



Parent & Student  
Handbook  
K-8th

*Revised Summer 2018*

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 Lincoln Christian Academy

 @LCAlincoln

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS:

Lincoln Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.

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# Vision

Lincoln Christian Academy's students will be strongly committed to Christ and well-grounded in God's word; able to see the world around them from a Christian viewpoint. Students will understand the concept of servant leadership; being able to say, "Follow me as I follow Christ." Students will be academically prepared to pursue the higher educational requirements necessary to fulfill their God-given call to a leadership position that honors Christ and furthers God's kingdom.

# Mission

To educate students in academic excellence and spiritual wholeness, imparting to them the Biblical principles of servant- leadership so that they will be able to lead their generation with Godly wisdom and integrity.

# Motto

*"Raising principle-centered leaders  
through Christian Education"*

# Core Values

## Truth:

- Scripture is the revealed Word of God and is taught as truth. *Students are taught-*
- Man is created in the image of God
- Man's fallen nature, and God's plan for redemption
- To value human life and to understand the eternal nature of the soul
- God as revealed in Christ and made present through the Holy Spirit

**Integration:** Every aspect of the curriculum is permeated with God's Word. *Learning will include an understanding of-*

- Evidence of God as revealed through the natural world
- Christian view of creation
- Christian view of history
- God's continuing lordship over the world
- Stewardship
- Steadfastness

# Core Values (continued)

**Christian Personnel:** *are individuals who-*

- Are born again Christians
- Know Christ as personal Savior
- Model Christ in their teaching and leading
- Reflect and support the school's core values

**Potential in Christ:** The expected outcome of every learning experience is to engage students to their full potential in Christ. *Learning will include-*

- The individual's relationship to society
- Intellectual development through the academic disciplines
- Discipleship development
- Preparing for works of service and servant leadership

**Academic Excellence:** The curriculum and instructional programs will be designed to give students every opportunity to achieve academic excellence. *Student's will-*

- Understand and use the fundamental processes in communicating and dealing with others, including reading, writing, speaking, listening and mathematics.
- Develop academic disciplines such as good study skills, and the ability to work both independently and collaboratively.
- Learn good citizenship through an understanding and appreciation of our Christian and American heritages.
- Learn creative and critical thinking skills based on proper use of Biblical criteria for evaluation
- Learn how to research and to reason logically from a Biblical perspective.
- Learn an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly.

**Operational Practice:** All the school's practices are Biblical: *Biblical standards will be the foundation of-*

- Governance
- Business/Finance
- Development/Marketing
- Human Resources
- Governmental relations
- Classroom management
- Collaboration with resource entities
- Community connections

# Philosophy

We believe that students will rise to the expectations that are set before them; therefore, Lincoln Christian Academy sets high academic and behavioral standards for our students.

We also believe that children must be cognitively ready to grasp new concepts. Chronological age is not necessarily an accurate indication of cognitive development, so students need to be given the opportunity to work at their ability level. Furthermore, learning begins with the concrete and moves toward the abstract. Therefore, we offer as many opportunities as possible for students to experience learning “first-hand” through field trips, guest speakers, and projects.

Students learn in different ways, so we offer learning experiences that are visual, auditory and kinesthetic in nature. In addition, we believe that every child exhibits strength in one or more areas of intelligence. Therefore we offer learning experiences that will help children to develop the following areas of intelligence.

- **Linguistic** – *Having the ability to use words effectively.*
- **Logical-Mathematical** – *Having the ability to reason well.*
- **Musical** – *Having a keen ear and sense of rhythm.*
- **Spatial** – *Having the ability to perceive and transform things visually.*
- **Kinesthetic** – *Having grace or agility, using one’s body in a highly skilled way.*
- **Interpersonal** – *Being gifted at understanding others.*
- **Intrapersonal** – *Having deep insight into oneself.*

# Statement of Faith

**We believe -**

- The Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (*11 Timothy 3:16; II Peter 1:20-21*).
- There is one God, eternally existent in three persons — Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
- In the deity of Christ, His virgin birth, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand at the Father, His personal return in power and glory (*John 2:11; 10:33, 11:25; Matthew 1:23; Mark 16:19; Acts 1:11; I Corinthians 15:3.4; Hebrews 2:9, 4:15, 7:26; Revelation 19:11*).
- In the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith are we saved (*John 3:16-19, 5:24; Romans 3:23,5:8-9; Ephesians 2:8-10; Titus 3:5*).

# Statement of Faith (continued)

- God wonderfully and immutably creates each person as male and female and these distinct complementary genders reflect the image and nature of God (Genesis 21:26-27)
- In the sanctity of marriage between one man and one woman by joining them which uniquely reflects Christ's relationship with his church (Ephesians 5:231-33; Genesis 2:18-25)
- That Heaven is the place of eternal blessedness for the saved, and that Hell is the place of everlasting separation from God (*Matthew 25:41; Revelation 20:14, 15; 21:1-5*).
- In the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28; Ephesians 4:1-6*).
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:9; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).

## Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

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

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Lincoln Christian Academy as the local Body of Christ, and to provide a biblical role model to the Lincoln Christian Academy members and the community, it is imperative that all persons employed by Lincoln Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

- A. Lincoln Christian Academy's Biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct with a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle this school teaches. This

includes, but is not necessarily limited to participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (Leviticus 20:13 and Romans 1:27)

We believe God's intention for humanity is to respect and affirm our male and female genders as given by God and that we can do so by agreeing to dress in conformance with one's biological sex and using only the restrooms, locker rooms, and changing facilities conforming with one's biological sex. (1Thess 4:3-7; Deut 22:5)."

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lincoln Christian Academy.

#### **Statement of Final Authority for Matters of Faith and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCA's faith, doctrine, practice, policy, and discipline, our Board of Directors is Lincoln Christian Academy's final interpretive authority on the Bible's meaning and application

#### **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

# ESLRS

## (Expected Student Learning Results)

LCA Graduates will be –

### **Spiritually Growing Individuals Who:**

- Can explain the Biblical meaning of Salvation
- Apply Biblical principles to discern truth and make decisions
- Demonstrate an understanding of God's influence in history and world events

### **Community Participants Who:**

- Work collaboratively with others
- Respect authority
- Demonstrate the Biblical concept of servant leadership laws

### **Effective Communicators Who:**

- Communicate clearly through speaking and writing
- Respond appropriately to oral and written communication
- Participate in a variety of other communication mediums

### **Quality Producers Who:**

- Are self-directed learners
- Solve problems
- Accept personal responsibility

## Student Statement

*I am a Lincoln Christian Academy student. I am learning to love God and serve my community. I am able to read, write, and speak clearly. I am a hard worker who can solve problems. I am a healthy, responsible person who works well with others. God has created me to be a leader.*

# Tuition Credit Opportunities

## Referral Incentive Program

Upon referral of a new student, the referring family/student will receive a \$100 tuition credit. This goes into effect after referred party has paid registration and two full month's attendance. The referred family/student will receive a \$50 credit on registration on each student enrolled. This referral discount cannot be combined with any other referral discount.

# Admissions Policy

## General Admissions Policies

All students are welcome at Lincoln Christian Academy regardless of race, national or ethnic origin, provided the student and parent(s) are willing to support all school policies, rules of conduct, and clearly understand that Biblical Christianity is taught as an integral part of the curriculum.

Each student must have a genuine desire to attend Lincoln Christian Academy and must have left their previous school in good standing both academically and behaviorally. An interview with the Lincoln Christian Academy's administrator will finalize registration.

The purpose of the Parent/Student interview with an administrator is to insure that:

- each student has a genuine desire to attend the school;
- family beliefs and practices are consistent with the standards, doctrine, and values of the school;
- each student has left their previous school in good standing both academically and behaviorally, and agrees to live in harmony with school standards;
- Students with a history of severe behavioral problems have cleared their records with previous schools and now demonstrate a commitment for a changed life style in both personal testimony and character references.

Lincoln Christian Academy has the option to administer an entrance test, but testing is not a prerequisite to enrollment unless there is concern for a student functioning at grade level. Students applying to our school must be academically within reach of our school. They must show through formal or informal tests, prior grades or teacher recommendation that they can perform within the acceptable range established by the School.

Students who are entering our school may be required to receive tutoring as a condition of acceptance. Tutoring may result in additional fees.

## Sixth through Eighth Grade Admissions Policies

In addition to general admission policies, there will be additional application requirements for those students entering 6th, 7th, and 8th grades:

- The new student will be asked to fill out an application, including a paragraph to be written in the student's own handwriting explaining why the student wants to attend Lincoln Christian Academy;

- The student will sign a pledge to actively participate in chapel services, including actually doing part of the service;
- The student will be interviewed apart from parents by the administrator;
- The student will agree to live in harmony with the school policies, rules of conduct, dress code and disciplinary rules.

### Kindergarten Admissions Policies

In addition to general admission policies there are a few extra requirements for Kindergarten:

- **Birth Certificate:** A birth certificate must be presented at the time of enrollment. Students attending Kindergarten at LCA should turn five (5) years old prior to September 1 according to the State Private School requirements from the California Department of Education.
- **Entrance Exam:** We want to be sure that your child will be successful in school, therefore, entrance evaluations are required and are the primary means of evaluation for acceptance. Students who are transferring from the LCA Pre-K program are not required to complete an entrance exam; however, their current teacher must recommend that they are ready for the rigors of Kindergarten.

## Health Requirements

The state law requires that all children entering school be immunized against polio, diphtheria, pertussis, tetanus, measles, hepatitis B, and varicella. The minimum requirements are as follows:

VACCINE	REQUIRED DOSES
<b>Polio</b>	<b>4 doses at any age, but...</b> 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday <sup>1</sup> ; 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday. <sup>1</sup>
<b>Diphtheria, Tetanus, and Pertussis</b>	<p><b>Age 6 years and under:</b> DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) <b>5 doses at any age, but...</b> 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4th birthday.<sup>1</sup></p> <p><b>Age 7 years and older:</b> Tdap, Td, or DTP, DTaP or any combination of these <b>4 doses at any age, but...</b> 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday.<sup>1</sup> If last dose was given before the 2nd birthday, one more (Tdap) dose is required.</p>
<b>Measles, Mumps, Rubella (MMR)</b>	<p><b>Kindergarten: 2 doses</b><sup>2</sup> both on or after 1st birthday.<sup>1</sup></p> <p><b>7th grade: 2 doses</b><sup>2</sup> both on or after 1st birthday.<sup>1</sup></p> <p><b>Grades 1-6 and 8-12: 1 dose</b> on or after 1st birthday.<sup>1</sup></p>
<b>Hepatitis B</b> <sup>3</sup>	<b>Kindergarten: 3 doses at any age</b>
<b>Varicella</b>	<b>1 dose</b> for children under 13 years. <sup>4,6</sup>
<b>Tdap Booster</b> (Tetanus, reduced diphtheria, and pertussis)	<b>7th grade: 1 dose</b> on or after 7th birthday. <sup>5</sup>

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Two doses of measles-containing vaccine required. One dose of mumps (Kindergarten only) and rubella-containing vaccine required.

<sup>3</sup> No longer required for 7th grade beginning July 1, 2011.

<sup>4</sup> Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement.

<sup>5</sup> Tdap, DTaP, or DTP given on or after 7th birthday will meet the requirement. Td does not meet the requirement.

<sup>6</sup> A 2 dose varicella requirement for ages 13-17 years applies to transfer students who were not admitted to California school before July 1, 2001.

For more information, go to: [shotsforschool.org](http://shotsforschool.org)

### **Immunization Exemptions**

Children may be unconditionally admitted if they have submitted a valid, written statement of Permanent Medical Exemption from a licensed physician and immunization records for required shots not exempted. For example, if a child has a suppressed immune system, live viruses may not be indicated.

A valid statement of Permanent Medical Exemption requires submission of a licensed physician's written statement which states the:

- Physical condition or medical circumstance of the child is such that the required immunization(s) is not indicated,
- Vaccine(s) to be exempted, and
- Medical exemption is permanent.

**Medication:** Medication given to students during school hours must have a written statement from the physician and parents. Please contact the school office for the appropriate forms. Forms must be on file before medication can be administered.

An Emergency card for each student must be on file in the school office

### **Illness Defined:**

An ill child should not attend school. Parents must make other arrangements for their child if they are ill. Children are considered ill for reasons such as: fever of 100 degrees or above, persistent cough or nasal discharge, rashes, vomiting, diarrhea, conjunctivitis (pink eye), sore or strep throat, lice, pinworms, Hepatitis, childhood diseases such as chicken pox and certain injuries. All open sores must be covered. Children may not return to school until they are able to participate in class and are free and not contagious of the above illnesses for 24-48 hours, this includes being fever free **without medication** for at least 24 hours.

***If a student is absent for any reason the Teacher and Office must be notified before class begins.***

Parents will be notified should their child present any of the above symptoms at school. Parents or an appointed adult/guardian must pick up the student within an hour. It is vital that parents keep their guardian/emergency list current in the school office in the event that they or someone else need to be contacted.

First aid for most injuries occurring at school will consist of cleansing wounds and covering with bandages. Parents should advise the office if their child is allergic to antibacterial soap. Swelling will be treated with ice packs. The school will contact the parent if the injury appears serious. Parents must transport their child unless an emergency transport vehicle is considered necessary. LCA cannot apply ointments, sunscreen, or medicines without parental approval.

### **Medication Policy:**

It is the goal of LCA to assist in a student's well-being and health. The following criteria must be met in the process of providing medication, prescription and non-prescription, during the school day:

- Parents must bring all medications to the main office, labeled with the student's name.
- Medications must be brought in their original container.
- Prescription medications must contain a doctor's statement indicating the name of the

medication, patient's name and correct dosages, and time to be given.

- Medicine will not be shared with other students.
- Students must not have possession of prescription or non-prescription (over-the-counter) medications at school. This rule applies to throat lozenges, cough drops, sunscreen, inhalers, pain reliever and allergy medicines.

Over-the-counter medication may only be administered after a signed Parental Release is on file in the office and medication is sent to the school.

# Curriculum

## Bible

**Biblical Principles** are the backbone of our educational program at Lincoln Christian Academy. Each morning begins with prayer and our first subject of the day is Bible. Bible lessons are taught through a non-denominational Bible curriculum. Students memorize Bible verses and worship. On Wednesdays we have a school-wide chapel. We often invite different Christian community leaders to speak during Chapel. All of our curriculum is presented from a Biblical world view that encourages children toward excellence and integrity. Most importantly, Biblical principles are modeled by our staff.

## Language Arts

**Reading** is essential to all academic learning; its importance cannot be overemphasized! Lincoln Christian Academy uses a strong phonics program to teach reading beginning in Kindergarten. Phonics are reinforced through a systematic *Spelling* program that begins in the First grade and continues through the Eighth grade. *Reading speed, comprehension, and vocabulary skills* are further developed in the middle grades.

**Formal language skills** are taught at every grade level beginning with the first grade. Penmanship is taught throughout the elementary grades. *Composition* is emphasized at every grade level across the curriculum. Students are taught *public speaking* skills beginning with kindergarten. Students are given opportunities to practice speaking orally before an audience at every grade level. Students are also taught to use *multi-media* tools for communication.

## Arithmetic

**Traditional arithmetic** and math concepts are taught through a comprehensive math program. Students are expected to memorize math facts and apply math concepts to problem solving. Advanced math concepts are taught at the Junior High level. Students also use online math tools for learning and engagement.

## Social Studies

**History** is taught from a Biblical worldview. Special emphasis is placed upon our rich American heritage, and the history of the ages from a Judeo-Christian perspective. Students also study *Geography* beginning in the primary grades.

## Science

Units in Physical and/or Life Science are taught at every grade level. Lincoln Christian Academy teaches science from the viewpoint of intelligent design.

## Physical Education

Physical education is a part of the curriculum at every grade level. In addition to daily exercise and playground activities, the older students participate in special PE units such as golf.

## Computer Science

Computer science is an integral part of the curriculum beginning with Kindergarten. Students in Kindergarten-Second Grade reinforce math and phonic skills by using online programs. Third-Eighth

Grade Students are taught to use Google Docs, Sheets and slides for reports and presentations as well as internet safety and typing. Each classroom has access to the internet for group instruction and research.

### **Fine Arts**

Each week students participate in art, drama and music. In addition, students will participate in the annual Christmas Program, Grandparents Day, and the Spring Concert.

## **LCA Staff**

Lincoln Christian Academy teachers (Preschool, Elementary, and Middle School) are able to tailor instruction to meet student needs. While each grade level receives individual instruction, the multi-grade level classrooms offer students the advantage of being able to work at ability level in different subject areas. Students have an opportunity to practice leadership skills through cross-age tutoring, and younger students are motivated by the achievements of older classmates.

*For more information regarding LCA Staff, please visit our website, [LCAlincoln.com](http://LCAlincoln.com).*

## **Financial Responsibility**

Enrolling your child in a Christian school is a significant investment in his/her education and character. With this privilege comes the responsibility for making all payments on time and keeping your account up to date.

Since the stability of our school and the quality of its programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. We have partnered with FACTS Management Company to help us manage our tuition payment program and financial aid assessment. We are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

You will realize these benefits by using FACTS for your tuition payment plan:

- **Payment Dates:** You may choose either the 1st or 15th of each month as your payment date. Automatic payments can be made from a checking or savings account (no additional fees) or from a variety of credit cards (2.85% processing fee)
- **Enrolling in FACTS:** You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access or instructions to access FACTS through ParentsWeb (for families who have already completed online enrollment)
- **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction
- **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime

Registration fee (\$295 prior to May 31, or \$345 June 1 or after) must be paid in full with online registration. If tuition is paid in full by July 31 or within one week of enrollment, then a 5% discount will apply. Please refer to the Office for questions regarding this opportunity.

- Semi-annual payment plan: First installment due in August and the second installment is due in January.
- 10 month payment plan: August 1-May 1
- Payment is due on the first or the 15<sup>th</sup> of the month, dependent upon parent choice
- Payment is late ten (10) days after the scheduled payment date
- \$25 late fee will be assessed for payments received after the due date
- If payment is not received within 30 days then your child may be temporarily un-enrolled until tuition is paid in full though FACTS

As always, we will continue to work with families should special circumstances or hardship cases arise during the school year.

## Homework

It is important to begin to train students to study at home. Parents should keep in mind that the elementary years pave the way for middle school, high school and college study habits. For elementary students, nightly homework assignments may range from ten (10) to sixty (60) minutes, three (3) to four (4) nights a week.

Parents are encouraged to have a supportive attitude toward homework and to ensure the student's academic success. We list the following suggestions:

- Check student backpacks for homework every night.
- Set a definite time and place for study.
- Take an active interest in what your child is doing.
- Give encouragement, but do not do the work for your child.
- Give personal supervision when it is needed.
- Follow teaching methods used in the school, if possible.
- Confer with the teacher for specific help when needed, or when your child is spending excessive time on homework or not completing the homework

Students entering Lincoln Christian Academy after First Grade will be responsible for memorizing all math facts and concepts presented in earlier grades.

*Homework requires time and discipline  
of both the parents and the student,  
but it is time well invested.*

***Please contact the classroom teacher immediately if your child is spending more than one hour per night on homework. We will work with you to structure or modify homework to meet the needs of your child.***

# Academic Evaluation

## Yearly Standardized Testing:

*TerraNova 3* – Grades 2,4,6 and 8

*InView* (innovative cognitive-abilities assessment) - Grades 3, 5, and 7

These standardized national tests are administered to students in the spring. Many Lincoln Christian Academy students consistently test one or two grade levels higher than public school students nationally do.

We require our students (K, 2, 4, 6, 8<sup>th</sup> Grade) to participate in standardized testing. We set aside specific class time to administer the test. It is very important that students be present on test days and show good effort. If a student misses test days or needs to retake the tests because they did not show a conscientious effort, it may be necessary for parents to pay an additional fee to cover the cost of paying for additional staff hours to re-administer the test.

## Grading

The Lincoln Christian Academy year consists of four quarters. Students receive a progress report at Quarter 1 and 3, and a final Report Card at the end of Semester 1 and 2.

It is the goal of Lincoln Christian Academy to bring academic excellence into the classroom. Therefore, curriculum is selected that is challenging both in scope and sequence. Faculty and administration evaluate curriculum annually to review its effectiveness. It is the intention of administration and teachers that all subject areas are integrated with biblical truth and support common core and state standards. We do **not** use secular Common Core Curriculum. We use classic traditional curriculum for all grades including: A Beka, and ACSI.

The Grading Scale for Kindergarten through Third Grade and non-academic (P.E., Art, Music) 4-8 subjects is as follows:

O	94.5-100%	Outstanding
S+	89.5-94%	
S	79.5-89%	Satisfactory
S-	69.5-79%	
N	69% and below	Needs Improvement

The following is an explanation of the Grading Scale for fourth through eighth grade core subjects (Bible, Math, Reading, Writing, Spelling, Science, Social Studies):

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 59%

INC Incomplete (Work must be made up within two (2) weeks after report cards are distributed or the mark automatically becomes an "F").

**Honor Roll:** Our school is made up of four (4) quarters and two semesters. For example, Semester 1 is the average of Quarter 1 and Quarter 2. Each semester students receive awards for honor roll. **The Honor Roll is for students in the fourth grade and above.** Honor Roll is based upon the following academic subjects only: Bible, Language Arts, Math, Reading, Spelling, Science, and Social Studies.

A+ Honor Roll = 96.5% average or higher.

A Honor Roll = 89.5% average or higher and all A's on report card.

B Honor Roll = 79.5% average or higher and all A's & B's on report card.

## 8th Grade Graduation Requirements

In order to be eligible for graduation, students must complete all of the eighth grade course work and maintain a minimum of 70% in all subject areas in the second semester of their eighth grade year.

## Attendance Requirements

Regular and punctual attendance is essential for success in the classroom (*Ed Code 48200*). Classroom attendance is necessary to gain the full perspective of the class. There are discussions, lectures, and other hands-on learning experiences that help students gain knowledge that is not necessarily evaluated on an exam or test. Students with serious medical conditions will be considered on an individual basis.

Students who are out of school for more than two (2) days in a row or for more than five (5) days in a trimester must have a doctor's written note excusing the absence. Parents are responsible to get missed work from the teacher and see that the work is completed and turned in to the teacher in a timely manner. Students will be given at least one (1) day for every day of excused absence to turn in missing work.

Parents who decide to take their children out of school for a vacation must give the teacher at least two (2) weeks written notice in advance so that the teacher can prepare work that will be missed during the time of absence. All missing work must be turned in the day the child returns to class.

Alert the office if your child will be late, absent or picked up early from school.

**Consequences for Unexcused Absences (Non-medical, non-vacation):** Students with more than five (5) unexcused absences in a Quarter may be placed on probation for the remainder of the Quarter. Students who are placed on probation for two or more Quarters may be subject to dismissal from the school.

**It is also of supreme importance for children to arrive at school on time. Students not enrolled in Before School Care may arrive at 8:15 a.m.** School officially begins at 8:30 a.m. with the ringing of the school bell and students must be in their class line at this time. If any student arrives after the 8:30 a.m. bell rings, then they are tardy.

**Consequences for Tardiness:** Five (5) occurrences of tardiness in a quarter will result in an absence equivalent. Ten (10) occurrences of tardiness will result in a ½ day suspension.

# Discipline Policy

Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. LCA wants to help students develop the self-discipline that they will need to become morally and personally responsible citizens.

LCA Elementary School exists to help parents in their responsibility to educate their children. It is the goal of LCA to collaborate with parents to provide a solid, Christ-centered education. Standards are taught to the children in a clear and concise manner. Teachers and staff are consistent in encouraging and upholding those standards.

A child's first encounter with authority is at home; therefore, Lincoln Christian Academy holds to the premise that the basic responsibility for discipline resides with the parents. Parents will, therefore, be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be parental follow-through. **The partnership between parents and the school is of vital importance to the student.** (Proverbs 19:18, I Timothy 3:4-5, 12)

Discipline is used to train children. Both negative and positive consequences are used. Students will be given positive recognition for responsible behavior. When negative consequences are necessary, they will be relevant and administered in a timely manner.

Our discipline procedure includes two tracks and a loss of privileges.

- Track I refers to daily predictable inappropriate behavior (may include, but not limited to: disobedience, being unkind, disrespectful, calling out, being unprepared, attitude).
- Track II refers to unpredictable and inappropriate behavior when major infractions occur (may include, but not limited to: fighting, spitting, swearing, major disrespect, stealing, cheating, and having a weapon).

The Track steps are based on the accumulation of incidents. Special activities may be withheld as a disciplinary action.

It may become necessary for a student to be picked up from school as a part of the discipline process. Parents are required to pick up students when they are called. Students may be required to spend time in the office as part of their discipline. Teachers will notify parents when a child has spent time in the office

# Codes of Christian Conduct

## LCA EAGLE EXPECTATIONS

1. I will keep hands and feet to myself.

*Matthew 7:12 "Do to others what you would have them do to you."*

In the classroom

When lining up

When eating

When playing

When it's not mine

2. I will listen and obey quickly.

*Hebrews 13:17 "Obey your leaders, and accept their authority."*

To any LCA Staff

To parents & volunteers

To church staff

3. I will use kind words and actions.

*Galatians 5:22 "The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control."*

In the classroom and on the playground

To all LCA students, parents, and teachers

To the community

4. I will give my best effort.

*Ecclesiastes 9:10 "Whatever your hand finds to do, do it with all your might."*

To my work

To my classroom

To my school

- Arrive on time. School officially begins at 8:30 a.m. but students who are not in the Before School Care Program may arrive at 8:15 a.m. A tardy will occur if the student is not in line by 8:30 a.m.
- Once students have arrived at school, they are to go directly to the gymnasium; they are not to go into their classroom.
- Exhibit reverence during flag salutes, devotions, chapel services, and prayer times. Consequences will occur if this standard is not exhibited
- Always speak courteously.
- Show respect to teachers, other people, their rights, ethnicity and property.
- Pick up after themselves and help keep the school rooms, bathrooms and grounds clean and neat.
- When trash is seen, always pick it up and deposit it properly in the trash can.
- Tell the truth at all times. Cheating, lying and stealing are not acceptable.
- Return school materials, books, assignments and requested information in a timely manner.
- Exit and enter the building quickly and quietly, while carefully following teachers' instructions during emergency drills.
- Walk in an orderly manner according to the teachers' or supervisors' instructions when relocating to or from the classroom.
- Obey all teachers promptly and cheerfully.

- Consult the teacher or supervisor on duty when having trouble or difficulties on the playground.
- Consider all games “OPEN” to anyone who wants to play at the start of the game, or to anyone who wants to join a game already in progress. Seek the help of a teacher or person on yard duty to mediate disagreements if necessary
- Follow a “HANDS OFF” policy; no hitting or touching others bodies or grabbing their clothes. Games involving wild running, pushing, shoving or other forms of rough play and behavior are NEVER allowed.
- Maintain appropriate play at all times both in the classroom and on the playground. No touching others past a ‘light’ two finger tag. No play fighting, play guns, or war/shooting games allowed at any time.
- Bullying will NOT be tolerated. Please ‘report up’ to a trusted adult if bullying is suspected. The principal will be directly involved in handling cases of bullying or suspected bullying.
- Observe the school boundaries, playing only in designated areas.
- Use all playground equipment carefully and according to its intended use. Do not bring equipment from home unless a teacher gives permission. At no time are hard balls acceptable.
- Don’t bring backpacks, school supplies, lunch pails, games, toys or similar items which display objectionable or inappropriate subject matter. Phil. 4:8, Psalm 119:37
- Help keep restrooms clean and throw paper towels and other trash in trash containers only.
- Use the restroom for its intended use. Loitering, playing or visiting in the restrooms is strictly prohibited.
- Exhibit self-control and not be involved in fighting, arguing, and use of profanity or name calling.
- Don’t throw/kick objects such as rocks, spit balls, sticks or other objects, including PE equipment, in a manner with intent to injure or hurt anyone. This includes rocks around their feet in the picnic areas.
- When a group of students enters or leaves together, the first person at the door should hold the door for the others. Students should always hold the door for adults and allow them to enter first.
- Students should walk on the sidewalks and stay away from muddy or wet areas on the playground.
- Students are to line up quietly in their designated areas at the end of recess. They should keep hands and feet to themselves.
- **No sharing of food or drinks.** No student is allowed to tease another student by taking their food/belongings and ‘hiding’ it (this is considered bullying behavior.) Unopened food must be returned home and NOT thrown away.
- Healthy food choices are required for student lunches and snacks. Lunches should include a protein, a fruit/vegetable, a bread/pasta, and a non-carbonated drink. Dessert, chips, etc. can be sent with moderation, assuming they eat their healthy foods first. **Soda is not allowed to be consumed at school**, unless it is part of a special classroom occasion arranged by their teacher. If sent in their lunch bags, it will be sent back home unopened with the student.
- Students do not enter the equipment sheds on the playground at any time. They do not play behind or around the sheds.
- Students remain seated while eating. Meals are eaten family style and all students should observe manners while eating. They must raise their hand and ask to be excused when they are done.
- Leave all trees and nature alone (don’t break branches, use sticks as swords, pick the flowers, etc.)

- No student is to go over the fence to retrieve stray playground equipment.
- Please realize students may not be able to go back into classrooms (if they forget homework, water bottle, jacket, etc.) during after school care depending on supervision

**The following objects should not be brought to school:**

- Toys, handheld games, playground/sports equipment (Teacher’s option: special activities/occasions requested and supervised by teacher)
- Gum
- iPods, hand-held games, and other similar electronic devices
- Expensive jewelry
- Knives or “weapon” of any kind, (including toy weapons)
- Drugs (prescription or over-the-counter), alcohol
- Matches, lighters or fireworks

**CELL PHONES**

We would prefer that students not bring cell phones to school. However, we acknowledge the fact that some parents may feel it is necessary for their children to have cell phones for use after school. The following policies apply to students with cell phones at school:

***Students are not to use cell phones for any purpose during school hours, or at any official school function. This includes but is not limited to -***

- Phone calls
- Text messaging
- Instant messaging
- Photos
- Games

If a student uses a cell phone during school hours, the phone will be confiscated, and only the parents may retrieve it from the student’s teacher. Teachers may approve the use of a cell phone when necessary.

**VANDALISM:**

Vandalism is viewed as a serious offense against another’s property. This includes damage to classrooms, bathrooms, equipment or another student’s property. Students implicated or caught in a vandalism offense will be handled on an individual basis by the school administration and/or board.

Punishment for vandalism may include the cost of repair, the work of the repair or additional consequences.

School equipment deliberately kicked or thrown over the playground wall or onto the roof, will be deemed as vandalism of school property. And the responsible student’s family will be asked to replace the lost equipment if it is not recovered.

Parents or guardians of students at LCA Elementary have the primary responsibility for implementing appropriate standards of dress and grooming in their home. In partnering with parents or guardians, we acknowledge the responsibility to establish and maintain a standard of dress and grooming which facilitates a positive, successful learning and teaching environment. LCA students have a dress code. The standards are based upon good taste, modesty, cleanliness, comfort, safety and practicality. The following standards are not intended to be all-encompassing. Administrators have the responsibility and authority to apply these general guidelines when confronted with questionable appearance not covered specifically.

# Dress Code

Lincoln Christian Academy requires students to wear school uniform colors and styles. All students receive a new LCA logo shirt, if needed. Blue LCA logo polo shirts are required on Chapel days and for special events and field trips.

Students are to be neat and clean in body and clothing. Apparel should not be frayed, sloppy, or overly faded. All clothing must be modest, and should fit properly, not being overly tight/too small or overly large in size.

## Pants, Capris and Shorts:

- Pants, capris and shorts must fit appropriately both at the waist and in length. Capri length pants are fine for girls as long as they fit appropriately.
- Shorts must not be shorter than 4" above the knee and at least as long as their fingertips when hands are held to their sides.
- **Colors must be navy, tan, or khaki.**

## Shirts:

- Students can wear any **collared** solid colored, *buttoned* polo shirt.
- Turtleneck shirts (*but no turtleneck sweaters*) may be worn in cool weather.
- Shirts worn under polo shirts are to be solid in color and free of graphics.
- All shirts and sweatshirts should fit properly and be in good condition.

## Skorts, Skirts and Jumpers:

- Girls may wear uniform jumpers, skirts and skorts. **When the student is sitting down, they must be modest in length, not exceeding four (4) inches above the knee.** Any slits in jumpers or skorts must not exceed four (4) inches above the knee, or be shorter than their fingertips when standing.
- Shorts or tights must always be worn under jumpers and skirts for modesty. Shorts, tights and leggings should be solid in color and free of graphics.
- **Colors must be navy, tan, or khaki.**

## Lincoln Christian Academy logo shirts or sweatshirts

- **Students are to wear Lincoln Christian Academy logo shirts or sweatshirts on all field trips and Chapels.**
- Students are **welcome** to wear school logo shirts on any other school day, as well.
- Additional school polos and sweatshirts can be ordered from the school office.

## Shoes & socks:

- Students do not dress down for active outdoor activities and Physical Education. Therefore, students are to wear closed-toe shoes **with white, tan, navy, or black socks.** Boots are not permitted. Rain boots are allowed on rainy days only but tennis shoes are to be brought to school and worn for outside play. If student does not have tennis shoes, parents will be called to bring them; otherwise, students will not be able to participate in outside play and P.E.
- At no time are bare feet or flip-flops permitted on campus during regular school days/hours.

## Outerwear and accessories:

- Outerwear/jackets/coats may have printed designs/logos provided they are not offensive in nature. Outerwear/jackets/coats are considered "outerwear" if they zip ALL the way down to be removed. **Students will be asked to remove outerwear while in the classroom.**
- **Sweatshirts and sweaters** will remain solid in color. Any graphic should be subtle and not offensive in nature. A sweatshirt is an item of clothing that is sweatshirt material and **pulls over the head** to put on, or has a zipper that is partial.

- Backpacks and lunchboxes may have printed designs, graphics, appliqués, and patches providing they are not offensive in nature.
- ***It is up to the discretion of LCA Staff to determine if an item is offensive.***

#### **Jewelry:**

- Jewelry should be kept to a minimum so that it does not become a distraction.
- Girls may wear one pair of small earrings. They may be worn anywhere on the ear. However, students are not to wear more than one earring on each ear while at school or at other school sponsored activities. Should a particular earring placement or type of earring cause distraction for the student herself or for other students, she will be asked to remove the earring.
- Boys may not wear earrings.
- ***Other body piercings are not acceptable.***

#### **Hats and sunglasses:**

- A plain hat or a hat with the Lincoln Christian Academy logo and/or sunglasses may be worn outdoors for sun protection. Hats and sunglasses are never appropriate indoors.

#### **Make-up:**

- Make up is not to be brought to school and is not considered appropriate elementary school grooming.
- Junior High girls may wear light make up that is inconspicuous and natural in appearance.

#### **Hair**

- Students are to wear their hair so that it is neat and attractively maintained.
- Hair should not be worn in extreme styles that may detract from the educational atmosphere of the classroom. Hair should be natural in color.
- ***It is up to the school administrators' discretion to determine if a hairstyle is inappropriate.***

#### **Friday Dress Code:**

Every Friday is a school spirit day. Students may wear school logo shirts (or regular uniform polo shirt) and **blue** jeans or shorts. Jeans must fit appropriately (not baggy, saggy, tight-fitting. Holes in jeans are also unacceptable.

#### **Implementation:**

Dress code violations will be tracked on a Quarterly basis. At the end of each Quarter all violations will be cancelled, and the student will begin the Quarter with a clear record. If the student comes to school out of uniform, the student will be given the opportunity to wear clothing from the Uniform Exchange cabinet, or parents will be notified to bring appropriate clothing.

***Lincoln Christian Academy relies heavily upon the cooperation of every family in using good judgment in student dress and appearance. These standards apply while students are on school grounds or at any school function unless alternate dress is required for activities, field trips or other special events as indicated by the teacher or principal.***

# Conflict Resolution

While families at LCA are not required to attend church or to profess a particular faith, every family at our school has agreed to support the Biblical principles taught at the school.

Our main mission at LCA is “Raise principle-centered leaders...” We very deliberately teach character and leadership skills that will help our students be successful. It is also our fervent hope that students will form a lasting relationship with Christ.

As parents, you share in the responsibility of helping to fulfill that mission both in your own child and in the other children at our school. Parents will respond with respect and uphold responsible behavior while attending all school functions, whether on or off campus. **Your personal conduct speaks volumes to our children and about the Biblical principles we are teaching.** If you practice and uphold those principles, your own child and the other children at the school will value them. However, if you disregard those principles, the children will see them as being unimportant.

The Bible is very clear that we are to be careful around children. Consider these verses from Matthew 18:

*<sup>5</sup>“And whoever welcomes a little child like this in my name welcomes me. <sup>6</sup>But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.”*

*<sup>10</sup>“See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.”*

*... your Father in heaven is not willing that any of these little ones should be lost.”*

Therefore, it is especially important that we be considerate of our actions. Especially when we are in front of children, but also even when we don’t think they are watching, because they are always watching us!

All employees, parents, relatives, and volunteers, will make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-34, and Matthew 18:15-20.

*<sup>15</sup>“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. <sup>16</sup>But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. <sup>17</sup>If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”*

In other words, **go to that person in private and make every effort to come to a mutual understanding.** (One word of caution: It would not be appropriate for you to go to another person’s child to try to bring correction; in most cases it is best to bring it to the attention of **the teacher** or **the child’s parent**.) If you cannot come to a resolution, **then bring it to the attention of the principal.** As a last resort, you could bring an issue to the attention of the **school board.** **Let’s remember to “speak responsibly” and in a manner that pleases the Lord and LCA will be a safe place for our whole school community to grow and prosper.**

# Security Measures

## **Visitors on Campus:**

Campus visitors are required to sign in at the school office and must wear a visitor sticker. This includes parents helping with classroom activities. Every volunteer is required to undergo a background check before they are able to volunteer.

## **Emergency Card Information:**

Parents/guardians must keep emergency contact information current in their students' file. Any changes in a name, address, job and/or phone should be updated in Parents Web or put in writing and given to the school office.

## **Emergency School Closure or Dismissal:**

An emergency could occur that would warrant an emergency school closure (outside of regular school hours) or dismissal (during regular school hours). Every effort will be made to notify parents by use of the telephone, email or text via our Parent Alert system. Students will only be released to parents and/or adults listed on emergency cards.

EMERGENCY RADIO: KFBK 1530 AM KFIA 710 AM

## **Personal Property:**

LCA will not replace lost/stolen articles or make reimbursement for lost/stolen articles. Students and their parents are responsible for damaged property (personal, school), whether damage was willful or accidental. This especially includes playground equipment. Parents should monitor personal property of value that their children bring to school. If they lose it or it breaks on accident, then they need to be okay with that, otherwise, they should LEAVE IT AT HOME.

## **ADULT CONDUCT**

Visitors, volunteers, parents and other members of the public are expected to conduct themselves in a manner consistent with appropriate behavior in a Christian educational setting. Neither smoking, nor drinking of alcohol, nor possession, sale, use, manufacturing or distribution of drugs is allowed on LCA property or field trips. Violence and threats of violence are prohibited.

# School Hours

Monday through Thursday  
8:30 a.m.—3:15 p.m.  
Friday 8:30 a.m.—12:10 p.m.

## **AFTER SCHOOL DISMISSAL**

- When K-4 students are dismissed from class, they are to remain with their teacher. Fifth-8<sup>th</sup> Grade students are to wait by the double-door main entrance of the school until their parents

arrive to pick them up.

- When parents pick up students, they are to only park in the designated parking spaces, or in the loading zone in front of the Gym. Children are not allowed to cross the parking lot alone. Please come and get them from the sidewalk.
- Students are not to run around in front of the church building. They are not to chase one another, play catch, etc.

## Before & After School Program

Before School Care (BSC) is provided from 7:00 a.m. to 8:15 a.m., Monday through Friday. After School Care (ASC) is provided from 3:15 p.m. to 6:00 p.m., Monday through Thursday afternoon and 12:10 p.m. to 6:00 p.m. on Friday. Parents will be billed monthly for use of the Before and After School Program. Students not picked up by 3:20 p.m. will be sent to the After School Room. Beginning at 3:30pm, the parents shall be charged per student at the current hourly rate. If you know your child will be in afterschool care, you **MUST** contact the office or your child's teacher by 11:00a.m. Calls will be made to parents if your child is in the After School Program without notice. Contracts are available for students that will use this program on a regular basis. See the office for more details.

Parents are required to sign their student in and out with a signature and the time. This enables us to keep accurate records of students for both security and billing purposes. **Late Fees: Students must be picked up by 6:00 p.m. or an additional \$1.00 per minute will be charged.**

## Supplies List

**Textbooks** are furnished on loan to students. Parents will be responsible for the replacement cost of textbooks that are lost or damaged beyond normal wear.

**Supplies** - Each teacher has a specific Supply List that is sent out in the summer and is also available on our website, LCAIncoln.com. Please refer to it when purchasing supplies. Students are responsible for replacing these items if they are depleted, damaged, or lost throughout the school year.

**Bibles** - All students in first grade and above need to have an NIV Bible at school for daily use.

**Lunches** - Students need to bring their own healthy lunch, drink, and nutritional snack for morning break. Students need to bring an additional snack if they are in the After School Care program. Soda is not allowed at school. Please make sure to pack nutritious meals that include protein (meat, cheese, dairy, and nuts), fruit/vegetable, and whole grains. Healthy foods provide fuel for smart and healthy minds!

**Water Bottle** - The outside areas have access to a drinking fountain during outside times, however, there are no drinking fountains in the classrooms. It is very important for students to stay hydrated while working during class time. For their health, **students need to bring a water bottle *every day*. If the school provides a student with a disposable water bottle, the cost will be added to your monthly invoice.**

**Only Necessary Items** - Students should bring only items that are necessary for school. No other items

should be brought to school without prior approval from the classroom teacher. This includes outdoor play equipment.

## Parent Volunteers

Parents are WELCOME at Lincoln Christian Academy! There is both the need and the opportunity for parents to volunteer and participate. Parents are encouraged to work in the classroom, and to participate as drivers/chaperones for numerous field trips. Most classroom and maintenance projects are done through parents and community volunteers. Every volunteer is required to be fingerprinted and attend a Parent Orientation meeting before they are able to volunteer.

A great way to get involved is to participate in LCA Parent/Teacher Association (PTA). Parents and teachers partner together to help make LCA the best possible school for your children. PTA coordinates many of our volunteer efforts at school. Do you see a special need at school? Perhaps you could help to fill it through your volunteer services. Contact the school administration and let us know how you would like to help! The PTA meets on the first Thursday of every month at 3:30pm in the Library. Each and every parent is encouraged to attend! Childcare is provided for registered students during PTA meetings.

Parents are always welcome to walk their children into the Gym. However, it is best to leave after morning routine so that the teacher has a chance to be sure all of the students go quickly to class to get ready to work. **Before school is NOT the best time to have a meaningful conversation with the classroom teacher.** At that time of the morning the teacher is focused on helping students have a successful day. If you need to communicate with the teacher, please e-mail them for an appointment. The teacher will be more than happy to meet with you.

We welcome parents to volunteer or observe in the classroom. If you would like to volunteer to work in your child's classroom we request that you make arrangements with the classroom teacher ahead of time so he or she can have prepared ways for you to participate. If you would like to observe your student's classroom, please contact the teacher to schedule. Remember, all visitors must sign in at the front desk first. This is required for purposes of liability and to know the location of a parent in case of an emergency.

### REQUIRED FORMS FOR VOLUNTEERS

#### Background Check (LIVE SCAN)

- All parents that volunteer regularly on campus, want to chaperone field trips, or drive other students on a field trip, must complete a background check before they will be allowed to help out, chaperone, or drive.
- Live Scan forms are available in the school office. Live Scanning will be done in the Office on the first day of school. If a parent is unable to attend, contact the Office for a list of companies that will Live Scan. Upon registration, volunteers must wait until they receive notice from the school to begin service.

### **Volunteer Driver Form**

- Anyone who wants to be a driver for a field trip or special off-site event, must complete the Volunteer Driver Application as well as be fingerprinted.
- Volunteers must report any criminal proceedings, including those which may occur after a background check, to school authorities immediately.

Parents/volunteers are to always serve as positive role models. A school volunteer **MUST ALWAYS**: dress modestly, use appropriate language; discuss age-appropriate topics; refrain from inappropriately touching students; refrain from smoking, drug or alcohol influence; and refrain from giving students gifts, rewards, or food items of any kind without the teacher's permission.

Volunteers **MUST** keep **CONFIDENTIAL** any information about a student or any school-related incident. If there is a safety concern or an emergency issue, it must immediately be communicated to someone in authority.

Volunteers should notify the front office if an illness or emergency prohibits them from attending a scheduled volunteer shift. Volunteers should be prompt and dependable. Please leave "non-student" children in the care of others.

The school administrator may set additional policies with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the school administration.

## **Internet: Acceptable Use Policy**

There is such a wealth of information available on the Internet, material considered to be of educational value is also available. Some material may contain items that are inaccurate, offensive, or illegal. We have taken many precautions to limit access to such materials. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

We desire that this resource be used in a manner that ensures the continued smooth operation of our computer network and it will fit into our overall goals and objectives for students at LCA. The Internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that we are outlining here. If a user violates those guidelines, further access to the Internet and/or use of the computers at LCA may be denied.

- Access is a privilege, not a right. The privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration or school board will determine what constitutes inappropriate use.
- Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
- Students are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
- Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate,

abusive, obscene, profane, sexually oriented, offensive or illegal material.

- Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, hacking or other disruption in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by LCA for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
- Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
- If a user discovers a security problem in the network, they will notify the teacher or administration. They will not demonstrate the problem to others.
- Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.
- Students shall not log into a computer using another person's name. Users are not to use a computer logged in under a teacher's name.
- Users are not to post notes to newsgroups or bulletin boards nor enter any chat rooms. Users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
- Information retrieved by the user is that person's responsibility and at his/her own risk. Lincoln Christian Academy assumes no liability for the accuracy of any information from the Internet.
- LCA is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
- Students may not download files from the Internet nor upload to/through the school computers unless granted permission from a faculty member. Any such files must be checked by a virus scan.
- Users shall realize the communications over the network are not guaranteed to be private. Network managers may review files, messages, or data to insure the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.
- The computers at LCA are an educational tool and are not to be used for one's personal recreation.
- Each user, as well as a minor's parent or guardian, voluntarily agrees to release, hold harmless, defend, and indemnify, the Lincoln Christian Academy, its officers, board members, employees and agents, for and against all claims, actions, charges, losses or damages which arise out of the user's use of the Internet including, but not limited to negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data or service interruptions.

Any violations of the above guidelines may result in loss of computer access as well as other disciplinary or legal action that is consistent with and in accordance with the discipline system as outlined in the Parent Handbook.

**In able to enroll in LCA, all families must sign the electronic Handbook Agreement Form (this is a part of the online enrollment process).**