

LESTER COON ADVENTIST SCHOOL

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TEACHERS AND STAFF

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SCHOOL BOARD

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MISSION STATEMENT

Lester Coon Adventist School is a K-8 Seventh-day Adventist Elementary school purposefully committed to the highest standards of academic excellence and Christian values. Students enrolled at LCA are nurtured in an atmosphere of love, led to develop a relationship with Christ, and challenged to attain lives of purpose, Christian service and leadership.

PHILOSOPHY

The purpose of Christian education is to inspire young people with moral principles that will enable each one to become a positive force for the stability and uplifting of society. We are at war with the enemy of our souls for the minds and lives of our children, so we must make use of every means at our disposal to keep them focused on and connected to Jesus. The Christian school plays a very important role in supporting the home and church by influencing the minds and hearts of youth to be open to the power of God's Holy Spirit.

LCA was established in order that young people may be surrounded by the most favorable circumstances for the education and formation of characters strong enough to withstand the evils of this world while serving mankind.

"True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is ... It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Ellen White, *Education*, p. 13

LCA operates with guidance and direction from the Office of Education, North American Division of the Seventh-day Adventist Church. Any policy contained herein which is found to be not in harmony with the Georgia Cumberland Conference Education Code automatically defers to that code. The handbook is subject to change without notice at any time by the School Board. However, any major changes will be communicated to parents in a timely manner. The current copy of the handbook will be posted on LCA's website at www.apisonsdaschool.com.

ABOUT THE SCHOOL

Location: LCA is located at 11429 Bates Road in Apison, Tennessee about four miles from Collegedale. The school is in the country, surrounded by woods, a small creek and fresh air.

Accreditation: LCA is fully accredited with the Department of Education of the Georgia-Cumberland Conference of Seventh-day Adventists in Calhoun, Georgia; the Department of Education of the Southern Union Conference of Seventh-day Adventists in Peachtree Corners, GA; and the National Council for Private School Accreditation, which is recognized by the Tennessee Department of Education. LCA was evaluated in February 2016 and granted a six-year term of accreditation by the Southern Union Conference of Seventh-day Adventists.

Program: LCA offers the following classes in an inviting environment for students in grades K-8: Bible, Math, Reading/Language Arts, Social Studies, Science, Music, Art, P.E. and Keyboarding (3-8). In addition, Foreign Language is offered as available. Piano lessons and Violin lessons are also available. Besides educational field trips, LCA students are given several opportunities each year to be involved with community service and mission outreach projects. LCA also has a low student-teacher ratio, and individualizes instruction when appropriate and feasible.

Home and School: The purpose of the Home and School Association is to coordinate the efforts of the home, school and church to develop students' mental, physical and spiritual growth. It keeps parents informed of current educational trends and methods. All parents are encouraged to participate in and support the Home and School Association and attend its programs.

Physical Plant: The school plant, owned and operated by the constituency of the Apison SDA Church, consists of three classrooms, an assembly room and library, a school office, a kitchen and a large gymnasium/auditorium with a stage for special programs.

Asbestos: LCA has no friable asbestos. A complete record of asbestos-containing material and containment procedures is available in the school office.

ADMISSION GUIDELINES

Students who apply to LCA should be willing to respect the principles and practices of the Seventh-day Adventist Church and hopefully come to know Jesus as their personal Lord and Savior. The Bible is the foundation of the SDA faith.

LCA does not discriminate on the basis of race, color, ethnic background, gender or country of origin and grants and makes available to each student all the rights, privileges, programs and activities generally made available to students. However, prospective students who hold beliefs or practice activities which uphold Satanism, wizardry, devil worship, black magic or Wiccan will not be accepted.

All new students must be interviewed by the principal/staff prior to attendance and acceptance. Also, all new homeschooled students must submit to the principal evidence of prior work at grade level and at the minimum be placement-tested by the home room teacher in conjunction with the principal before admission/attendance. A non-refundable placement testing fee of \$25.00 will be charged.

To begin the registration process, the forms in the registration packet must be filled out and submitted. Please note that there are places where students as well as parents/guardians are asked to sign. To assure confidentiality for reference-givers, it is important that reference forms be filled out by the parent/guardian and turned in with the application. LCA will then send the forms to the persons writing the references, who will return them directly to LCA. **Each student must have a copy of his/her birth certificate, consent to treat, health record, immunization or waiver, on file before they attend school/classes.**

Before any application can be processed by LCA, the following financial obligations must be met:

- ♦ All previous school accounts at LCA or any school must be paid in full.
- ♦ LCA's registration fee must be paid.
- ♦ The first month's tuition must be paid.

In keeping with conference policy, LCA requires that no student be accepted if they have an unpaid bill at LCA or any other school. LCA, likewise, cannot release a student's records until the student's bill is paid in full. If LCA finds that a family owes a bill to another school after already having been accepted, their child/children will be asked to leave LCA until proof is provided that satisfactory arrangements have been made with the school where that bill is owed.

All new students not previously enrolled in Southern Union Conference schools are required to have a **physical** examination. All students are required by the State of Tennessee to maintain the proper and current **immunization** forms or waiver and present them at registration. This form is supplied by the Hamilton County Health Department at very low cost, or by a physician. State regulations regarding immunizations which affect all new students, kindergarteners and 7th graders were changed in 2010. Immunization guidelines are available at registration and by request.

Following initial acceptance, there will be a one-semester probationary period beginning the first day of school for new and transferring students before final acceptance is granted. This allows time for verification of records as well as time to evaluate the student's adjustment to LCA. During that time a student may be asked to withdraw without cause.

Age Placement: The TN Education Code recommends that children entering Kindergarten be 5 years old by August 15 and those entering 1st grade be 6 by August 15. Special consideration will be given to individual requests for age exceptions that are brought to the principal's attention.

FINANCIAL INFORMATION

Pre-application Fee and Registration Fee: See page 15 for rates. The pre-application fee is due anytime up to Registration Day, and non-refundable, unless LCA is unable to accept student, and will be applied toward the registration fee which is due on Registration Day. Registration fee covers the costs of; textbooks, workbooks, photocopies, student achievement tests, student insurance, new library books, magazines and other supplies. Pre-application fee and pre-application form is accepted to notify LCA of intentions for student to enroll (pending other requirements are met). At pre-application, please provide; Records Request Form, and 2 Reference Requests Those who have pre-applied, or those who have not, please be mindful that the **full registration fee and complete application (new or updated) is due on Registration Day.**

Waiting List:

To be placed on the waiting list, please; email LCA School at apionsdaschool.com, or send letter to 11429 Bates Road, Apison, TN, or call 423/236-4926.

When you are added to the waiting list, please provide the following information: your child's name, date of birth, and current grade, and your current address, phone number, and email address.

When there is a space available for your child, the following protocol will apply:

Enrollment forms will be available for you to pick up or sent to you via mail. If your enrollment forms are not returned within 10 days, you will lose your space on the waiting list and the next child will be offered the available space.

The enrollment forms must be returned with the non-refundable registration fee.

Tuition: See page 15 for rates. The first month's tuition is due August 1. There are a total of 10 monthly tuition payments. The First month's tuition is due by August 1 and the following 9 monthly payments are due by the 10th of each month. A \$25 credit towards August's tuition is available for those who pay the full registration fee and first month's tuition by Registration Day, as shown in the school calendar.

Prorating of Registration Fees: The responsible party for a student who voluntarily withdraws before September 1 will receive a 40 percent refund of the registration fee. The registration fee will not be refunded for students who withdraw on or after September 1. If a student enrolls on or after the beginning of second semester, the registration fee will be half.

Prorating of Tuition and Withdrawal Procedures: For those who voluntarily withdraw, tuition will be prorated down to a minimum of 50 percent of the monthly tuition rate, providing the following steps are followed. For those asked to withdraw, the full month's tuition will be charged. Parents finding it necessary to withdraw their child from school will need to follow these procedures:

- Have a conference with the principal.
- Notify the classroom teacher and arrange a mutually convenient time to clean out locker, desk, etc.,
- Return completed withdrawal form to the front office to indicate the date of withdrawal for proration of tuition.
- Charges and billing will continue at the regular rate until all of the above steps are completed.

Semester/Yearly Discounts: If tuition is prepaid by semesters, an annual 3 percent discount will be given. If tuition is paid in full prior to the beginning of the school year, a 5 percent discount will be given.

Late Fee: The tuition for the school year is divided into ten equal payments, and August payment is due by August 1 and each of the following 9 months are due by the 10th of each month. A late fee of \$25 will be added to the account starting the 11th of each month unless an acceptable request/arrangement is submitted in writing to the treasurer by the 10th.

If arrangements have not been made by the 20th of the month regarding payment, the student will be suspended at that time until arrangements have been made with the Finance Committee.

Return Check Fee: If a check is returned from the bank for non-sufficient funds, the student's account will be charged a \$30 service fee.

Graduation Fee: A fee of \$75 will be billed to each of the 8th grade student accounts in April. This covers the graduation cap, gown, diploma, programs, two flowers per graduate, and the cake and punch for the reception. Any additional expenses will be paid by the graduates.

Financial Aid: Constituent parents/guardians (members of the Apison SDA Church) requesting financial aid must complete and submit a financial aid application along with supporting documentation by the date noted on the school calendar. If you are a member of another church, contact your church for assistance.

SCHOOL PROGRAM

School Hours: Regular school hours are 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 2:30 p.m. on Fridays with holidays and exceptions noted in the current school calendar. We will attempt to notify parents in advance of any changes in regular school hours or deviations from the school calendar.

Transportation to and from school is the responsibility of the parent, and each student is required to supply his or her own lunch as outlined in Student Regulations. Students **should not arrive on campus** prior to 30 minutes before school begins unless previous arrangements have been made. Students should go directly to their classrooms upon arrival. There is no teacher supervision of students before 7:30 a.m. or beginning a half hour after dismissal – usually 3:30 p.m. Students must not be dropped off early and/or left without parent/guardian supervision.

Parents or care-givers who arrive for student pickup after 3:30 p.m. (or more than 30 minutes after dismissal) will be required to complete a Late Pickup Form when they arrive and will be assessed a fine of \$1.00 per minute to be paid before the student returns to school the next day. LCA is not state-licensed for before-or after-school child care. Please see teachers for suggestions for after-school alternatives. Exceptions for emergencies can be made at the principal's discretion. Please call the school to notify them of the situation when running late, if at all possible.

For the safety of both students and teachers, the front doors of the school are locked soon after school begins during school hours and unlocked near dismissal. Visitors are asked to ring the doorbell for entrance. All visitors must register their arrival and departure via the "sign in" form in the office.

Tardies and Absences: LCA is obligated to follow state/county truancy regulations. State law requires every school to maintain regular class attendance. Students who miss 20 percent of their classes may be failed. Tennessee school laws place the responsibility on the parent/guardian to ensure that children are in school. Students should arrive in their classroom between 7:30 a.m. and 8:00 a.m. Students must be in their seats and ready to begin class at 8:00 a.m. to be considered on time. An excusable tardy or absence is one caused by illness, death in the family, court appearances, or doctor/dental appointments, which cannot be made outside of school time. If a parent wishes to appeal an unexcused tardy or absence, he/she may make arrangements to meet with the staff at the regular staff meeting. If student arrives after 8 am the parent must come to the office and sign in the student. Never drive away leaving child on school porch unattended. Parents have five days from the student's return to provide a written, dated excuse for the absence. Four unexcused tardies in a quarter or five unexcused absences in a year will result in a \$25.00 fine. Eight or more unexcused tardies in a quarter will result in a fine of \$50.00. Fines must be paid in cash in order for the student to return to school. In the event of more than five unexcused absences in a year, in harmony with state law, the proper authorities having jurisdiction will be contacted. Parents/Guardians of students who reach the ninth unexcused tardiness, or the sixth unexcused absence in a school year, will be remanded to the school board. Excessive tardies and/or absences may impede acceptance for enrollment the following year. When a parent requests vacation/travel time according to policy and it is approved, while the absences will be unexcused,

they will not count toward the fine or the total of unexcused absences that would lead to reporting to the proper authorities having jurisdiction, etc. **As a courtesy, when a student is going to be absent or significantly tardy, and the school has not previously been notified, please call the school by 9:00 a.m. to let us know.**

Field Trips: Field trips, including those for community service, are approved school functions. All students are expected to participate. If a student's classroom is going on a field trip, and a parent/guardian does not wish for them to go along, it will be an unexcused absence.

Pre-arranged Absences for Travel: If it is necessary for a student to be absent for any reason other than illness or death in the family, such as extended travel, parents will make arrangements in advance for the student's work to be completed prior to departure. When a parent requests vacation/travel time according to policy and it is approved, while the absences will be unexcused, they will not count toward the fine or the total of unexcused absences that would lead to reporting to the proper authorities having jurisdiction in cases of truancy. Except in the case of emergencies, requests for absences should be made in advance for double the amount of time of the request. For example: If the request is for five days absence, the request should be made at least 10 school days in advance. Requests for up to five days total per year for vacation/travel may be submitted in writing to the teacher for approval by the principal. Requests for more than five days, aggregate, must be submitted in writing to the School Board for approval. The required form is available in the office for these requests.

Excused Late Work Protocol: All excused late work must be completed according to the following schedule: double the number of days absent plus one. If handed in later, no points will be given. (Example: 2 days absent; 5 days to submit work.)

Unexcused Late Work Protocol (other than prearranged absences for travel): In general, daily assignments are due the next morning. Late work takes an enormous toll on both the student and teacher, and should be avoided at all costs. Each teacher develops his/her late work policy, and a copy is placed on file in the office. Students who have late/missing work may forfeit recesses, activities both during and after school, and will be docked between 20% and 100% of the points according to each teacher's policy. It is a parent's responsibility to make sure all homework is completed and turned in to the school. Parents of students who regularly turn in work late or not at all will be notified to arrange a conference with the teacher. The student is also required to attend this conference. A second conference will require the involvement of the principal. Additionally, students who habitually have late/missing work are subject to failing grades, suspension, the possibility of being asked to withdraw, or may not be readmitted in a subsequent year.

Student Accident Insurance: The school carries an accident insurance policy, which covers medical payment for school accidents in excess of the family or employer group insurance. This policy is in effect when the student is:

- ♦ On the school grounds when school is in session.
- ♦ Participating in a school-sponsored or school-supervised activity.
- ♦ Traveling directly from home to school or from school to home on days the student was in attendance at school.

Should the student be injured under these conditions, parents should:

- ♦ File a report with the school within **24** hours of the time of the accident.
- ♦ File a claim to collect payment from the family or employer group insurance.

When the parent/guardian is given the Student Accident Insurance claim form, he/she will be asked to sign an acknowledgement of receipt. In the event they decline to use the Student Accident Insurance, they will be asked to sign a waiver to that effect.

Accident insurance is available to, and in some instances required, for visitors such as home-schoolers who wish to be a part of the music program, participate in field trips, etc.

Safety Drill Procedures:

- ♦ Fire Drill: When the fire alarm sounds, students must leave the building immediately in an orderly and quiet manner, go quickly in lines to designated areas, turn and face the teacher/aide, and wait silently for roll call and the signal to reenter in an orderly fashion.
- ♦ Tornado Drill: In the event of a tornado drill, students must move to the designated area under the direction of the teachers/aides and assume a crouching position until the all-clear signal is given. A flashlight is provided for each room.
 - K – 2: Girls’ Restroom
 - 3 – 4: Galley Kitchen
 - 5 – 8: Boys’ Restroom

Inclement Weather: LCA does not automatically close when Hamilton County Schools close. Calling post messages are the primary means of communicating school closings. Please help LCA keep your current contact information up to date to avoid missing these important messages. School closings may also be posted, generally by 6:00 a.m., on local TV stations such as 3, 9 and 12 as well as some local radio stations. Log on to www.wrcbtv.com or www.newschannel9.com for current school closings online. The above list of TV and radio stations which communicate school closings is subject to change.

Mid-Year Policy Changes: The faculty at LCA and members of the School Board strive to conduct all school activities both in and out of the classroom in accordance with the principles of Christian education. The school expects the cooperation of the parents in helping to maintain and uphold these standards at school and in the public eye. Administrators reserve the right to formulate and implement policies, rules and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will have equal force to policies printed in this handbook.

Types of Diplomas: Upon completing the eighth grade, students meeting the requirements will receive a Standard Certificate of Graduation. The requirements are a passing grade (D and above) in all of the five core subjects: Bible, Math, Social Studies, Language Arts and Science. In certain cases a student may receive a Certificate of Completion (attendance), which means the student has a final grade of F in one or more of the five core subjects, or who has had significant accommodations. Parents of 8th Grade students who may receive a Certificate of Completion will generally be notified by mid-year. All 8th grade students will be eligible to participate in the graduation program provided their behavior record is acceptable, and their student account current.

Home School and Transfer 8th Graders: Homeschoolers and transfer students will not be accepted during the 8th grade year after the beginning of 2nd semester. See page 3 paragraph 3 as well.

STUDENT REGULATIONS

Grading Scale:

A	93 - 100	C+	77 - 79
A -	90 - 92	C	73 - 76
B+	87 - 89	C-	70 - 72
B	83 - 86	D+	67 - 69
B-	80 - 82	D	63 - 66
		D-	60 - 62
		F	0 - 59

Principal’s List: To qualify for the Principal’s List, students must have an average GPA of 3.8 - 4.0 in all subjects for that quarter. They cannot have any grade below a B-. They can have no unexcused absences in performances/programs. They cannot have excessive unexcused absences or tardiness. Such students will be recognized each quarter by receiving a certificate. If they qualify all four quarters in the school year, they will be recognized at the graduation program as well. Their names will also be displayed at school and published in the LCA newsletter.

Honor Roll: To qualify for the Honor Roll, students must have an average GPA of 3.5-3.79 in all subjects for that quarter. They cannot have any grade below a C. They can have no unexcused absences in performances/programs. They cannot have excessive unexcused absences or tardiness. Such students will be recognized each quarter by receiving a certificate. If they qualify all four quarters in the school year, they will be recognized at the graduation program as well. Their names will also be displayed at school and published in the LCA newsletter.

Attendance Award: Each student who has no unexcused absences or tardiness, or who has perfect attendance for a nine-weeks period, will be recognized at the end of each quarter by receiving a certificate. Those who have perfect attendance or no unexcused absences or tardiness for the entire year will be recognized at graduation by receiving a certificate, and their names published in the LCA newsletter.

Fruits of the Spirit Award: Each quarter a student will be selected for recognition based on the following qualities: Kindness, helpfulness, courtesy, respect, cooperation, cheerfulness, Christian love, encouragement, faithfulness, and friendliness. In short, he or she must exhibit the Fruits of the Spirit, Galatians 5:22. It is understood that the student selected will also demonstrate their faithfulness by turning in their school work in a timely manner. The student selected will be recognized each quarter by receiving a certificate. Additionally, the student who has most exemplified the Fruits of the Spirit throughout the year will be recognized at graduation by receiving a certificate, and their name published in the LCA newsletter, and on the Fruit of the Spirit plaque.

Fine Arts Curriculum: Because of the positive correlation between Art, Music, and the development of mathematical ability, as well as the recognition that creativity is one of the most incredible gifts God gives to each of us, all students are required to participate in Fine Arts. Art Class is taught weekly in grades K-8. Grades K-8 students attend Music Class which consists of General Choir and/or Rhythm Band. General Choir ordinarily meets one hour each week—more often before a performance such as for church or the Christmas Program. It is expected that all students will join the General Choir for special performances, such as at the Christmas Program.

Student Safety Requirement: Every student must have memorized their parent/guardian's phone number. (Cell phone number, if possible.)

Report Cards: Report cards are issued after each quarter providing the financial accounts are current. Each custodial parent/guardian, who so desires, will receive a copy of the report card.

Required Participation Policy: Following is a partial list of the programs students are expected to attend. Consequences for missed performances/programs may be administered.

- School Picnic
- Fall Festival
- Christmas Program
- Choir, Music Performances
- Education Fair
- Graduation

Damage: Any damage, accidental or intended, to the physical plant, equipment or appliances of the school will be the responsibility of the involved student's parent or guardian. The amount of the damage will be assessed by the school. Transcripts or diplomas may be withheld or other action may be taken if damages are not paid for promptly.

Dress Code: All students are required to wear appropriate, modest attire. No cartoons, writing or inappropriate material is permitted. Teachers have final say on dress code standards with full support from the School Board. If a student is wearing something inappropriate, has no backup clothing, and the parent or guardian is unable to bring a replacement, he/she may be asked to wear an article of clothing provided by the school. The student will be sent to the office in most cases or otherwise isolated until the issue is resolved. Students failing to comply may face corrective actions, and inappropriate items may be confiscated. Goth or gangster style clothing is never appropriate school attire. *Note: Due to Forest School and time spent outside, it is imperative that students have weather appropriate clothing with them at school.*

Pants – Must be uniform pants. Tight pants, sweat pants, denim, nylon pants and cargo pants (outside pocket flaps) do not fit the dress code standards. Chains, added buckles, cords, lacings or other accessories and decorations are not permitted. Note: We allow jeans to be worn on Fridays with LCA T-Shirt, but jeans must not have holes.

Shorts – Solid color uniform, gym, or basketball shorts may be worn in warm weather if walking-length (no shorter than just above the knee) and must meet the same criteria as pants.

Skirts, Shorts, Dresses and Jumpers – Must be solid color or plaid, **non-denim** and of modest fit and length (just above the knee or longer). Girls in grades K-4 should wear shorts under skirts, dresses and jumpers for modesty.

Belts – Must be worn with pants, shorts and skirts that have belt loops.

Shirts – Must have a collar, polo style or button-up oxford style, and can be short or long-sleeved. Shirts must be proper size and fit, with emphasis on the length. Logos should be smaller than a silver dollar. To determine proper length, raise arms fully above head. If there is a gap between the belt line of the pants and the bottom hem of the shirt, the shirt is too short. Tailored shirts must be tucked in. Sweaters and sweatshirts can be worn over collared shirts in cooler weather. Coats and jackets can only be worn indoors with permission from a teacher.

Hats – Must be removed inside buildings, during prayer and at other times teachers deem appropriate. Hoodies may not be worn over head in the buildings.

Shoes – Must cover toes and sides of feet and be worn at all times. Backless shoes may be worn. However all students must have tennis-type shoes for PE Class and recesses.

Hair – Must be neat and clean. Unnatural hair colors or unusual/extreme styles are not permitted. Both girls and boys are expected to wear their hair in a style that freely allows participation in all school activities. Hair must be neatly groomed and kept back from the face. The administration reserves the right to determine whether or not a particular style, color or length fits dress code standards.

Jewelry – No jewelry of any kind, including rubber bracelets, is to be worn on the premises. Watches that do not resemble jewelry and medical IDs are acceptable.

Make-up – Nothing that detracts from the natural appearance is to be worn, including colored nail polish.

Body-art – Tattoos, temporary tattoos, or drawing/writing on the body is not permitted, including drawing on the hands.

Movies: Movies and DVDs shown at school that are rated beyond “G” must be approved by the staff in council before they are shown.

Food: In keeping with the health standards of the Seventh-day Adventist Church, each child should bring a healthy and nutritious lunch to school each day. Each child is expected to eat his or her own lunch unless permission is granted by the teacher. Food and drinks should be consumed only at designated times and in designated areas. Students will remain seated and talk quietly during such times. Each student must provide his or her own silverware, plates, bowls and other needed eating utensils. Students are responsible for cleaning up after themselves when they use the kitchen. Microwave ovens are available for use. All lunches should either be premade or quickly and easily prepared by students without teachers’ assistance, as teachers need the lunch break time to eat as well.

Because of the effects of refined sugar on learning behavior, parents are urged to limit this ingredient in students’ lunches. Although allowed, students are discouraged from bringing meat products in their lunches. However, unclean meats and caffeinated drinks are not permitted. Vegetarian dishes and non-caffeinated drinks are preferred at school-sponsored functions.

Medications: All medications brought to school will be stored in a reasonably secure location. All prescription medications must be brought to the School Office in the **original pharmaceutical container**, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. **No medication is to be in a student’s possession during school hours.** Any student, who must have medication while at school, must have authorization form on file. Staff will keep a current log of administered medications.

Non-prescription medications such as aspirin and cough syrup may not be procured by students from school staff. All medicines must be brought from home along with a note from a parent/guardian, and both given to the staff as soon as the student comes to school. Students should bring only small amounts as needed.

Chewing Gum: Gum will not be allowed on the school premises unless approved by the principal.

Restrooms: Students are expected to keep the restrooms clean. Horseplay will not be allowed. Loitering, writing on or kicking walls, or damaging the facilities in any way is strictly prohibited. Restroom breaks will be given at the teachers' discretion. K – 2 students are expected to primarily use the restroom provided in their classroom.

Proper Decorum: Respect is a Christian responsibility. Students are expected to show courtesy and respect to all visitors, substitute teachers, aides, readers, and volunteers, as well as staff members and fellow students. A courteous student is one of the greatest witnesses for Christian education. **“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Eph. 4:29** We believe that if we keep these words of Paul in mind, and show respect to each other, we will all work together well and have a much better environment for learning.

Phone Protocol: Teachers and students should not be called during school hours except when important messages need to be given. Students are not allowed to use the phone except when given specific permission by a teacher or staff member other than an aide or volunteer.

Cell Phone Policy: Cell phones must be given to the teacher immediately upon the student's arrival at school. Cell phones ordinarily will be returned when the student leaves for the day. Students who fail to give their cell phones to the teacher on time, will be assessed a \$10 fine, and their cell phones will be confiscated for a period of time to be determined by the staff. More than one infraction may cause the student to lose the privilege of bringing a cell phone to school.

Locker Policy: Students assigned a locker are honor bound to use their own lockers and stay out of others' lockers at all times, and not tamper with them in any way. Lockers must be kept clean and free from decoration both inside and out, except as the school may direct (for example, on a "decorate your locker" day). Locks of any kind are not permitted. Students understand that teachers may check their lockers and their contents at any time for any reason.

Electronics: No electronic equipment or software, CDs, DVDs, thumb drives, zip drives, iPods, etc., should be brought to the school unless the teacher grants written permission.

Drug Policy: Students who bring tobacco, drugs or alcohol in any form on campus will be reported to the appropriate law-enforcement officials. If Administration becomes aware of off-campus usage of one or more of the above substances, parents will be notified and further actions will be taken in accordance with Georgia-Cumberland Conference policy.

Confiscated Items: Confiscated items (other than illegal or obscene items or items that must be held as evidence) may usually be picked up after school by the parent or guardian. If the same or similar item is confiscated again, the item will be disposed of at the LCA staff's discretion.

Loss or Damage: The School is not responsible for personal property brought to the school or brought on school activities by a student, parent, or other visitor.

Conduct: By attending LCA, each student agrees to the following standards that help instill the desire for a highly spiritual and moral life:

- ♦ To show respect for God's name, the Bible as the inspired Word of God, and God's representatives – including ministers, teachers, parents and other students. Students are expected to obey and cooperate with teachers and other staff. A disrespectful attitude will not be tolerated.
- ♦ To show respect for all school and personal properties as belonging to God and His church family. Loud talking, running in the hallways, or any conduct of a boisterous nature is always out of order.
- ♦ To practice the principles of kindness, fair play and courtesy.
- ♦ To be honest and truthful in all things.
- ♦ To keep language refined.
- ♦ To choose character-building materials for viewing, reading and listening.
- ♦ To develop the principles of healthful living.

Students who use tobacco, drugs or alcohol in any form, engage in questionable activities, swear or use unbecoming language, or possess improper literature and/or pictures, or other items will be subject to discipline or dismissal from school. Discussing questionable television programs, movies, and games at school will be strongly discouraged. Courting or loitering in "couples groups" is out of order and will be considered inappropriate behavior. *Students are expected to usually be involved in group games during free time.*

Bullying: Bullying, shunning, and harassment is harmful and unlawful. Bullying, shunning, and harassment will be taken seriously, and will be dealt with according to Georgia Cumberland Conference policy. We follow the OLWEUS anti-bullying program and policy. Copies of policy are available upon request.

Safety: In-line skates, roller skates, skateboards and other recreational equipment with wheels are not permitted on campus due to safety hazards.

Weapons Policy: Students are not permitted to possess weapons or dangerous instruments of any kind on school grounds, buildings, buses or at school-related or school-sponsored activities away from school facilities, as dictated by the Georgia-Cumberland Conference Board of Education. Weapons and dangerous instruments include but are not limited to:

- ♦ Firearms, pistols, revolvers, shotguns, rifles, BB/pellet guns, zip guns, stun guns, tazers, and/or any other device capable of chemically propelling a projectile.
- ♦ Cutting and punctuating devices such as dirks, daggers, knives, disks with points or blades, and/or razors.
- ♦ Explosive and/or incendiary devices such as pipe bombs, time bombs, cap guns, containers or flammable fluids, matches, and/or other hazardous devices.
- ♦ Any instrument which could be used for the purpose of inflicting harm or injury.

Any school employee can confiscate any device used as a weapon. The Administration reserves the right to take any disciplinary action deemed appropriate in response to a weapons policy offense. Upon information that a student is suspected of violating this policy, the principal or a teacher will notify the student's parent(s) or guardian(s). Administration's response to any violation of the weapons policy may include the involvement of law-enforcement officials.

DISCIPLINE

Discipline is addressed in a variety of ways depending on the significance of the errant behavior, the age of the child, the influence of the act on fellow students, and the degree to which the incident reflects on the church and school. With the diversity of students with a range of ages, the same act may be dealt with quite differently when all factors are examined. It is important that the student see some relationship between the conduct and the consequences.

Following are some of the consequences that may be used to show the effect of poor behavior choices:

- ♦ Time out: sitting in an area apart from classmates, etc.
- ♦ Loss of privileges: must be accompanied at all times, restricted from field trips, etc.
- ♦ Fines/Restitution: makes payment for loss to the school or an individual, etc.
- ♦ Common labor: working off energy, cleaning of school facility, lawn/garden work, etc.
- ♦ In-school suspension: isolated from other students to focus on study, etc.
- ♦ Suspension from school campus/events: not permitted at school-related events, etc.
- ♦ Dismissal: no longer accepted as a student.

When proper conduct of the student is not achieved after Administration has counseled with parents and students, or an offence is of a serious nature, suspension and dismissal may result.

Individual classroom discipline plans will be explained to students by each teacher at the start of the year. Information regarding significant changes in discipline policy throughout the year will be made known to parents/guardians at the time such changes occur.

PARENT RESPONSIBILITIES

Parent-Teacher Conferences: Parents agree to meet with teachers at the end of the 1st and 3rd quarters, or as outlined in the LCA School Calendar, to discuss each student's progress. Report cards will be given at those times, pending current account status. A parent/guardian is welcome to make an appointment with a teacher at any mutually agreed-upon time.

Parental Involvement: Parents and/or guardians are expected to accompany students to all school-related activities, including any programs, picnics, performances or other functions. They are encouraged to come on field trips when able.

Parent/Guardian Volunteer Form: All those who benefit from what LCA has to offer, no doubt recognize that the cost of education far outweighs the cost of tuition. For this reason and these that follow, LCA has implemented this Volunteer Agreement:

- ♦ The importance of parental examples of service
- ♦ The staff's need for help with school activities above and beyond their own abilities
- ♦ The desire to foster a spirit of togetherness and community

Volunteers are always needed for various activities around the school. All volunteers must complete the "Protect Children" course at Verified Volunteers, get started at www.ncsrisk.org/adventist, where they will also consent to a background check, fill out a "Volunteer Ministry Information" form and a "Parent/Guardian Volunteer Agreement" and also must obtain a copy of "Guidelines for Volunteers." Volunteers help LCA keep tuition costs as low as possible.

Library: Books may be checked out for two weeks and may be renewed for another week. Families must pay for lost or damaged books. Families are urged to make sure their child has no overdue books. Report cards may be withheld for any unpaid fines. Any lost or damaged books – both extracurricular or text – will be billed to account of the student responsible to be paid in that month's billing cycle. Failure to properly check out books will be cause for discipline including, but not limited to, fines. Students will be trained in correct checkout and return procedures. The on-line catalog can be viewed through the LCA Website.

Student Pickup Authorization: Students will be allowed to leave campus **ONLY** with a pre-approved adult. Written, signed notification from a parent/guardian is required for all students leaving with someone other than their parents/guardians.

Media Release: The Georgia-Cumberland Conference of Seventh-day Adventists (GCC), SAU students and staff, and LCA regularly use photos and video in its publications and materials. There is a media release form provided in the registration packet which gives permission for images of the participant named to be used as outlined in that form.

Volunteer Drivers: Volunteer drivers are, not only greatly appreciated, but also an absolute necessity for field trips. All volunteer drivers must fill out volunteer forms as well as the Volunteer Driver Questionnaire as well as complete the other volunteer requirements listed above. Also, proof of valid driver's license and \$100,000/\$300,000 auto insurance is required. In the event that the volunteer driver's auto insurance is cancelled or the policy coverage amount is lessened, the school must be immediately notified.

Change of Address or Phone Number: Please inform the teacher or administrative assistant if your address or phone number changes during the school year.

Lost & Found: We ask that you label your child's personal items such as hats, gloves, coats, lunch containers, book bags, slippers, notebooks, markers, etc. If something is missing, after checking with a staff member, you will be directed to the Lost and Found Area. The school cannot be responsible for lost items. Please check for lost items on a regular basis. After 30 days in Lost and Found, those items, not claimed, will be disposed of at the school's discretion, or given to charity.

Student Baptism: Please inform the child's teacher or the administrative assistant if your child is baptized and include the date and location of baptism.

Conflict Resolution Protocol: Good communication between parents and teachers is a high priority at LCA. Parents will want to follow steps carefully if a problem or concern should arise regarding something a teacher has done or some irregularity that has happened in the classroom. The Georgia-Cumberland Conference recommends following the Biblical principles found in Matthew 18. Following are listed the required steps to follow in the event of a conflict:

STEP 1: Schedule a meeting to speak with the teacher directly. No other step would happen until this first step is taken, and no other action on the part of the parent would be appropriate. After discussion with the teacher has taken place, a clarification, explanation, promised action or change of action should likely bring resolution to the matter. If, on the other hand, a parent is not satisfied following this visit and feel the matter is serious enough and important enough, move to Step # 2. Keep in mind that talking critically about the situation to other parents or even to a School Board member is not appropriate.

STEP 2: Contact the principal or the school board chairman about the matter to secure assistance in resolving any concerns. Counsel with him/her and ask for his/her input and evaluation. If this discussion does not resolve the matter, ask that it be taken to the Executive Committee.

STEP 3: At this meeting, the teacher will be present as well as the parents. The Executive Committee will try to assist with communication and bring about a resolution for the disagreement. If unsatisfied yet, the parents can ask that the matter be taken to the School Board itself where further action could be taken if necessary. A final resolution will be acted upon at this level and communicated in writing to all parties.

NOTE: The above process takes time and effort, but each parent needs to commit to that process, especially for serious problems. Also, the Georgia-Cumberland Conference Office of Education reserves the right to enter the process at Step 3. For additional details, see Procedure GCC 4308.

Classroom Visits: The school encourages parents to observe their children's progress on different occasions during the school year, but also asks that arrangements be made in advance. Unscheduled visits are often disruptive to the classrooms. Student visitors from other schools will not be allowed to remain for the entire school day, due to insurance regulations.

Home Supervision: The Bible clearly teaches that parents are ultimately responsible for training their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:10, Hebrews 12:9), and good discipline originates in the home. The parent is the first teacher of a child and should develop appropriate behavior and proper attitudes towards school. Parents are encouraged to do the following:

- ♦ Recognize that the teacher represents the parent while a child is at school.
- ♦ Teach children to respect laws and the rights of others as well as private and public property.
- ♦ Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- ♦ Work with the school in carrying out recommendations made in the best interests of children, including discipline.
- ♦ Talk encouragingly with children about school activities and show an active interest in report cards and progress.

- ♦ Encourage children to be enthusiastic about school work, and arrange a suitable, quiet place of study at home at a regular time.

It is not the intention of LCA to replace parents in instilling principles of character in their children. If a parent feels uncomfortable with the school's policies, or if a student feels division between the policies of home and school, families are asked to either work with the school to bridge the gap, or to withdraw the student when differences cannot be resolved.

HEALTH POLICY

Any contagious illness or condition must be reported to the Principal in accordance with local laws, regulations, and conference policy.

If your child has an on-going illness or condition, please notify the teacher and the Administrative Assistant so that special needs are documented and necessary precautions can be taken. For example, allergies, seizures, known learning disabilities, etc. should be brought to the attention of the child's teacher and Administrative Assistant.

When your child is ill, he/she should be kept home. We encourage you to keep your child home if they show any of the following symptoms:

- Swollen glands or sore throat
- Fever currently or within previous 24 hour period
- General signs of illness such as vomiting, earache, headache, listlessness, or weakness
- Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

If a child has head lice, the following procedure must be followed:

- ♦ A parent must notify the school whenever a child has a head lice problem.
- ♦ When a child is first diagnosed with head lice, a parent must provide proof (product receipt or packaging) that the child has been treated for head lice before he or she can return to school.
- ♦ The child will be checked by the principal or a teacher for nits upon return to the classroom. If not free of nits or lice, the child must return home for further treatment.
- ♦ Upon return and a clear check by the principal or a teacher, the child will be readmitted.
- ♦ The child will again be checked in 7 to 10 days. If lice are present, the child must be kept home and the treatment must be repeated. The child must be cleared by the principal or teacher before reentering the classroom.
- ♦ Students will continue to be checked periodically throughout the school year.

All students may be checked for head lice at any time the principal knows or suspects an exposure has occurred or that symptoms are being presented.

Guidelines for treatment of head lice are available at the office.

LCA 2018-19 TUITION RATES

Non-refundable Pre-Application Fee Up to March 31

\$60.00

Registration Fee Due by Registration Day

\$360 (or \$300 if pre-application fee paid previously)

Graduation Fee (8th Graders Only) Due in April

\$75

Tuition Per Student Due August 1 and Due 10th of each Month (September – May)

Students	Constituent	Non-Constituent
1	\$390	\$490
2	\$355	\$455
3	\$335	\$435
4+	\$310	\$410

Discounts

\$25 per student if registration fee and first month's tuition are paid on registration day

3% if tuition is prepaid for the semester

5% if tuition is prepaid for the year

Other Items

\$10 School Shirt – to be billed on Sept. Statement
(order at registration – not mandatory for students who already have an LCA Shirt that still fits correctly *if style & color remain the same*)

\$20 School Year Book – one copy per student to be billed on Nov. Statement
(sign up in the office for extra copies if desired)