



LCA HANDBOOK

2024-2025

Vision, Mission, Purpose & Commitments

Mission Statement

The mission of Legacy Christian Academy is to

- prepare students for God's path in an ever changing world
- equip and empower them with a solid academic foundation and a Biblical worldview
- To instill a love of God, joy and peace through our academic and athletic programs.

Vision Statement

Legacy Christian Academy strives every day to live out our mission statement. The vision of Legacy Christian Academy is to trust our Lord as we seek academic and Christian excellence. We believe this will be accomplished with much prayer, commitment, and great Leadership among the administration and faculty, supported by a strong base of parental and church involvement.

Values

We believe

- In integrity- do the right thing even when it's hard
- We are a ministry- put people over process
- Capture the heart, capture the mind
- We are a community- life is better together

PURPOSE

- Provide Christ-like love
- Promote a biblical worldview
- Pursue excellence in education
- Partner with our families

COMMITMENTS

We commit to partner with both home and church to instill in each child an authentic and applicable biblical worldview using God's Word as the plumb-line for truth, not textbooks or society. (Deuteronomy 6) (Revelation 22:18)

We commit to providing a safe, secure environment that exemplifies Christ among students, teachers, and administrators by preparing and enabling students to achieve the plan the Lord has for their lives. (Ephesians 5:1) (John 13:15) (Jeremiah 29:11)

We commit to be responsible stewards of all that God has provided us, including but not limited to time, money, facilities, environment, and human resources. (Genesis 1:26)

We commit to developing strong, informative, and caring parent, teacher, student relationships that will encourage and positively impact student progress. (Phil. 2) (I Cor. 13)

We commit to recognize that children are a blessing. They are gifts from the Creator and as such are highly valued, possessing unique gifts and talents special to them. (Psalm 127:3) (Psalm 103)

We commit to uphold the highest academic standards possible through constant evaluation and growth of our programs. (Eccl. 9:10) (Col. 3:23)

We commit to pursue both spiritual and professional development in order to present ourselves to God as workmen who do not need to be ashamed. (2 Tim. 2:15)

We believe and commit to teach that God created the human race male and female, and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception, and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender. (Genesis 1:26–27; Deuteronomy 22:5.)

We believe and commit to teach that God has established marriage as a lifelong, exclusive relationship between one man and one woman only, and that all intimate sexual activity outside the marriage relationship, whether heterosexual or homosexual, or otherwise, is immoral and therefore sinful. (Genesis 2:18–25; Romans 1:18–31; 1 Timothy 1:8–11)

School Information

School Location:

2576 Bees Creek Rd

Ridgeland, SC 29072

Legacy Christian Academy is conveniently located at 2576 Bees Creek Road in Ridgeland, S.C. just off of Exit 21 on I-95.

Important Numbers:

Phone number: (843) 717-3107

Fax number: 1-843-962-5811

Email-

Office-office@lcaofridgeland.org

Principal- billiekay@lcaofridgeland.org

Team Names: Labradors

School Colors: Kelly Green and White

School Website: www.lcaofridgeland.org

Financial Information

Tuition fee schedule for the 2021-2022 school year will be as follows:

GRADE:	TUITION	REGISTRATION FEE: (Yearly, non-refundable fee)
K4 - 8th	(1 st Child) \$2,760 <input type="checkbox"/> \$230.00/month June 1 thru May 1 OR <input type="checkbox"/> \$307.00/month August 1 thru April 1	() \$450 with this signed agreement <ul style="list-style-type: none">• There is a \$35.00 Testing Fee for any NEW students applying to LCA• Any student taking a Lab Science will be required to pay an additional fee of \$25.00 PER SEMESTER to cover dissection and consumable lab materials. (Student/Parent will be notified once the student schedule is complete).
9th-12th	(1 st Child) \$2,940 <input type="checkbox"/> \$245.00/month June 1 thru May 1 OR <input type="checkbox"/> \$327.00/month August 1 thru April 1	There is a \$100.00 withdrawal fee for student withdrawn during school year.

The Tuition Fee shall be paid in full by registration, or in twelve (12) equal installments, **June through May** or (9) equal installments, **August through April**. All tuition must be paid in full on or before **May 15, 2025**. A **late fee of \$15.00** shall automatically apply to the outstanding balance after the installment payment deadline of the 10th of each month. Any payments required pursuant to this Agreement that are not made in a timely fashion will result in the student's being dismissed from school until the delinquency is cured.

ACCOUNTS NOT PAID BY THE 15TH OF THE MONTH WILL RESULT IN DISMISSAL FROM CLASS UNTIL THE ACCOUNT IS MADE CURRENT.

2. The enrollment shall be binding upon the parent(s) for the full tuition fee at date of execution. A student entering Legacy Christian Academy after September 30, 2024, shall pay a tuition fee based on a proration of the total 2024-2025 fee, plus the registration fees.

- Registration must be paid in full when Enrollment Contract is submitted to guarantee students' position in class.

Graduation Requirements

SUBJECTS:

English	4
U.S. History	1
Economics	.5
Government	.5
Other Social Studies	1
Mathematics	4
Sciences	3
Computer Science	1
Physical Education	1
World Language or Career and Technology Elective	1
Personal Finance	.5
Electives	6.5
Total	24

For Advancement to:

SOPHOMORE (GRADE 10)

6 UNITS

JUNIOR (GRADE 11)

12 UNITS

SENIOR (GRADE 12)

18 UNITS

GRADUATION

24 UNITS

Current Grading Scale

<u>Current Grading Scale (10 points)</u>
A= 90-100 B=80-89
C= 70-79 D=60-69
F=below 60

CLASS RANKING

Each student is given a “Class Rank”. Class ranking is a mathematical summary of a student's academic record compared to those of other students in the class. It takes into account both the degree of difficulty of the courses a student is taking (AP®, honors, college-preparatory or regular courses) and the grade the student earns. The compilation of courses and grades is converted to an overall grade point average (GPA), and the higher the GPA, the higher the student's class ranking.

Valedictorian is classified as the student having the highest GPA of the class. S/he will also deliver the valedictory speech at the graduation ceremony. GPA must be a 3.5 or higher to qualify. Salutatorian is classified as the 2nd highest GPA of the class and will deliver the salutatory address at the graduation ceremony. GPA must be a 3.5 or higher to qualify.

Student Activities

EXTRA-CURRICULAR ACTIVITIES

Student activities are essential to Legacy Christian Academy’s success because they create in the student a sense of belonging and of pride in himself and in the Academy. Therefore, the Administration urges all students to participate enthusiastically in extra-curricular activities.

HONORS

Marshals for Senior Graduation shall be chosen from the Junior Class. Marshals are chosen by administration and high school teachers based on grades, character, and attitude.

Senior Class Valedictorian, Salutatorian and all honor graduates shall be determined by the Administration at the end of the third nine-weeks. Only for final transcripts will the fourth nine-week grades be used. All grades will be transcribed into permanent folders when new students transfer into the Academy.

To be eligible for Valedictorian or Salutatorian honors at Legacy Christian Academy, a student must attend four complete and consecutive semesters at Legacy Christian Academy (Junior and Senior Year) and have a GPA of 3.5. To be a Senior Honor Student requires a 3.25 accumulative average. A senior who has not passed all required courses will be eligible to march in Graduation, but his or her name will be listed on the program with an asterisk to denote that a certificate will be issued instead of a diploma.

Disciplinary Guidelines

STUDENT CONDUCT

Students of Legacy Christian Academy are considered to be ambassadors of our school at all times. They are expected to conduct themselves in an appropriate manner. Integrity offenses are covered in The Honor Code in this document. The following activities are considered infractions and will be dealt with in the appropriate manner.

LEVEL 1 OFFENSES

Level 1 offenses which may be corrected by detention, out-of-school suspension, or other options deemed appropriate by the administration include the following:

- * Being in restricted/unauthorized areas
- * Illegal Cell Phone Possession or Use
- * Cheating
- * Dress code violation
- * Disrespect of a teacher, faculty member, or other student
- * Disruptive behavior
- * Drinking or eating in class
- * False pretense (lying, forging notes, etc....)
- * Public display of affection (P.D.A)
- * Minor vandalism
- * Vulgarity, profanity, or obscenity – spoken, written, or implied

LEVEL II OFFENSES

Level II offenses which may result in suspension from school include the following:

- * Repeated Level 1 violations
- * Truancy
- * Destruction of school property (restitution also required)
- * Trespassing on school grounds or in school building during unauthorized periods
- * Initiation or participation in a disturbance at school or school sponsored activity

LEVEL III OFFENSES

Level III offenses which may result in a minimum of three days suspension include the following:

- * Repeated Level 1 and Level II violations
- * Possession of alcohol or tobacco products
- * Bomb threats, setting off fire alarms, or causing a false emergency
- * Computer sabotage, “hacking,” installing a virus, etc..... (Restitution also required)
- * Stealing, larceny, or extortion
- * Fighting

LEVEL IV OFFENSES

Level IV offenses which may result in expulsion include the following:

- * Battery or aggravated assault
- * Membership in any illegal organization
- * Threatening or assaulting a staff or faculty member
- * Possession, use, transfer, or sale of any controlled substance and/or being under the influence of such at school or at any school function
- * Arrest for infractions on school property
- * Arrest for criminal offenses
- * Possession of weapons
- * Sexual assault or battery

DISCIPLINARY ACTIONS

The following disciplinary actions will be administered at Legacy Christian Academy when a student is sent to the principal:

1st time- Warning, contact parents.

2nd time- Detention Period: A period where students will perform custodial duties either during recess/lunchtime or after school.

3rd -Out-of-School Suspension: Student is not allowed on campus and receives zeros for all assignments. Students will also not be allowed at any school function while suspended.

4th-Out of School Suspension 3 days- Student is not allowed on campus and receives zeros for all assignments. Students will also not be allowed at any school function while suspended.

5th- Expulsion: Student is withdrawn from school. Possible re-admittance may be reviewed by the Board of Directors.

The administration may use just discretion in all actions. Any action may be appealed to the Board of Directors.

Policy and Procedures

STUDENT DRUG/ALCOHOL PREVENTION POLICY

Legacy Christian Academy has adopted a comprehensive Drug/Alcohol Prevention policy. The purpose of the policy is to educate the students who attend Legacy Christian Academy regarding the problems of drug/alcohol abuse and to aid these students in leading healthy, responsible lives. The school administration is conducting in service drug/alcohol prevention programs with use of Biblical principles, films, speakers, and other educational materials. The policy also identifies students who are in need of counseling or treatment for alcohol/drug abuse. This will be done with the aid of a drug testing program.

Details and procedures of the drug testing policy for all students in grades seven through twelve (7-12) are as follows:

* The first and primary purpose of the drug/alcohol screening program is to help students. Other purposes of the drug/alcohol screening program are as follows:

1. To educate the students concerning the dangers of drug/alcohol abuse
2. To help prevent any drug use or abuse by the students of Legacy Christian Academy
3. To identify any student who may be using drugs and to identify that drug
4. To see that any chronic dependency is treated and addressed properly
5. To provide reasonable safeguards in order that every student who attends Legacy Christian Academy is medically competent to do so
6. To remove the stigma of drug abuse from those students who are not users
7. To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of the school
8. To re-emphasize to the student his or her responsibility as a positive role model

TESTING PROCEDURE:

1. The parents of each student, by signing their Cooperation Contract with Legacy Christian Academy, are consenting to their child's participation in the drug/alcohol testing program.
2. All school board members, teachers, staff, and administration will be subject to random testing.
3. Students will be tested randomly during the school year.

4. Reasonable suspicion will require a student to be included in the drug/alcohol testing on any given test date.
5. Refusal to participate will be interpreted as a positive result and will require the student to follow the required steps as outlined in the drug/alcohol policy.
6. Drug testing will be done by hair sample and/or breath analyzer. Any positive drug or alcohol result will be confirmed by an additional test at a laboratory selected by the school.
7. The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification.
8. The hair or urine samples will be collected and analyzed by a private laboratory.
9. Specimen samples will not be name identified to insure total confidentiality.
10. Drug and alcohol screening results will be reported to the School Leadership only.

The school will provide the initial evaluation and assessment of participants who test positive (first test). This will be done through an independent agency. After a first positive test, the student is subject to take every random test during the school year, at the expense of the parent. Private counseling may be preferred, but it will not be at the expense of the school. Hospital care, if needed, will be borne by the family. However, private counseling must be approved by the School Leadership.

FIRST INCIDENT OF A POSITIVE TEST RESULT:

All specimens showing a positive result will automatically be retested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken:

1. The School Leadership will be advised of the results of all confirmed positive and negative tests.
2. The parents and the student will be contacted in a confidential manner by the School Leadership.
3. The student will be evaluated and assessed by a professional at the expense of the parents. This professional may include one of the following: Certified Alcohol and Drug Abuse, Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or other designated appropriate by the School Leadership.
4. The student will then be required to attend the drug counseling program as recommended by the health care professional at the expense of the parents.

5. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after-care recommendations or follow up.
6. If a parent refuses a complete counseling program for his/her child, the student will be dismissed from school.
7. If it is determined that a student has used alcohol the student will be required to leave campus immediately and not return to the campus until the next school day. The student will then follow the steps as required in the drug/alcohol policy.
8. After a first positive test, the student is subject to take every random test during the school year at the expense of the parent.
9. Participation as a student in the school's curricular and extracurricular programs is not affected with the first incident of a positive test.
10. 5 Hours of service must completed at school.

THE SECOND INCIDENT OF A STUDENT TESTING POSITIVE WILL RESULT IN IMMEDIATE EXPULSION FROM LEGACY CHRISTIAN ACADEMY.

The educational phase of the policy will include efforts in the following areas:

1. Programs will be conducted to further educate teachers about drug and alcohol abuse. This will include information to help teachers educate students.
2. Educational programs on drug/alcohol abuse will continue for all students K-12th.

SEARCH AND SEIZURE

Legacy Christian Academy maintains authority over students and students' property (ie. Purses, book-bags, etc.), lockers, vehicles, parking lots, and grounds has the right to search them with or without reasonable cause.

ELECTRONIC SURVEILLANCE

In an on-going effort to improve the supervision of students and to provide a safe and secure campus, LCA uses video cameras to monitor specific open and public areas of the school campus.

USE OF DRUG SNIFFING DOGS

State law and the policy of Legacy Christian Academy allow for the use of trained drug-sniffing dogs in an effort to keep illegal drugs off campus. These dogs will be used periodically.

COMPUTER/INTERNET USAGE POLICY

Legacy Christian Academy requires access to the Internet by students and staff. The Internet is a very exciting educational tool that can greatly benefit instruction and learning. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet. LCA believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse

of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

1. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate etiquette and language shall be required.
2. If LCA students are required to have an e-mail account by a particular teacher, a separate e-mail account will be set up for communication with their teacher's. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher and student messages shall be allowed.
3. Due to the danger posed by computer viruses on a Local Area Network (LAN), students may NOT check non-school related, personal e-mail accounts such as Yahoo and Hotmail accounts. Use of instant messaging, unless it is a specified teacher led activity, is also prohibited.
4. No Personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.
5. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.
6. Threatening, profane, or abusive messages shall be forbidden.
7. No activities shall be allowed which may damage or interrupt equipment or any networking system. Students may not change desktop settings, or any other settings on individual computers on the network.
8. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
9. No user is permitted to upload, or create a computer virus on the internet or any networking system.
10. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
11. Invading the privacy of another user, or using their account, shall not be tolerated.
12. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.
13. Perusing or otherwise accessing information on manufacturing bombs, weapons, or other incendiary devises shall be forbidden.
14. Product advertising, political lobbying or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the internet.
15. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.
16. Suspension from school may result for a user who accesses, sends, received or configures electronically any profane or obscene language or pictures. The student shall also be held to local rules and consequences..
17. Students may not post anything derogatory to LCA or misrepresent LCA on any site from school, home or other computers

SEXUAL HARASSMENT & DISCRIMINATION POLICY

All students, employees, or others involved in school functions are expected to follow commonly accepted standards of moral and ethical conduct. Inappropriate verbal, written, or physical conduct of a sexual nature between students, between students and employees, or others may be defined as sexual harassment. Such conduct must be reported immediately to the school administrator. The matter will be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantial charge against a student or employee shall be subject to disciplinary action that may include suspension, expulsion, employment termination and possible investigation by outside authorities. It is the policy of Legacy Christian Academy to ensure that all actions and interactions between administration, staff, and students are conducted in a proper and Christ-like manner.

BULLYING POLICY

Bullying is the act of intentionally causing harm to others through verbal harassment, physical assault, or other subtler methods of coercion such as manipulation. Bullying can be defined in many different ways and can manifest itself in many different forms other than physical altercations. Verbal harassment, posturing, and spreading rumors are all forms of bullying. Also, with today's advancements in technology, cyber bullying has become a prevalent threat. Examples include and are not limited to sending threatening messages via text, email, instant messaging, or posting malicious comments on sites such as "Facebook" or "Instagram". Legacy Christian Academy will not tolerate any behavior that threatens the safety or security of its students. We have adopted and implemented a "zero" tolerance policy for dealing with bullying. Any person found bullying another student or students will be expelled immediately. Please take a few minutes to speak with your child about the dangers involved in these despicable acts. If your child feels that he or she is a target of bullying or has witnessed bullying, please encourage them to speak with someone and not to remain silent. The goal of Legacy Christian Academy is to create a safe and secure atmosphere where all students can feel loved and appreciated.

Attendance Policy

The Code of Laws of S.C., Section 59-65-10, as amended reads: "All parents or guardians shall cause their children or wards who are in the age group of five to sixteen years, inclusive, to regularly attend a public or private school or kindergarten of the State..."

Students in grades 9-12:

Any student who attends a class fewer than 85/90 days or 170/180 days in the instructional period will not be able to receive credit in the class unless the school board grants approval for each excessive absence in accordance with school policy. Students must not miss more than 20 minutes of class or it will be counted as an absence.

Students in K-8:

Students will not be eligible for promotion if they have more than ten (10) absences. Please note that an excuse written by a parent does not constitute a “Lawful Absence”. Students coming in later than 11:00 or leaves before 11:00 will be counted as absent for the day.

Excused Absences: (Dr note required)

- 🐾 The student is ill and his/her attendance in school would endanger his/her health or the health of others.
- 🐾 There is a serious illness in his/her immediate family as verified by medical excuse.
- 🐾 There is a death in the immediate family. Documentation must be provided.
- 🐾 There is a recognized and approved religious holiday of his/her faith (must be verified and approved by the school Leadership prior to the event).
- 🐾 A medical professional provides a valid excuse for the student’s absence

Unexcused Absences:

- 🐾 The student did not provide a signed excuse within three (3) days of the absence.
- 🐾 The student is willfully absent without acceptable cause without the knowledge of his/her parent/guardian.

Tardiness: ANY STUDENT ARRIVING AFTER 8:00 A.M. IS TARDY. This is a serious offense. A student arriving late disrupts the class and homeroom procedures. **THERE WILL BE A \$5.00 FINE FOR EVERY THIRD UNEXCUSED TARDY –EVEN THOSE WHO ARE LATE FOR A CLASS IN THE MIDDLE OF A REGULAR SCHOOL DAY** as students have five (5) minute intervals in which to change classes. After fifteen (15) unexcused tardies, **the fine will increase to \$10.00 for every three unexcused tardies.** Please understand that repeated tardiness can result in expulsion of a student from the Academy.

Early Dismissal: Elementary students away from school more than 50% of the instructional day will be counted as absent for one day. High-school students will be counted as absent for one period if they miss more than one-half of the period. Students previously enrolled in the district and those residing in the state who are entering for the first time shall be counted absent without excuse (for promotional/credit consideration) for each day missed due to late enrollment.

Make Up Work- We encourage parents to pick up make up work from the school if a student is going to be absent. Once a student returns to school s/he will have 3 days to make up or turn in any missed tests, quizzes, projects, or assignments.

Late Pick-Up Policy: Students are dismissed for the day at 2:30 P.M.. **If a student is not picked up by 2:45 P.M.,** that student will be taken to the school office and someone in the office will attempt to make contact with a parent/guardian listed on the student’s file. **A \$10.00 minimum fee, per student will be charged.**

Procedures for Determination and Review of Absences:

The School Leadership will determine the lawful or unlawful nature of absences. Unlawful and/or unexcused absences will be documented. Absences in excess of five (5) days per semester course or ten (10) days per school year will be reviewed for possible denial of credit or promotion. Approval will be based on, but not limited to the following:

- 🐾 Excused vs unexcused
- 🐾 Circumstances affecting absences
- 🐾 Responsibility demonstrated by parent and student
- 🐾 The educational record of the student
- 🐾 Court recommendation, if applicable

Dress Code

Here at Legacy Christian Academy the goal is to promote Jesus Christ in all areas of academics. Therefore, we encourage an environment that promotes **modesty, responsibility, alertness, and excellence**. All students at Legacy Christian Academy are required to wear modest clothing.

We understand many things contribute to the school atmosphere, including the school attire. It is our belief that the physical appearance of our students is an essential element in developing personal responsibility. The point is to let the school be about the work of education while ministering to the heart of the student.

The purpose for our dress code is to assist students in developing attitudes of respect for themselves and consideration for others. As each student demonstrates concern for his appearance, the entire student body will be benefited, and the testimony of the school will be a positive one in the community.

SCRIPTURAL PRINCIPLES FOR A DRESS-CODE POLICY

The following Scriptures establish the principles which should govern our approach to the dress code policy of Legacy Christian Academy:

- Timothy 2:9 tells women to dress modestly.
- Deuteronomy 22:5 gives us the principle of distinction in clothing for men and women.
- Romans 14:21 admonishes us not to allow our behavior to cause others to sin.
- 1 Corinthians 10:31 encourages us to glorify God in all things.

The following principles are central to LCA uniform policy:

1. As a ministry, our standards should require excellence in academics, conduct, and appearance. Moderation, compassion, and graciousness are key aspects in our goal of achieving a balanced dress code policy.

2. Teaching children to conform to a dress standard helps establish an atmosphere of order and respect for each other and for authority while minimizing distractions and establishes habits conducive to future employment.
3. A principle goal of the dress-code policy is to implement a means to preclude the use of extreme fashions and trends as a mechanism for drawing undue personal attention or making other forms of offensive public statements that may cause a distraction to the learning process.

Dress Code Guidelines

(All Grades) **Overall Appearance:** Clothing must be neat and clean. Clothing that promotes alcohol, drugs, tobacco, political agenda, sexual references, or the Confederate flag is not allowed. Clothing with pictures or words which are sexually suggestive or demeaning is not allowed. Clothing that is see-through is not allowed.

(Grades K3-3rd) **Shorts/Dresses/Skirts:** Must come to bottom of finger tips when hands are by their side. If a dress or skirt is worn, shorts need to be worn underneath.

(Grades K3-12th Grade) **Shoes:** Closed toed shoes are required. No Flip-flops or sandals allowed on the playground, soccer field, or volleyball court

(Grades 4th-12th) **Shorts:** All shorts (boys and girls), including athletic shorts, must not be more than three inches above the knee.

(Grades 4th-12th) **Dresses/Skirts:** Must not be more than three inches above the knee. Even when leggings are worn, dresses/skirts must not be more than three inches above the knee. Skirts/dresses must not have more than a three inch slit. Skirts/dresses worn at the calf or ankle may have slits to the knee.

(Grades 4th-12th) **Shirts/Tops:** Must not be low cut or reveal cleavage and must not reveal midriff. They may be sleeveless if the straps are three inches in width from the neckline to the sleeve edge. No chest or back should be showing. Off-the-shoulder, racer-back, crop tops and open-back tops are not appropriate. Bra straps must not be visible.

(Grades 7th-12th) **Pants/Capris:** Should not have any holes, rips or shreds 3 inches above the knee, and must be worn over the hips so that underwear is not visible. Pants must be worn at the waist line. Pants/Capris should not have wording over the backside. Pajama bottoms are not appropriate. Leggings, jeggins or yoga-pants, biker shorts are not appropriate.

Miscellaneous: Hats can be worn in the building during the school day; however, they must be removed for prayer, pledges, and Chapel. If you have any questions regarding dress code, feel free to contact the administration as it is always best to ask when in doubt. The administration's judgment as to what is

appropriate is final. Students violating the dress code will be asked to change into appropriate clothing. If they don't have appropriate clothing at school, they will be sent home to change. A second violation will result in a one-day suspension and a parent conference.

Other Procedures

PARENTAL COMMUNICATION

Good communication between the school and parents is vital for academic success. Parents are encouraged to confer with their child's teacher on a regular basis. Appointments can be arranged by a note or a telephone call to the office. Please do not post or email teachers via their private Facebook account. If, after you have conferred with the teacher, you do not agree with the teacher and/or his/her method of teaching your child, please discuss this with the School Leadership. Please do not bypass and go directly to a Board Member. The first place to start is with the teacher. Your attitude and feelings about the teachers reflect in your child's attitude toward his/her teacher and also in his/her work. Please schedule conferences during a teacher's conference time. Calls should be made during their conference periods or after school.

MEDICATION

The school staff is prohibited from providing or administering any medication, including aspirin, to any student unless they have written authorization from a parent/guardian.

COMMUNICABLE DISEASES

Any student returning to school following an illness such as measles, mumps, or chicken pox, head lice, etc., must have a doctor's note stating the student may return to school. Any student with head lice will be removed from school immediately. The student may return as soon as the parent provides evidence of treatment.

ILLNESS AND ACCIDENTS AT SCHOOL

Any serious accident, incident, or student illness which occurs on the school grounds will receive immediate care. Teachers and staff members will take necessary emergency measures and notify the office immediately. The office will notify the parent of particulars regarding the accident or incident occurring at the school. An Accident Report will be written and kept on file in the office.

VISITORS

All visitors, INCLUDING PARENTS, must report to the office to receive a Visitor Badge.

FUNDRAISING

All fund-raising activities for the school must have prior approval by the School Leadership. Parents/families are required to participate in Fundraisers or pay the \$50 fee per student per fundraiser.

PARKING LOT/DRIVING PRIVILEGES

Once a student arrives on campus in the morning, the student is not to return to his/her car unless permission has been given by an office faculty member. Students are expected to obey all city and state traffic regulations. Cars should be parked in the lot by the left hand side of the newer church building. Parking areas will be designated for classes. All students driving are required to have automobile insurance. Students must provide the school with a copy of a state issued driver's license. All student drivers must have a green driver tag hanging from their mirror. This serves as your students pass to park.

PICKING-UP STUDENTS

Preschool Students (K3-K5) will begin dismissal at the elementary building at 2:20pm. If you have students in elementary (1st-3rd), middle (4th-6th) or High School (7th-12th) you will proceed to the next drop off location. Elementary (1st-3rd) and Middle School (4th-6th) will dismiss from the sanctuary. 7th-12th will dismiss from the side door of the lunch room. Parents will need to notify staff as to what children they are picking-up. Our staff will notify the staff inside of the church facility (via two-way radio) to release students in order of the names called. All students will remain in the building until their ride arrives. This safety measure has been adopted so that children are housed in a central, safe location and to minimize the risk of students being struck by an automobile in our parking lots.

Car Rider Tags- Each family will be issued a car rider tag with your child's name. Tags must be displayed for teachers to see. Students will not be allowed to be picked up by anyone without a car tag.

Students will not be allowed to be signed out between 2:15-2:30.

Pick up is at 2:30 sharp, if your student is not picked up by 2:45 you will be charged \$10 per student every 10 minutes you are late. Our teacher's time is valuable so please be on time.

CELLULAR PHONES, I-PODS, AND OTHER ELECTRONIC DEVICES

Cell phones, I-pads, I-pods, apple watches, air pods, etc... ARE NOT allowed in classrooms or common areas. If it is absolutely necessary that your child has his/her cell phone, the cellular device must be turned in to the office or their homeroom teacher at the beginning of the school day. If you need to contact your child while he/she is on campus, please call our school office at (843)717-3107 and we will happily relay any messages.