

2020-2021



LEGACY CHRISTIAN ACADEMY  
**HANDBOOK**



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# ABOUT LCA

## HISTORY

Legacy Christian Academy (LCA) was founded in 1982 as Christian Centre Academy. The school began operation in what was formerly Richmond Heights School and accommodated Kindergarten through Grade 12. LCA, now in Saskatoon's north end, has a rich history of academic achievement and competitive extracurricular programs. Many of LCA's alumni have excelled in post-secondary studies and are enjoying successful professional careers. Having been established almost four decades ago, the school now has the distinction of enrolling second-generation students.

## MISSION

Legacy Christian Academy is committed to helping all students reach their full potential through extracurricular activities, through Christian service, and through academic programs based on a Biblical worldview.



## PHILOSOPHY

Legacy Christian Academy's philosophy is based on a the Biblical mandate expressed in Deuteronomy 11:18-21,

*“Therefore you shall lay up these words of mine in your heart and in your soul, and bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall teach them to your children, speaking of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. And you shall write them on the doorposts of your house and on your gates, that your days and the days of your children may be multiplied....”,*

and in Proverbs 22:6, which instructs parents to *“train up a child in the way he should go, and when he is old, he will not depart from it.”*



To support the family in fulfilling this mandate, and because children spend much of their day at school, Christian education becomes an essential part of their daily life.

Legacy Christian Academy provides an environment that encourages the development of Godly character, the pursuit of academic excellence, and participation in extracurricular activity. The LCA staff members are committed to providing an

environment that promotes Christ-centred living, love for God, and love for one another. They are also dedicated to helping students discover and develop their God-given talents in order to prepare them for a lifetime of serving and honouring God however He directs them.

Legacy Christian Academy depends on its partnership with parents in order to best help students in every aspect of their school life. Regular and respectful communication between teachers and parents is vital to the students' growth and achievement in an endeavour to instill in them the highest principles of moral character, personal integrity, self-discipline, individual responsibility, and ultimately, Christian service.

## BIBLICALLY-BASED EDUCATION AND WORLDVIEW

The Word of God and the promotion of a Christian worldview form the foundation of Legacy Christian Academy. Whether conducting student chapels, implementing Biblically-based curriculum, supervising the application and memorization of Scripture, or praying with and encouraging students, the staff is devoted to developing children and youth to know God intimately and to live according to His will.

## STATEMENT OF FAITH

In affiliation with Mile Two Church, LCA ascribes to the following doctrinal beliefs:

- The Bible is the inspired, infallible, and authoritative Word of God (2 Tim. 3:15-17).
- The existence of God in three persons – the Father, Son and Holy Spirit (John 15:26-27)
- The deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the Father, His personal return in glory, and the justification by faith in the atonement of Jesus Christ being absolutely essential for the salvation of lost and sinful man (2 Tim. 3:16, Acts 4:12)
- The Great Commission of the Lord to go into all the world and preach the Gospel, making disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit, teaching them to observe all of Christ's commands (Matt 28:18-20)

- The primary agency for the work of God's Kingdom is the local Christian church, functioning under the sovereignty of the Lord Jesus; therefore, students from LCA and their parents are expected to regularly attend and belong to a local church where Christ is preached, where the Bible is taught as the infallible Word of God, and where Christianity is practised as a way of life (1 Tim. 3:15, 1 Cor. 12:18).



## ACCREDITATION

Legacy Christian Academy is a **Qualified Independent School**, which receives partial funding from the provincial government. LCA is a member of SAICS (Saskatchewan Association of Independent Church Schools), and it employs certified and accredited teachers who hold a valid Saskatchewan Professional 'A' Teacher's Certificate.

Legacy Christian Academy uses a variety of resources to provide an education from a **Christian philosophical perspective while also satisfying the provincial curriculum outcomes** for each grade level. High school students receive an official provincial transcript from the Ministry of Education for courses completed at the secondary level.

## INDIVIDUALIZED MASTERY-BASED EDUCATION

Because children have unique needs, abilities, interests, and past experiences, much of LCA's curriculum **provides for individualization and enables students to progress at their own rate. LCA's mastery-based materials are self-instructional.** All new students



(including international students) are given an individual prescription based on the results of diagnostic tests that are taken upon entrance into LCA; thus, the challenged learner need not be left behind, and the high achiever need not be held back.

## CURRICULUM

In most subjects students in Grades 1 to 9 work primarily in individual self-instructional workbooks called PACE's\*. These subjects include Math, Social, Science, Word Building, English, and Literature and Creative Writing. Except for providing additional enrichment classes in small groups, the teacher assists students on a one-to-one basis throughout the day. Other subjects, such as Music, Drama, Physical Education, and Art, are taught in a larger group setting.



\* PACE = Packet of Accelerated Christian Education

In most cases twelve PACE's in each core subject comprise one year's work for an average student; however, a student's ability and motivation determine how much work will be accomplished in the year. When a student masters a PACE and passes the PACE test, he or she moves on to the next PACE. **Each student is taught to take**

**initiative and to set daily goals, a process which is intended to promote responsibility, self-discipline, and good study habits.** The curriculum presents life from a Biblical perspective and provides for conceptualization, critical analysis, cognitive reasoning, and mastery learning.

## **ADMISSIONS AND ENROLMENT**

### **ADMISSION PROCESS**

- To begin the admission process in any grade from Kindergarten through Grade 12, interested families schedule a tour and hear a presentation about the school. They also engage in an informal conversation with the principal to gain more information and to have their questions answered.
- Interested applicants then fill out the appropriate application form for admission and enclose the \$20 application fee.
- Applicants are notified by email of their status upon review of the application. Once accepted, they will receive an official letter of acceptance.
- Upon a student's acceptance, parents are asked to submit a registration fee and to commit to monthly tuition payments. If children are transferring from another school, the parents will be asked to fill out a Student Cumulative File Request.
- All parents will be invited to a parent meeting (Eagles meeting) in September. Attendance at this initial Eagles Meeting is required by both parents.
- In addition, all first-time parents will be required to attend a New-Parent Orientation during the week prior to school start in the fall.
- Please address any questions regarding the admission process to the Academy Office either in person or by calling (306) 242-5086.

## FEES AND TUITION

### Registration Fee:

The annual registration fee for all families is \$200.

### Tuition Fee Schedule:

Tuition is paid monthly from September to June **using post-dated cheques or pre-authorized debit (PAD)**. Tuition is adjusted from time to time. Please check with the Academy Office for the current tuition schedule.

### Parent Volunteer Initiative:

The Parent Volunteer Initiative (PVI) is an LCA program in which **all parents, as part of their commitment to LCA, are asked to volunteer a minimum of ten hours** (per family unit) in the school per year. Volunteer work can be offered in many areas, such as athletic tournaments, the learning centre, hot meal days, field trips, school spirit days, cleaning and maintenance, and supervision of various student activities. The goal is to intentionally involve and integrate all parents into the life of the school. Signup sheets will be distributed at the beginning of each new school year. In rare cases, where volunteer service is simply not possible, a buyout plan can be made available. Please contact the school for more information.



## Optional Fees:

### ● Extracurricular Athletics

Students who participate in extracurricular athletic programs or any of the school bands **may be required to pay activity registration fees, and/or event fees.** These expenses will be billed accordingly.



### ● Transportation

School-provided transportation for student pick-up and drop-off is available within the city for \$65/week for each family, which amounts to \$260/month for full months and \$195/month for short months (December, January, June and two of February, March and April). If either pick-up only or drop-off only is required, the fee is half the full, two-way rate. Additional pick-up/drop-offs are \$7.50 per trip.

### ● Graduation

The graduation fee, which is due May 31, is \$500 per graduating student. This fee is designed to cover the expenses of the event (including food and beverages), making it possible for every graduating student to invite 13 guests in addition to their parents. Monthly payments may be made if desired.



## Additional Information:

### ● Physical Education Uniforms

Legacy Christian Academy's **dress code requires the students from Senior Elementary to Grade 12 to wear P.E. uniforms.** The requirements and costs of the uniforms will be made available to the parents of students who are accepted for admission.

### ● Tuition Subsidy Program

For situations in which financial ability may prevent families from enrolling their children, **LCA offers a subsidy program.** In order to qualify, parents must submit



an online application through Apple Financial Services. The online application will be reviewed, and an interview will follow. In some cases, parents will be required to participate in a work equity program to offset tuition costs.

### ● **Late Payments**

Families whose tuition amounts are not paid by the end of the current month will be required to meet with the administration and submit a payment plan. All financial obligations must be fulfilled prior to re-enrolment for the following school year.

### ● **Withdrawals**

Families who withdraw from Legacy Christian Academy during the school year will be required to pay all fees for the current month (based on a ten-month payment plan).

### ● **Re-enrolment**

Each spring re-enrolment notifications are sent home to parents of currently enrolled students. **Parents have until June 15 to submit their student's re-enrolment form**, which is subject to review by the administration each year. A student is considered officially re-enrolled once the parent has completed the re-enrolment process (which includes the registration fee).

## **IN THE LEARNING CENTRE**

Students are encouraged to strive for their highest level of achievement. At LCA the process of evaluation is continuous. It assists the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

Some of the standards used to determine the level of achievement include attendance, classroom participation, graded tests and quizzes, completion of assigned projects and daily work, and the ability to listen and follow directions. **Grades are a consequence of learning rather than the purpose of learning.**

Evaluation information should be effectively communicated so that parents understand the achievement level of their child. Parent-teacher interviews will be scheduled for this purpose.

## GODLY CHARACTER

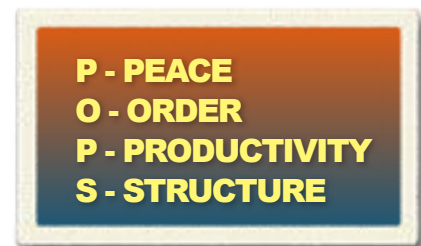
To develop Godly character, it is necessary to follow the Scriptural admonition to correct a child when his or her behaviour is in violation of reasonable rules and procedures and/or Christian morality. Staff members strive to maintain appropriate standards of good behaviour through a manner that is firm, consistent, fair, and tempered with love and a genuine regard for each student. However, **when disciplinary action becomes necessary, correction is done with firmness and impartiality.** It is vital that senior level students, in particular (because of their testimony before younger students), adhere to and reflect the school's philosophy and code of conduct.



A safe and caring family-centred environment is the goal at LCA. **Students are encouraged to freely associate with everyone and to have a friendly and inclusive attitude.** Exclusive relationships (especially boy / girl) are discouraged.

## LEARNING CENTRE PROTOCOL

The learning centre (classroom) environment is designed around the four cornerstones of **peace, order, productivity and structure** (POPS). A quiet working environment is the goal while students are engaged in individualized curriculum activities.



A specially-designed cube is issued to each student in the learning centre. The student places the cube on top of his or her desk/office to request the teacher's guidance with academic issues. It is also used to request assistance with non-academic activities, such as scoring, checking out reference books, using the bathroom, or sharpening pencils.

Calculators are permitted at the teacher's discretion, generally following Math PACE 1072 and upon achieving GOLD status in the Race For Gold times tables mastery program.



## PACE's

A PACE, which is a bite-sized worktext that is equivalent to a unit in a textbook, includes **learning outcomes, new vocabulary, a Bible verse, a corresponding character trait, and the academic content of the subject.** The Bible verse and character trait are woven into the academic text as well as being presented in cartoon form throughout the PACE. As mentioned earlier, most grade levels consist of twelve PACE's in each subject.

## TESTING PROCEDURES AND TEST SCORES

When a student has completed, scored, corrected, studied, and turned in a PACE, the PACE test is written the next morning.

Test scores must generally **be 80% or higher** before the next PACE can be issued. While students are encouraged to aim for 80% and above, some non-ACE courses are graded according to other standards, and 70% to 75% is considered a passing mark. Failed PACE's may result in a re-do or a re-test at the teacher's discretion.



## HOMEWORK

Students who do not meet their goals for the day will typically be required to complete the work at home. Homework will be designated with an ink stamp, known as the "homework stamp", which is placed by a staff member at the end of the assigned pages.



The stamp requires a parent's signature, which indicates to the teacher that the parent was aware that homework was assigned. **The parent's signature is required even if, for some reason, the student's homework has not been completed.** While the responsibility for completing homework assignments rests with the student, parents are expected to supervise the process, to provide appropriate encouragement, and to ensure that the child has adequate time and a quiet place to do the work. They are NOT to do the work for the student.



## REPORT CARDS

**Report Cards are issued at the end of every quarter**, as indicated on the school calendar, and reflect the student's performance during that time period. Included with the academic progress reports are individual student character evaluations based upon expectations that are reasonable for the age and maturity of the students in each learning centre. **Parent-teacher interviews are conducted at the end of first quarter and by the request of either the parent or the teacher at the end of any other quarter.** **Parents of first-time students, however, will be asked to attend an additional interview to be scheduled by the teacher for the third week of first quarter.**



## COMMUNICATION WITH SCHOOL STAFF

Please communicate with learning centre staff by contacting them **through email, rather than text message, or by telephone through the Academy Office.** Learning centre staff will reply to communication after school or, if possible, during school hours at times when the students are not requiring staff input.

# GRADUATION REQUIREMENTS

In order to graduate with a Grade 12 standing, **students must complete a specific list of required courses, with additional electives, the total of which equals a minimum of twenty-four credits.** Many students choose to complete more than this number, particularly if they require pre-requisites for various post-secondary courses.



# QUARTERLY AWARDS

At the conclusion of each quarter and at the end of the school year, various awards are presented to the students. Awards may include, but are not limited to, the following areas:

- Art
- Bible Club
- Bullseye/Well Done!
- Distinction and Great Distinction
- Drama
- English
- Honour Roll
- Math
- Music
- NFX (neatness)
- Physical Education
- Race For Gold

## BIBLE CLUB AWARD

The Bible Club Award is given quarterly to those students who have **memorized every month's Scripture passage by the Bible Club deadline** (the first week of the month). Some quarters include two months of Scripture memory; others include three. Either way, completing all of the passages by the Bible Club deadline is required to receive the award. This award also includes an invitation to Bible Club Lunch, which is typically held during the school day at one of several restaurants in the city.

If a particular month's Scripture passage has not been recited by the Bible Club deadline, **it must still be said by the end of the month.**



## BULLSEYE/WELL DONE! AWARD

The Bullseye and Well Done! Awards are given at the end of each quarter to those students who have **stayed on track** and achieved, on time, each of the targeted test goals they projected on their Quarter Planners at the beginning of the quarter. Scripture must be said by the end of the month to qualify for this award.

## DISTINCTION AND GREAT DISTINCTION

Distinction and Great Distinction are awards of recognition based on a **student's academic average**. The award is given to students whose averages fall within the appropriate range according to PACE level, provided that the requirement for work completed has been fulfilled; however, the requirement for work completed allows a student to be one PACE (or equivalent workbook) short of the allotted workload for that quarter. Attendance is not a criterion. Scripture must be said by the end of the month to qualify for this award.

## HONOUR ROLL

Achieving Honour Roll is a challenging feat requiring consistency and excellence for the entire quarter. Students achieve Honour Roll if they have fulfilled the following requirements:

- Qualified for Bible Club
- Completed the required work for the quarter with Bullseye/Well Done! status
- Achieved the required academic average for the quarter as defined by the teacher in each classroom
- Were absent no more than 4 days and tardy no more than 4 times in a quarter

*Please note:* Behavioural and character issues also impact Honour Roll status and may disqualify a student even if the other criteria for the award have been met.

## RACE FOR GOLD

A Race For Gold certificate is awarded to students at the end of the quarter in which they **first achieve one of the performance levels** of times tables mastery (*Bronze through Double Gold Elite*). In successive quarters, students receive additional certificates if they improve their competency by reaching a new level.





# ATHLETIC POLICIES

Healthy physical activity is an important component of a well-rounded educational program. In addition to the regular Physical Education classes that students in Kindergarten through Grade 10 are required to participate in on a weekly basis, various optional, extra-curricular athletic opportunities exist that are more competitive in nature. Through these activities, the **main objective is to develop character in an intense and challenging environment**. Team play, skill development, enjoyment of physical activity, and good attitudes toward competition are principles that are stressed.

Depending on interest and resources, extra-curricular athletic activities may include, but are not limited to the following:

- Boys Minis Basketball (Elementary School)
- Bantam Volleyball and Basketball (Elementary School)
- Girls Bantam Relays (Elementary School)
- High School Badminton
- High School Basketball
- High School Cross-Country
- High School Track and Field
- High School Volleyball



**A pre-season parent meeting will be scheduled for those participating in high school basketball and volleyball** so that information can be shared about what is expected of each student who plans to participate. Deadlines for the submission of registration/commitment forms and activity fees will be set prior to the first practice in each sport.

# DISCIPLINE POLICIES

While educating students within the context of a Christ-centred worldview to develop Godly character is the primary function of LCA, the staff recognizes that the conduct of students in their classrooms affects the learning environment, and ultimately, behaviour outside the classroom. With that in mind, all teachers explain the rules and accompanying rewards and consequences that govern all aspects of classroom behaviour.



At times, rewards and consequences are subtle, but sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as disrespect, tardiness, attitude, quality of work, inappropriate behaviour, general citizenship, and daily Christian living. **The maintenance of an orderly and harmonious classroom is essential to learning.**

Teachers form expectations appropriate to each student. If those expectations are not met, **teachers enforce classroom policies and school rules firmly, fairly, and systematically.** In keeping with the mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.



Discipline and learning go hand-in-hand to build character and to allow the students to develop their God-given potential. Therefore, staff members use disciplinary measures such as instruction, exhortation, correction, detention, and loss of privileges in an effort to achieve the ultimate goal of self-discipline. **Character training takes place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content.** Any issues that arise will be addressed in a way that displays unconditional love and respect for the student.

## DATING

Though the issue of dating is ultimately the responsibility of the home, **LCA does not advocate dating during a student's school years.** LCA encourages students to strive for healthy and uplifting relationships with all of their peers so they can avoid the distractions and emotional difficulties that accompany teenage dating.

## PUBLIC DISPLAYS OF AFFECTION

Public displays of affection (holding hands, hugging, kissing, etc.) are not permitted at school or school-related events.

## BULLYING

**Bullying of any student at LCA is unacceptable. Bullying can present itself in many forms including physical, verbal** (name calling, disparaging remarks, hurtful teasing), **and social** (shunning, cyber-bullying). Students involved in such activity will be held accountable, and follow-up procedures may include a meeting with the principal and parent along with further discipline.

## CHEATING

Cheating and plagiarizing are considered serious offences and will not be tolerated. Infractions involving cheating or plagiarizing on any school assignment, homework, test or class project will be dealt with in a serious manner. Parents will be contacted, and additional consequences may be added at the discretion of the administration.

## FORMS OF DISCIPLINE

The objective of any discipline is to see students become self-disciplined in their behaviour. **The goal is that Christ be formed in the lives of the students.** The various forms of discipline used by LCA are

- Reminders: Reminders are issued to the students to deal with the methods and procedures used in the learning centre. They are issued for infractions that are relatively minor in nature. (Lists are provided for each learning centre.)



- Counsel with Students: Teachers will counsel and discuss discipline problems with students when required. Teachers will involve the administration in counselling when necessary.
- Loss of Privileges at the discretion of the teacher
- Cautions: Cautions are issued for violations that are more serious in nature and deal with character issues. (Lists are provided for each learning centre.)
- Parent Meetings: Teachers will initiate contact with parents if a discipline problem exists. A disruptive student will not be permitted to impede the education of others.
- Suspension: A suspension may be used as a disciplinary action for problems deemed by the administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Suspended students will not be permitted to participate in or to attend any school-related function or extracurricular activity until reinstated by the LCA administration.
- Dismissal: Students may be dismissed from school when they continually fail to respond to correction. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action that shows disrespect, dishonesty, rebellion, or other negative attitudes will be dealt with by the administration as it sees fit. The academy principal reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

## DISMISSAL

The following actions, at school or outside of school, may result in suspension and possibly dismissal:

- Causing consistent discipline problems and showing little or no repentance
- Showing disrespect for staff and school policies
- Using or possessing tobacco, drugs, alcohol, pornography, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), etc.

- Threatening violence toward students, staff, or any other person. This includes speaking, writing, gesturing, texting, posting on social media, etc.
- Using poems, artwork, or other creative material to cover threats or thoughts of violence
- Fighting, foul language, or obscene gestures
- Alluding to or committing immoral acts, theft, or destruction of property

## DRESS CODE

The LCA dress code was developed to provide a positive atmosphere for student learning. **The primary objectives are neatness and modesty.** The LCA dress code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for work in a school environment.



The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If questions arise about the dress code, they should be addressed by calling the Academy Office for clarification. Students who do not comply will be corrected according to the seriousness of the infraction.

## GENERAL

- All clothing must be comfortable and appropriate for school as well as being modest in terms of fit and style.
- Transparent/sheer clothing is not permitted.
- Clothing should not display inappropriate wording, symbols or pictures.
- Shorts and skirts must be as long as the student's arm and hand, fully extended and resting at their side.
- Young girls wearing skirts or dresses must also wear modest shorts to enable them to play uninhibited on the playground.
- Clothing that is ripped, frayed, torn, or excessively worn, is not permitted.
- Underwear, including bra straps, must not be visible.
- All tops must cover the midriff completely, even when arms are extended.
- Necklines must be high and fitted enough to prevent seeing down a student's top throughout the course of a day's activities.
- Sleeveless shirts, tank tops, strapless tops, or tops with spaghetti straps are not allowed.
- A non form-fitting top, mid-thigh length or longer, must be worn with leggings.
- Hats, caps, or other types of head gear (including bandanas) are not to be worn in the building.
- Either sandals or shoes and socks must be worn in the learning centre. (These shoes aren't permitted on the hardwood gym floor.)



## HAIR

- Hair should be cut so that it does not hang in the eyes. It should be clean, appropriately styled, and should not call undue attention to the student. This includes the cut and colour of hair. Boys' hair should be short—cut above the ears and off the collar.
- Extreme or distracting hairstyles, and unnatural colourings such as blue or green are not permitted, except for special events such as school spirit activities at the discretion of school administration.
- Boys must be clean-shaven.

## JEWELLERY

- Jewellery should not call undue attention to the student.
- Tattoos or other markings on the body are not generally permitted unless by special permission, such as for a school spirit day.
- Body piercings are not permitted, with the exception of girls wearing modest earrings.

## PHYSICAL EDUCATION (P.E.) CLOTHING

- Students (Senior Elementary through Grade 12) participating in P.E. will be required to wear shorts and t-shirts with the school logo (available for purchase through the Academy Office).
- A separate pair of athletic/running shoes with non-marking soles are required for P.E. classes.





# ATTENDANCE POLICIES

To help guard children's safety in the case of an absence, **parents are asked to notify the school prior to 8:50 a.m. by written note, e-mail, or telephone on the morning of the child's absence.** In the case of parents not communicating an absence, the school will attempt to reach the family at home or at work until contact is made. **Parents must communicate every time a student is absent for a full day or any portion of a day, and they must also include the reason for the absence.**

If, at any time during the school year, a student's continued absence begins to negatively affect academic performance, or if cases of habitual tardiness develop, a parent conference will be arranged to discuss the matter and to determine a workable solution. Whenever possible, any **appointments, such as medical and dental, should be scheduled outside of school hours** to protect the integrity and effectiveness of the educational program.

# MEDICAL POLICIES

Children diagnosed with communicable diseases **should be kept at home for a suitable period of time—usually 24 hours after symptoms have subsided.**

Communicable diseases or conditions include mumps, measles, pink eye, chicken pox, sneezing, runny noses, vomiting, and colds or fevers involving heavy coughing. If a condition is recognized at school, parents will be contacted to pick up the student.



Staff members are not permitted to administer antibiotics, medicines, tranquilizers, pain relievers, or other medication to students for headaches, fever, or for any other reason without parental authorization. If a child requires medication during the school day, parents must inform the appropriate learning centre staff directly. As a rule, prescriptions are to be placed in the possession of the learning centre staff for distribution.

When a student has a physical challenge which limits activity or prohibits a particular activity, such as participation in Physical Education classes, parents are to contact the learning centre staff.

## GENERAL INFORMATION

### WEATHER/SCHOOL CLOSINGS

On extreme weather days (such as a zero-visibility blizzard or -40 temperatures), a decision by the administration will be made regarding school closing, **and an e-mail notification will be sent to parents. In addition, a message will be posted on the main page of the LCA website.** If weather becomes extreme during the school day, parents may pick up their children early. In circumstances where it would be advisable for all students to be dismissed early, families will be contacted by phone to make arrangements.

On bad weather days when the school remains open, it is understandable that your child may be late or absent. **Please contact the school with your intentions so everyone can be accounted for.**



## ARRIVAL AND DEPARTURE

**All students are discouraged from arriving prior to 8:20 a.m. because no supervision is provided until then. Likewise, no supervision is provided after 3:45 p.m.** Students remaining after that time will be moved to the after-school child care program (as space allows) until their parents arrive to pick them up. LCA cannot accept responsibility for students arriving prior to 8:20 a.m. or remaining at school after 3:45 p.m.

When arriving in the morning and departing at the end of the day, lower level students are to be dropped off at the north entrance, and upper level students are asked to use the south entrance and the south stairway. Lower level students will be dismissed at 3:20 p.m and upper level students at 3:30 p.m.

## BICYCLES/CARS

Students using either bicycles or cars as their transportation are expected to park them in areas provided in the parking lot. They are expected to lock them and then leave them unattended until the close of the school day.



## CLOSED CAMPUS AND VISITORS

LCA maintains a closed-campus policy. Students are not permitted to leave the campus during the school day without staff permission nor are they permitted access to their vehicles during school hours.. **All parents and other visitors must check in with the Academy Office if they desire to speak to a student or staff member.** Please do not proceed to your student's learning centre without first clearing it with the Academy Office staff. Anyone other than a parent, who arrives to pick up a student from a learning centre, must be authorized by the parent to do so, and the school must be notified of such in advance.

## ELECTRONICS

Students are not allowed to use personal laptops, cell phones, iPads, iPods, MP3 players, radios, games or other electronic devices during school hours, including lunch time. **Students who break this policy will have their devices confiscated and may be charged a \$20 fine.**

## CELL PHONES

**Cell phones or other personal devices must be handed in to the learning centre staff** upon entering the learning centre. These devices will not be used during the school day and will be returned to the students at the end of the day.

## LUNCH TIME

There are separate, scheduled times for upper and lower level students to eat. Parents are strongly encouraged to limit the amount of junk food, candy, and sweets in their children's lunches because such food often has a negative impact on the student's ability to work efficiently for the balance of the day. **Leaving school property for lunch will be permitted for senior level students only, and they must have a note from their parents to do so.** This should be the exception rather than a habit.



## BIRTHDAYS

Birthdays are important for students of any age, and the learning centre staff and students are happy to celebrate each individual on their special day. **Parents are more than welcome to send a birthday treat for their children to share with classmates—something simple, such as cupcakes or cookies,** that teachers or students can distribute with a minimum amount of time and preparation. Staff members appreciate that parents may want to celebrate their child by bringing in a party lunch, decorating the class or lunch room, and having a big celebration. With limited time for lunch and a very full class schedule, **there is simply not enough time to allow for such events.**



## TELEPHONE USE

Students are permitted to use the telephone in the Academy Office. All other telephones are for school personnel only. Phone messages from parents for students should be left by calling the Academy Office.

## LOCKERS

Lockers must be kept neat at all times. Food may not be kept in a locker for more than one day. Writing is not permitted either on the inside or the outside of the lockers. Pictures on the inside of lockers may be secured with tape only and must reflect Christian character and Biblical morality. No stickers are allowed on lockers.

Students may use only the locker issued to them and may not open the locker of another student without specific permission. LCA is not responsible for any items lost or stolen from lockers, and the administrative staff reserves the right to open and inspect any locker at any time. No personal items (books, bags, etc.) may be left in the hallway outside of the lockers.



## LOST AND FOUND

Please **label your supplies, jackets, lunch boxes, backpacks and other materials.** The lost and found area can be checked for items left during school hours. Valuables, such as jewellery or cell phones, will be held in the Academy Office. LCA staff cannot be responsible for items left on the property or for lost, stolen or broken electronics. **Unclaimed items will be given to charity at the end of each quarter.**



## COMMUNICATION ENVELOPE

When a written communication with the home is required, it will be sent home in a communications envelope. This will be sent with either the oldest in the family (when information is pertinent to all students) or with the student to whom the information applies. Parents are asked to **carefully read the information within, sign and date the envelope, and return it with the student the following morning.** This system ensures that communication with the family is arriving at its intended destination.

## FIELD TRIPS

Field trips are scheduled periodically throughout the year to enhance the curriculum. They may include visits to a museum, the university, the library, the bank, the post office, the dentist, the airport, or they may involve an experience such as taking a nature walk outdoors. When field trips are planned, specific instructions will be communicated to parents in advance to help students come prepared for the day. **Students may be asked to bring admission fees, money to cover transportation or other costs associated with the field trip.**



## PARENT INTERVIEWS AND MEETINGS

As mentioned earlier, parent-teacher interviews are scheduled **after the end of the first quarter**. The parent-teacher interview updates parents on the child's performance to date and provides an opportunity to address any issues from the standpoint of either the staff or the parents. **An optional parent-teacher interview at the end of another quarter is available upon request.**

**An earlier, additional interview may be held for parents of first-time students.** This interview typically takes place during the first few weeks of school and allows the teacher and parents to exchange information about the student and the program.

Occasionally parent meetings, which are referred to as **Eagles Meetings**, are **scheduled during the school year**. **Both parents must attend the September meeting each year.** Although both parents are encouraged to attend all meetings, those held after the first meeting in September may be attended by only one parent if required by circumstances. Child care is provided at all Eagles Meetings. Information shared at these meetings keeps parents updated on current developments.



## SCHOOL PICTURES

**Individual student pictures are taken in the fall of each year.** Purchase of these photos is optional. Information packets are sent home each year for those interested in ordering prints.

## INTERNET USE

Because new technologies are changing the way information may be accessed, communicated, and transferred, these technologies may also alter instruction and student learning. LCA offers upper level students access to the Internet in order to conduct research. Access to network services is given to students who agree to act in a considerate and responsible manner. However, on a global network, it is impossible to control all materials. Ultimately, the school staff and the parents and guardians of minors are responsible for setting and conveying the standards that students should follow when using media and information sources.

At LCA students are responsible for good behaviour on school computer networks just as they are in a classroom or a school hallway. Access is considered a privilege and not a right.

In short, although standards are put in place for Internet use, individual users of the Internet are responsible for their use of the network. **The use of their account must be in support of education and research and must be consistent with academic expectations of LCA. System administrators will monitor computer use, and their decisions are final if they detect inappropriate use and must deny, revoke, or suspend specific user accounts, or close an account altogether.**





## BEFORE- AND AFTER-SCHOOL CHILD CARE

Depending on need, before- and after-school child care may be provided within the building by an outside contractor to LCA families at an additional cost for those interested. **Before-school care begins at 7:30 a.m., and after-school care begins at 3:30 p.m. and ends at 5:30 p.m.** Please contact the Academy Office for more details.

## STUDENT COUNCIL

High school students are given the opportunity to apply for a position on the LCA Student Council. The focus of Student Council is to provide a forum to further develop **leadership and communication skills**. These skills are cultivated through the planning, coordinating, and collaborating required to organize and run events such as school spirit days. LCA Student Council staff advisers can be contacted for more information.

## PARENT COUNCIL

Typically, seven to ten parents representing the various learning centres in the school sit on the LCA Parent Council. **One-hour meetings scheduled periodically throughout the year** provide a platform to communicate vision and goals, and to discuss upcoming events. In addition, the forum presents the opportunity for parents to bring their questions, concerns, and suggestions to the school administration.