

Life Christian Academy



MEMBER POLICY MANUAL

March 2019

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Life Christian Academy Overview

Life Christian Academy (LCA) is ministry of New Life Baptist Church (NLBC). Ephesians 6:4 instructs fathers to raise their children in the nurture and admonition of the Lord. LCA operates to allow Christian parents to educate their children in a Christian environment, from the Christian perspective and provide resources and activities necessary to assist parents in achieving a balanced education for their students with emphasis on character, excellence, and creativity.

School requirements are designed to aid in this endeavor. LCA has an organizational structure in place. This structure includes the LCA School Board and an administrative staff who all work together to help keep the school above reproach and accountable.

Statement of Faith

Life Christian Academy families come from diverse denominational backgrounds, and by joining with Life Christian Academy you become part of an extended family; therefore, school requirements are that the parents in our families be born-again believers in the Lord Jesus Christ who agree with the following statement of faith. The statement of faith is by no means a complete doctrinal statement of New Life Baptist Church, but represents a core of central beliefs that are considered essential for effective bonding and fellowship among families. Our Statement of Faith is as follows:

We believe:

- The Bible is the only inspired and infallible written Word of God and constitutes complete and final revelation and is the final authority for faith and life. The Bible, in its original autograph of Old and New Testaments, is without error in whole and in part including theological concepts as well as geographical, geological, and historical details.
- That one God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ was God come in human flesh being fully God and fully man, being born of a virgin and without sin.
- All mankind is in violation of God's righteous requirements and His holy character both by nature and act and is therefore under his wrath and condemnation. The central purpose of the first coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross — the successful accomplishment of which was attested to by His subsequent visible, bodily resurrection.
- Salvation is offered to everyone as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but relying wholly on the sacrificial work and death of Jesus Christ alone and His atoning blood.

1. ADMISSIONS POLICY

The school requires that both parents be professing Christians, be in agreement about the home education of their children, and be faithful, active members in a Bible believing church. The primary teacher in the family should not be employed full-time outside of the home.

1.1 New Family Enrollment

Families seeking to enroll with LCA must complete the following application steps. **Forms must be returned and approved before enrollment will be considered complete.**

1. Meet admissions requirements as specified above and complete an Application Packet
2. Pay registration fee (**additional fee after April 20**)
3. Attend an interview of entire family with at least two LCA Board members
4. Complete the Enrollment Packet and return by their due dates
5. Provide documentation of immunization or exemption to the office

2. ORGANIZATIONAL STRUCTURE

Life Christian Academy is composed of a School Board, Administrative Staff, Team Leaders, and Volunteers. Each is described below.

2.1 LCA Board

The LCA Board is the principal governing body of Life Christian Academy. The policies concerning responsibilities, selection, and voting requirements are given below.

2.1.1 Responsibility

The LCA Board is responsible for the following:

- Setting all school policies
- Approving the High School Coordinator as he/she may automatically become a Member of the Board
- Approving all paid positions
- Ensuring fiscal integrity, which includes setting school tuition rates and other fees, approving staff salaries, and tuition credits for volunteer positions
- Annual review of financial records
- Overseeing selection and approving membership of candidate families
- The deciding body on any suspensions, expulsions, and written appeals
- Ensuring that the school is run in accordance with Board policy
- Assisting the Principal upon request

2.1.2 Membership

There shall be a minimum of seven (7) voting members on the Board. Required members are:

1. Pastor of New Life Baptist Church (Board Chairman)
2. NLBC lay elder or deacon
3. LCA School Principal
4. LCA Financial Officer
5. LCA High School Coordinator
6. At least two school members selected from the school-at-large

2.1.3 Term of Office

All board members, except for the Pastor, Principal, Financial Officer, and the High School Coordinator, will serve a term length of two years, with the option of serving a third year pending board approval.

A board member appointed to fulfill a vacated position can be selected for another full term of two to three years at the end of the term of the original board member.

2.1.4 Selection

LCA Board selection will be handled in the following manner:

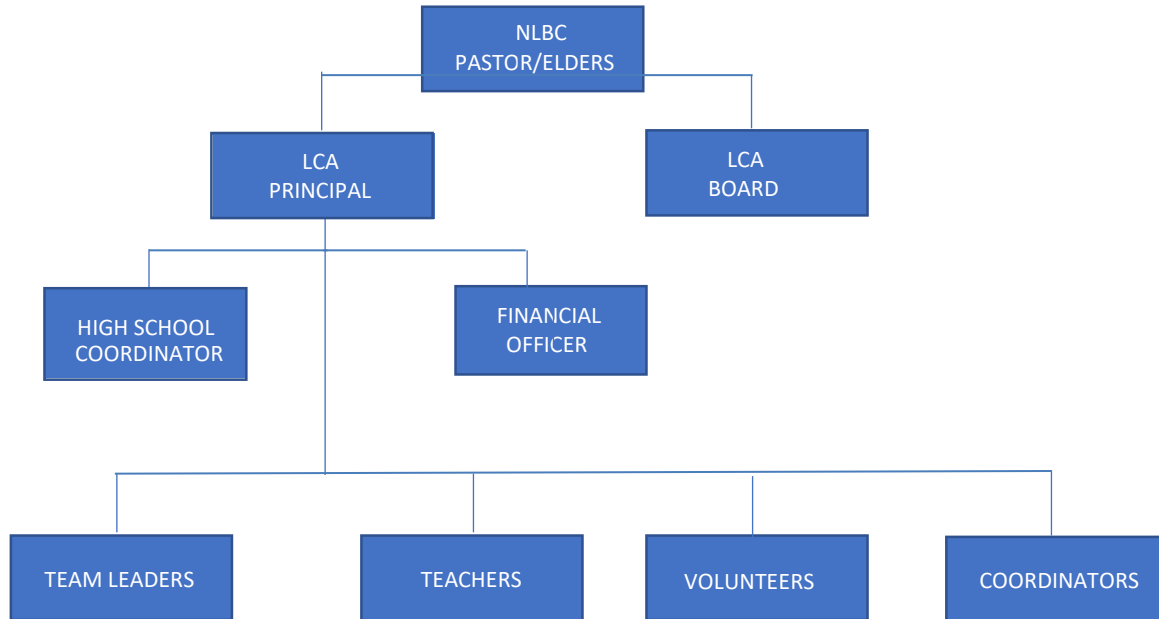
- Recommendations/nominations shall come from the current Board.
- From this pool of nominees, the sitting Board will select two or three to approach.
- The Board Chairman will then contact the nominees in order to fill the positions.

2.1.5 Voting Requirements

Decisions of the Board will be made based on simple majority. Some decisions will require a super-majority. The following schedule defines a super-majority: 4 of 6, 5 of 7, 6 of 8. The following board decisions will require a super-majority: amendments to LCA Policies, expulsion of a student or family from

the school, and approval of new staff positions. The Chairman will not vote, except to break ties and in cases where a super-majority is required.

LCA policies shall not conflict with New Life Baptist Church policies and are subject to the directives of the Church Elders. Church policy will always take precedence.



2.2 School Administrative Staff

The School Administrative Staff exists to ensure that the school runs smoothly and that all necessary support is in place and active so that LCA remains a distinctly Christian school in word and practice. Depending on the current needs of the school the following positions may be staffed:

2.2.1 School Principal

The School Principal is the chief administrator for the school and shall ensure that the school runs smoothly and that all necessary support is in place and active. Responsibilities include:

- Ensure all families follow school policy
- Provide status report to NLBC Elders and Pastor
- Set agendas for LCA Board Meetings and Parent Meetings
- Implement Enrollment and monitor the progress, verifying that all required paperwork has been turned in and sent to the appropriate destination
- Set up family interviews, coordinating the time with the family and those interviewing the family
- Conduct New Family Orientation
- Enroll students in classes
- Maintain up-to-date school data base and student records
- Implement Withdrawal procedures for families leaving LCA and verify that all appropriate forms are sent to proper destinations
- Handle questionable situations as they arise or refer them to the NLBC Pastor and LCA school board
- Create school calendar
- Secure and interface with teachers and team leaders; contact NLBC Pastor about situations of concern with team leaders, families, students, or teachers
- Serve as team leader for team leaders

- Assist and monitor assessment testing
- Remain in close contact with the High School Coordinator to ensure unity of purpose and vision
- Remain aware of which classes are wanted or needed
- Assist families in finding solutions for academic difficulties
- Oversee coordinators and volunteers
- Oversee school safety
- Oversee school activities
- Oversee school web site
- Oversee attendance
- Remain informed of school operations to be able to answer questions families may have
- Ensure that LCA remains a distinctly Christian school in word and practice
- Handle situations if a family is contacted by truancy authorities
- Make and send transcripts for 1st - 8th grade students

2.2.2 Financial Officer

The responsibilities of the Financial Officer include:

- Keep records up-to-date for all incoming and out-going funds
- Pay all LCA bills in a timely manner
- Balance the check book each month
- Send late notices when needed and assess fines for accounts overdue
- Monitor budget status of all fund accounts
- Log all checks (incoming and outgoing) into the computer
- Create a deposit record
- Prepare and make deposits
- Attach deposit receipts to deposit record and file
- Send financial statements to families at least tri-annually
- Prepare and present financial statements to the board regularly
- Reimburse NLBC monthly for LCA payroll

2.2.3 High School Coordinator

The High School Coordinator (HSC) is the primary administrator overseeing the needs for the families of high school students. This person will:

- Meet with each family to discuss the student's four-year plan for graduation and encourage ways to meet the requirements for his/her post high school goals
- Collect course descriptions and report cards for each high school student annually
- Train and encourage high school parents annually
- Gather all relevant data on each high school student transferring out
- Prepare high school transcripts for students leaving LCA
- Monitor progress of high school students towards their four-year plan
- Publicize high school requirements and deadlines
- Remain aware of LCA high school activities
- Provide honor society and service club information and awards
- Interface with college officials for dual enrollment and college applications
- Serve on school board
- Supervise/direct graduation annually

2.2.4 Testing Coordinator

The Testing Coordinator implements, monitors, and provides results for all tests LCA administers. This person will:

- Interface with testing agencies
- Provide Principal with available testing dates
- Register students for testing

- Gather and train volunteers to administer exams
- Report results to Principal

2.3 Team Leaders

The Team Leader's responsibilities to LCA:

- Be responsible for overseeing assigned families
- Attend the major activities of the school (Parent Meetings and school-wide activities).
- Supervise the coordination of their team for the implementation of one LCA school-wide activity as follows:
 - Be the contact person for questions
 - Be responsible for preparing any necessary pre-event materials
 - Find a location suitable for event
 - Provide people to set-up and run event
 - Verify facilities are returned to their original state

The Team Leader's responsibilities to their families:

- Be their contact person to answer any questions they may have or to forward them to the one who may know
- Check records of each team member during the months of September, January, and May
- Approve lesson plan documentation; train where necessary
- Approve "creative alternative" school days
- Meet with their whole team at least once (more times, if needed) to guide moms in implementing their school-wide team activity
- Supervise progress of moms in planning and action taken for school-wide activity
- Report any policy infractions to the LCA staff
- Try to contact each family at least once in the months between record checks

2.4 Other Positions

ACEA Coordinator - LCA is a member of the Alabama Christian Education Association (ACEA), which offers Academic, Bible, Art, Music, and Speech competitions for students enrolled in ACEA member schools. Students who place first at the state level are invited to participate in the American Association of Christian Schools (AACS) National Competition, which is held annually at Bob Jones University.

LCA's ACEA coordinator keeps LCA students informed of ACEA competition opportunities and assists in their participation by providing them with competition details and rules. The coordinator acts as liaison between the competition organizers and the school office and files all paperwork pertaining to student participation in the state and national competitions. The ACEA coordinator attends all competition events or enlists another LCA parent to represent the school.

Basketball Coach - The LCA head basketball coach is responsible for all aspects of the LCA basketball program. This includes establishing and maintaining a Godly discipline within the program, selecting the players for each team, coaching the players, discipling the players (Matthew 28:19), vetting and selecting assistant coaches, establishing the practice schedule, conducting the practices, establishing the game schedule, finding places to practice and play games, coordinating with other schools on game logistics (i.e., place, time), and performing all other logistics and coordination required to run the basketball program.

Science Fair Coordinator - Meets with the families interested in entering a project in the science fair to give guidance with project selection, project research, and project design and implementation. This coordinator will also, with help from the school, set the date for the science fair, establish the location, communicate this information to the school, and secure trained, fair and independent judges for the projects.

Yearbook Coordinator - The LCA Yearbook Coordinator is in charge of photographing the group photos of classes, taking candid photos of the various activities in which LCA is involved, laying out and designing

the pages in the yearbook, creating a database of photos to students for the individual photo pages, collecting images and captions from the families for the family pages, and making sure all the Seniors turn in their items for the Senior pages. The Coordinator must also keep aware of deadlines for renewal contracts, ordering the yearbooks, and handing them out at the August parent meeting.

3. LEGAL PROCEDURES AND POLICIES

3.1 Alabama State Law

Compulsory Attendance Ages: “between the ages of six and 17.” The parent, legal custodian, or guardian of a child who is six years old may opt out of enrolling the child in school by written notification to the local school board that the child will not be enrolled until age seven. A child attending a church school prior to attaining his or her 16th birthday may withdraw at age 16. Alabama Code § 16-28-3.

Required Days of Instruction: 180 days (public schools only).

Required Subjects: None.

Home School Statute: None.

Home Educators have three options:

Option 1: Attend a Church School. A church school “[i]ncludes only schools that offer instruction in grades K-12, or any combination thereof, including preschool, through on-site or home programs, and are operated as a ministry of a local church, group of churches, denomination, and/or association of churches which do not receive any state or federal funding.” Ala. Code § 16-28-1. A home may be the location where a child receives instruction as a student attending a church school. A parent may establish the church school in the home, or the home may be an extension of an existing church school.

a. “The enrollment and attendance of a child in a church school shall be filed with the local public school superintendent by the parent ... on a form provided by the superintendent ... which shall be countersigned by the administrator of the church school....” Ala. Code § 16-28-7. (No requirement to file annually. Only need to file this form once at initial enrollment in church school.)

b. The principal teacher of the church school must keep an attendance register for each day of the school year. Ala. Code § 16-28-8.

c. If the local school district believes a family is not in compliance with the law, it must give the family 3 days’ written notice (Ala. Code § 16-28-16) prior to instituting criminal charges. In an HSLDA case, the Alabama Court of Criminal Appeals reversed the conviction of a home school father who only received a 2-hour verbal notice from a truant officer. *Maas v. Alabama*, 601 So. 2d 209 (Ala. Ct. App. 1992).

d. According to an Alabama Attorney General’s opinion dated January 3, 1997, “[o]ther than the state laws requiring parents to report attendance and for church schools to report if a student is no longer in attendance at such a church school, there is no provision of Alabama law that permits or requires any state or local authority to regulate a church school.”

Option 2: Attend a Private School. A private school “[i]ncludes only such schools that are established, conducted, and supported by a nongovernmental entity or agency offering educational instruction in grades K-12, or any combination thereof, including preschool, through on-site or home programs.” Ala. Code § 16-28-1. A home may be the location where a child receives instruction as a student attending a private school. A parent may establish the private school in the home, or the home may be an extension of an existing private school.

a. Private schools must register annually by October 10 with the Alabama Department of Education and must complete “uniform blanks” furnished by the Department, “giving such statistics as relate to the

number of pupils, the number of instructors, enrollment, attendance, course of study, length of term, cost of tuition, funds, value of property, and the general condition of the school.” Ala. Code § 16-1-11.

b. At the end of the fifth day from the opening of public school, the principal teacher of each private school must report on forms prescribed by the State Superintendent of Education to the county superintendent or city superintendent “the names and addresses of all children of mandatory school attendance age who have enrolled in such schools; and thereafter, throughout the compulsory attendance period, the principal teacher of each school ... shall report at least weekly the names and addresses of all children of mandatory school attendance age who enroll in the school or who, having enrolled, were absent without being excused, or whose absence was not satisfactorily explained by the parent, guardian, or other person having control of the child.” Ala. § 16-28-7.

c. Private schools must furnish all reports that may be required by the State Superintendent of Education and by the county superintendent of education or by the city board of education with reference to the school attendance laws. Ala. Code § 16-28-8.

d. The principal teacher of the private school must keep an attendance register for each school day of the year. Ala. Code § 16-28-8.

e. Private schools must require each pupil who is admitted to the school to present a certificate of immunization or testing for the prevention of the communicable diseases designated by the State Health Officer, except when the parent or guardian claims a religious or medical exemption. Ala. Code §§ 16-30-3 and 16-30-4.

f. Every private school “shall carry out a system of physical education, the character of which shall conform to the program or course outlined by the Department of Education.” Ala. Code § 16-40-1.

g. Private schools in which 25 or more persons are congregated regularly for instruction must meet the requirements of the building code unless the building was used for that purpose prior to the effective date of the code. Ala. Code §§ 41-9-160(2) and 41-9-163(c).

Option 3: Instruction by a Private Tutor. Under Ala. Code § 16-28-5, a child may be instructed by a private tutor. Under this statute:

a. The private tutor must be a state-certified teacher.

b. The private tutor must offer instruction “in the several branches of study required to be taught in the public schools..., between the hours of 8:00 A.M. and 4:00 P.M., and who uses the English language in giving instruction.”

c. The private tutor must file with the county superintendent, a statement showing the child or children to be instructed, the subjects taught, and period of instruction. The tutor must keep a register of the child’s work showing daily hours of instruction and attendance and shall make such reports as the State Board of Education may require.

Teacher Qualifications: No qualifications required to teach in a church or private school. A private tutor must be a state-certified teacher. Ala. Code § 16-28-5.

Standardized Tests: Not required by statute.

Freedom from State Regulation: “Nonpublic schools, including private, church, parochial, and religious schools, offering educational instruction in grades K-12, as well as home-schooled students, are not

subject to licensure or regulation by the state or any political subdivision of the state, including the State Department of Education.” Sec. 2(b), Act 2014-245.

College Anti-discrimination Provisions: “Any provision of law to the contrary notwithstanding, no public two-year or four-year institution of higher education in the state may deny admission to or otherwise discriminate against an otherwise qualified student based on the consideration, whether in whole or in part, that the student attended, graduated from, or is enrolled in a nonpublic school, including private, church, parochial, and religious schools, or was home schooled.” Sec. 6, Act 2014-245.

Religious Freedom Act: Alabama Constitution Amendment 622.

3.2 Probation Policy

LCA reserves the right to place families on probation when school requirements are not followed. Probation places a family at risk regarding continued enrollment at LCA. LCA recognizes that sometimes extenuating circumstances may prevent a family from being able to comply with LCA requirements. When special circumstances warrant, communication with the school Principal will often prevent the family from being placed on probation.

At the discretion of the school board, a family will be placed on probationary status for failing to comply in any of the following areas:

- failure to remain active in a local church
- account falls behind by 30 days
- required record-keeping falls behind by 30 days
- failure to attend a required parent meeting
- failure to follow policies stated in the Policy Manual
- failure to pay fees incurred through participation in LCA

If the school board deems it necessary to place a family on probationary status, the board will decide what consequences, if any, the family will face during the probationary period. The LCA School Board will notify the family in writing that they have been placed on probationary status. With the notification, the LCA School Board will instruct the family of the consequences which have been levied against the family, as well as how to remedy the situation.

The family will be removed from probationary status when one of the following occurs:

- the deficiency is corrected to the satisfaction of the school staff
- the family successfully appeals to the school board

Potential consequences of being on probation may include any of the following:

- academic records being withheld
- registration for the following year being rejected
- participation in social activities, classes, or field trips being denied/limited
- being withdrawn from LCA

3.3 Dismissal Policy

If the problem is not remedied within 30 days of being placed on probation, the school board may re-evaluate the situation. If the board deems it necessary to levy additional consequences, they will notify the family accordingly.

3.4 Protection of Privacy Policy

In order to protect the privacy of a family, the school will not release information concerning a family except by permission. Families who are enrolled in the school shall not give out the directory, information in it, or use information otherwise obtained through the school for business, profit, or charitable organizations, without the permission of the family.

4. MEDICAL POLICY

4.1 Campus Health Policy

Students **should not be sent to classes or any other LCA activity** if they have had any of the following during the past 24 hours:

- A fever
- Any type of stomach upset
- Symptoms of communicable diseases or viruses (Chicken Pox, the flu, pink eye, bad colds, etc.)
- Frequent coughing, sneezing, nose blowing
- A rash, except for botanically induced rashes (poison ivy, etc.)

4.2 Immunization

LCA requires that immunizations for all children in the family be kept current according to state recommendations. Parents may obtain a “Blue Card” from their doctor, which is issued by the County Health Department and is the certification of immunization. Those who cannot in good conscience provide certain immunizations for their children must follow the current Alabama state law to obtain a waiver for this requirement.

4.3 Allergies

If a child suffers with severe allergies, the office must be informed, along with the student’s teachers, and the lunchroom monitors, as medically necessary according to section 12.1, “Student Behavior.”

4.4 Drug Dispensing

LCA will not administer any medication to a student.

5. TUITION AND FEES POLICIES

Tuition is calculated by the cost we anticipate expending to cover each family for the school year. This can be paid in one payment OR ten equal payments.

- Tuition is due by the 10th of the month.
- Any tuition payment not received by the office by the due date will be automatically billed a \$5 late fee for each week it is late, up to \$20, except when an extension has been approved by the Principal.
- LCA recognizes that special circumstances arise which may delay a family’s ability to pay the full amount on time. If a balance is owed, the family is asked to make arrangements with the Principal for a payment schedule.
- This same **late fee policy applies to all forms due** into the office that have assigned due dates.
- The maximum late fee per item due in the office is \$20.
- Any returned checks will incur a fee equal to that assessed to LCA by our bank.

Any family who is consistently late paying their tuition by the due date or falls behind more than 30 days and has not made prior arrangements with the LCA Principal or Financial Officer will receive a call from a board member and could possibly be placed on probation.

6. STANDARDIZED TESTING POLICY

Testing is **required for students in the fourth, sixth, eighth, and tenth grades.** High school students are exempt if LCA testing graduation requirements have been met. Testing is also provided for students in other grades if parents choose to use it. The primary goal of standardized testing is to aid the parents in determining their students’ progress.

The payment for the testing is the responsibility of the parent and the cost will be announced at the beginning of each school year.

Families that need their student to be tested by an alternative form of evaluation must provide sufficient cause for an exception and work out an acceptable alternative with the school testing coordinator and Principal **by the end of the first semester.**

7. CLASS POLICIES

7.1 Teacher Selection Policy

LCA teachers are qualified to teach the designated class by vocational experience or education. All teachers that teach classes at LCA are screened and interviewed by school administration. The teachers are required to fill out applications, supply references and personal histories, sign Statements of Faith, and comply with LCA Classroom Teaching Requirements. Additionally, each teacher is required to complete a one-time LCA initiated background check before class begins.

7.2 Class Enrollment

Enrollment for Friday classes will be offered during the Spring. Late enrollment will be left to the discretion of the teacher of the class.

7.3 Class Payment

It is the responsibility of the parent to pay each teacher in a timely manner. **One-half** of the first semester fees are due by July 10. The balances of the fees are due upon the second class meeting. If the due date is not met, the student may be dropped from the class. If the fee is paid later, the student can be added back into the class if room allows, and if there is not room, the student will be placed on the waiting list. If a teacher experiences difficulty collecting fees from a family during the remainder of the year, the teacher will report this to the Financial Officer, who will then report it to the Board for consideration of probation. Teachers are giving of their time and effort for a nominal fee, therefore, everyone should return the consideration by allowing the teachers to plan their budgets.

7.4 Class Fees and Refunds

Initial outlay by the teacher precludes reimbursement for some of these funds. Reimbursement of the remaining tuition is at the teacher's discretion in the cases of major financial hardship or job transfers.

7.5 Class Requirements

Students must maintain at least a "C" average in order to remain in an LCA class. If a student falls below a "C" average by the end of the first nine weeks (or any nine-week period), they will be asked to withdraw from the class because they are either unable or unmotivated to handle the work required.

Classes are offered at LCA as a resource tool to help parents educate their children. Parents are still responsible to see that the students are completing assignments for LCA classes. Most teachers send home graded quizzes and tests with the students. We recommend that parents insist on seeing these and having the student organize and keep them.

7.6 Class Attendance

LCA class teachers will keep attendance and regular attendance is expected. If your student will not be attending a class, please contact the school to let the office know not to expect him/her. If a student is not in class and the parent has not contacted the office, the parent may be called.

7.7 Classes and Inclement Weather

LCA will follow the Madison County School system with regard to severe or hazardous weather.

7.8 Lunch

Lunch is from 12:00-12:30 on Fridays. Pizza can be purchased in two ways: 1) a semester Pizza Pass purchased at the beginning of each semester 2) weekly purchases of individual slices by students signing up on Friday mornings before 11:00. Students are welcome to bring their lunch. Microwaves are available in the kitchen for use. Stoves are not permitted to be used by students.

7.9 Chapel

Chapel is required for all students on the premises during chapel time. The purpose of Chapel is to worship the living God through song, prayer, and the preaching of the Word. We do not offer an "invitation." If a child inquires about salvation, the Gospel will be explained and the parents will be contacted. Doctrine will be confined to those affirmed by each family on the Statement of Faith.

7.10 Class Days

LCA offers High School classes on Tuesday, Thursday, and Friday. Part-time members are eligible for High School classes only. Additionally, on Friday, enrichment classes are held for K-12 grades.

On Tuesday and Thursday of each week, the gym is set up as a study hall. This study hall is for students who need a place to work between classes. Each student should bring school work and work quietly according to the guidelines set forth by the LCA staff.

8. SPECIAL PROJECTS / ACTIVITIES / FIELD TRIPS

8.1 Planning Projects or Field Trips

Special projects, activities, and field trips intended as a school-wide function must be approved by a school administrator and put on the official school calendar (in the office). No advertisement or expenditures should occur until approval is complete. An LCA staff member or parent must act as a sponsor for all school functions and be present during the entire length of the activity.

8.2 Unaccompanied Students

Any parent who does not wish to accompany their student to an LCA activity where a parent or guardian is required must have a designated adult who agrees to be responsible for the student and to be present at all times.

8.3 Students Represent LCA to the Community

LCA expects all students to exhibit Christ-like behavior at school activities. If a student is unable to behave appropriately at an LCA class, activity, or field trip, a team leader or the LCA staff member will ask the parent and the child to leave. Parents are asked to comply in a godly manner. Any student asked to leave a second activity/class because of misbehavior may not be allowed to participate in any field trips, activities, or classes for the rest of the school year. Any parent who feels their child was treated unjustly should contact the School Principal.

9. PARENT RESPONSIBILITIES

9.1 Records

In order to legally support your homeschooling efforts and for accountability purposes, LCA requires the following academic documentation from each family.

State Law Requires (For those choosing the "Church School" option)

- Church school enrollment form
- Attendance Records

LCA Requires

- Application Forms / Re-enrollment Forms
- Goals and Curriculum (grades 1-8)
- Four Year Plan and Course Descriptions (grades 9-12)
- Lesson Plans/Journal
- Report Cards
- Work Samples

9.2 Application Forms / Re-enrollment Forms

Application Forms and/or Re-enrollment Forms must be completed, approved, and on file in the office before the family is considered fully enrolled and before they are eligible to participate in classes and activities.

9.3 Attendance Records

Attendance records are a requirement of the state, therefore LCA requires each family to maintain an LCA Attendance Form for their student(s), and to submit their Attendance Form to LCA at the end of each semester.

9.4 Goals and Curriculum

Goals and Curriculum Forms for grades 1-8 document the commitment to instruction and long-range planning for the year. This form must be completed for every student enrolled in these grades and turned in at the beginning of the school year to the family's team leader.

9.5 Four-Year Plan and Course Descriptions

The four- year plan maps out a course of study for the high school years, while the course description details the plan for each course therein. Both plans are written by the parent after training by the High School Coordinator and are useful tools in planning, communicating, and documenting progress toward LCA's graduation requirements. The objective is to ensure that the student is academically prepared for the student's goals after high school.

High school students transferring from another school must meet with the High School Coordinator to determine credits needed for graduation.

9.6 Lesson Plans / Journal

Lesson plans come in a wide variety of formats. The lesson plan is the primary means of supporting and justifying the home education process, therefore it must show what is taught and needs to have regular notes and comments regarding student progress.

The documentation for each school day must be organized and easy to understand. It is recommended that you keep your school day count* somewhere on your lesson plan or journal. ****A minimum of 180 days of school per year is required by LCA.***

9.7 Report Cards

Report cards are provided by LCA, and grades should be recorded at the end of each semester. Grading should be recorded as follows, depending on the grade level:

For K-2nd grades, the teacher may decide what grading scale he/she wishes to use.

For 3rd-8th grades, letter grades (A, B, C, and D) should be used.

For high school (9th -12th grades and 8th graders earning high school credit), the report cards should reflect the **numerical grade** earned. A copy of each student's report card should be turned into team leaders after each semester plus a copy to the HSC.

9.8 Work Samples

A sample of each student's work in the disciplines of writing and math are to be shown to the family's team leader in January of each year.

10. ATTENDANCE POLICY

The LCA school year begins June 1 and ends May 31. This provides each family 365 days in which to conduct their home education program. LCA requires that at least 180 school days out of the possible 365 be documented. A school day is defined as a planned and documented day of instruction in which:

At least three core subjects (i.e. reading, spelling, creative writing, arithmetic, English, Bible, language, geography, science, health, or history) are taught, **OR**

A minimum of three hours is spent in learning activities in core subject(s).

Please note that this is a minimum.

Out of these 180 required school days, a family is allowed:

- Ten (10) days per semester, (twenty days per year) for sickness or any necessary absence of the teacher or the student (when plans had been made to teach that day)
- Five (5) "In-Service" or teacher preparation days to be used for such things as seminars, lesson preparation, grading, organizing, planning, preparing the instruction work site, etc.
- A limited number of Excused Absences (which must be approved individually by the Principal) each semester for special family emergencies or problems that exceed the ten (10) absent days.

11. CERTIFICATE OF COMPLETION IN LIEU OF GRADUATION

A student who has special learning problems and cannot meet LCA's graduation requirements can receive a certificate of completion. The parents will need to meet with the LCA Principal and High School Coordinator to determine a four-year plan and set goals to be met by the student.

12. STUDENT BEHAVIOR POLICY

12.1 Student Behavior Requirements

Because we are in a facility that is both a Church and a school, it is necessary to clarify a few behavioral rules so that our students know what is expected of them. We want to be fair to them, but we also want to respect the Church members who provide this facility for our use as well as the other families in the school.

Parents should go over these rules with their students.

The following are violations of the LCA Student Behavior Policy:

- Disrespectful attitudes or behavior toward others; **everyone should treat one another as they would like to be treated**
- Classroom distractions, including: violating class rules, ringers on cell phones, texting, etc.
- Plagiarism or cheating
- Running or horse playing inside the building
- Profane or disrespectful talking
- Yelling or screaming
- Possession of weapons
- Possession of illegal or prescription drugs unless medically necessary and the office is notified (e.g. diabetic or severe allergy medications that require immediate treatment)
- Eating during class unless it is part of the class activity
- Food or drink in the auditorium
- Chewing gum
- Technology devices of any kind during Friday classes unless approved by a teacher; high school students may use technology devices while waiting in the gym on Tuesday and Thursday if

permitted by the parent, and the device should only be used in a way that edifies the individual and honors God

- Accessing the pantry or ice box without permission
- Inappropriate contact, excessive hugging, hand-holding, or kissing on campus or during any off-campus LCA activities
- Leaving class before it is over unless given permission by the teacher
- Leaving campus without permission before classes are dismissed
- Leaving in a car with other student(s) unless given parental permission in writing or by phone to the school office
- Leaving a mess after eating or other personal or school activity
- Disturbing or altering the property of NLBC; the decorations, supplies, materials in the rooms, as well as the building, must be respected and remain exactly as the Church members left them, including the nursery
- Loitering in the parking lot or outside of the building

12.2 Student Dress Code

The Scriptures clearly teach that as believers in the Lord Jesus Christ we are to present a Christian lifestyle before the world (1 Corinthians 10:31; Colossians 3:23-24). This lifestyle also includes the area of dress. LCA is composed of many families of varying values, and as Christian families, we should not wish to offend each other (Romans 14:7-9). Therefore, we request that you observe the guidelines given below for any LCA activity—on campus or off.

If a member of the staff, a teacher, or a field trip leader, observes that a student is in violation of the dress code, the student will be asked to go home or change clothing. The parent is responsible for bringing the student appropriate attire. If the violation is not blatantly immodest, the school staff may allow the student to continue the class or activity until appropriate attire has been supplied. The goal is to handle correction discreetly to protect the student's privacy. Questionable attire is subject to the opinion of the highest authority present, with compliance required. A parent may appeal later to the LCA School Board.

General guidelines:

- All clothing worn must be modest and in good taste. (1 Timothy 2:8-10)
- Clothing that is too short, too tight, worn-out, torn, or sloppy is not considered appropriate attire for Christian school activities.

Specific guidelines:

- Shirts should have some type of sleeve—combinations of shirts are acceptable as long as one has sleeves
- Necklines should not be lower than 1" below the collarbone.
- Shorts should be pant style in design. Gym shorts may be worn during P.E. only and must be knee length.
- Shorts, skirts and dresses should be knee length or longer—meaning at least to the top of the knee
- All undergarments should remain as such: under garments! (even when raising arms, sitting, and during P.E.)
- Students are not to wear hats inside the building. Students may wear hats during outdoor activities as a means of sun protection.
- Beyond girls having earrings, no body piercing is allowed by any students; male students are not allowed to wear earrings.
- Hair should be neatly kept and out of eyes
- No tight or form fitted clothing. **A general rule of "pinch one inch" should be applied to outer garments. In other words, the clothing should be loose enough for the student to easily "pinch one inch" of material.**
- No sweat pants except during P.E or karate

- No shirt or T-shirt with a logo that may be offensive in nature (Romans 14:13, 20-21)
- No Gothic, punk, or rap attire (often characterized by all black attire, exotic hair, and intimidating designs on shirts)
- No tummies showing – even when raising arms, sitting, and during P.E.

12.3 Student Security

For the safety of all, LCA has only one designated student entrance and exit to the school campus. All entries and exits are through this single access door located at the LCA Office entrance. The exception is the designated Friday pickup and drop-off times which will be at the front entrances and monitored by school officials. All other doors will be secured and locked and are to be used for emergency exit only. Students are not to open any doors for anyone at any time.

13. DISCIPLINARY PROCEDURES

13.1 Corporal Punishment

LCA does not administer any form of corporal punishment. This is the jurisdiction of the parents.

13.2 Specific Disciplinary Procedures

Life Christian Academy's discipline policy should be viewed in the context of LCA's stated goal of assisting parents in the training of their children. LCA is committed to ensuring children can learn in a safe environment, conducive to spiritual growth and learning. To accomplish this, the staff will do everything in its power to include parents in the discipline process, to be fair, and to be consistent.

The following guidelines may be adjusted as the LCA school administration and school board deem necessary to protect the physical and emotional well-being of students, staff, and LCA in general. Students and families are expected to demonstrate Christian values and reflect the character of Christ as a pattern of life.

The following measures build according to the frequency of violations and according to the severity of the violation. Our goal is to support Christian families as they seek to train their children in the things of the Lord, one area of which is obedience to authority.

Level I—Student Corrected with Compliance Required

When a student violates any of the LCA Student Behavior Policies set forth in this manual, excluding those offenses which are Suspensions or Expulsions as indicated by Levels IV and V.

Level II—Student Corrected, Parent Contacted and Recorded in Students File

When a student repeatedly (two times or more) violates behavior policy

Level III—Student Corrected, Parent/Administration Conference, and Recorded in Student File

1. When a student does not comply with correction given them by administration, teacher, or other LCA authority
2. Repeated offenses from Levels I-II
3. Inappropriate display of affection
4. Cutting class or leaving campus without parental permission and staff awareness

Level IV—Suspensions (suspensions are effective the next day(s) which the student is to be at LCA)

One Day Suspensions

1. Repeated offenses from Levels I-III

2. Cursing, profanity of any type, and inappropriate gestures
3. Conspiracy of inciting to fight or fighting
4. Bullying
5. Verbally insulting school personnel

Three Day Suspensions

1. Repeated offenses from Levels I-IV
2. Cheating/Plagiarism
3. Lying
4. Theft
5. Purposely damaging or altering the facilities of NLBC/LCA

Suspension for the Remainder of the Semester or Year

1. Repeated offenses from Levels I-IV
2. Inappropriate sexual language or behavior
3. Possession or use of tobacco products
4. Confirmed threats of violence to students, faculty, or the school in general
5. Explicit pictures or pornography
6. Attempting to, conspiring to, or vandalizing others and/or school property (restitution required)

Level V—Expulsion

1. Repeated offenses Levels I-IV
2. Possession or use of illegal drugs or drug paraphernalia, alcohol, or misuse of prescription drugs
3. Possession of firearms or weapons
4. Sexual harassment: pressure for sexual activity
5. Any other action that the LCA board deems severely harmful (physically, spiritually, or morally) to the students, staff, or the school in general

14. PROCEDURAL EXPLANATIONS

14.1 Suspensions / Expulsions

Whenever an incident is reported or occurs which would mean the suspension or expulsion of a student, the parents will immediately be contacted, and the student may be sent home. Afterward all parties involved will be consulted and facts will be established. Then the administration and/or representation from the board will meet with the student(s) and parents. Until this process is complete, the student(s) under review may not be allowed to attend LCA classes or functions. However, the student will be allowed to continue class work off campus until review by the board is complete. Students may lose all academic credits during the time they are suspended.

In all cases of suspension, the LCA Board reserves the right, to increase or decrease the length of suspension or move immediately to expulsion based on review of all facts and the severity of the student misconduct. All suspensions require a majority vote of board members present at the board meeting. Expulsions require three quarters (75%) super majority vote of the board members present at the board meeting. Board decisions require that a quorum of board members is present. Suspensions and expulsions are only determined by the board.

Expelled students will no longer be covered by LCA as their church school covering.

14.2 Behavior Records

LCA administration will keep records of behavior policy violations. Suspensions and expulsions may become a part of the student's permanent record.

14.3 Appeal Process to Board Decisions

Parents may address the board any time prior to a final board decision. Appeals to final decisions will only be considered if new information is being presented.

15. HIGH SCHOOL MANUAL

15.1 Definition of a High School Student at LCA

Students enrolled in grades 9-12 who are children of full-time member LCA families are high school students. These students have opportunity to take their coursework at home or at a co-op class. They can also participate in member testing, extracurricular, service, or social activities.

All high school families must meet requirements of overall membership as outlined in this Member Policy Manual, such as attendance, record checks, team service, testing, and fees. Parents are asked to attend high school training or schedule a conference with the High School Coordinator (HSC) prior to beginning high school, prior to beginning the senior year, and as needed at other times. Annual training is encouraged.

15.2 Credits and Activities for Eighth Grade Students

High school coursework is not required for eighth grade students. Eighth grade students can earn a maximum of **four** high school credits for ***high school level academic core or required subjects, including foreign language courses***. The following subjects are not approved for high school credit when taken in eighth grade: Chorus, Drama, PE, and Bible.

Parents should attend high school training or meet with the HSC before beginning high school coursework. ***For advanced students, additional high school credits may be allowed with prior approval of the HSC.***

Eighth grade students may be invited to a limited number of extracurricular and service activities. This will be announced by the planning team for each event.

15.3 Records Required for High School Students

Late fees may apply as listed in member policy.

A. Four-Year Coursework Plan

- Due August 10 prior to entering ninth grade
- If doing early high school credit, file prior to eighth-grade year
- Updates should be filed annually and as needed

B. Course Descriptions:

- Due August 10 for each course the student will be taking that year for high school credit.
- Course descriptions should include the student's name, grade, school year, course title, curriculum, and course description.
- Parents are advised to also include when and where the class is taught and by whom.

C. Report Cards

- Copies should be turned in to the family's team leader and the High School Coordinator at the end of each semester.
- Final grade card is due in the high school office by June 10.
- Course titles should be specific and should match those on your course descriptions.
- The grade card should include the credit awarded for the course and the numerical grade on a 100-point scale.

- No grade above 100 will be recorded on the transcript except for Advanced Placement (AP) exam scores 3 or higher and dual-enrollment grades.
- **No grade below 70 or “C” grade will be recorded on the transcript.**

15.4 Standardized Testing Requirements

All high school students are required to take at least one standardized test in the ***eighth*** and ***tenth*** grades and as needed to meet graduation requirements. The tests available for annual evaluation are: PSAT/NMSQT, PSAT 8/9/10, ASVAB, SAT, ACT, CLT or IOWA Achievement Tests. To graduate, students must fulfill one of the requirements listed below in Section 15.5.2, “Standardized Testing Competency.”

15.5 Graduation Requirements

On completion of the requirements listed below and supporting documentation, a student is awarded a diploma from LCA equivalent to an Alabama State standard diploma.

15.5.1 Course of Study Requirements:

Student must successfully complete an approved course of study in the disciplines listed below, minimum 24 Credits, effective graduating class of 2020:

Subject Area	Credits (minimum)
Bible	1
English	4
Math	4 (to include Algebra 1 & 2, Geometry or equivalent**)
Science	4 (to include Biology, a physical science or equivalent)
Social Studies	4 (to include World History, US History 1 & 2, US Government ½ credit, Economics ½ credit or equivalent)
PE/Health	1.5
CTE* and/or Fine Arts and/or Foreign Language	3
Career Preparedness/Life Skills	1
Electives	1.5 or more
Total	24

*CTE: Career and Technical Training

**Equiv. modifications may be approved by HSC

Credit can be earned for both formal and informal types of coursework.

- **Formal courses** are those curriculum or classes which contain a pre-planned unit-of-study provided by a recognized publisher or school. The credits have usually been predetermined by the publisher or school.
- **Informal courses** are those which are specially designed for the student by the parent rather than a publisher or school. Determination of a credit for these courses are as follows:
 - one credit: ~ 90-150 total hours of coursework
 - half credit: ~ 45-90 total hours of coursework

15.5.2 Standardized Testing Competency

To graduate, students must fulfill one of the following requirements.

Test	Minimum Score
ACT	16
SAT	790 (combined math and critical reading)
IOWA	10 th grade level in BASIC BATTERY

15.5.3 Bible Reading Requirement

Students must read through the entire Bible at least one time in the high school years. This requirement is not the same as the Bible Course but may be included in the Bible classes.

15.5.4 Research Paper / Project

Note that a research paper is no longer required but highly encouraged for college-bound students. Vocational students are encouraged to complete a research project.

15.5.5 Vocational / Technical Course of Study

A **vocational/technical** course of study is recommended for students who plan to enter the work force or attend a technical school rather than attend a four-year college after graduating from LCA. Parents may design a course of study which includes hands-on or on-the-job training. Students should keep a strong core curriculum but use their CTE, Career Prep & Life Skills, and elective courses to prepare for the vocation. These courses can include an apprenticeship, dual enrollment, vocational courses, or on the job training.

15.6 General Criteria for Honors / Advanced Placement (AP) Classes

LCA will offer honors and AP classes as teacher availability allows. When completed, honors classes will be indicated as such on transcripts. Parents may teach honors classes at home or enroll online and designate them on course descriptions and grade cards.

AP Courses: Due to AP certification requirements, only courses that are official College Board certified AP courses taught by official College Board certified AP Instructors may be listed as AP on the official transcript. However, if a student passes an AP exam with a “3” or higher, the class will be designated as an honors class on the transcript and denoted as a weighted grade by adding 10 points (based on a 100-point scale). The letter grade will receive a weighting of one additional point (based on a four-point scale). Any parent may teach to the AP syllabus found at www.collegeboard.com, but the student must pass the AP exam with a score of “3” or higher to have it noted as “Honors” on the transcript.

NOTE: if a student takes a College Board certified online AP course and successfully completes the course with a grade of “C” or higher, the student will receive a weighted grade based on completion of the course. In this case, the student is not required to take the corresponding AP exam to receive the weighted grade. However, even if the student does take the AP exam and passes with a score of “3” or higher, the student **will not** receive double weighting of the grade (weighting for both course completion and exam score). College Board certified on-line AP courses may receive the AP designation on the transcript.

Guidelines for AP Test Credit and Weighting of Grades:

- Student must take a corresponding class within the same school year that the test is taken.
- To earn early college credit, any student can register and complete any AP exam offered. However, only AP exams that have a corresponding high school course taught within the same school year as the AP exam will be awarded the weighted grade.
- Weighted grades will not be arbitrarily assigned to a non-corresponding course.
- AP exams cannot be used as CLEP exams for LCA credit (e.g., if a student takes the Calculus AP exam and earns a score of “3” or higher, but has not taken a formal Calculus class, there will be no awarding of a Calculus grade).

Guidelines for Honors Classes:

- Content is accelerated and/or more complex than the corresponding “regular” class.
- Course emphasizes critical thinking and application.
- Course includes experiential instruction (hands-on learning opportunities such as labs, field trips, competitions, projects, and/or guest speakers).
- Class is interdisciplinary (especially important: written and oral communication skills).
- Assessments require the student to use enhanced thought processes.

15.7 Dual Enrollment

LCA has an agreement with University of Alabama in Huntsville (UAH), Calhoun Community College, University of Alabama Early College, and Bryan College whereby a student in 10-12th grade may enroll in a college course and gain high school and college credit for the course. Other colleges may be considered also.

Procedure for Dual Enrollment:

1. Student must apply for admission to the college as a dual credit student.
2. Admission requirements include:
 - GPA of 3.0 (B average)
 - Acceptable ACT or SAT scores or placement test at the college
 - Must be on grade level with high school course requirements
 - Written permission from parents and school officials
3. Contact the HSC for a registration/approval form and transcript to be sent to the college.
4. The student is responsible for all costs related to the courses.

Guidelines for Dual-Enrollment Courses, Credit, and Weighting of Grades:

- Dual enrollment course grades will be weighted according to the same scale as AP weighting.
- Students may take college courses in advanced core courses or in trade/technical classes such as cybersecurity, machine tool, welding, EMT, etc.
- Classes taken at colleges (three or four credit hours) will be shown as one credit on the student’s high school transcript per current Dual Enrollment Agreements with colleges. Exceptions and pre-requisites may apply. See HSC for details and annual updates.
- No PE classes can be taken for dual enrollment.
- Any classes taken for dual enrollment below the 100- college level may be applied to the high school transcript for credit but will not have weighted grades on the transcript.
- Prerequisites/placement exams or ACT scores are required by the college for some classes.

15.8 LCA Service Club

- Service awards can be earned by **students in grades 9-12** who do any type of volunteer work. Hours may be recorded on the student’s transcript.
- Use the Service Project Form or your own to document the hours spent in service activities.
- Service projects for this award are considered activities done outside the home for individuals or organizations without compensation.
- Any number of hours may be entered on the transcript, even if it is less than enough for a medal.
- Service hours earned may be applied towards the high school transcript and are cumulative over the years of high school. Service hours earned during class or club activities may be counted.
- One point is earned for each hour of service. Do not count anything less than a quarter of an hour. Points will be recognized as follows for annual awards:
 - 100 points or more: Gold medal
 - 75 points or more: Silver medal
 - 50 points or more: Bronze medal

15.9 American Christian Honor Society

The American Christian Honor Society by the American Association of Christian Schools (AACS) is a Christian organization which seeks to honor qualified students. Members of this chapter shall be selected by an administrator/teacher/council based on Christian scholarship, service, and character. A student is eligible to apply if he/she is in the 10th-12th grade and completes the following membership requirements:

- **Scholarship:** The prospective member must have a cumulative average of at least 90 percent.
- **Service:** The prospective member must have completed and documented at least 50 hours of service. "Service" may be service projects or unpaid volunteer work and can be the same hours listed for service club.
- **Character:** The student must exhibit good moral character and dependability while exercising influence on peers in upholding our school ideals. Two recommendations from someone other than a parent will be required. The student should exhibit character qualities according to the following guidelines:
 - Holds Christian principles of morality and ethics
 - Cooperates by complying with school regulations
 - Demonstrates the highest standard of honesty and reliability
 - Shows courtesy, concern, and respect for others
 - Takes criticism willingly and accepts recommendations
 - Exhibits perseverance in application to his/her studies
 - Exemplifies desirable personality qualities (cheerfulness, friendliness, contentment)
 - Shows dependability in any responsibility he/she accepts

An eligible student who wishes to become a member of the American Christian Honor Society must complete the application and return it, along with the required documents, to the High School Coordinator by May 31. Membership will be retroactive to the school year just completed.

15.10 Student Council

The LCA Student Council comprises students in grades 9-12. The council serves as representatives of the student body and is primarily charged with planning high school activities and service projects. Any student desiring to be a member of the council must fill-out an application prior to the beginning of the school year and turn it in to the Student Council Advisor.

15.11 Early Graduation

Students desiring to complete high school coursework in less than four years must score AT or ABOVE grade level on standardized achievement tests, complete all graduation requirements, and consult with the HSC.

15.12 Transcript Requests

- Transcripts are issued from the LCA high school office.
- Requests for transcripts can be sent by email to the High School Coordinator.
- Three to five days for the request to be filled should be allowed.
- The full name of the receiving institution or person and full address should be provided.

15.13 Driver's Permits

For a student to apply for a Learner's Permit from the Department of Motor Vehicles (DMV), he/she will need proof of enrollment. See the LCA administrator or secretary for this form. Three days should be allowed for the LCA office to prepare the form before the DMV appointment.

15.14 Students Transferring into LCA

Parents of transfer students must complete the Four-Year Coursework Plan for their high school students and meet with the HSC. Only those credits listed on transcripts from other schools will be transferred to LCA. Parent transcripts and course descriptions may also be accepted from home schooling families transferring from locations that do not require enrollment in a cover school. Credits from transfer schools below 70% will not be added to the LCA transcript.

Students transferring into LCA in their 11th or 12th grade years will be asked to submit an unofficial transcript or high school grade cards and four-year plan at the time of member application to LCA. Records will be reviewed as part of the application process. This procedure is to ensure that the student can meet LCA graduation requirements.

15.15 Part-time High School Students

The LCA office will accept applications for families who wish to participate in LCA on a limited basis. Part-time students will be included in classes and testing for high school students, but extracurricular events will be on a limited basis. Part-time families are responsible to complete an annual part-time application and pay tuition and class fees per semester and testing fees per test.

For annual paperwork templates, testing registration, high school planning worksheets and forms and for all other non-policy needs please see the LCA website or the high school coordinator.

Life Christian Academy



Policy Agreement Form

Sign and return by September 10th (or 2 weeks after enrollment, whichever is latest).

ALL students AND a PARENT need to sign this form.

I certify that I have read, and agree to comply with, the rules and dress code for students as listed in the Policies For Students.

Parent's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date

Student's Signature

Date