



# LINDSAY LANE

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## CHRISTIAN ACADEMY

*"I have no greater joy than to hear that my children walk in truth." 3 John 4*

# PARENT/STUDENT HANDBOOK

**Lindsay Lane Christian Academy K3-12<sup>TH</sup> GRADE**

**A Ministry of Lindsay Lane Baptist Church**

**1300 Lindsay Lane**

**Athens, AL 35613**

**(256) 262-5323**

**Website: [www.lindsaylanechristianacademy.org](http://www.lindsaylanechristianacademy.org)**

**Email: [llca@lindsaylane.org](mailto:llca@lindsaylane.org)**

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**Approval Signature Stephen L. Murr, M.Ed.**  
**LLCA Head of School**

*The mission of LLCA is to assist families in being good stewards of their children using resources provided by God to develop them into disciples of Jesus Christ who worship, grow, and serve Him their entire lives.*

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## **Introduction**

*Dear Parents and Students,*

*Welcome to Lindsay Lane Christian Academy! We are very excited to see what God has planned for all of us this year. It is a blessing to have your family as part of the LLCA family. We hope this handbook will provide you with the information you need to understand how we can partner together to raise Champions for Christ.*

**\*The handbooks do not contractually bind the school in any way. Handbooks are subject to change without notice by the Administration.**

## **Vision Statement**

The Vision of Lindsay Lane Christian Academy is to raise future generations of leaders with Godly character based on biblical truth and academic excellence to influence the world for the glory of God.

## **Mission Statement**

The Mission of Lindsay Lane Christian Academy is to assist families in being good stewards of their children, using resources provided by God, to develop them into disciples of Jesus Christ who worship, grow, and serve Him their entire lives.

## **Philosophy**

The Philosophy of Lindsay Lane Christian Academy is to provide kingdom education, which is a life-long process of leading a child to Christ, building and equipping each child to maturity, and ministering to the child's family.

## **Champions for Christ**

See Appendix A for a description of an LLCA Champion for Christ graduate.

## **Core Values**

- Relationships – with God and Others- Mark 12:28-30
- The Bible – the Written Truth is our standard- II Timothy 3:16
- Christ-Likeness – in Daily Life Philippians 1:27
- Family – an Institution of God- Mark 10:6-9
- Church – an Institution of God- Romans 12:4-5;
- Learning – a Gift from God- Proverbs 1:7
- Service – a Privilege from God- I Peter 4:10-12

- Missions – a Commission from God- Matthew 28:16
- Purpose in Life – to Glorify God as a True Worshipper I Corinthians 10:31

## **Family Ministry**

LLCA is a ministry of Lindsay Lane Baptist Church, and therefore an arm of love, support, and encouragement to the families of LLCA, whether or not they are members of LLBC. Utilizing the LLCA Principal as the primary liaison to the LLCA families, communication with students and parents will be intentionally maintained throughout. A variety of family ministry services are offered to LLCA families, such as marriage enrichment, parenting techniques, and financial management.

## **School History**

In response to a growing need for high-quality Christian education, LLCA was established. Senior Pastor Dusty McLemore heard God speak into his heart early in his ministry at LLBC that a Christian school was to be part of the vision for LLBC to reach the world and make a difference for Christ. The desire and need to raise “Champions for Christ” were present, but adequate facilities were not. With the opening of the two-story Children’s Building in 2008, LLBC now had the facilities to potentially open a Christian school. After much prayer and wonderful counsel from other successful church schools, the leadership of LLBC organized and planned the start of LLCA for the 2009-2010 school year. The LLBC church body approved the financial and spiritual support needed

to begin. The first Principal, Lori Edgemon, began her ministry of Christian Education in June of 2009. In 2010, 7<sup>th</sup> grade was added at “Station 251”, which was located on the corner of Highway 251 and Oakdale Road. The summer of 2011 God did exceedingly more than anyone had ever imagined by merging LLCA and Faith Christian Academy. With the purchase of Faith Christian Academy, LLCA became a K3-12<sup>th</sup> grade Christian school. In June of 2013, Steve Murr was called to be the first Head of School of the academy to oversee the operations of all three campuses as enrollment grew to over 350 students. In 2015, the gravel parking lot and ball fields were added at the west campus with an enrollment of 420. The site plan was revealed to add multiple buildings on this campus. The parking lots were paved and a new six classroom building was completed in 2018. 5<sup>th</sup> grade was added to the west campus. LLCA’s second decade began with an enrollment of over 520 students and today over 650 students are enrolled.

## **Legal Organization and Administration**

LLCA is a ministry of Lindsay Lane Baptist Church. LLCA is governed by a Board of Directors. The Board of Directors reports to Lindsay Lane Baptist Church’s Senior Pastor Andy John King *via* a liaison from LLBC.

## Accreditation

LLCA is fully accredited by the Association of Christian Schools International (ACSI), Cognia, and the Southern Association of Colleges and Schools (SACS).

## Statement of Doctrinal Beliefs

1. We believe the Bible to be the authoritative Word of God (literally God-breathed), inerrant, verbally inspired, and infallible.

2. We believe there is one true God, manifested eternally in three distinct Persons: Father, Son, and Holy Spirit.

3. We believe in the deity of Jesus Christ, the second person of the Trinity, who possesses all the divine attributes, and is co-equal, co-existent, and co-eternal with the Father. We believe in Christ's virgin birth and that He was God incarnate (both God and man) for the purpose of revealing the Father, redeeming men, and ruling over God's kingdom. Jesus accomplished man's redemption by the vicarious and atoning death through His shed blood and sacrificial death on the cross. By His literal, physical resurrection from the dead and His ascension to the right hand of the Father, the sinner is justified. We believe Jesus to be the mediator between God and man who will return in Glory to judge all mankind.

4. We believe the Holy Spirit is the third member of the Trinity

possessing all the divine attributes with the Father and the Son. The Holy Spirit is the supernatural and sovereign agent in regeneration, baptizing all believers into the body of Christ at the moment of conversion.

The Holy Spirit indwells, sanctifies, instructs, and empowers all believers for spiritual service.

5. We believe in the present ministry of the Holy Spirit who administers spiritual gifts to each believer for the purpose of equipping the saints and for the building up of the body of Christ.

6. We believe in the bodily resurrection of both the saved and lost; the saved to eternal life, the lost to everlasting punishment.

7. We believe that all who put their faith in Jesus Christ are placed by the Holy Spirit into the spiritual body of believers known as "the church", with Christ established as the head. The purpose of the church is to glorify God by the teaching and instruction of the Word, by providing fellowship, and by fulfilling the Great Commission to reach the world for Jesus Christ.

8. We believe that man is a sinner and that the penalty for sin is eternal separation from the Father. We believe that eternal life is a free gift of grace bestowed upon each repentant sinner who responds in faith to the provision of salvation from Jesus Christ. Regeneration is instantaneous and is accomplished solely by the power of the Holy Spirit. Genuine

regeneration will manifest itself by righteous attitudes, edifying conduct, and good works to the extent that each believer submits themselves to the control of the Holy Spirit.

9. We believe that the eternal security of the true believer will endure to the end. Those who have accepted and received God's grace through Jesus Christ, being sanctified and sealed by His Holy Spirit, will never fall away from the state of grace. The believer may yield to sin through temptation and neglect, grieving the Holy Spirit, and bringing temporal judgment on themselves, yet they shall be kept by the power of God through faith unto salvation.

10. We believe in Christian baptism of the believer by immersion, in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior.

## **Kingdom Education Principles**

LLCA operates in accordance with the following kingdom education principles to assist parents in the education of their children.

1. The education of children and youth is the primary responsibility of parents. Deuteronomy 6:4-9; 11:18-21; Psalm 78: 1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4

2. The education of children and youth is a 24-hours-a-day, 7-days-a-week process that continues from

birth till maturity. Deuteronomy 6:7; 11:19; Proverbs 22:6

3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28:19-20

4. The education of children and youth must be based on God's Word as absolute truth. Matthew 24:35; Psalm 119

5. The education of children and youth must hold Christ as preeminent in all of life. Colossians 2:3, 6-10

6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17

7. The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with utmost care to ensure that they all follow these principles. Exodus 18:21; I Samuel 1:27-28; 3:1-10

8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. Luke 6:40

9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24;

136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; I Corinthians 8:1; 13:8; Romans 1:28

10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; II Timothy 4:6-8; Acts 20:24; Hebrews 11:13; Colossians 3:23-24

## **Kingdom Education Commitment**

Parents are encouraged to read *Kingdom Education*®, by Dr. Glenn Schultz and be in agreement with the principles of training Godly children. This book may be purchased or checked out in the school office.

## **Non-Discriminatory Policy**

LLCA admits students of any race, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school.

## **Parent Covenant**

This covenant is a binding agreement between the LLCA staff and the parents/guardians of LLCA students. It signifies a solemn oath and sincere pledge of mutual respect and cooperation. LLCA covenants to provide excellence in facilities, curriculum, faculty, extracurricular activities, and instruction. We further pledge to do all possible to support your home in growing every student in the nurture and admonition of the

Lord. As the parents (legal guardians) of our children, we covenant to support LLCA in providing Christian education to our children. We agree that it is our responsibility to strive diligently toward the observance of the “Parents’/Guardians’ Statement of Support” as God enables us by the power of the Holy Spirit. Together, as a school and as parents (guardians), we pledge to submit our lives to one another and to the final authority of the Word of God.

## **Parents’/Guardians’ Statement of Support**

1. We have received (online) and read the “Statement of Doctrinal Beliefs” of the school and are willing to have our children educated in accordance with them.
2. We will regularly and earnestly pray for LLCA.
3. We will fully cooperate in the education activities of LLCA by doing our best to make Christian education effective in the lives of our children.
4. We will require our children to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).
5. We will pay all of our financial obligations to LLCA on or before the date due. If we are ever unable to do so, we will notify the Head of School, giving a reasonable explanation for the delay and stating when payment will be made.
6. The school has full discretion in the discipline of our children in

accordance with published conduct and discipline policies.

7. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).

8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.

9. We will actively participate with LLCAs and volunteer for duties and responsibilities for the school, as opportunities arise and God provides the time and strength.

10. We will be faithful to attend all parent functions at LLCAs, as best as we can. These include Open House, Parent Teacher Fellowship meetings, parent conference requests, information nights, etc.

11. If we become dissatisfied with LLCAs in any way we will resolve the matter with the person(s) involved, privately and lovingly, rather than spreading criticism and negativity, including via social media (Matthew 18:15-17; 5:23-24). We understand that failure to do so may result in our foregoing the privilege of having our student(s) enrolled at LLCAs.

12. We will seek to support and advance LLCAs in every area possible – spiritually, academically, physically, and financially.

13. We will agree to follow the complaint resolution procedure understanding that failure to do so may result in my child(ren) being dismissed from LLCAs.

## **Admissions**

### **Application Process**

**Applications are completed on-line through the LLCAs website.**

1. Families will attend an enrollment interview and tour the campus. New students must attend the interview with at least one parent. The following items must be brought to the enrollment meeting: a copy of report card, a copy of standardized scores, and a copy of birth certificate. \*Children applying for kindergarten should be five years old by September 1<sup>st</sup>.

2. Complete application packet on-line with the *non-refundable* \$300.00 enrollment fee per student. (Principal interview must be completed prior to payment/submission of application.)

3. A Complete Student Health Form along with an Alabama Certificate of Immunization (Blue Card) is required for each student. The certificate may be obtained from your family physician or the local Health Department. The State of Alabama Certificate of Immunization (blue card) must be received before the first day of school.

4. Consent for withdrawal form. This form is necessary to comply with state law. It informs the local public-school superintendent of your child's enrollment in a private school.

## Acceptance

Upon completion of the application process, a Letter of Acceptance and a Financial Contract will be provided through FACTS, our online enrollment system.

## Academics

### Honor Code

Attendance at LLCA is a great privilege, and like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:

1. Love God Wholeheartedly- *"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."* Mark 12:30
2. Serve Others Joyfully-- *"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others."* Philippians 2:3-4
3. Obey Authority- *"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."* Hebrews 13:17
4. Work Diligently- *"Whatever you do, work at it with all your heart, as working for the Lord, not for men."* Colossians 3:23

## Curriculum

The curriculum will utilize a variety of publishing companies and teaching resources. The Scope and Sequence Guides meet or exceed state and national standards. The fee for Curriculum is also *non-refundable*. Consumable books may be taken if a student withdraws.

### Biblical Integration

LLCA is a Christ-centered school focused on raising Champions for Christ. As such, it is vital that there be integration of biblical principles and precepts in all areas of academic accomplishment. The primary means to accomplishing Biblical Integration at LLCA encompasses the provision of a Christ-centered atmosphere for school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, devotions, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration at LLCA is through the deliberate merging of the Biblical Worldview into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning.

## Grading Scale

Grades for most subjects will be on a numerical basis using the following grading scale:

Letter Grade/Grading Scale

A	90 -100
B	80 - 89
C	70 - 79
D	65 - 69
F	0 - 64
I	Incomplete
E	Excellent
G	Good
N	Needs Improvement
U	Unsatisfactory

## Report Cards

LLCA uses four nine-week grading periods during the school year. Progress Reports are emailed to parents at the end of four and a half weeks of instruction. Report cards are sent home at the end of each nine weeks.

## Honor Roll

At the end of the school year, Honor Roll students will be recognized. Two levels of academic achievement will be recognized:

1. All A Honor Roll – Students must have an A in each subject. All other grades can be no lower than G.
2. A/B Honor Roll – Students must have an A or B in every subject. All other grades can be no lower than G.

## Academic Probation

Students may be placed on academic probation at the discretion of the administration.

## Promotion/Retention

Promotion from one grade to another shall be determined by a student's proficiency in the knowledge and skills contained within the curriculum for the grade level in which the student is enrolled.

The decision to promote or retain a student shall be primarily based upon teacher recommendation. The parents of students who are not mastering the knowledge and skills of the curriculum shall be notified as early as is reasonable. Parents shall be involved in the discussion whether to retain a student. At the school level, the final decision to promote or retain a student rests with the Head of School.

## Standardized Testing

Standardized testing is administered to each student 2<sup>nd</sup> through 10<sup>th</sup> grades each spring. All results become a part of the student's permanent record with a copy provided to parents.

## Homework

Homework is defined as all outside assignments that are averaged into the student's grade. Not all homework will be graded. Homework is assigned for these purposes: practice, drill, remedial activity, enrichment activity and for special projects. Special long-term projects may require extra homework time. There will be no new homework assigned or generated for Wednesday evenings to allow families to attend Wednesday

evening services at their church. However, this does not include work due Thursday that was assigned prior to Wednesday. (Example: MS&HS modified-block schedule courses.)

## **Late Work**

LLCA's goal is to help students understand that deadlines and due dates are a part of day to day living and can be reflective of work ethic and character. The following policy applies to student's daily work and major assignments:

### **Grades K – 2**

There may be deduction for late work. Repeated occurrences may result in disciplinary action at teacher's discretion.

### **Grades 4 – 6**

Daily Work/Homework: In the event that daily work or homework is submitted one day late without an excused absence, there will be a 15% deduction per day in the grade.

Major Assignments/Projects: In the event that major assignments or projects are submitted late 10% will be deducted for each day the assignment/project is late for up to five days. Major assignments and projects are assigned well in advance, therefore, in the case of routine illnesses/ excused absences the assignment is expected on the due date.

In the case of an absence, students are allowed the same number of "class days" as the length of the absence in which to make up quizzes, tests, homework, and major

assignments without penalty. Major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Principal may grant exceptions to this policy.

### **Grades 7 – 12**

Daily Work/Homework: In the event that daily work or homework is submitted one day late without an excused absence, there will be a 25% deduction per day in the grade. No credit will be applied to any daily work turned in after the third class without an excused absence.

Major Assignments/Projects: In the event that major assignments or projects are submitted late 20% will be deducted for each day the assignment/project is late. Major assignments and projects are assigned well in advance, therefore, in the case of routine illnesses/ excused absences the assignment is expected on the due date.

In the case of an absence, students are allowed the same number of "class days" as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty. Students must take the initiative to coordinate a time with the teacher to make up assessments. Once the allotted number of days has passed, teachers may give the assessment at any time. All assignments, projects and/or assessments are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Principal may grant exceptions to this policy.

## Student Records

Permanent records for students are kept in school office and include grades, scores from standardized tests, teacher evaluations, special achievements, and other pertinent information. Information from the permanent records is not released outside the school without parental permission. Upon written request by the parents/guardians, records will be forwarded to another school for students whose tuition, fee, and fine accounts are current.

## Parent Conferences

We are happy to meet with parents upon request to resolve any issues that arise. If a parent wants to request a meeting with a classroom teacher and/or principal, we ask that you allow 24 hours to make the arrangements; however, please note conferences will not be held on Friday afternoons. In most cases, we will be able to meet with the parent the same week as the request unless it falls immediately before the weekend or a scheduled break/school holiday.

## Classroom Observation

Classroom observations must be scheduled in advance and will be a maximum of 30 minutes.

## Graduation Requirements Diplomas Offered

LLCA offers two diplomas, the Standard Diploma and the Advanced Diploma.

## Standard Diploma

### Requirements

<b>Bible*</b>	<b>4 credits</b>
<b>English</b>	<b>4 credits</b>
<b>Social Studies</b>	<b>4 credits</b>
World History	
United States History I	
United States History II	
Government and Economics	
<b>Mathematics</b>	<b>4 credits</b>
Algebra I	
Algebra II	
Geometry	
College Alg. or	
Consumer Math	
<b>Science</b>	<b>4 credits</b>
Biology	
General Physical Science	
Chemistry	
Anatomy/Physiology or	
Physics	
<b>Physical Education</b>	<b>1 credit</b>
<b>Health</b>	<b>.5 credit</b>
<b>Fine Arts</b>	<b>1 credit</b>
<b>Foreign Language</b>	<b>1 credit</b>
<b>Additional Art/ Lang.</b>	<b>1 credit</b>
<b>Career Prep</b>	<b>1 credit</b>
<b>Elective Course</b>	<b>.5 credit</b>
<b>Total Units</b>	<b>26 credits</b>

\*Bible is required by LLCA each year for either diploma. Most state agencies count Bible as an “elective” credit. Specific courses offered are subject to change.

\*Students may have one study hall per semester.

\*Study hall, Teacher’s aide, etc. will be graded.

## Advanced Diploma

### Requirements

<b>Honors Math</b>	<b>5 credits</b>
<b>Honors or Dual English</b>	<b>4 credits</b>

**Honors Science**                      **4 credits**  
**AP Course in a Core Class**   **1 credit**

**Total Units**                      **27 credits**

In addition to the academic credit requirements, students are required to earn at least 10 hours of community service per year of high school attendance at LLCA.

### **Exam policy**

Middle school and high school classes will require semester exams to measure knowledge retained from a course and prepare students for college. (This will not apply to all electives.) Students who finish a semester with a 95 or higher average and no more than 3 absences (including chapel) may exempt from up to THREE exams. An appeal may be made to the principal for absences more than 3 only when a doctor's note is provided at the time the student returns to school.

### **Honors Given**

Students graduating with a cumulative GPA of 3.5 or higher will be recognized by the addition of a stole to the graduation regalia.

### **Advanced Placement Courses**

Students are encouraged to take AP courses for the academic rigor provided, not necessarily as a way to earn college credit. LLCA does not advise every student to take the AP exam. Families should research their prospective college/s to determine whether or not they feel it would be advantageous to have their child take the AP exam at the end of the

course. Students earning an A, B or C in an AP class will earn an additional GPA point. An A will receive 5 total points while a B will receive 4 total points, and a C will receive 3 total points for the course. Any grade lower than a C will not receive additional GPA points.

### **Dual Enrollment Courses**

Dual enrollment courses, classes taken with a college to receive both college and high school credit, are offered at LLCA in conjunction with a variety of universities including: Calhoun Community College, the University of North Alabama, the University of Alabama and Colorado Christian. Courses may be taken with the college of your choice provided all qualifications set by the university are met by the student. Qualifications may include a minimum high school academic GPA, minimum ACT or SAT scores, minimum grade level, etc. Students must be enrolled prior to the start of the LLCA semester.

The grade an LLCA student earns while taking a dual enrollment class with a college will be the same for the college and LLCA. LLCA will use the provided numerical value but will maintain its grade scale. Students earning an A, B, or C in a dual enrollment class will earn an additional GPA point. An A will receive 5 total points while a B will receive 4 total points, and a C will receive 3 total points for the course. Any grade lower than a C will not receive additional GPA points.

### **Honors Courses**

Students should have 85% or higher in the previous class to be eligible for an Honors class the next year. Any student that has lower than 85% after the first 4 ½ weeks in an Honors class may be put in the regular class, if available.

### **Valedictorian and Salutatorian**

The graduating senior with the highest qualifying GPA will be named Valedictorian. The senior with the second highest qualifying GPA will be named Salutatorian. While home school credits may be accepted by LLCA for transfer, a student's grade point average for purpose of honors will be calculated using only work completed at LLCA and/or work done at a recognized, traditional public or private high school, excluding home school credits. Credits earned at another accredited institution will only receive honors credit, additional weight, if the course is offered at LLCA as an honors/AP course and is an LLCA weighted class. If the course is offered at LLCA the same weighting scale will be used when calculating Valedictorian and Salutatorian. When there is an exact tie in the GPA (without rounding), the respective grades will be averaged, using raw grade averages (those reported on the report card and transcripts). If an exact tie still exists, two students may share the title of Co-Valedictorian or Co-Salutatorian. To be considered for Valedictorian or Salutatorian a student must have (1) attended at least two full/complete years of high school (grades 9-12) at

LLCA (2) be in the honors math program (3) taken at least 2 AP or Dual Credit courses in two different disciplines and (4) have a minimum of 27 credits.

The administration has final discretion on the awarding of all honors. Policies regarding how honors are calculated are subject to change.

### **Modification and Accommodations**

LLCA offers accommodations for students who qualify for these based on testing results. Accommodations can be defined as variations in the ways in which a student learns the same material as his peers. Each year, parents or guardians will work with the Director of Specialized Learners to select the student's accommodations for the school year based on the student's testing and learning needs.

Classes or small groups in which the curriculum is modified and the standards are lowered will be noted on the student's transcript as modified.

## **Student Attendance**

### **Attendance Policy**

In order to gain the most from LLCA, it is important that each student attend school regularly. We recognize that certain absences are unavoidable, and that parents may take their children out of school when they consider it necessary. Such

absences, however, do place an extra burden upon both the student and the teacher to complete missed work. Please note: A student must be present at least half of the school day to be counted present.

### **Absences**

Students who are absent must provide a written explanation from a parent explaining the nature of the absence. The written excuse should be dated and give the reason for the absence. If the student visits the doctor or dentist, the parent should request an excuse from the doctor's/dentist's office.

An absence is considered **"excused"** when caused by:

- a. personal illness,
- b. medical/dental appointments,
- c. death in the family, or
- d. serious family emergencies

Students will be assigned "Make-Up Work" when a note from the parent stating one of the above reasons is the excuse for the absence.

Absences not defined above will be considered **"unexcused."** Homework and tests will be due at the teacher's discretion without the usual make-up privileges.

### **Accumulated Absences**

After the fifth absence due to personal illness in one semester students will be required to obtain verification from a physician for absences to be excused for personal

illness reasons. For a medical/dental excuse, students must provide verification from a physician. Administration will not recommend a trip if the student's total absences, both excused and unexcused, exceed 7 for the semester in which the trip is to be taken. If a student develops a chronic problem with absenteeism the administration may assign Saturday school for each excessive absence after 10 per semester. Parents will receive a warning after 7 absences.

### **Tardiness**

Promptness is an important aspect of character and a measure of school citizenship. Being late to class is disruptive and this practice is to be avoided. All tardies are considered unexcused. Consideration for excused tardies will be given to students who arrive late due to inclement weather, unavoidable transportation difficulties, and medical appointments. More than five (5) tardies per nine-week period is considered excessive and will result in an unexcused absence. Excessive tardies will be monitored by the Principal and will result in notification of the parents. A continued pattern of consistent tardies will result in disciplinary action. For HS students, more than five unexcused tardies per semester will result in an after school detention.

### **Tardy/Late Check-In Procedure**

Any student arriving late to school must obtain a pass from the school

office prior to reporting to their teacher.

## **Daily Routine**

### **School Hours**

K-1<sup>st</sup> Grade Campus 7:50-2:40  
K3, K4, 2<sup>nd</sup>-4<sup>th</sup> Grade Campus 8:00-2:50  
5<sup>th</sup>-12<sup>th</sup> Grade Campus 8:10-3:00

### **Student Drivers**

Students have the privilege to drive to and from school and events. A student who leaves campus without signing out will lose this privilege. Students who drive recklessly on school property will also lose this privilege. A Student Driver Authorization Form is required to be on file in the office before a student begins driving to school, and a school issued parking decal is required for all student vehicles parked on campus. Decals may be purchased from the high school office.

### **Extended Care Program**

LLCA offers before and after school extended care sessions. On campus supervision will be provided in the mornings beginning at 7:00 am and in the afternoons until 6:00 pm. Families will be assessed a late fee of \$1 per minute per student for students not picked up by 6:00 pm. Attendance will be recorded by the extended care supervisor. Bills will be sent monthly. See Extended Care Plan for pricing.

### **Lunch**

Your child is welcome to bring his/her lunch every day at LLCA if you choose. However, we do offer a hot lunch 5 days a week. The menus are campus specific and can be ordered online through FACTS. Teachers cannot assist students with microwave usage. With a written note or email from a parent, seniors are permitted to leave campus for lunch. The privilege is removed for two weeks if a second tardy after lunch occurs. If a student leaves for lunch without signing out in the office the privilege is lost for five weeks.

### **Snacks**

Students may bring a snack from home or purchase a snack each day.

### **Chapel/Assemblies**

Students will attend chapel weekly.

### **Field Trips**

Field trips will be taken during the school year. Field trips are fun and informative learning experiences, primarily designed to enrich the curriculum. Parents will be given information, forms, and pricing prior to the trip. All paperwork must be completed before the student attends the field trip.

## **Student Conduct**

### **Dress Code**

The personal appearance of each student helps to set the learning and spiritual atmosphere of LLCA. A wholesome appearance that honors God is marked by neatness, modesty, appropriateness, and avoids extremes and fads that could compromise a Christian's witness.

LLCA students will wear uniform clothing available from approved vendors for all regularly scheduled classes and events. Students are free to wear combinations of authorized clothing items as weather, seasonal conditions, and personal preference dictate. A list of authorized clothing items can be viewed in appendix C. All tops must be embroidered with the school logo; pants and shorts do not. Clothing exceptions for field trips and special events will be approved in advance by the Principal.

Personal appearance should always conform to the following general standards:

1. Modesty, decency, and appropriateness must prevail in all clothing selections. Shorts or skirts must be no more than 4 inches above the knee.
2. Excessively tight, form revealing or baggy clothing is prohibited. Exposure of the midriff or undergarments is prohibited.
3. References to the occult and satanic or worldly philosophies are prohibited on clothing, jewelry, and other accessories.

4. Visible tattoos and excessive jewelry are prohibited. Girls may wear earrings in their earlobes only (maximum of three per ear). Earlobe expanders are not permitted. Boys are not permitted to have any type of body piercing at any school function.

5. All clothing and accessories should be clean and in good repair. (No holes or frays)

6. Makeup is not allowed for children through fourth grade. Girls above fourth grade may wear modest makeup.

7. Hair must be kept neat, out of the eyes, and be of a natural hair color. Extreme and fad hairstyles are not allowed. Boys' hair must remain out of the eyes without the need for accessories such as barrettes and hair clips.

8. Appropriate undergarments must be worn.

9. Closed toe shoes must be worn during physical education.

It is the responsibility of parents to make sure their children are dressed in accordance with the Academy's dress code upon arrival for school so that it is not necessary to request a change of clothing during the school day. When a student is in violation of the dress code, the parents will be called to bring a change of clothes or the student will be loaned appropriate clothing, if available. See appendix for disciplinary consequences of dress code violations.

If there are any questions regarding appropriate versus inappropriate attire, the Principal's decision will be final.

## Common Courtesy

1. **Classroom Courtesy** – Students demonstrate classroom courtesy by:

- Being Punctual: All students must be in class and seated when the bell rings.
- Being Prepared: Students are expected to come to class prepared each day (pencil, paper, textbooks, etc).
- Participating: Students are expected to be participants (involve themselves in discussion, respond when called upon, etc.) in class activities.
- Follow classroom rules: Students are expected to follow classroom rules at all times.

2. **Hallway Courtesy** – Students can demonstrate hallway courtesy by obeying the following guidelines:

- Food: Food is not to be eaten in the hallway.
- Running: Running is not permitted in the hallways.
- Voice level: Students are to be quiet in the hallways so that students and teachers in classrooms are not disturbed.
- Electronic Entertainment Devices: Electronic entertainment devices, such as phones, iPods or hand-held video games are not allowed during school except with permission from a specified teacher.
- Follow teacher rules: Students are expected to follow teacher's hallway rules at all times.

3. **Lunchtime Courtesy** – Students demonstrate lunchtime courtesy by obeying the following guidelines:

- Food must be eaten at lunch tables only. Food is not allowed in any other part of the building.
- Students must clean up their own food area.
- Food, or any objects are not to be thrown in the lunchroom area.
- Follow teacher rules: Students are expected to follow teacher's lunchroom rules at all times.

4. **Chapel Courtesy** – Students demonstrate chapel courtesy by obeying the following guidelines:

- Students should bring only their Bibles to chapel.
- Full attention to the program is required. Students should not interrupt with talking or other communication.
- Proper posture and etiquette are prerequisites for chapel. Students are not allowed to sleep or slouch in their chairs.
- Students should enter and leave chapel in an orderly fashion.

5. **Building Courtesy** – School property is to be treated with care and respect. Students are responsible for deliberate damage and neglect.

## Technology policies

Technology, including, but not limited to, Chromebooks, iPads, laptops, various licenses, Google account access, and Wi-Fi networks are examples of technology LLCA offers to enhance student learning. All technology use is subject to the school's Acceptable Use Policy. Please note, all activity on the school's network, or using accounts licensed through LLCA, regardless of

whether such activity takes place on a personal device, is subject to monitoring, and students will be held accountable for inappropriate use or conduct.

## **Cell Phones**

Electronics serve various needs in a positive way outside of school, but during the school day they can be the source of many disruptions thereby detracting from the learning process. Please note the following:

1. Cell phones are not allowed to be used during the school day, including between classes and at lunch, unless teacher gives special permission for a class-related project.

2. Earbuds, including wireless and wired listening devices, are not allowed to be used at any time during the school day unless the teacher gives special permission for a class-related project.

3. These items will be collected by the teacher if used inappropriately. They may be recovered by the student from the school office at the end of the school day for the first offense. For any offense thereafter, the item/s may only be picked up by a parent.

4. Anytime a student is under the care of school staff or administration, including, but not limited to, during the school day, on a field trip, or at an athletic event, the school reserves the right to collect a student's cell phone, at the school's sole discretion, in order to prevent disruptions or if collecting the phone is deemed in the best interest of the student(s).

## **Social Media**

Students should not post to social media sites (Facebook, Twitter, Instagram, TikTok, Snapchat, email, texts, etc.) during school hours. Because LLCA strives to keep an upstanding reputation in the community, students and parents will be held accountable for the posts and images they release to social media outlets concerning LLCA, its faculty and administration and other students. Students in 5<sup>th</sup> – 12<sup>th</sup> grades will be required to sign a social media agreement each school year.

## **Discipline**

Discipline in our school follows three general steps. At the first level, the teacher works with the child to achieve necessary changes in behavior. When insufficient progress is being made, the teacher enters the second stage, and will then involve the parent in working together to see the necessary change. At the third level, the Principal becomes involved. Serious infractions, such as those listed in the major offenses, go directly to the Principal.

## **Disciplinary Methods**

**1. Detention** will be assigned to students who violate everyday rules. Teachers will notify the office of students who have committed infractions. The principal will meet with the student to discuss the offense. Student can be assigned either lunch detentions or after school

detentions. Lunch detentions will be served in the Principal's Office or Library during lunch. After school detentions will be served from 3:15-4:15 with a teacher or staff member. After school detentions will consist of "chores" for the students to complete. Parents will be notified if a student earns a detention.

**2. Saturday School** will be given for offenses worth more than one detention but not major enough for a suspension. Saturday School will be held at the MS/HS Campus on Saturday morning from 7:00-10:00 a.m. Students will be given "chores" to do around the facilities. Students will be charged \$25 to pay for the supervising teacher.

### **3. Suspensions**

Suspension is a serious step in school discipline. Suspensions may be given for violations such as cheating, stealing, playing with matches, fire, or firecrackers, defacing or damaging school property, tampering with cameras, fighting, showing disrespect, use of profane or obscene language or gestures, extreme misbehavior during school, immorality, habitual problems with school related policies, use or possession of tobacco, alcohol, vapes, or drugs on or off school property, making threats against the school or an individual, or possession of any weapon/firearm. In addition to the attendance penalty of missing school, the following academic penalties will occur for students who are suspended:

- A suspension will result in a one point reduction, per day suspended, in the quarter grade for each class rather than zero credit for test, quizzes, classwork, and homework assignments assigned on the day(s) of the suspension. All work may be made-up.

### **4. Expulsion**

Expulsion is the most serious disciplinary step a school can impose on a student and has serious implications on a student and his/her family. Some examples of activities that would cause expulsion are probation, multiple suspensions, major and habitual discipline problems, defacing or damaging school property, use of or possession of tobacco, drugs, vapes, or alcohol, making threats against the school or an individual, possession of any weapon/firearm, or immorality. Threats against the school or an individual will result in prosecution. Parents may request a formal Board of Directors hearing only to review the recommendation of expulsion and only after meeting with the Head of School.

### **Major Offenses**

These offenses include but are not limited to stealing, cheating, inappropriate language, bullying, vandalism, immoral behavior, substance use, and fighting. The school stands united in its opposition to these behaviors.

**Stealing** - A simple definition of stealing is "the possession of anything that does not belong to you, or that you do not have the owner's permissions to use." As a Christian

Institution, LLCA clearly states its opposition to stealing. Any form of stealing may result in the immediate suspension of the student.

**Cheating** - Cheating includes plagiarism (written or electronic), copying another's work, or obtaining inappropriate help to complete an assignment, quiz or test. Consequences for cheating will include loss of credit on the assignment or test and/or Saturday school/detention, depending on the circumstances and grade level of the incident. 7<sup>th</sup>-12<sup>th</sup> must retake with a max score of 50. Below 7<sup>th</sup> max score will be 65. Students who aid another student in cheating will be penalized as well.

**Inappropriate Language** – Jesus said, *“Out of the overflow of the heart the mouth speaks.”* (Matt. 15:18) and *“That which comes out of the mouth, this defiles a man.”* (Matt. 15:11)

Consequently, vulgar language, swearing, and verbal harassment are inconsistent with our school mission and will not be tolerated.

**Bullying** – Bullying, including any type of cyber-bullying, is a serious issue whether physical or mental. The results of bullying are significant to both the persons bullying and being bullied. Instances of bullying will result in investigation and involvement by the Principal, and will likely result in suspension. Bullying and conflict are not the same. Students will be encouraged to understand the difference and handle conflict in a mature, Christ-like manner. Both situations will be judged by Jesus' words on how we

are commanded to treat others, but not addressed the same way.

**Vandalism** - The willful destruction of school property by graffiti, breakage, etc. is an offense against the school and Lindsay Lane Baptist Church. Students involved in any defacement of property may be subject to suspension or expulsion from LLCA.

**Immoral Behavior-** LLCA is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. The mission of LLCA is to assist parents and guardians to train Christian young men and women, using resources provided by God, to develop them into disciples of Jesus Christ who worship, grow, and serve Him their entire lives. LLCA believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. LLCA expects and requires that both students and parents will support the academy in its distinct mission and in its Biblical beliefs. In relying on the teachings of Scripture, LLCA believes that the Bible prohibits sexual immorality of any type, including but not limited to

pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and life style that the academy teaches, the academy reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in,

condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the academy as stated throughout this handbook.

[1 Thessalonians 4:3 is one of many scriptures that warn us of immorality]  
**Substance Use/ Possession-** on or off campus, possession of vapes, tobacco, or drugs.

**Fighting** - Fighting is a serious issue that will be dealt with immediately by the Principal with consequences that will likely include suspension.

## **General Policies**

### **Child Abuse and Neglect**

LLCA is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. LLCA recognizes local, state, and national efforts to address problems associated with child abuse and neglect and will work cooperatively with all agencies with responsibility for addressing such concerns.

LLCA employees, like employees of any school, are in a unique position to identify potential cases of abuse and neglect of children, because of their sustained contact with school age children. Responsible action by employees can be achieved through recognition and understanding of potential incidents of abuse, knowing and following established reporting procedures, and participating in

available child abuse and neglect information/training programs. All LLCA employees who have reasonable cause or suspicion to believe that a child is suffering physical or emotional injury resulting from abuse or neglect will report such a belief to their supervisor. The LLCA staff is trained in how matters of this nature must be handled in accordance with federal and state laws.

### **Birthdays**

Birthday parties will not be held at school. However, students who wish to celebrate their birthday may bring a snack (cupcakes or individually wrapped cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. The same guidelines apply to any other party as well (sleepovers, etc.). Our goal is that no child would feel excluded by his/her peers from any such gathering. Please contact your child's teacher in advance for his/her recommendation.

### **Complaint/Conflict Resolution**

The Bible teaches that the best way to handle a problem with another person is by going directly to the party or parties concerned. The process is spelled out in detail in Matthew 18:15-17.

As we seek to resolve problems, let us always remember that it is God's reputation, not our own, that we are

seeking to promote. We do that best when we seek to do things His way. Guidelines to follow as we seek to resolve problems with others are as follows:

- Seek to gain knowledge of all sides of a problem before passing judgment on a matter.
- Refrain from airing grievances publicly, including through social media.
- Go to your child's teacher and seek to resolve the problem at this level before going further. Go with the assumption that the teacher has your child's best interest at heart.
- If the problem cannot be resolved with your child's teacher, it is recommended that you present your concerns in writing to the administration. Discussions at this level will most likely require the teacher's continued input.

## **Refund Policy**

Enrollment fees, curriculum fees, activity fees, etc. are non-refundable. A request for a refund of pre-paid tuition (in excess of monthly payments) can be submitted to LLCA administration and will be evaluated on a case-by-case basis.

## **Parent-Teacher Fellowship**

The Parent-Teacher Fellowship exists to help promote the mission and purposes of LLCA. Parents are encouraged to be active in carrying out the various programs of the PTF. Ministry opportunities may include coordination of school or class events, community service, fund raising, teacher appreciation activities, community awareness, and prayer support.

## **Safety Plan**

School safety and emergency planning are of the highest priority at LLCA. Our commitment to students, parents, faculty, and guests is to provide a safe and secure environment to worship, grow, and serve while on, entering, and exiting the school campus and parking areas. To this end, we have prepared a safety plan which will serve as the basis for our actions focused on safety. The safety plan includes four aspects: prevention, preparedness, recovery, and response.

Prevention means keeping everyone safe, every day. It means understanding where our children, staff, and guests are at all times, providing a safe, supervised transit from one place to another and supervision on campus whether in class, physical education, the library, or free play. We want to always be in a safe and secure environment. To this end, our facilities have been constructed with the highest standards. Appropriate supervision, safe entrance, exit, and travel routes are provided.

Preparedness means being aware of and connected to what is going on in our surrounding community including inclement weather, intruders, chemical spills and other hazards which may occur. Pre-established means of communication and monitoring changing conditions will be in place. Preparedness also means practice. All our staff will be trained on the safety plan and its contingencies and periodic drills will be conducted.

Response is what we actually do during the event. It's when the drills become real. Our response will be considered, appropriate to the situation and involve community support agencies when needed without abuse of that support. Our response includes how we communicate with each other during an emergency, and how we communicate with outside agencies, students, and families. Our first priority during any response is the safety and health of our students.

Recovery is also part of being prepared. We don't expect events to occur, but if they do, we want to be prepared both during the event and after. Roles and responsibilities will be assigned in advance. Plans will be in place for documentation of incidents which occur and a provision will be in place for discussion with the students, staff, and parents involved in any incident. We will review and learn from any which occurs.

Parents may review the Safety Plan at the school office or request a copy from the Principal.

## **Health/Medical Information**

### **First Aid**

First Aid is available on each campus. Training of services offered includes CPR, first aid, dispensing of prescription medication, and contacting emergency services, as mandated by the State of Alabama. In the event a student becomes ill, a parent will be notified to pick up their student. The aide will monitor the student until the parent arrives. Our goal is to provide a safe environment for students until such time as a parent or other designated adult is notified and picks him/her up. Please make sure your contact information is current. This will enable us to contact you more efficiently should the need arise. See MEDICATIONS for information concerning the administering of prescription and over-the-counter medications.

### **Communicable Childhood Diseases**

Upon having the following illnesses, a child must have written consent from either a physician or the Limestone County Health Department to return to school, or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough
6. Pinworms
7. Scabies
8. Ringworm

- 9. Impetigo
- 10. Pink Eye
- 11. Lice
- 12. Fifth disease
- 13. Shingles

### **Immunization Policy**

Alabama State law decrees that each student must present to the school a current Alabama (original) immunization certificate (Blue Card). Non-compliance with this regulation will result in referring the student to the proper authorities. Immunizations may be obtained from the Limestone County Health Department or your doctor's office. The immunization program must be completed and dates on file in the office no later than the fifteenth (15<sup>th</sup>) day of school or the child will be excluded from school until the program is completed.

In keeping with the Alabama State immunization law, non-compliance will result in the following procedure:

1. The school will send a letter to parents of those students with missing and/or expired certificates. This letter will be sent within the first 2-3 weeks of the school year.
2. The school will follow up 1 week later with a phone call to the parent if no action has been taken.
3. If action still has not been taken, a meeting will be scheduled with the Principal and parent if necessary.

### **Infectious Diseases**

A complete and detailed policy related to Infectious Diseases is available from the office.

Any student who tests positive for Covid-19 or whose family member

tests positive for Covid-19 must remain away from campus for a period of 10 days in accordance with guidance from the Alabama Department of Public Health.

### **Medications**

Students requiring prescription medications will be administered those medications as directed. Medications must be in the original bottle with the prescription label attached. The parent must complete a Medication Authorization form. Medication Authorization forms are available in the office. The school is not permitted to give students over-the-counter medications without written permission from the parent or guardian. No student is permitted to have any medication in his or her possession while at school, with the exception of Epipens. Students may carry Epipens to school and on school trips with parent authorization given to the office. Parents are encouraged to provide multiple Epipens, but a child is allowed to carry an Epipen themselves. Epipens can be kept in the office or in the child's backpack. Forms need to be filled out and kept in the office.

### **Emergency Care for Students**

1. Trained personnel will be in attendance during regular school hours and for extracurricular school activities. Trained personnel may include instructors/staff that are certified in CPR/First Aid. First Aid supplies are on campus in the office. Trained personnel will initiate First

Aid treatment as necessary. In the case of significant injuries, the student will be treated in place until EMS personnel arrive. For less significant injuries, students will be brought to the school office where they will be treated. Responses will incorporate information provided by the parents on the student's Emergency Information Form.

2. Trained personnel will stay with the injured person until a parent or EMS help arrives or until the student can return to class. The responsible LLCA representative will contact a parent and will have emergency information on hand. The responsible LLCA representative will also document the incident on the LLCA Accident Report form and notify the Principal of the incident and status of the student.

### **Student Health**

Students should stay home if experiencing a fever of 100 or more to avoid spreading illness. A 24-hour period being fever free without medication is required before returning to school.

### **Student Pickup Early Dismissal from School**

Students may only be picked up at the end of a school day or for early dismissal by a parent or guardian. Parents may designate someone to pick up their child from school. If person is not listed on pick up list, parent must submit a written notice to the school office. (Emergencies are

taken into consideration by Principals) Any person picking up the student should be prepared to present a photo identification to the teacher or Principal prior to release of the student. Parents may send an email to the school office giving written permission for high school students to ride by themselves or with someone else in both emergency and regular situations. Phone calls may not be substituted.

### **Inclement Weather Announcements**

LLCA will post decisions to close/delay school due to inclement weather and/or poor traveling conditions on the school website and on the school's social media outlets. Parents will be notified through Remind text messages. Parents must sign up to receive emergency notifications through Remind. Instructions for signing up are provided at Open House and in *The Roar*. Also, in these cases, LLCA will inform local television stations as early as possible. Parents are advised to listen to the broadcast early in the morning and/or check the school website. LLCA will be listed with other school closings on the major networks and radio stations.

# What Does a Champion for Christ Look Like?

<b>* KNOWLEDGE OF</b>	<b>* SKILL TO</b>	<b>* ABILITY TO</b>	<b>* CHARACTER FOR</b>
The Nature of God – the one true, living creator and sustainer of life and the universe	Research and identify truth from deception in science, philosophy, art, etc.	Utilize this truth when confronted with pseudo-scientific data, logical arguments, etc.	Remaining faithful to God and confident in Him when opposed by secular thought.
The Nature of Mankind – created in innocence, fallen in sin, and passed from generation to generation - needing regeneration by God's Spirit.	Identify this truth in scripture and recognize this truth in social life behaviors.	Discern appropriate application of this truth to life relationships and situations as they arise.	Allowing the Spirit of God to continue the work of transformation of the heart throughout life's journey
The Value of Knowledge – not just as a body of facts, but includes values, wisdom, and understanding - all contained in God's attributes.	Utilize their human senses to gather, analyze, and comprehend true knowledge,	Apply and evaluate true knowledge as they incorporate it into life	Maintaining the balance of knowledge accumulation with common sense and reality
Right and Wrong – determined by God's absolute standards for morality	Investigate Scripture and other sources of information for the moral aspects it may contain	Differentiate false philosophies of relativism from universal and absolute truth	Submitting to the protective boundaries set by God in His universal standards of morality.
The Future – that past and present actions reap consequences in future results – all under the master plan of God's will and grace.	Recognize cause and effect principles in history, science, etc. as they relate to the behavior of mankind	Draw parallels of truth with mankind's responses to it and position themselves under God's protective care for their future	Demonstrating a life style of responsibility and resourcefulness with a reverence of God's sovereignty.
A God-centered (biblical) worldview	Articulate this truth in his/her own words	Apply this truth to life's various issues and situations.	Standing firm against the trends and relativistic pressures of society.
Jesus Christ – Who desires to be their personal Lord and Savior	Differentiate this truth from other false philosophies	Apply this truth in his/her own life with assurance.	A daily personal relationship with Christ.

<b>Level 1 Offenses</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>Etc.</b>
Disrupting Class/Talking	1	1	2	2	3	Etc.
Unexcused Tardiness to Class	1	1	2	2	3	Etc.
Throwing Food, Pencils, Paper, Littering, Leaving a Mess, etc.	1	1	2	2	3	Etc.
Going to Vehicle w/o Permission	1	1	2	2	3	Etc.
Sleeping in Class or Chapel	1	1	2	2	3	Etc.
Unprepared for Class	1	1	2	2	3	Etc.
<b>Level 2 Offenses</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>Etc.</b>
Not Signing In/Out of School	3	3	5	5	7	Etc.
Food/Drinks in the Classroom w/o Permission	3	3	5	5	7	Etc.
Leaving Class w/o Permission or Not Returning on Time	3	3	5	5	7	Etc.
Minor Public Displays of Affection (holding hands, etc.)	3	3	5	5	7	Etc.
Abusing or Mishandling School Property	3	3	5	5	7	Etc.
Rough-Housing with Other Students	3	3	5	5	7	Etc.
<b>Level 3 Offenses</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>Etc.</b>
Displays of Disrespect	5	5	10	10	15	Etc.
Taking the Lord's Name in Vain	5	5	10	10	15	Etc.
Direct Disobedience	5	5	10	10	15	Etc.
Misbehavior/Disruption in Chapel or Assembly	5	5	10	10	15	Etc.
Misbehavior with a Substitute	5	5	10	10	15	Etc.
Being in an Unauthorized Area of the School	5	5	10	10	15	Etc.
Pushing, Shoving, Hitting, Tripping, or Kicking Another Student	5	5	10	10	15	Etc.
Unauthorized Use of Phones, Tablets, or computers	5	5	10	10	15	Etc.
Misbehaving on a Class Trip	5	5	10	10	15	Etc.
Lying/Deception	5	5	10	10	15	Etc.
Dress/Hair Code Violations	5	5	10	10	15	Etc.
Using Another Person's Property w/o Permission	5	5	10	10	15	Etc.
Listening to Inappropriate Music at School or on a School Device	5	5	10	10	15	Etc.

<b>Level 4 Offenses</b>	
Cheating/Plagiarism	Each of these offenses has the potential for suspension and 25 demerits. The Administration will make this decision.
Skipping School or Whole Class	
Loss of Control/Temper with Authority	
Vulgarity/Profanity (spoken or written – including social media)	
Hitting/Pushing/Fighting or Instigating a Fight (physical or verbal)	
Major Public Displays of Affection (kissing, fondling, etc.)	
Tampering with Cameras or Security Devices	
Bullying (verbal or physical)	
<b>Level 5 Offenses</b>	
Placing Others’ Lives at Risk	Each of these offenses has the potential for expulsion. The Administration will make this decision. LLCA will also fulfill its legal responsibilities and report certain offenses to Law Enforcement.
Sexual Activity (including declaration of homosexuality, pornography, sexting, etc.)	
Hitting/Pushing/Fighting or Instigating a Fight (physical or verbal)	
Possession of Tobacco, Electronic Cigarettes, Etc.	
Possession of Weapons, Drugs, or Alcohol	
Vandalism/Theft/Illegal Activity	
Threatening a Teacher or Student with Harm	
Unauthorized Entry to the Building, a Room, or a Teacher’s Desk	
Publicly or Knowingly Disparaging LLCA Either by Word or by Deed.	

- The Administration, in an effort to discipline students, reserves the right to adjust punishments up or down, if it deems that the adjustment will benefit the student and/or the school.
- The Administration also understands that this list is not exhaustive. Offenses may arise that are not specifically listed. The Administration will use its best judgment to assign the proper consequences for those issues.
- Students will earn a 1-hour detention for every 5 demerits they accumulate.
- The Administration will determine the length of the suspensions.
- A suspension will result in a one-point reduction, per day suspended, in the quarter grade for each class. All work may be made-up.
- Students may earn a suspension for accumulating 25 demerits in a semester.
- Students may be expelled for accumulating 50 demerits in a semester.

<b>Approved Uniforms (Girls)</b>		
Pants (plain or pleat)	Khaki or Navy or Light or Dark Blue jeans	May not have holes
Shorts (plain or pleat)	Khaki, Navy, or Gray	
Capri (plain or pleat)	Khaki, Navy, or Gray	
Skirt	Khaki, Navy, Gray, or Plaid	Plaid is found at Land's End only (Land's End "White Plaid")
Skort	Khaki, Navy, or Plaid	" "
Jumper	Khaki, Navy, or Plaid	" "
Polo Dress	Khaki, Navy, or Gray	Requires embroidered school logo
Blouse "Peter Pan"	Columbia, White, & Yellow	Requires embroidered school logo
Polo Shirts*	Navy, Columbia, Gray, Black & White	Requires embroidered school logo

\*Cotton or Dri-Fit

<b>Approved Uniforms (Boys)</b>		
Pants (cargo, plain, pleat)	Khaki, Navy, Gray or (Light or Dark Blue jeans)	May not have holes
Shorts (cargo, plain, pleat)	Khaki, Navy, or Gray	
Polo Shirts*	Navy, Columbia, Gray, Black or White	Requires embroidered school logo

\*Cotton or Dri-Fit

<b>Approved Uniforms (Girls &amp; Boys)</b>		
Oxford Button Down Shirts	White or Columbia	Requires embroidered school logo
Sweater	Black, Navy, Gray, Columbia & White	Requires embroidered school logo
Sweatshirt	Black, Navy, Gray, Columbia & White	Requires embroidered school logo
Hooded Sweatshirt	Black, Navy, Gray, Columbia & White	Requires embroidered school logo
Jacket	Black, Navy, Gray, Columbia & White	Requires embroidered school logo
Zip-Up Hooded Sweatshirt	Black, Navy, Gray, Columbia & White	Requires embroidered school logo

**\*Polo shirts, jackets, sweaters and sweatshirts must be without a brand logo to meet uniform approval.**

**\*LLCA T-shirts may be worn on Fridays.**

**\*All pieces that require a logo must be embroidered with the new LLCA logo on the left chest.** This embroidery can be done Abernathy's located on Jefferson Street in Athens, and Last Word Vinyl on Capshaw Rd. The logo size must be 1 inch tall including 3/4 inch letters and 1.93 inches long using the Bookman font if you wish to have it embroidered somewhere else. **It must be the exact same logo to be approved. (See next page)**



**\*Outerwear embroidered with other Lindsay Lane logos including sport teams is approved.**

**\*PE Uniforms (MS/HS) include both PE shirts and other LLCA spirit wear shirts and Navy athletic shorts no shorter than 4" above the knee.**