

# **LINCOLN CHRISTIAN ACADEMY STUDENT AND FAMILY HANDBOOK**



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## ***NOTICE OF DISCLAIMER***

*This handbook is in no way contractually binding on Lincoln Christian Academy or its employees. The handbook is subject to change without notice from the school's governing body.*

## **ABOUT LINCOLN CHRISTIAN ACADEMY**

### **Overview**

Established in 2023 as a ministry of Covenant Bible Church doing business as Covenant Church in Lincolnton, NC. Lincoln Christian Academy is approved as an educational institution as defined by the North Carolina Constitution, the North Carolina General Statutes, and the Rules and Regulations adopted by the State Board of Education of North Carolina and serves students in Kindergarten through Grade 2.

Lincoln Christian Academy does not discriminate on the basis of race, gender, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship, loan programs, athletic and other school-administered programs.

### **Vision**

Vision statement: For staff and students to increasingly live in discipleship to Jesus Christ and to seek to follow biblical truth daily.

### **Mission**

Mission statement: Our mission at Lincoln Christian Academy is to provide a quality education with a Christian worldview to prepare spiritual warriors, serve others, and glorify God.

### **Philosophy & Purpose**

Lincoln Christian Academy holds that education is designed to meet the needs of the total student. Our program will help the student grow and develop emotionally, intellectually, socially, physically, and spiritually. Our desire is that each student will develop an eagerness and love for learning.

### **Statements of Faith**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

### **Bible**

2 Timothy 3:16-17

We believe the Bible to be the authoritative Word of God — without error, God-inspired, and truth..

## **God**

Matthew 28:19

We believe in one true God that eternally exists in three persons — Father, Son, and the Holy Spirit.

## **Jesus Christ**

Isaiah 7:14, 1 Corinthians 15:3-5, Hebrews 9:27-28

We believe that Jesus Christ is God in his birth, His life, His death, His resurrection, and His return.

## **Salvation**

Acts 4:12, Ephesians 2:8-9, John 17:3

We believe that salvation is only available by grace, through faith, and the renewing work of the Holy Spirit. We believe that salvation offers eternal life in heaven and, ultimately, the new Earth.

## **Holy Spirit**

John 16:8, John 14:26, 1 Corinthians 12:4-7

We believe in the work of the Holy Spirit who convicts us of sin, leads us to repentance and beliefs in Christ, lives within us, and enables us to live Godly lives. According to His will, The Holy Spirit equips us with gifts for the edification of the Body of Christ.

## **Spiritual Unity**

Philippians 2:1-4

We believe in the spiritual unity of believers and that all believers are members of His Body, the church.

## **Gender, Marriage, and Sexuality**

We believe God wonderfully and immutably creates each person as male or female from conception until natural death. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-28) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, covenant, exclusive union, as delineated in Scripture. (Gen 2:18-25; Mark 10:6-9) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; 7; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or pornography) is sinful and offensive to God.

(Matt 15:18-20; 1 Cor 6:9-10)

We believe to preserve the function and integrity of Lincoln Christian Academy and to provide a biblical role model to LCA students and the community, it is imperative that all persons employed

by Lincoln Christian Academy in any capacity, or students of Lincoln Christian Academy, agree to and abide by these Statements on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes 5:22)

### **Code of Conduct**

At Lincoln Christian Academy, we build the following biblical truths into the life of each student, encouraging them to be more Christ-like.

### **Honor God**

Genesis 1:27

Each person is made in the image of God, and it honors God when we treat others with kindness and love.

### **Be Respectful**

Philippians 2:3-4

Everyone who is a part of the LCA community is expected to show respect for others as well as their property and ideas, inside and outside of the classroom.

### **Be Responsible**

Mark 12:31

All people are accountable to God, and He holds each person responsible for their actions and words. We desire to see students not only take responsibility for themselves but also look out for others.

### **Do Your Best**

1 Corinthians 10:31

It brings honor and glory to God when students do their best.

## **SPIRITUAL LIFE**

### **Spiritual Objectives**

1. We present the Bible as the only inspired Word of God, the final authority for all truth and knowledge.
2. We seek to win those who have not accepted Jesus Christ as their personal Savior.
3. We educate students so that they successfully integrate Christian values into their daily lives.
4. We teach students to live Christ-like in the world.
5. We provide daily encouragement and Christ-like love to each child.

### **Chapel**

All students attend Chapel weekly, where God's Word is brought to life through worship and relevant teaching. This is a time when students and staff come together for prayer, praise and

worship, and Bible study. Students are encouraged to apply the biblical truth they learn in LCA Chapel in their daily lives with family and friends that do not know Jesus Christ as Savior.

### **Prayer in the Classroom**

Lincoln Christian Academy believes in prayer in the classroom, and each teacher has the privilege and responsibility of conducting prayer with the class. Students are also encouraged to develop a personal prayer life.

### **Biblical Integration**

At Lincoln Christian Academy, we believe that the Word of God is not simply an additional book for us to study and understand. It is a tool for us to apply in every area of our life. For that reason, teachers at LCA will intentionally integrate biblical principles throughout their lessons in each course of study.

### **Pledges**

Each day our students begin with prayer and pledges to the American flag, the Christian flag, and the Bible. We believe these will build foundational truths in the hearts of our students, which are essential to their faith.

#### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America. And to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

#### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.

#### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and light unto my path. I will hide God's Word in my heart that I might not sin against God.

## **ACADEMIC PROGRAM**

### **Intellectual Objectives**

1. We facilitate mastery of the skills and standards taught at each grade level.
2. We provide a learning environment rich in opportunities for critical thinking, collaborative learning, and decision-making.

3. We teach through hands-on learning, with a growth mindset, and differentiate to meet the needs of students.
4. We nurture competency in communication and leadership skills.
5. We prepare each student, through academic excellence, for success in their future.

### **Curriculum & Teaching Methods**

Various teaching methods and resources are used to provide an exciting, challenging, and fun learning environment based on LCA curriculum standards. We encourage innovation and creativity in the classrooms. Our early childhood program provides outside play, learning centers, music with movement, and hands-on manipulatives to help the student grow and develop fine and gross motor skills. Elementary students receive instruction in various core subjects such as math, language arts, science, social studies, and Bible; and enrichment classes such as music, physical education, and visual arts.

### **Grading**

There are four quarters during the year, and report cards are issued at the end of each quarter for students in Grades K-3.

### **Academic Grades**

All students (Grades K – 3) will be graded on their academic performance using the following reporting scale based on standards-based learning.

Standards-based learning differs from traditional learning by ...

- **Traditional learning** teachers design lessons to present content to students they expect them to learn, and **standards-based learning** teachers design lessons to teach and assess the content by standards.
- **Traditional learning** focuses on the teacher, **standards-based learning** focuses on student learning.
- **Traditional learning** emphasizes performance and work and is productivity-driven whereas **standards-based learning** emphasizes what students know and how they use that knowledge.

### ***Grading Scale for K-3:***

- **Excels (4)**
- **Proficient (3)**
- **Approaching Proficiency (2)**
- **Well Below Proficiency or Not Yet (1)**

## Conduct Grades

All elementary students (K – Grade 3) at LCA will receive a grade for overall conduct. Each student's conduct for a grading period will be measured against the LCA Behavior Covenant.

M + Meets or Exceeds Expectation

M Meets Expectation

M - Is Below Expectation/Needs Improvement

NM Does Not Meet Expectation

## Grade Promotion & Retention

Promotion of a student to the next grade (including K to 1<sup>st</sup> grade) is determined by satisfactory progress, developmental readiness, and the proper number of classroom days. A student may need to repeat a grade in order to master the material, as he/she may not be developmentally ready for the next grade.

## Homework

At LCA, homework should meet the following standards:

1. Homework should be relevant.
2. Homework should have a purpose. It is not meant to be given just for the sake of having an assignment. The purpose should be recognizable to both parents and students.
3. Homework should be for reteaching, reviewing, or enriching.

Homework given to students should follow the guidelines listed below. These guidelines reflect the amount of time it would take the average student to complete the assignment and do **not** include independent reading.

Grade	Days Per Week	Maximum Time
K	M-T-TH-F	5 minutes
1st	M-T-TH-F	10 minutes
2nd	M-T-TH-F	20 minutes
3rd-4th	M-T-TH-F	30 minutes

During times of projects for students in Grades K-3, it is expected that approximately half of the work should be completed at school.

## Academic Integrity and Plagiarism

All students at Lincoln Christian Academy commit to honor truth and maintain academic integrity, per their signature on the LCA Honor Code. Any misrepresentation of work via copying or allowing another to copy, cheating on tests, quizzes, or assignments, use of prohibited sources, or any form of dishonesty such as misrepresenting oneself or one's circumstances for an unfair advantage will be disciplined according to a Level 4 offense.

## **LCA Intellectual Property**

All LCA-generated tests, handouts, reviews, etc., shared in LCA coursework are the sole intellectual property of LCA and may not be shared, copied, photographed, or replicated by any means for any reason without the sole and expressed permission of the course teacher. Any student caught sharing LCA intellectual property for any reason will incur a Level 4 consequence.

## **Field Trips**

Field trips are part of the educational process at LCA, and each K-4 class will participate in field trips throughout the school year. The teachers and staff make every effort to ensure that all trips away from school are educationally relevant, interesting to students, and safe. Full participation by parents and students is essential to make these experiences profitable.

### **Forms**

A Field Trip Registration and Permission form must be completed and signed by a parent or guardian prior to each trip. This permission form includes a release for emergency medical services. Students will not be allowed to attend if the permission form is not returned or is not complete.

### **Chaperones**

Before any class may leave for a field trip, an appropriate number of chaperones must be confirmed. This number is determined by the type of trip, size of class, etc., and may vary for each trip. LCA reserves the right to limit the number of chaperones for each trip.

Chaperones for the field trip must have an approved Background Check on file with Lincoln Christian Academy at least two days prior to the trip.

Parents may not bring siblings or younger children on field trips unless otherwise specified. Chaperones are expected to use discretion in providing supervision to students. They are expected to follow LCA policies and bring any concerns regarding student behavior to the attention of the teacher.

### **Special Circumstances**

The administration reserves the right to amend or suspend the participation in any trip or activity for any child with behavior plans when the rules, regulations, and nature of the trip objectives conflict too vastly with the child's ability to master stated expectations. In some cases, parents may be required to chaperone their child during a field trip.

### **Portable Technology**

Since the very nature of educational experiences outside of the classroom can be greatly diminished when students are distracted by electronic devices, students may be asked to leave electronic devices at home. LCA is not liable for the loss of or damage to any devices while on a field trip.



### **School Supplies**

School supply lists will be provided to students at the individual grade level. Lists are updated on the school FACEBOOK website annually and may change from year to year.

### **Recess**

Recess is scheduled for approximately 30 minutes for all Elementary students. There are always two adults at recess, one of them being an LCA staff member.

Wind chill, precipitation, ozone level, temperature, and wet grounds are some of the factors that will be considered regarding the cancellation or shortening of recess. In the event of questionable weather, always plan for your children to be outdoors. There will be no outside recess if the temperature and/or heat index is above 100 degrees or if the temperature and/or wind chill is below 32 degrees. Teachers are to use caution on other days when the temperature or heat index is high.

### **Remote Learning Days**

In order to stay prepared for the potential of a shift to and as a way of keeping skills sharp for distance learning, we have regularly scheduled distance learning days on the school calendar. These days will be at home learning days. Each student should be prepared with technology that can access the web as well as any needed supplies. You can expect an abbreviated day that includes live teaching, recorded teaching, submission of work, and attendance taken.

### **School Hours**

Classes begin and conclude at these times:

**Elementary (K – Grade 4) 8:00AM to 2:30 PM**

**K-4 students may enter the school 30 minutes before class begins. Students are not allowed to be dropped off before 7:30am.**

### **Attendance**

While law mandates school attendance in Grades K-4, punctuality and dependability are learned qualities. Regular attendance is essential to a student's success in the classroom. Parents are asked to notify the child's teacher in case of an absence.

Parents are to sign the student in at the office when they arrive after the scheduled start time. If the student was at an appointment and can supply a note from the doctor's office, an excused tardy or absence will be recorded. **Parents are strongly encouraged to schedule appointments outside of school hours.**

### **Absences (Kindergarten – Grade 4)**

If a student exceeds 13 absences (10% of school days) in the school year, the administration reserves the right to retain the student in their current grade for the coming year. The possibility of retention or dismissal is reviewed on a case-by-case basis.

Students who arrive after the amount of time allocated for tardies (see below) or depart more than one hour before the end of the school day will be considered a half-day absence.

### **Tardiness and Early Departure**

Promptness is the parent's responsibility. Students are to be on time. When a student arrives late for school or leaves early, it disrupts the flow of the class. A student is considered tardy if they arrive at the following times. Three tardies will constitute a half absence to be counted toward the absence limit.

### **Elementary students that arrive after 8:00am are tardy**

### **Perfect Attendance**

Students in the Elementary Programs who have maintained a perfect attendance record – neither absent or tardy – for the entire school year will be recognized at the end of the year.

### **Missed School and Make-Up Work**

Early Education parents can coordinate missed schoolwork with their child's teacher. For all elementary students, make-up work will be sent home by each classroom teacher. Students have the number of days absent plus one additional day to complete missed work unless otherwise noted by the teacher. If a student returns on the day of a major project or assessment, and knew about it prior to the absence, they will still be responsible for the project or assessment upon their return to school.

### **Enrichment Program**

All students in the Elementary program will participate in the Enrichment program at LCA. Enrichment courses are additional opportunities for students to learn about various subjects that cannot be easily covered by the classroom teacher. The following courses are offered to our students:

#### **Visual Art**

Students will be provided with opportunities to express their creativity while learning more about art history and culture. Students will be working with different mediums and correlating with classroom learning as much as possible.

#### **Music**

Elementary students will learn to read music, engage with different instruments, understand the basics of stage presence, and work to complete performances.

#### **Physical Education**

All LCA Students will have regular times to move and learn how to play various sports and group games. In addition, students will learn life-long fitness skills.

## **Makerspace/Technology**

A makerspace is a collaborative work space for making, learning, exploring, and sharing that uses high-tech to no-tech tools.

## **TECHNOLOGY**

### **Internet Use**

The use of the internet must be in support of education and academic research and consistent with the educational objectives of LCA. Students are permitted and encouraged to use the internet for investigation of specific topics being studied in school, investigation of opportunities related to community service, etc. Internet activities that are not permitted include:

1. Searching, viewing, or retrieving materials that are not related to schoolwork or community service
2. Browsing or posting to social media
3. Copying or saving copyrighted material
4. Subscribing to any services or ordering of any goods
5. Sharing the student's home address, phone number or other personal information
6. Playing games or downloading any programs not approved prior by the teacher
7. Any activity that violates a school rule or a local, state or federal law

All students in K – Grade 3 classes are required to sign and submit a Technology Contract at the beginning of the school year. Violations of these policies may result in disciplinary action and/or restrictions of technology equipment access privileges.

### **Chromebooks**

Each student will be assigned a chromebook. Each student will sign a copy of the Chromebook Policy at the start of the academic year.

### **Monitoring**

LCA reserves the right to monitor and review any material on any device at any time for the school to determine any inappropriate use of technology resources. The staff will make a reasonable attempt to supervise student use of technology equipment in a way that is appropriate to the student's age, circumstances of use, and classroom objectives.

### **Security**

LCA will implement security procedures on Internet access to protect against unacceptable use. Technology users are responsible for the security of their files and passwords. Sharing any usernames or passwords to anyone, except for parents or guardians is not permissible and may result in the loss of privileges. Technology users will be held accountable for any activity during their login session to technology equipment. Any security problems should be reported immediately to the school or administration.

## **Personal Electronic Devices**

Cell phones or personal electronic devices that can access the internet or be used for communication must be in backpacks—and cannot be used during school hours (after 8:00am). Violations of this policy will result in confiscation of the electronic device until the end of school on the following day. Only parents will be allowed to retrieve confiscated items from the school office. LCA is not responsible for loss or damage of personal property, regardless of its value.

## **CONDUCT & DISCIPLINE**

### **Social Objectives**

1. We teach students to respect and relate to one another according to the principles of Jesus Christ.
2. We cultivate respect for those in authority in the home, school, and community, as outlined in scripture.
3. We provide students with opportunities for growth in social skills as they engage and interact with one another.
4. We teach and model decision-making, problem-solving, and conflict resolution.
5. We set age-appropriate standards of responsibility and independence, preparing each student for success in the future.

### **Behavior**

For learning to take place in a classroom, it is necessary for control and good order to be maintained. We expect students to adhere to a code of conduct, not only for their benefit but for the benefit of others. Our aim is to focus not only on the negative but to acknowledge and encourage positive behavior.

Each classroom teacher will handle the discipline of the students under his/her care. This includes counseling, praying with students, warning those regarding unacceptable actions and attitudes, etc. Each teacher will use the following guide in handling student discipline in the classroom, which could include being removed from the classroom and sent to the office.

### **Discipline Plan**

The following is a plan for how teachers and staff will handle discipline as the need arises:

**Level 1**            **Issue:** Student does not meet the LCA Behavior Expectation

**Consequence:** Verbal warning and redirection

**Level 2**            **Issue:** Student continues to not meet the LCA Behavior Expectation

**Consequence:** One-on-one conference with teacher and warning of loss of privilege if the behavior continues

**Level 3**      **Issue:** Repeated Level 2 offense OR disrespectful, aggressive, or intentional misbehavior

**Consequence:** Loss of privilege and note sent home from the teacher

**Level 4**      **Issue:** Repeated Level 3 offense OR stealing, fighting, or other severe forms of aggression such as bullying.

**Consequence:** Sent to the Head of the School's office with any of the following results: **3 level 4 offenses will result in losing your seat the next year.**

Parent conference

Remediation Plan

Detention

In-School Suspension (ISS)

Out-of-School Suspension (OSS)

Expulsion

Parents will always be informed if a student is sent or invited to the Head of the School's office.

We fully recognize the right of every parent in biblical methods of discipline. We support and work cooperatively with parents who place their children in our program. God gives children to parents, not to a school, church, or state. Therefore, when all forms of discipline patiently administered fail to result in an acceptable outcome, we will call the parent and ask them to come to the Academy within one hour to remove their student. LCA does not administer corporal punishment.

No financial reimbursements will be made for days of suspension. Students serving Out-of-School Suspension will be considered absent. Any work missed while on suspension will be graded on a reduced grading scale. Expulsion may be the result of an extreme offense, or a habitually repeated one, as deemed necessary by the administration.

### **Weapons**

Weapons of any kind found in a student's possession that could cause harm to anyone will result in immediate suspension or expulsion. Depending on the severity of the circumstance, the police may become involved.

### **Discrimination, Harassment & Bullying**

LCA is committed to providing an environment conducive to learning, free from improper and illegal discrimination and harassment, particularly based on race, religion, gender, ethnicity, national origin, disability, or any other legally protected classification. LCA is also committed to promoting the worth and dignity of all individuals.

Discrimination involves intentionally treating anyone in an unequal or disparate manner because of that person's inherent or natural personal characteristics when such treatment causes the victim to suffer adverse educational or other school-related consequences.

Harassment is any unwelcome offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent, or pervasive as to significantly affect the conditions of a student's learning. Harassment includes but is not limited to the following: abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for the performance of sexual or other favors.

Behavior such as intimidation, harassment, or bullying is viewed as a violation of the LCA Behavior Expectation. LCA defines bullying behavior as a pattern of picking on, teasing, threatening, or hurting someone physically or verbally in front of people or when no one is looking. As a Christian school, intimidation, harassment, or bullying behavior will be addressed by reaching the heart of the student(s) involved through redemptive discipline. LCA proactively works to instill Christ-like attitudes and behaviors which act as a deterrent to behaviors such as bullying.

### **Cyberbullying**

Students who communicate inappropriate, demeaning, harassing, or threatening messages will be subject to disciplinary action, and could end in suspension or expulsion. The police may also be contacted when/if necessary.

### **Parent Involvement**

We believe that parents play a vital role in the education of their children, and students are much more likely to reach their full potential when parents are involved. LCA asks that parents embrace the opportunity to volunteer as much as possible throughout the year to increase parent involvement and strengthen a sense of community. We offer many opportunities for parent partnership and volunteerism in a variety of areas, including, but not limited to classroom and office volunteers, various teams, and community service.

### **Parent Teacher Organization**

The Parent Teacher Organization (PTO) is a volunteer-based, non-profit organization whose purpose is to enrich the school community by supporting and partnering with LCA staff. The PTO works under the leadership of LCA administration and commits to honoring the mission and vision of LCA while building community through parent/staff relationships and supporting school-wide events.

All parents are invited to be a part of the PTO. Participation can be on a volunteer basis per event or recurring role. The PTO consists of event teams, staff appreciation teams, room parent teams and classroom care teams.

**Parent/Teacher Conferences (check school calendars)**

All LCA students will be offered a Parent/Teacher Conference twice a year. Parent/teacher conferences are also scheduled on an informal basis throughout the year. Conferences may be requested at any time by a parent or the teacher.

**Communication**

LCA greatly wants to keep an open line of communication between parents and staff. At LCA, parents can expect communication from the school regarding their child, special events, and other school information in a variety of ways.

**Email**

Email is the primary means of school communication and will be used for all regular information, such as the Weekly Warrior News, notes from the Head of School, etc. Please do not click on “unsubscribe” for any emails, or you will be opted out of receiving important communications from LCA.

Because LCA staff are busy working with students throughout the day, immediate responses should not be expected from teachers. However, parents should receive a response within 24 hours during the workweek.

**School Website**

The school website provides information about the school, including a calendar of school events.

**Social Media**

LCA utilizes both Facebook (Lincoln Christian Academy) and Instagram to communicate with families and share the activities of the school. This is where families can see recaps of past events, get a heads-up on activities, or find out about school closings.

**Phone/Text Alerts**

Phone calls and text alerts will be used only for emergency situations. These will include but are not limited to school closings, evacuations, or other emergencies. All parents should accept calls/texts from this system so as to not miss any urgent notifications.

LCA requires approval from the administration prior to the dissemination of information to students or families. No items can be put in teachers’ boxes for distribution to students or families without the approval of the administration. Informational papers for a particular business or personal service will not be approved for distribution.

**Written Communication**

In the Early Education and Elementary programs, information about your child’s progress, special events, and after-school activities, along with classroom notes, may be sent home in written form in your child’s backpack.

## **Social Media**

We recognize the connections that happen between parents through social media can be valuable, and therefore do not either encourage or discourage the use of social media to connect with others. However, all LCA students and parents are expected to behave in an honorable and respectful way in regard to their communication with others regarding the programs, staff, or students of LCA. Parents who are found using social media to communicate negatively about LCA or its constituents in any way will be considered for dismissal from LCA.

## **DRESS CODE**

The LCA dress code is established to encourage high Christian standards in our school and for our students. LCA, through its dress code, seeks to encourage its students to think and act in a God-honoring manner.

All students (K-4) will wear LCA uniforms Monday – Thursday and at all school-sponsored, special events. All attire must comply with the following guidelines (see below for specific uniform options).

### **Uniform Days**

1. Only shirts from the vendor selected by LCA will be purchased (find links on the LCA website).
2. Tops must completely cover the midriff even when arms are raised.
3. All garments must be modest, neat, and clean.
4. **Camouflage, jeans, and athletic pants of any color are not uniform attire.**
5. Pants are to be worn at the waist.
6. Skirt, skort, and short length must be no more than 5 inches above the knee.
7. All layered clothing (shirts and leggings) should be black or white; however the outer garment must be uniform attire (shirt, sweatshirt, jumper, or jacket) while inside the building.
8. Hats are not permitted to be worn indoors during school hours, except on appropriate school spirit days.

### **Casual Days**

1. Leggings are appropriate for girls on Fridays and Casual Days when worn with shirts/dresses that are no more than 5” above the knee.
2. On Fridays and Casual Days, uniform shirts are not required and pants do not have to fall within the LCA color guidelines.
3. Athletic shorts, no shorter than 5” above the knee, are permitted on Fridays and Casual Days.
4. Graphic printed shirts should be honorable and be representative of the character expected of LCA students.



5. Jeans, or any other denim article of clothing, should be free from rips and tears, either above or below the knee.

### **Elementary**

In addition to the above policy, students may wear any combination of the following:

#### **Girls**

Girls may wear solid khaki, gray, or black pants, jumpers, skirts, skorts, capris, and shorts. Shorts should be worn with jumpers and skirts so that girls may sit comfortably and decently on the floor. Leggings and jeggings are not considered appropriate attire as the outer garment for K-4 girls. Leggings in black or white may be worn as a layering item under skirts and dresses.

#### **Boys**

Boys may wear solid khaki, gray, or black pants or shorts.

#### **Shoes**

Comfortable shoes are encouraged. Sandals may be worn but must have a heel strap.

The administration will have the final decision concerning any questionable appearance presented by a student at any time. Parents will always be notified if any student arrives at school and is not found to be in compliance with the LCA dress code.

### **Dressing for Weather**

Parents should ensure the student is dressed appropriately for the weather, especially students who have regularly scheduled outdoor recess.

## **ENROLLMENT & TUITION**

### **Admissions Requirements**

LCA provides an excellent educational learning environment by hiring caring, committed Christians who are spiritually and academically qualified to provide an education with a Christian perspective, along with a passion for students. LCA recognizes that it cannot meet the needs of all students and is not equipped to meet certain special needs of students, so we do not admit students whose special education, behavioral, or physical needs cannot be met by our existing program, services, or staff. In the best interest of the student and their classmates, we reserve the right to dismiss a student if they are unable to continue successfully.

Lincoln Christian Academy is committed to ministering in relevant ways to both our congregation and our community, however administration reserves the right to refuse admission to the Academy to anyone not meeting the following:

1. The student and parents must want to be a part of the LCA community and abide by the standards set forth in this handbook.
2. Students and parents agree with and support the values and biblical truths taught at LCA.
3. After reading this handbook and all forms for enrollment, the parents must agree to abide by and support the educational philosophy, biblical doctrines, practices, standards, policies, rules, regulations, etc. of the Academy.
4. All LCA students must successfully complete the academic testing and assessment as required by LCA.
5. All students must be able to consistently and independently use the restroom.
6. Prior school records must document the successful completion of requirements for each preceding grade/school year.
7. At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at LCA. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to LCA within seven days of the change or at the time of re-enrollment if the school has been dismissed for summer break.
8. LCA is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle, the school teaches the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to: living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral and biblical principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).
9. Students must have reached the minimum age for their class by August 31. Exceptions for birthdays through the first week of September may be granted by the LCA Administration based upon the student successfully completing the LCA entrance assessment and observations of the student.
10. LCA may grant provisional enrollment to students that are behind in grade level progress, have had significant behavior or discipline issues in the past or at previous schools, or in any other instance where it is deemed necessary by the LCA administration. LCA administration and parents will set mutually agreed-upon terms before the child can begin school.

Students are considered registered when the online enrollment packet is submitted, all applicable fees are paid in full, and all steps of the enrollment process are completed.

**Tuition & Enrollment Fees-check the school's website.**

The Enrollment Fee is nonrefundable and is assessed per student.

### **Multiple Siblings**

For families with more than one student enrolled at LCA a multi sibling discount will be extended. The second enrolled sibling will be given a 3% discount, third or more students will receive a 5% discount.

### **Payment Options**

There are multiple options for paying the tuition.

#### **Annual**

A single payment through an online account using FACTS is made to the Academy for the entire year's tuition. A 2% tuition discount is given for annual payments. The annual payment deadline is July 31, 2025. Failure to make tuition payment arrangements will force forfeiture of the student(s) spots.

#### **Semi-Annual**

Families will be required to utilize tParent Portal, through the school's website. in order to make two semi-annual payments. If this option is chosen, half is due in June, and the remainder will be drafted in December. A FACTS administrative fee will be drafted from the bank account.

#### **Monthly**

The monthly payment plan allows budgeting for school tuition over 12 months as follows and are due each month:

#### **Missed Tuition Payments**

If withdrawals to LCA are returned with insufficient funds, a \$30 fees will be charged to the student's family. An invoice will be sent from Lincoln Christian Academy requesting payment.

#### **Delinquent Accounts**

LCA is dependent upon the prompt payment of student accounts for its operating finances. It is very important that all families keep accounts current. If an account remains delinquent more than 60 days after notification, the student(s) will not be allowed to return to classes until the account is made current or a plan has been worked out with administration. Days missed will be counted as absences. A student's records will be withheld until the account is paid or arrangements made. An evaluation of the financial situation will be done prior to the student's re-enrollment. A student with an outstanding balance will not be allowed to re-enroll and records will not be released.

Beyond tuition fees, all other fees are charged to the family account. Potential fees include: library book replacement fee (\$5 per book), replacement of textbook or other school materials (varies). All

outstanding fees left unpaid by the end of the year will result in the office holding final report cards and school records until the balance is cleared.

**Tuition Refunds**

By signing the Parent Enrollment Agreement, parents agree that the Enrollment Fee is non-refundable. If parents choose to withdraw their student, their decision must be presented in writing including the withdrawal date.

**Financial Penalty**

Withdrawal Date before April 1	Non-refundable registration fee
Withdrawal Date after April 1	Non-refundable registration + 10% annual tuition
Withdrawal Date on or after Day 1	Non-refundable registration + tuition for days attended + half of remaining days

An exception will be made for students who move their residence to a location outside of the school area and a distance greater than or equal to 50 miles from the school. In case of relocation, the financial penalty may be waived; however, the registration fee remains non-refundable. The financial agreement should be entered into as seriously as any other legally binding agreement executed in good faith. The financial health of LCA depends on the commitment of parents to uphold the contract.

## **HEALTH & SAFETY**

### **Medical Emergency**

In the event of an emergency, 911 will be called. If necessary, students will be transported to the nearest hospital. Parents or designated emergency contact will be called immediately and informed of any emergency. Designated emergency contacts are essential if a parent/guardian cannot be contacted.

### **First Aid**

LCA faculty and staff are all certified in First Aid and CPR. LCA is only equipped to administer simple first aid (bandaids, ice, etc) except in the case of an emergency. When a student becomes ill or sustains an injury, they will be taken to the school office for an assessment of the situation. If it is necessary for the student to go home, a parent or emergency contact will be called. The parent or designated person must come to the school office to sign the student out. Students must be picked up within 45 min.

### **Communicable Diseases**

Parents are expected to contact the office if their student has contracted a communicable disease so we can monitor this for the welfare of our other students. We appreciate full cooperation in an effort to provide the safest learning environment possible. Every effort will be made to protect the student's identity if they are diagnosed with a communicable disease. The administration reserves the right to contact a parent and send a child home based on the child's symptoms. Please see our complete list of communicable diseases.

LCA requires that students with the following conditions be kept at home:

#### **Chicken Pox**

Keep students home until all lesions are crusted over (about 4-6 days after the rash appears).

#### **Conjunctivitis (Pink Eye)**

Keep students home; they may return 24 hours after medication has begun.

#### **Fever**

Students who have experienced fever within the last 24 hours must be kept at home. A fever is considered a body temperature of 100.4 degrees or more.

#### **Fifth Disease**

Students may return as the physician directs or when fever has subsided.

#### **Head Lice**

Keep students home until treatment is complete and head inspection by staff or documentation provided by pediatrician or pharmacist confirm that live nits (eggs) are no longer

present. Parents are to notify the school if their student has lice. At that time, a notice will be sent home to all families explaining possible exposure to head lice. Head lice is not an issue of poor hygiene, as they prefer clean hair. Nonetheless, every effort will be made to maintain the confidentiality of the infected student. Should a classroom outbreak occur, additional steps will be made to limit the spread of infection. This includes but is not limited to head checks, quarantining book bags, removing carpets, etc.

**Influenza**

Students should remain home until symptoms are gone.

**Impetigo**

Students may return 24 hours after treatment is begun and no drainage IS present.

**Mononucleosis**

Students should be kept at home as the physician directs.

**Pinworms**

Students should be kept at home and may return 24 hours after medication has begun.

**Ringworm**

Students should be kept at home until treatment has begun and a note from a physician or parent clears the student to return to school.

**Scabies**

Students should remain at home until student and household contacts have been treated, and a note from a physician should be provided, indicating a return date.

**Strep Throat**

Students may return to school 24 hours after medication is begun if no fever is present.

**Vomiting/Diarrhea**

Students must be kept home until they have been diarrhea/vomit free for 24 hours.

**Medication**

We strongly encourage that, whenever possible, the timing of taking medications be scheduled so that they can be taken at home. Only when no other arrangements can be made will it be acceptable for them to be taken at school. If it is necessary for your student to be given a medication at school, the following requirements must be met:

1. Written request by physician and parents for prescription medications; or/and a written request by parent/guardian for all non-prescription medications.
2. All medications that belong to the student must be in an adult's possession while the student is at school.

3. Any prescribed medication that needs to be administered during the day must be in the original container from the pharmacy.
4. The student's Student Medical Form must be completed authorizing LCA staff to administer medications. No medications will be given without completion of one of the above forms.

### **Anaphylaxis & Inhalers**

Anaphylaxis is a severe, life-threatening allergic reaction. The school recognizes the importance of staff responsible for child/children at risk of anaphylaxis. All staff will be trained in first aid and preventative measures to minimize the risk of an anaphylactic reaction.

Staff and parents/guardians need to be made aware that it is not possible to achieve a completely allergen-free environment at LCA. LCA is open to the community, and we cannot control allergens that are used on property. Staff and parents should not have a false sense of security that an allergy has been or can be eliminated from the environment. Instead, LCA recognizes the need to adopt procedures and risk minimization strategies to reduce the risk of a child having an anaphylactic reaction.

Lincoln Christian Academy believes that the safety and well-being of children who are at risk of anaphylaxis is a whole community responsibility. The school is committed to:

1. Providing a practical, safe and healthy environment
2. Raising awareness about allergies and anaphylaxis among the school faculty and staff
3. Ensuring each staff member has adequate knowledge of allergies, anaphylaxis and emergency procedures
4. Facilitating communication between all staff and affected students to ensure the well-being of children at risk for anaphylaxis

### **Treatment**

Treatment is centered on treating the rapidly progressing effects of histamine release in the body with epinephrine. The allergen should also be removed immediately. Students with a history of anaphylaxis are required to have an EpiPen available for use in the office.

In the event that an EpiPen is used, 911 will be called and the child will be transported to the nearest emergency department.

### **Personal Hygiene and Toileting**

All students enrolled at LCA must be potty-trained and completely independent in their toileting practice before attending school. We do not have the facilities or supplies required to change children in these classrooms, and it is our obligation as a school to provide privacy for all students. This means that LCA staff members may assist when necessary but will not directly engage with students in order to protect all concerned (LCA staff and students).

Students who are enrolled at LCA must:

No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)

Be able to tell the teacher when they need to go to the restroom

Be able to attend to their own hygiene

While we realize that accidents may happen, they are defined as unusual incidents and not ongoing occurrences in the classroom. Recognizing that some students may have medical issues requiring personal toileting assistance, LCA is not equipped to engage in a hands-on manner with individual students. Any students requiring special assistance in this area must communicate with the school office prior to enrollment, which could impact enrollment decisions and/or placement.

### **Potty Training**

If your student is not completely potty-trained as described above by the first day of school, families may choose one of the following options:

1. Withdraw your student from school and place their name at the top of our waitlist. Registration fees will not be refunded. However, if your student is placed in a class at a later date, families will not need to pay additional fees. Families will cease paying tuition but not be reimbursed for completed days of school.
2. Continue to pay tuition to hold your student's spot until potty training has been completed.

### **Toileting Accidents**

If a toileting accident occurs, the parent will be called. The parent must respond by coming to school if there is no change of clothing available or if the student is unable to clean up, redress themselves independently and return to class.

If regular toileting accidents happen and there are not any other medical concerns, parents will have the opportunity to work with LCA staff to develop a plan that will help the student in their independence. This could include but not be limited to keeping the child at home for one week to retrain toileting expectations. Regular is defined as three or more accidents in a week, primarily after the first 2-3 weeks of school. This process may be repeated up to two times before discussion begins regarding enrollment of class placement. In this circumstance, the school reserves the right to proceed with one of the following options:

1. Disenroll the student from the classroom for the remainder of the school year. Families will cease paying tuition but not be reimbursed for completed days of school.
2. Put students on a customized plan, which could end in re-engagement in the classroom or disenrollment. Parents will continue to pay tuition to hold their child's spot, whether or not the student remains in class.



## **Safety Drills & Emergencies**

LCA students and staff practice tornado, fire, and lockdown drills to prepare in the event of an emergency. Instructions for evacuation of the building are posted in each classroom. In the event of an actual emergency, families will be notified immediately.

### **Tornado Drills**

Tornado drills are held throughout the year. A weather alert system is in place, and students will be relocated to an interior location if bad weather is predicted.

### **Fire Drills**

LCA has a complete alarm system. Fire drills are held monthly on different days and at various times of day. Students are given instructions on how and where to exit the buildings. An evacuation diagram is located in each classroom.

### **Lockdown Drills**

Lockdown drills are conducted throughout the year to keep our students safe in the case of an intruder. During a lockdown drill, students and staff will remain in their safe position until an administrator physically comes to each classroom, indicating students may return to their normal schedule.

### **LCA Staff Use of Metal Detectors (Magnetometers)**

Random metal detection may be used when students enter the building or at special events. Metal detector checks may be conducted without reasonable suspicion on students as a group only if the check is conducted in a minimally-intrusive, non-discriminatory manner.

### **Searches Based on Reasonable Suspicion**

School officials are empowered to conduct reasonable searches of students on school property or at school-related events when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated a law and/or the policy and rules of the Lincoln Christian Academy. School property shall remain under the control of school officials and shall be subject to search.

**Random Searches** - School officials are likewise empowered to conduct random searches which do not require reasonable suspicion in certain limited circumstances as described more fully in this policy as follows:

**A.** Random searches of automobiles, bookbags, or any potential vessels that may contain contraband or potentially harmful items, to determine whether weapons, explosives, or illegal drugs are present

**B.** Random use of drug screening for athletes.

**C.** Random searches using metal detectors for students entering the school building or other school events

## **GENERAL INFORMATION**

### **Policies & Regulations**

The following policies and regulations have been designed to assist the administration, faculty and staff, students, and parents in working together in the educational processes of LCA. Undoubtedly, there will be extenuating circumstances to almost every policy in this handbook.

### **School Brand & Logos**

Approval must be obtained through the school office prior to the use of any logo. Anyone interested in creating a design using the LCA brand must contact the school office for approval. Approval must be obtained prior to the use of the name and logos in any form.

### **Release of Records**

Lincoln Christian Academy will only release student records to adults listed in the student file. Any pertinent restraining orders or custody papers must be presented to the school office for the school to release any student information to a non-custodial adult.

### **Desks**

Student desks are the property of LCA and are, at all times, under the ownership of the school. School personnel may perform general inspections of desks at any time without notice, without student consent, and without a search warrant. Personal backpacks, lunch boxes, purses, etc. may be searched with reasonable cause and student participation. Reasonable cause is defined but not limited to suspicion of drugs or other illegal substances, theft, or other items not allowed on the property.

### **Parking & Pickup**

Parents are expected to bring students or pick them up in the school office if tardy or dismissing early. They are not to be allowed in through any exterior doors at any time. They may not be dropped off at the playground or at any other location on the school campus. These procedures are in place for the safety and security of our students. If you are coming into the school building, please park your vehicle in the parking lot and not in the car line or under the portico.

### **Car Line**

LCA offers a morning and afternoon car line for all students. Our goals during dropoff and pickup are expediency and safety. After the first week of school, to foster independence, we ask that all students utilize the car line for both morning and afternoon pickup.

To keep all students and staff safe, please follow these simple rules:

1. Car lines are **CELL PHONE FREE ZONES**.
2. Do not pull out and/or drive around car lines — no passing will be allowed in the car line.
3. Excessive speed is never excusable on a school campus, but especially during school hours.

Note: If you have a change in your after-school pickup plan, please notify the school office in advance and in writing the morning of the change. Phone call requests for changes cannot be guaranteed in the last hour of the school day. Also, please be sure to call or send a written notice if someone other than a parent is coming to pick up your child. Social media is not an acceptable method for this important communication.

All students must be picked up no later than 15 minutes after class concludes. Parents must call the school office if a student will be picked up late. Students will be sent to After School Care for a \$20 fee.

If a student will be picked up early, the student must be signed out. To minimize class disruptions, students may not be signed out between 2:00-2:30. without prior notification. Parents must communicate with the school office when the student will be picked up before the conclusion of the school day. This will greatly aid in preparing the student to leave early. To maintain order and safety during afternoon car lines the office will be unable to interrupt car lines from 2:15-2:30 PM to retrieve any student.

### **Lunch & Snack Program**

Lunch and snacks are parent-provided.

### **Pets**

Pets are not allowed on the Lincoln Christian Academy campus, except for prior permission granted by school administration for school events.

### **Weather-Related School Closings**

In the event of inclement weather, we will follow Lincoln County Schools' protocol:

- One Hour Delay: Doors will open at 9:00am
- Two Hour Delay: Doors will open at 10:00am
- Three Hour Delay: 11:00am

LCA WILL NOT follow Lincoln County Schools' snow makeup days.

### **Parties & Special Deliveries**

Permission for class parties or activities, other than those scheduled on the school calendar, should be requested through the teacher. All requests for parties shall be submitted in writing at least one week prior to the event. To minimize distractions and limit peer pressure concerning special occasions, parents are asked not to send gifts, floral arrangements, balloons, etc., to their children at school. If any of these types of items are brought or delivered to the school, they will be kept in the school office to be picked up at the end of the day by a parent.

## **Class Celebrations**

### **Birthdays**

Parents are encouraged to participate in celebrating student birthdays in any of the following ways:

1. Join their students during lunch on their birthday.
2. Sharing of store-bought refreshments in the classroom: If you would like to provide a special snack for your child's birthday, please notify the teacher at least one school day in advance. The snack must be commercially prepared, meaning it cannot be homemade. Please bring enough for all the children in his/her class. **NO RED LIQUIDS OR PEANUT PRODUCTS.** Please do not bring birthday gifts for the child to open at Preschool. **All birthday invitations should be mailed or emailed and cannot be distributed in the classroom or school.**

### **Holidays and Class Parties**

The celebration of holidays will be as distinctively Christian as possible. Class parties are planned by the room parent(s) in cooperation with the classroom teacher and should adhere to the following guidelines:

#### ***Halloween***

As a Christian school, we do not celebrate Halloween. It is our policy that no ghosts, witches, bats, goblins, black cats, etc., be made or displayed by faculty or students.

#### ***Thanksgiving***

Thanksgiving at LCA is a celebration of thankfulness. We teach gratitude on a daily basis, but our goal through Thanksgiving celebrations is to celebrate the goodness of God, family, friends, and the blessings in our lives. Our students reflect on the first Thanksgiving as a historical event between Native Americans and European settlers who came together to celebrate the harvest. We strive for age-appropriate historical accuracy while maintaining a focus on the biblical themes of gathering together, working together in unity, and celebrating thankfulness. Preschool classes will have a family Thanksgiving Feast. Each elementary class will celebrate separately.

#### ***Christmas***

We will have Christmas celebrations on the last day before the Christmas break. While we respect the decision of each family to celebrate Christmas as they feel best, we will avoid references to Santa Claus, Elf on the Shelf, reindeer, and other cultural issues that may distract from Christ. Students will be discouraged from discussing such issues as families have differing opinions about such items.

#### ***Valentine's Day***

Cards will be exchanged as a whole class, and parties will be held on February 14 or the day closest to the actual date.

### ***Resurrection Day***

We will focus on the celebration of the Resurrection of Christ. Easter chicks, eggs, bunnies, etc., are to be left out of the holiday, focusing instead on the reality of our risen Savior. We will have Resurrection celebrations the day before Spring Break.

### ***Earth Day***

At LCA, we focus throughout the year on honoring God and being responsible for what He's given us. Protecting the environment is part of that responsibility. We do not worship a day or an event but encourage our students to learn to be good stewards by protecting God's creation, a blessing from our Lord and Savior, Jesus Christ.

### **Office Hours**

The school office is open during the following times:

School Year Hours    7:30 AM - 3:30 PM, Monday - Friday

Summer Hours        8:30 AM – 2:30 PM, Tuesday - Thursday

### **School Contact Information**

Phone: 704-735-1616 ext.229

E-mail: [audreyhovis@lincolnchristianacademy.org](mailto:audreyhovis@lincolnchristianacademy.org)

### **Toys or Other Personal Belongings**

Students may not bring any item to school that the administration considers contrary to biblical standards or harmful to the Christian testimony of the school or its students. No toys (unless teacher initiated and communicated to parent) drones, or video games may be brought to school.

### **Visitors and Volunteers**

LCA loves volunteers! We welcome the opportunity for volunteers to assist at LCA - in the classroom as requested by teachers, in the office, and other ways. Our priority is always to protect the learning environment first and foremost. Volunteers can contact the office or their child's teacher to learn about volunteer opportunities. All volunteers, whether parents or otherwise, must have an approved background check on file and sign the Volunteer Handbook at LCA prior to working in the classroom or alone with any student.

Visitors and guests are welcome at LCA during appropriately scheduled times. They are expected to sign in at the school office and receive a name tag. Visitors and guests should contact the teacher/school office prior to arrival. In order to minimize disruptions, we ask parents to show consideration to teachers, students, and their instructional time by not coming for unscheduled drop-ins. Teachers have the authority to assess the classroom environment when a visitor arrives and decide if it's a good time for a visitor to come into the classroom.

## **Procedure For Dealing With Concerns or Issues**

When a member of the Lincoln Christian Academy community has a concern or issue, we abide by the following process:

### **STEP 1: Pray**

We know that much can be handled simply by praying. The Lord longs to hear, respond to our prayers, and give us wisdom to face our challenges.

### **STEP 2: Fact Check**

Many times, it is easy to jump to conclusions before we have all the facts. Take the time to make sure that your facts are accurate and double back with your child's classroom teacher or any other teacher that may be directly involved.

### **STEP 3: Request Meeting**

If issues continue to be unresolved in either Step 1 or 2, request a meeting with your child's teacher and their immediate director (Head of School).

However, there are times when an agreement cannot be reached. In this case, families are allowed to disenroll their students. No refunds will be granted if a child is disenrolled before the end of the academic school year.

Thank you for allowing us to serve your family this year! May God bless you daily!