coverage, parents/students can purchase a football insurance offered by the school separate from this school secondary coverage.

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## **PHILOSOPHY OF CHRISTIAN ATHLETICS**

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Since we believe that God is truth and all truth comes from God, every area of our athletic program must be permeated with the truth of God.

**Sport:** Every sport offered will be the kind of sport that will help teach true Christian character, thus exemplifying the testimony of Christ in each player and coach participating. Jesus Christ must be preeminent in each sport or we will not include it in our program.

**Players:** Each player must be born again, with a living testimony of the life of Christ in him. No game is an end in itself. Only what you received from playing is important—self-confidence, a desire to win, teamwork, and self-discipline. Every player is expected to be an exemplary Christian. As a leader at school, you have a responsibility to be a soul winner, to do your best academically, to display good appearance and conduct, and to be a part of the overall team of LCA.

Each player must:

- a. Keep their appearance (namely, hair) above minimum guidelines for acceptance.
- b. Their tongue must be under control to both faculty and students.
- c. Keep their spirits high and positive toward Christ, school, others, and self.
- d. Faithfully attend all services of their local church, witness when an opportunity arises, and always be helpful and kind.

Three types of preparations for playing in order of priority: **Spiritual, Mental, Physical**

- a. Is your heart right with the Lord and your fellow man?
- b. Are you involved with your whole being or is it just in your head?
- c. Are you mentally psyched up for the game, ready to play, and positive that you can win?
- d. Are you physically in condition to play?

While attempting to learn all that is necessary have fun—make your playing days in high school the happiest time in your life. If you play by the rules, you will have fun.

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## **QUALITY TIME**

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There are many ways in which a coach finds quality time with his team. Some of these occasions are spontaneous. It is at these times the Holy Spirit can have a lasting impact on each athlete. A team that is capable of proper execution will have a winning style.

Time of prayer and devotion among team members can be quality time. We are most interested in building eternal values in our athletes. Therefore, prayer and devotions will happen frequently with the team.

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## **SCHOOL VEHICLE POLICIES**

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1. If athletes are riding in a bus, boys are to sit in the rear of the bus, facing forward with both feet on the floor. Girls



- are to sit in the front of the bus. Passengers are not allowed to place feet or knees on the seat.
2. Casual conversation at a normal tone of voice is necessary for safety's sake. Cheering or loud
  3. voices will not be tolerated.
  4. Passengers are not to move around while the vehicle is in motion.
  5. Passengers are to close windows at the end of each trip.
  6. Passengers are to dispose of all trash before leaving the vehicles.
  7. No eating or drinking in vehicles.

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## TRANSPORTATION

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All athletes are required to ride in school vehicles to and from practices or games, unless the coach instructs otherwise. The athletes are responsible to see that the vehicles are cleaned of any papers, cups, equipment, etc. accumulated from the trip.

All athletes are to be dressed, ready to play for away games (full uniform). Athletes may wear a shirt (with sleeves) and pants (no shorts) for the return trip home.

An athlete must ride home in school vehicles or with their parents. Athletes are not allowed to ride with anyone else unless a Transportation Release Form is given to the coach **prior** to departure. These forms are available in the school office.

**Athletes or Coaches will call parents to let them know when the team is expected to return to the school parking lot. Parents, please be at the school at the time your child has given you. Students that are not picked up within ten minutes of the actual arrival time may lose traveling privileges.**

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## UNIFORMS – Practice & Games

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Students will wear LCA PE uniforms for practices. Any student that does not have the appropriate uniform will not be allowed to practice. If a student does not have a PE uniform, they will be required to purchase one through LCA.

Team uniforms are checked out to players by the coach. Each player is responsible to care for the uniform issued to him. If, in the opinion of the coach, the uniform is abused, the player will be charged the replacement cost of the uniform. The player is also responsible for his uniform if it is lost or stolen. Athletes must maintain the proper school code for dress during all practice sessions. An athletic fee will be charged to all players per sport. This fee helps LCA defray the cost of officials, equipment, uniforms, and traveling expenses. The fee will be added to your tuition statement.

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## ATHLETIC CONSENT 2023-2024

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### ATHLETE COMMITMENT:

1. I commit myself to this Sports Honor Code. I realize that according to Luke 9:62, God expects me to live up to my commitment.
2. I will faithfully attend a local church and be involved in a youth group.
3. I do not expect any preferential treatment regarding grades, hair and dress standards, conduct, or detention.
4. I will never question my coach in public. If I have a legitimate question, I will ask him/her in private. I will **NOT** question my coach about playing time.
5. I will follow all school policies as a leader of my peers.
6. I am a representative of the Lord, my school, and my coach.
7. I should always be in control of my emotions. I should never lose my testimony over a game.
8. I will notify my coach when I cannot attend practices. I understand that there will be consequences for missed practices/games.
9. I will treat all athletic equipment responsibly and with respect.

### PARENT COMMITMENT:

**Medical:** I give consent for my athlete to engage in the LCA Sports Program. I am committed to have my athlete attend every practice and game. I authorize LCA to provide medical care that may become reasonably necessary for my athlete in the course of athletic activities or travel. I also agree not to hold the school or anyone acting in its behalf responsible for

any injury occurring to the athlete named below in the course of such athletic activities or travel. I also commit to notifying the coach/school of any changes in the student's medical condition or new injury.

1. **I understand that coaches will at NO time discuss playing time with an athlete and/or a parent.** I understand that 5-12<sup>th</sup> is competitive (NOT developmental) and playing time is not guaranteed. Your child may or may not play in a game if the game doesn't lend itself to it. The best players will play as determined by the coach.
2. I will not coach my child from the sidelines or after a game.
3. I will remain positive at all times with referees, other parents and my child.
4. I will not question coaches prior to or after a game. I will set up an appointment with the coach and my child to discuss a concern at least 24 hours after a game; however, that concern will NOT be playing time.
5. I understand that practices and games are mandatory including rescheduled games. I will fully commit to my child, coach and Knight Athletics.
6. I agree to conduct myself in such a way that I show respect for others, always displaying good sportsmanship at all LCA activities.

**PARTICIPATION:**

**5<sup>th</sup>-8<sup>th</sup> Grade:** I understand that if my child participates in a recreational/select sport concurrently with participation in an LCA sponsored sport that there can be no interference. LCA's practices and games will always take precedence. I fully understand that if I am absent from an LCA practice or game due to participation in a non-LCA sport that I may be removed from the team. If an athlete/cheerleader quits playing due to personal reasons, the athlete/cheerleader **will not** be allowed to participate in the next sport season. If a parent withdraws a student from a sport due to academic difficulties or discipline issues, the administration will determine eligibility for the next sport.

**9<sup>th</sup>-12<sup>th</sup> Grade:** It is the philosophy of LHSAA and LCA that when a student elects to be a member of a high school team, that a student's loyalty and allegiance be to the high school team. A student who is a member of a high school team may not participate in games, tryouts, etc. in **that particular sport** during the same season on an independent or non-high school team or as a member of an "all-star" team or completely unattached on an individual basis. At the varsity level, it is to the head coach's discretion to determine whether concurrent participation with another team of any sport is a conflict of interest. If an athlete/cheerleader quits a high school team due to personal reasons (i.e. job, disinterest, etc.) the athlete/cheerleader **will not** be allowed to participate in another sport until the sport's season the student quit is over. Cheerleaders **will not** be allowed to cheer the following year if they quit. If a parent withdraws a student from a sport due to academic difficulties or discipline issues, the administration will determine eligibility for the next sport's season.

**After School Policy:**

LCA will not be held liable if a student leaves campus with another student after school hours, regardless of the student returning for a game or practice. Students should obtain parental permission to leave campus with another student. We provide an after school care service to accommodate parents for this type of situation. It is the parent's responsibility to insure that their child is attending our after school care program.

As a parent, I understand the importance of my child being part of a team and will encourage his/her participation. I understand the above policies and I will abide by the decision of LCA's Administration.

\_\_\_\_\_  
*Athlete's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent's Signature*

\_\_\_\_\_  
*Date*

*Insurance Company*  
A#01 (rev. 06/28/23)

*Policy Number*