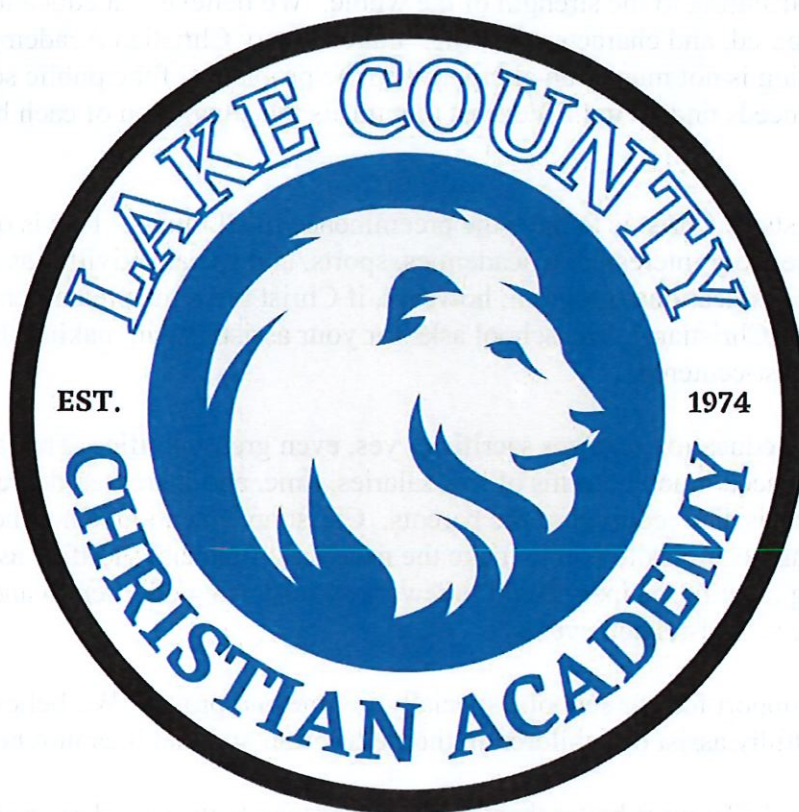


Lake County Christian Academy

... a ministry of Lake County Baptist Church



School Handbook

Ralph L. Warren, Pastor
Timothy Kowach, Administrator
Amy Foster, Vice Principal

1550 Yorkhouse Road
Waukegan, IL 60087
847-623-7600
www.lccalions.org

Introduction

Dear Parents,

Welcome to the Lake County Christian Academy family! We appreciate the trust you have shown by enrolling your child in Lake County Christian Academy. We do not take this trust lightly and are committed to ensuring that your child succeeds at school and in life. To better acquaint you with our mission and focus, please take a few moments to read this handbook. It will explain the purposes, policies, and procedures by which we operate.

Optimum Christian education is the result of the threefold cord of home, school, and church working together in harmony. To attain the optimum results requires that each strand of the cord be in place and contributing to the strength of the whole. We believe that education is to be Christ-centered, Bible-based, and character-forming. Lake County Christian Academy is convinced that Christian education is not merely an alternative to the problems of the public schools - it is exactly what each child needs under God. We trust that this is the conviction of each home and church represented.

Colossians 1:18 states Christ is to have the preeminence in all things. This is our highest priority! We are, of course, very interested in academics, sports, and social activities as necessary ingredients of a well-rounded educational program; however, if Christ loses the preeminence, the education will not really be "Christian." The school asks for your assistance in making the total environment of the school Christ-centered.

Finally, Christian education requires sacrifice - yes, even great sacrifice. The faculty and staff of LCCA have sacrificed much in terms of low salaries, time, and increased dedication to the students' welfare. Sacrifice is also required of the parents. Christian education is not the responsibility of the school alone. Parents are called on to make the necessary financial sacrifice as well as the sacrifice of time attending meetings, supervising homework, transporting children to and from school, and assisting in other school-related events.

We covet your support for our school, especially in time and prayer. We believe that the threefold cord can successfully assist our children in their education and that it cannot be easily broken.

Ecclesiastes 4:9-12 "Two are better than one; because they have a good reward for their labour. 10 For if they fall, the one will lift up his fellow: but woe to him that is alone when he falleth; for he hath not another to help him up.12 And if one prevail against him, two shall withstand him; **and a threefold cord is not quickly broken.**"

Sincerely,
Ralph L. Warren, Pastor
Timothy E. Kowach, Associate Pastor - School Administrator
Amy Foster, Vice Principal

School Verse

John 10:10b "... that they might have life, and that they might have it more abundantly. "

Purpose

Lake County Christian Academy is a ministry of Lake County Baptist Church that exists to assist parents in the development of children who are biblically grounded, academically prepared, socially adept, and physically sound.

Biblically grounded: *"Let the word of Christ dwell in you richly..."* Col. 3:16

- To ensure that each child has a personal relationship with Jesus Christ
- To instill a love for the Word of God
- To provide an environment where students learn to think biblically
- To awaken a realization that God has a calling for each life
- To instill a sense of responsibility and compassion for those who do not know Christ.

Academically prepared: *"... but be ye transformed by the renewing of your mind..."* Rom. 12:2

- To impart a command of essential knowledge and skills
- To discover and develop individual aptitudes
- To instill a love of learning and academic excellence
- To cultivate disciplined, analytical thinking
- To prepare each student academically for the next step in God's calling.

Socially adept: *"Walk in wisdom toward them that are without..."* Col. 4:5

- To instill a loyalty to Jesus Christ in all things and at all times
- To develop integrity in the application of scripture to life
- To impart the crucial skills and understanding that equip students to act, dress, and conduct themselves appropriately in all circumstances and occasions
- To develop an understanding of the student's place and obligations in the family, church, school, and community.

Physically sound: *"... present your bodies a living sacrifice holy, acceptable unto God..."* Rom. 2:1

- To develop a respect for the body as the temple of the Holy Spirit
- To encourage the yielding of the body as an instrument of God's use
- To teach intelligent care of the body.

History

In August of 1974, Lake County Baptist Church established LCCA by purchasing the former Bonnie Brook School. The first year began with only church families, but the school was able to expand to include the community the following year. In 1977, the church erected a new building to accommodate increased enrollment. In the late 1970's and early 1980's, the church purchased additional properties to develop a playground, ball diamond, and soccer field. Presently, the church is purchasing additional property for the further expansion of this ministry.

Pledges

TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.

TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

LCCA CREED

We believe in one triune God: God the Father, God the Son, and God the Holy Spirit; one God in three persons, Blessed and Holy Trinity.

We believe in the inspiration, inerrancy, and authority of the Bible, both the Old and the New Testaments; in the creation of man by the direct act of God; in man's historical fall in the Garden of Eden and the subsequent sinfulness of the human race; in the incarnation, virgin birth, and therefore deity of our Lord and Savior, Jesus Christ; in His vicarious atonement for the sins of mankind by the shedding of His blood on the cross; in the resurrection of His body from the tomb and His ascension to the right hand of the Father; in salvation by grace alone, through faith alone; and in the gift of eternal life by the grace of God.

We believe in the imminent return of Christ in the air to catch away the Church; in His glorious return seven years later to establish His kingdom on earth; in the final judgment of mankind, with endless joy in heaven for believers.

THE LCBS WAY

L: Living with integrity

C: Caring for others

B: Being respectful

S: Striving for excellence

Teacher Qualifications

Every teacher in Lake County Christian Academy must be qualified both spiritually and professionally. All teachers and staff employees are born-again Christians who have dedicated themselves to Christian service. They are all active members of a local church and fully support the doctrinal and mission statements of the school.

SCHOOL PROCEDURES

Admission Policy

All Pre-K, Kindergarten & 1st grade students should be their respective age by September 1. Acceptance is contingent upon the results of an interview with the administration, any required testing, and the review of permanent records of the student's previous schooling.

All new students are admitted on a six-week probationary standing. Once the student demonstrates good character and academic competence, the probationary standing will be dropped.

All parents and students are required to sign the Statement of Cooperation. No student will be admitted or allowed to remain in LCCA who does not agree to cooperate with the overall purpose

and program of the school.

Non-Discriminatory Policy

Lake County Christian Academy does not discriminate on the basis of race, gender, or ethnic origin in the administration of educational policies, admission policies, discipline policies, athletic programs, or other school programs. Students are admitted on the basis of good character and school record.

At this time, we are not equipped to educate the child with special needs.

Enrollment Procedures

Parents may apply online. Enrollment is not finalized until the following steps have been completed:

1. Application to Lake County Christian Academy submitted and registration fee paid.
3. Transcripts &/or report card, & achievement test results received by the office.
4. Student's birth certificate, school physical & immunization records that are up to date turned in to the office.
5. Any necessary testing completed. Preschool, Kindergarten & 1st grade entry testing will be based on readiness skills which includes mental development, social maturity, and age-appropriate behavior. **No testing will be done the week before school starts or the first week of school.**
6. Personal interview completed.
7. Letter of acceptance received.
8. Enrollment package submitted and enrollment fee paid.

Transfer Students

Students transferring from another school are required to take an entrance examination. The results will be used to help determine the grade level in which the incoming student will be placed. All transferring students are asked to bring a copy of their most recent school records and/or their report card to their interview with the administration.

LCCA will accept the transfer of high school credits upon receiving an official transcript directly from the originating academic institutions. However, we reserve the right to evaluate, verify, and select which credits we will or will not accept.

Physical Examination

Students entering preschool, kindergarten, sixth, and ninth grades or entering Illinois schools for the first time are required by the State of Illinois to have a physical examination and a series of immunizations before they can be admitted to classes. Physical examinations may be received a year before the start of fall classes and must be completed by October 15 of the year required. Evidence that the required immunizations against Measles, Mumps, Rubella, Diphtheria, Pertussis, Tetanus, Polio, Hepatitis B, HiB, Chicken pox, and Meningitis have been administered to the student must be on record in the school office.

Students entering Kindergarten, second, and sixth grades are required by the State of Illinois to have a dental exam. The exam can be done anytime during that school year.

Kindergarten students & any student entering an Illinois school for the first time are required to have an eye exam. The exam can be done anytime during that school year.

All students must have immunizations up-to-date and complete by October 15 or they will be asked to be kept at home until all immunizations are current.

A transfer student from another Illinois school may be admitted by transferring a physical examination record, if the examination was taken the summer prior to entering kindergarten, or after completing 5th or 8th grade and if the required immunization was received at that time. A transfer student coming from out of state must have a physical within Illinois in order to attend school and will also need an eye exam if they are entering Illinois schools for the first time. Transfer students are allowed a grace period of one month to meet physical & eye exam requirements.

Re-enrollment Application

A \$201 re-enrollment fee per student is due at the time of re-enrollment online. If not returning you must complete and submit a withdrawal form by May 31st. The re-enrollment fee is non-refundable. The re-enrollment fee increases to \$251 after May 31st.

Registration is open to the public beginning the first school day in March.

Financial Information

Because LCCA is a ministry of Lake County Baptist Church, we attempt to keep costs as low as possible. We are funded primarily through tuition, gifts from the members of LCBC, and gifts from other sources. Our goal is to provide the best possible education for children while maintaining a workable budget. The following list is provided so that parents can be aware of as many costs as possible ahead of time. If you have any questions regarding these fees, please feel free to call or come in to the financial office for further information. All costs, unless otherwise noted, are listed on a per year basis.

New student fees per child:

Application fee.....\$52.00 (Non-refundable, due with application)
Registration fee..... \$232.00

Tuition:

1st child

K4/K5.....\$4,175.00 (Half day - 8:15am - 12:00pm)
K4/K5.....\$5,275.00 (Full day - 8:15am - 3:15pm)
Grades 1-6.....\$4,945.00
Grades 7-12\$5,790.00
2nd-4th child.....10% off each child
5th child.....FREE

* Tuition payment plans run from August-May and include tuition, books, technology, and activity fees (7th-12th grades). Lab & elective fees are assessed separately for all 7th-12th grade students. Online Ignitia classes are \$50/class per semester.

Sports Fee:

9th-12th\$150.00 per sport
6th-8th \$100.00 per sport

There may be additional costs such as team shoes or overnight hotel expenses as the need arises.

Extended Care

K4-12 th graders	7-8:15AM & 3:30-6PM	Per child.....	\$200.00*
K4-12 th graders		Per hour	\$ 5.00

* Fees include afternoon snack.

Students dropped off any time before 8AM will be charged \$5.00 per occurrence.

Parents who are late picking up their children from extended session will be charged \$1.00 for each minute after 6:00pm or after 12:15pm on early dismissal days.

Discounts

Tuition-in-full	5% off tuition if paid in full by August 1
Referrals	\$100 for each new family enrolled (application must indicate referral's name, credit applied in December)
Financial Aid Scholarship	Please visit our website or contact the school office for information

Required Fundraising

\$250/family

Fundraising options are participating in RaiseRight, fall and spring fundraisers, donating \$250, or a combination of these options.

Graduation Fees

Kindergarten.....\$20.00

8th Grade.....\$40.00

12th Grade.....\$50.00

These fees are due on April 1st of the year that the student graduates.

Financial Policies

There is a late fee of \$30.00 assessed on incidentals if not paid by the due date. The FACTS system for tuition plans has its own built in late fees which are listed on their system.

Insufficient funds for checks or electronic transfer will be charged a \$25 fee for each occurrence.

Delinquent accounts may result in a child not being allowed to return to school until payment or another satisfactory arrangement is made.

All school records, report cards, and diplomas will be withheld for accounts that are not current.

Visitors

Parents are always welcome to visit classes to observe, participate, and assist. In order to provide uninterrupted instruction, we ask that such classroom visits and teacher conferences be scheduled in advance through the school office and/or the student's teacher.

Students wishing to bring an out- of-town visitor to school must submit a written request, signed by their parents, several days in advance of the visit. Students below third grade are asked to have a parent or guardian present during their classroom visit. These requests will be approved at the discretion of the administration and teacher.

Former students are asked to receive administrative approval and a visitor's pass before visiting current students during school hours.

All visitors are asked to dress in a manner consistent with the students' dress code.

Withdrawal

Withdrawals from school must be made **in person** through the school office. It is understood that the tuition is due and payable until the office has been notified of withdrawal and the official withdrawal form completed. Records will be prepared within one week of a student's withdrawal. Students transferring to another school and having attended one day or more of any month will owe the full month's tuition. **If a student is voluntarily withdrawn, no tuition or fees are refundable.** Records will not be released until all bills are paid and all textbooks and materials have been returned.

Donations

LCCA endeavors to keep tuition rates low for the benefit of our school families. Many individuals have helped us maintain our low tuition profile by contributing in one or more of these suggested ways: (1) gifts to special building, remodeling, or physical needs; (2) gifts for special equipment purchases; or (3) gifts for sponsoring needy students. Many of our own church families have sponsored individual student's tuition and we encourage willing donors to do the same. All gifts are tax deductible. Please contact the office for further information if you are interested in donating in these ways.

Closing of School

A severe storm or other emergency may require school to be closed. A decision to close school is generally made by 6:00 AM. An e-mail will be sent out at that time. Information will also be available on our website and social media pages, Emergency Closing Center at www.emergencyclosingcenter.com, local radio and/or TV stations, and by a parent alert text.

Telephone

It is vital that we have current contact information for parents/guardians to be able to reach you when necessary. Students may use the school office phones only by permission from their teacher, the administrator, or the office. High school students may bring cell phones to school, but they must remain silenced or turned off in their lockers during class hours.

Emergency Drills

Fire, tornado, and lock-down drills are held periodically throughout the year. For fire drills, it is important that students move quickly, quietly, and in an orderly manner to the assigned exit as soon as the alarm is sounded. A sign indicating the exit route is located in each classroom.

Field Trips

Field trips are taken at various times during the school year to places of educational interest. The Chicagoland area has many places of special interest and benefit for the student. The students are required to maintain the same level of discipline away from the school as is required at the school.

Permission slips sent with the details of the trip must be signed and returned by the due date for the children to participate. If you choose to chaperone, please leave younger children with a sitter. Oftentimes when you chaperone you will also be expected to drive and must take more than your child with you otherwise you are not considered a chaperone.

Parent Volunteers/Sponsors

The school welcomes and encourages parent volunteers. There are opportunities to volunteer on a regular and occasional basis. Some of these opportunities are as follows:

1. Assist the elementary teacher with recess.
2. Share your favorite art or craft project.
3. Monitor the elementary/high school lunchroom.
4. Tutor elementary or high school students.
5. Help label and sort books in the library.
6. Chaperone field trips.
7. Assist with fundraisers.
8. Help with concession stand during sports season.
9. Share about your career path with 7th-12th grade students.

If you are willing to volunteer, please call the office.

Parent-Teacher Conferences

LCCA recognizes the importance of the home and the school working together to attain our goals of developing children who are biblically grounded, academically prepared, socially adept, and physically sound. Therefore, scheduled times have been set aside for parents and school personnel to meet in order to discuss the needs of the student.

Parent-teacher conferences may be necessary throughout the school year in order for parents to know first-hand their child's progress. Parents may request conferences by emailing their child's teacher.

School Store

The school office stocks many items from paper to pens, including PE uniforms and Bibles. A price list of all items stocked is posted in the school office.

Lost and Found

We encourage students to keep track of their possessions; however we understand that items are often misplaced. Lost and found books & classroom materials are taken to the school office for the Jr./Sr. High who are charged \$.50 to claim any lost items. All lost clothing items are placed in the Lost & Found box located in the High School hallway. All elementary lost and found articles are put in the box outside the door of the Vice Principal's office. At the end of each six-week period all unclaimed clothing items will be discarded or charitably dispersed.

Health Care Policies

Students who become ill during the school day will be taken to the school office. No student with a temperature of 100.4 degrees or above will be allowed to remain in school. The school office manager will call the parent/guardian and ask that the child be taken home or to a doctor. Children may not return to school until they are well and without a fever for 24 hours without the aid of medication. Any student that has been absent 3 or more days may be required to have a doctor's excuse to be able to return to school.

If your child displays any sign of illness, such as fever (even a low grade temperature), vomiting, excessive coughing, or a sore throat, please keep him at home to prevent the unnecessary spread of illness throughout the school.

Should a student be suspected of having a communicable parasite (head lice, body lice, etc.) or a communicable medical condition (measles, mumps, impetigo etc.), the parents **MUST** call the school. If the school suspects any such condition exists, the parents will be called to take the child home. The child must then see a doctor, and a note from the doctor stating the condition either does not exist or has been successfully treated and is no longer contagious is required before the child can return to school.

As a general rule, when a student is well enough to attend school, he is well enough to participate in physical education activities, unless he has a doctor's excuse. All student medication, including aspirin, Tylenol, Ibuprofen, cough drops, all over-the-counter medication, and prescriptions is to be dispensed through the school office. Please make sure all medication is labeled with the student's name, the doctor's directions for prescribed medication or written permission and directions from a parent/guardian for over-the-counter medication. These medications must be turned in to the office as soon as the student arrives at school. The school will not provide any type of medication to the student except that which is brought from home with written permission and proper directions for administering.

Lunch Program

The cafeteria operates throughout the school year and provides hot meals from Delicious by Quality Catering. Students can either purchase this school-provided lunch or they may bring their lunch from home.

Menus for the hot lunches are sent home with students, emailed home, and are in the school's newsletter. They are due by the given due date on the menu.

If a student should not have a lunch for a particular day, the office will contact you. Please bring the lunch in by 9:00am. We ask that no fast food be brought for a student's lunch. If a lunch is not able to be brought to school by 9:00, a forgot lunch may be ordered in the child's homeroom. This consists of either a macaroni and cheese OR a peanut butter and jelly sandwich, along with a fruit cup, applesauce cup, or granola bar, and a bottled water.

Student Drivers

Any student who possesses a valid Illinois driver's license and proof of insurance may drive to school. However, a signed parental permission slip must be submitted to the school before a student may do so.

Upon arrival, students are to park along the north side of the parking lot. Drivers are to lock and leave their vehicles. Students are not allowed to loiter in or around cars before or after school, during the school day or at any school function. A student must secure permission before going to his car during the school day.

Students who demonstrate careless or reckless driving habits will forfeit the privilege of driving to school. Student drivers should recognize that the operation of a car is a privilege and a serious responsibility.

Library

Books may be checked out of the LCCA library for a period of two weeks. The limit is three books at a time. Secondary students may take out additional books assigned by the teacher. Teachers may reserve books for class work. These books cannot be checked out. The fine for overdue books is \$.10 per day. The overdue books must be returned before paying the fines. Students must pay for

any books they lose or damage.

Student Activities

Students who participate in choir, athletic teams, cheerleading squads, plays, or any special program groups at LCCA are required to attend all functions in which these groups participate. Students and parents should plan their individual schedules to minimize conflicts.

Former students are welcome to attend school functions. However, they are expected to abide by the current school dress code.

Commencement:

Eighth and twelfth grade students are required to attend graduation.

Spring Banquet:

The spring banquet is a formal dinner for our high school students. It is a special event for our graduating seniors and the time we recognize athletic achievements. 9th-12th graders are expected to attend. 7th & 8th graders are encouraged to attend especially those who participated on a sports team. We request that 7th & 8th grade students be accompanied by a parent or adult guardian. All parents are welcome to attend.

Eligibility

Students may be eligible to participate in the sports program, fine arts performances, academic and/or fine arts tournaments, or any other extra-curricular functions.

Eligibility requirements are as follows:

1. Participants must have at least a "C-" average for the marking period.
2. Participants must have no "F's" for the marking period.

Academic & Fine Arts Tournaments

Upper elementary and seventh through twelfth grade students have an opportunity to participate in the IACS academic and fine arts tournaments. The teachers choose those who will take part in the competition. The school pays all necessary entrance fees. This affords our children a unique opportunity to compete with children in other Illinois Christian schools.

Sports Program

LCCA maintains an active inter-scholastic sports program competing in soccer, basketball, volleyball, and cheerleading.

All students participating in LCCA athletics are required to have a satisfactory physical examination **before** beginning practice. Athletes are encouraged to schedule physicals after June 1 so that they will be covered for all athletic seasons.

Athletes are expected to attend all practices & participate in athletic fundraisers. Athletes may be removed from the team for irregular attendance, lack of ability to perform at the standard set for team membership, or for displaying an improper attitude.

Any students declared ineligible may not participate in sporting events for at least six weeks.

Closed Campus

LCCA operates on the "closed campus" principle. This simply means that attendance at school is required from the regular start of classes to the regular dismissal time, regardless of the number of study periods a student may have. Parents must contact the office if exceptions are necessary. Students may not walk off of school grounds at any time without permission from proper authorities.

Attendance/Absences

In order to gain the most from school, each student must be regular in attendance. Absences will be excused for the following reasons:

1. Illness of the student
2. Death in the immediate family
3. Medical and dental appointments
4. Excused pre-excused absences.

We prefer that medical and dental appointments be scheduled after school hours whenever possible. Parents should notify the school office in advance of the absence. In the case of illness, parents are asked to call the school office before 9:00 AM. If no such call is received, the school will call the parent/guardian of the absentee. Any student that has been absent 3 or more days may be required to present a doctor's excuse to be able to return to school.

Any student absent for fifteen days per semester **may** be retained at the same grade level. In seventh through twelfth grades, this would result in a loss of credit for any course in which the student has accumulated fifteen absences in a semester.

Please call or email the school office your child will be absent. Students will be marked as "absent – unexcused" until we hear from a parent/guardian to explain the absence. Please also call or email the office if you child will arrive to school late.

Pre-Excused Absences

A maximum of five days of pre-excused absences is permitted each semester. These are for non-school sponsored activities including family vacations, hunting trips, and church-sponsored outings and retreats. The school requires a two-day notification for pre-excused absences.

Parents of elementary students are asked to arrange these absences through the school office.

Seventh through twelfth grade students must complete and have approved through the administrator a "Pre-Excused Absence Form" which is available in the office.

Parents are strongly advised to not take students out of school during the first two weeks of the school year or during the final two weeks of each semester. Absences that occur during the final two weeks of the semester are often detrimental to student learning and final grades.

Tardiness

Students will be expected to be on time to class, chapel, and all school functions. Students who come to school late or who are delayed in going to first hour class, should go directly to the office for a pass. Habitual tardiness may be just cause for suspension from school and may be reported for truancy. Please call or email the school office if you know your child is going to be late.

Leaving School

Parents are expected to arrange for their children to be picked up in a timely fashion at the end of the school day. Parents will be charged extended session fees if their child is left on the school grounds after 3:30 PM. Parents who are late picking their children up from extended session will be charged \$1.00 for each minute they are late.

Pick up Instructions

1. Enter the parking lot by the south entrance only.
2. Pick up your children at the north corner of the gym. After picking up your child, follow the traffic pattern back out to Harper.
3. If you arrive before your child is at the door, please park your vehicle or drive back around so that we can keep our traffic moving.
4. Elementary students must be accompanied to their vehicle if the vehicle is not in the car line.

FACTS Management

FACTS Management is our secure web-based school management system. It allows parents the opportunity to get more involved in their child's academic progress and success - all via the Internet.

Parents have the ability to see their children's grades, attendance, homework, conduct, the school calendar, announcements, lunch menu, newsletters, financial information, school forms, and more while protecting their children's information from others. Parents also have the capability of communicating with teachers and staff online when necessary.

FACTS Management is available 24 hours a day/7 days a week wherever you can log onto a computer. It has proven to be a great asset to our school.

Once a student is enrolled parents will be given information on how to access their account on FACTS Management.

To learn more about FACTS Management go to <https://factsmgt.com/>.

ACADEMIC INFORMATION

School Day

K4-12th	8:15 AM - 3:15 PM
K4/K5 (Half day)	8:15 AM -12:00 PM
AM Extended Care	7:00 AM - 8:00 AM
PM Extended Care	3:30PM - 6:00PM
Student Arrival	8:00 AM

Extended Care

Extended care hours are available before and after school to elementary students. Students may arrive at 7:00 AM and may stay until 6:00 PM. Preschool & Kindergarten children enrolled in full day session must bring a blanket. Snacks are served for children remaining after 4:15.

The fees and registration forms are available in the school office.

Preschool & Kindergarten Program

The kindergarten classes are an integral part of the total school program. Our classes are designed to provide a happy learning atmosphere. Kindergarten is an enjoyable opportunity to learn Bible stories, Bible verses, numbers, phonics, reading, printing, music, and art.

Kindergarten students completing the program participate in a cap and gown graduation ceremony. There is a graduation fee of \$20.00 due April 1.

Elementary School

The elementary program is designed for the student to develop learning skills in all subject areas. The elementary curriculum includes a coordinated program of phonics, reading, grammar, spelling, and penmanship, as well as, mathematics, science, history, Bible, and geography.

Junior High School

The following is a course of study for junior high. Certain courses are offered in alternate years.

Bible	American History	English	Fundamentals of Math
English	Pre-Algebra	Life Science	Earth Science
Teen Class	Choir	P.E.	Constitution

Failing grades in two or more core academic subjects may result in retention. A passing grade on the constitution exam is necessary for graduation from 8th grade.

Senior High School

Lake County Christian Academy offers a high standard of education in a wholesome Christian atmosphere. Students are given the opportunity to participate in music, sports and social activities.

All students in grades nine through twelve must follow the course of study recommended to them by the administration. Listed here are the recommended courses of study which are offered in alternate years:

9th & 10th			
Bible	English	World History	Geography
Biology	Physical Science	Algebra I	Geometry
P.E.			
11th & 12th			
Bible	Algebra II	Chemistry	U.S History
English	Pre-Calculus	Physics	U.S Government
			Economics

A passing grade on the constitution exam is necessary for graduation from high school. In addition to these required classes, electives are offered each year which include the following:

Conversational French	Health	Yearbook	Choir
Consumer Math	Band	Music Theory	Sign Language
Book Club	Art	Music Appreciation	Creative Writing
Drama	Speech		

Grade level is based on credits earned as follows:

Sophomore 6+

Junior	12+
Senior	18+

Summer school is required for a student who is behind in the required credits.

Graduation Requirements

To graduate from LCCA, a student must accumulate at least 20 credits, pass the constitution test, and participate in the senior trip. In addition to the 20 credits, a Bible credit must be earned for each year the student attends LCCA. A passing grade for each semester is required for:

English	4 credits
History	4 credits
Science	3 credits
Math	3 credits
P. E.	2 credits
Electives	4 credits

Senior Trip

As part of graduation requirements, all seniors participate in the senior class trip. The expenses for this trip are the responsibility of the student. Many fundraisers are used to help them earn money for this trip.

Report Cards and Grades

Our reporting system is designed to give parents and students an indication of the progress which is being made.

A report card will be e-mailed at the end of each six-week period. For those who do not have an e-mail account, paper copies will be sent home with elementary students and mailed for 7th - 12th grade students.

FACTS Management accounts will be blocked or report card held for any student whose financial account is delinquent.

Grading is on the following scale:

90-100	A	Outstanding Work
80-89	B	Above Average Work
70-79	C	Average Work
60-69	D	Below Average Work
0-59	F	Failing Work

The Preschool, Kindergarten, & Elementary activities grading scale is:

O	= Outstanding
S	= Satisfactory
N	= Needs improvement

Progress Reports

Student progress reports are sent out through FACTS Management to all students six times a year at

six-week intervals. Grades can always be seen on your FACTS Management account.

Honor Roll

An honor roll is published at the end of each six-week period based on a 4.0 grading scale. There are three categories:

Straight A Honor Roll	4.0
A Average Honor Roll	3.5 - 3.99
B Average Honor Roll	3.0 - 3.49

Students must not have any "F"s to be eligible for Honor Roll.

Make-up Work

Students who are absent must check with classroom teachers immediately upon returning to school to get all assignments missed. Assignments are posted daily on FACTS Management. Students are allowed one day for each excused school day missed to make up the work. Missed tests should be made-up in a timely matter at the discretion of the teacher.

Course Change

No course may be dropped or added without administrative approval. Any course dropped after the second week of school will be recorded as an "F" unless such a change is recommended by the administration. No schedule changes may be made at the semester break without approval.

Textbooks

Required textbooks are furnished by LCCA. In case of loss of textbooks or workbooks, students will be billed for the total price of replacement books. Damaged books will be assessed at the end of the year and charged to your account.

7th-12th grade students will be given textbooks online through VitalSource.

Each student is required to have a King James or New King James Bible. These also may be purchased from the school.

Homework

Homework is a necessary part of each child's education. All students will be assigned homework by their teachers. Parents should oversee these assignments. Parents are encouraged to contact the teacher if they have any questions regarding homework.

We request parents' cooperation in seeing that assignments are completed on time. However, this does not mean that parents do the work for the child. Repeated delinquent or unfinished homework will negatively affect students' grades.

Promotion/Retention

Any elementary or 7th/8th grade student who has failed two academic subjects may be retained. The administration will schedule a meeting with parents to discuss options such as summer school or

retention.

DISCIPLINE CODE

Philosophy

Lake County Christian Academy is a ministry of Lake County Baptist Church that exists to assist parents in the development of children who are biblically grounded, academically prepared, socially adept, and physically sound. These are the purposes of our school. Although each specific rule within the discipline code may or may not be necessary for each individual home, we believe the following discipline code enables LCCA to fulfill its expressed purposes.

The discipline code is based upon our four purposes and at least four biblical principles. All our purposes are included in the discipline code with emphasis on the following goals:

- ⇒ To provide an environment where students learn to think biblically
- ⇒ To instill a loyalty to Jesus Christ in all things at all times
- ⇒ To develop integrity in the application of scripture to life
- ⇒ To impart the crucial skills and understanding that equip students to behave themselves appropriately in all circumstances and occasions
- ⇒ To develop an understanding of the student's place and obligations in the family, school, and community.

The following four principles are clearly and repeatedly taught in Scripture and also form the basis for our dress code.

1. The principle of modesty:

I Timothy 2:9 "In like manner also, that women adorn themselves in modest apparel with shamefacedness and sobriety; not with braided hair or gold or pearls or costly array;"

I Peter 3:3-4 "Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold or of putting on of apparel; But let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price."

2. The principle of distinction (of the sexes):

Genesis 1:26-27 "And God said, Let us make man in our image, after our likeness: and let them have dominion over the fish of the sea, and over the fowl of the air, and over the cattle and over all the earth, and over every creeping thing that creepeth upon the earth. 27 So God created man in his own image, in the image of God created he him; male and female created he them."

Deuteronomy 22:5 "The woman shall not wear that which pertaineth unto a man, neither shall a man put on a woman's garment: for all that do so are abomination unto the LORD thy God."

I Corinthians 11:14-15 "Doth not even nature itself teach you, that, if a man have long hair, it is a shame unto him? 15 But if a woman have long hair, it is a glory to her: for her hair is given her for a covering."

3. The principle of identification & association (Does this behavior/dress associate one with Christ or not?)

Colossians 1:10 "That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God;"

I Timothy 4:12 "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

I John 2:15-16 "Love not the world, neither the things that are in the world. If any man love the world, the love of the Father is not in him. 16 For all that is in the world, the lust of the flesh and the lust of the eyes, and the pride of life, is not of the Father, but is of the world."

Romans 12:1-2 "I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. 2 And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."

4. The principle of appropriateness:

Colossians 4:5 "Walk in wisdom toward them that are without, redeeming the time."

I Samuel 18:5 "And David went out whithersoever Saul sent him, and **behaved himself wisely**; and Saul set him over the men of war, and he was accepted in the sight of all the people, and also in the sight of Saul's servants."

I Samuel 18:14 "And David **behaved himself wisely** in all ways; and the LORD was with him."

I Samuel 18:15 "Wherefore when Saul saw that **he behaved himself very wisely**, he was afraid of him."

I Samuel 18:30 "... and it came to pass.... that David **behaved himself more wisely** than all the servants of Saul; so that his name was much set by."

Through exhibiting positive role models and establishing healthy relationships, the faculty and staff desire to work with the parents and churches to produce young people who are "perfect (mature), thoroughly furnished unto all good works." (II Timothy 3:17)

School Wide Policies

LCCA is a center for learning and spiritual growth. As such, the school expects the following:

- ◆ Students will treat all persons with respect. All will interact with each other in a manner that communicates concern and compassion for each other.
- ◆ All will seek to resolve conflicts directly and privately with the person involved. The school will not tolerate griping, gossip, dissension, or discord toward authority or peers.
- ◆ All will demonstrate submission and respect for those in authority.
- ◆ All will be neat in their dress and unquestionably clean in their grooming habits.
- ◆ All behavior will be above reproach, showing a loyalty to Jesus Christ Who enables us to act appropriately in all circumstances.

DRESS CODE

The dress code has been designed to help each student reflect his/her identity as a follower of Christ, look respectable, conform to Biblical principles of modesty, and be age-appropriate. The administration may make decisions or changes to this dress code as the need arises. Students must

be in dress code to attend school. Teachers and administration will give warnings and demerits as needed. If a student is consistently not in the approved dress code, the student may be asked to wait in the office until approved clothing is brought from home.

If a student or parent has a question of whether a specific garment or style is appropriate, the time to check with the administration is before wearing it. Since students purchase their clothing and personal belongings as a part of the family unit and prepare for school at home, we desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with the dress code. Each student will be held responsible for his/her appearance. Instances of deviation will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. If a student is found to be out of dress code, he/she will be required to correct the situation by changing clothes, which may require parents to bring a new outfit. Students will be allowed one warning for a dress code violation. Additional instances will result in demerits.

Uniform options are available through Lands' End. Other approved uniform vendors are Sears, JCPenney, Kohl's, Walmart, Target, and Gap. Pants must be from the school uniform pants section. They may be khaki, navy, gray, or black. Pants and skirts may not be skinny, stretch, pencil, or tight in any fashion. Clothing should not have rips or tears.

General Guidelines

- Clothing should fit appropriately and be made for indoor use.
- Clothing should completely cover undergarments at all times.
- All shirts must have sleeves. Tank tops and sleeveless tops are not acceptable.
- Pants should fall naturally to the ankle without being too tight, allowing for ease in movement.
- Clothing should be Christ-honoring with no references to gang symbols, obscenities, sexual vulgarities, tobacco, alcohol, or drugs. Clothing should not reference bands – including Christian bands – movies, or TV shows. Sports teams, Disney, and appropriate comic book themed clothing is acceptable for casual dress.
- **All students must have one polo shirt from Lands' End with the school logo for field trips and school presentations.**
- No hooded sweatshirts allowed for school day dress.
- No smart watches are allowed.
- Students are asked not to change out of school dress after school unless they are going directly to work from school. Students may leave directly from PE in the PE uniform.

Lands' End

We are happy to offer a variety of uniform style pants, skirts, shirts, and sweaters through a school store on Lands' End. Our school store number is 900189606. Additional information on ordering is available on the website and FACTS Management on a separate document.

Girls School Day Dress Code

BOTTOMS: Straight or bootcut uniform pants from an approved school uniform clothing line with at least an inch of ease from the thigh to the knee. No skinny pants or stretch pants. Skirts or dresses with hemlines to the knee or longer when sitting and standing. Skirts may come within two inches of the top of the knee if leggings are added underneath the skirt.

*Preschool and kindergarten girls may wear loose-fitting long sweats to assist in potty training and bathroom needs.

TOPS: Tops should be loose-fitting dress shirts with sleeves, modest necklines that do not reveal personal areas or the midriff at any time; no collar is required, Athletic style T-shirts, tank tops, crop tops, and sleeveless shirts are not appropriate for school dress. Shirts should not have large text across them, Disney printing, sports teams, or other casual appearance. LCCA T-shirts and sweatshirts can be worn on Fridays for school spirit day.

HAIR: Avoid unnatural hairstyles and colors. Hair and weave can be natural colors including blonde, brown, black and red. Hairstyles should be appropriate to one's gender, providing clear distinction and representation of a male or female – masculine hairstyles for men and feminine hairstyles for women (Genesis 1:27, 1 Corinthians 11:3-16, 1 John 2:15)

JEWELRY: Watches, necklaces, bracelets, rings, and up to 2 sets of earrings are allowed. No other piercings are allowed.

SHOES: Girls may wear dress shoes, dress boots, or dress sandals. Flip-flops, Converse, tennis shoes, shoes that tie like tennis shoes, shoes with a sneaker appearance, Crocs, and slippers are not permitted.

*Girls in Preschool - 6th grade can also wear tennis shoes due to having daily recess.

Boys School Day Dress Code

BOTTOMS: Boys should wear long pants to school including uniform pants or dress pants with at least an inch of ease from the thigh to the knee. Sweatpants, skinny pants, jeans, cargo pants, joggers, pants with elastic ankles, and ripped pants are not allowed. Belts are required if needed to hold past and the natural waist.

*Preschool and kindergarten boys may wear loose-fitting long sweats to assist in potty training and bathroom needs.

TOPS: Collared shirts with sleeves are required for boys. Shirts should be buttoned up and/or tucked in if designed to do so. Dress sweaters with a rounded collar may be worn without a collared shirt beneath them. LCCA T-shirts and sweatshirts can be worn on Fridays for school spirit day. Shirts should not have large text across them, Disney printing, sports teams, or other casual appearance.

HAIR: Boys must have regular haircuts to keep hair neatly trimmed and clean cut. The length of hair for boys should not extend past the eyebrows in front, the shirt collar in back, or the earlobe on the side. Hair should not be manipulated into ponytails or buns. Hair should be neatly groomed in a professional, moderate manner with natural coloring to avoid extreme styles. Hairstyles should be appropriate to one's gender, providing clear distinction and representation of a male or female – masculine hairstyles for men and feminine hairstyles for women. (Genesis 1:27, 1 Corinthians 11:3-16, 1 John 2:15)

JEWELRY: Only men's watches, bracelets, and rings are acceptable. No piercings are permitted, and any existing piercings should be removed before arriving at school. Any chains or necklaces should be worn inside the shirt and out of sight.

SHOES: Boys may wear dress shoes, dress boots, or boat shoes. Flip-flops, Converse, tennis shoes, shoes that tie like tennis shoes, shoes with a sneaker appearance, Crocs, and slippers are not allowed.

*Boys in Preschool - 6th grade may wear tennis shoes due to having daily recess.

Casual Dress

- Casual dress is appropriate for active times, attending games, and selected field trips.
- Students may wear tennis shoes, Converse, or Vans for such events.
- Students may wear loose-fitting workout pants and t-shirts. Loose-fitting athletic shorts may be worn with a minimum of a 7-inch inseam. Jeans may be worn provided there is an inch of ease in the fall from the thigh to the knee.
- Students should not wear leggings, yoga pants, or skinny jeans/pants.

School Function Dress Code

Students should come wearing the school day dress code to all programs, graduations, and other formal events.

Field Trips

All students need one polo with the school logo to wear on field trips. The regular school dress code or uniform options for bottoms are in effect for most field trips. Any deviations will be noted on the permission slip sent home before the field trip.

PE Uniforms

All upper school students should purchase at least one set of the PE uniform from the office. All students are expected to wear tennis shoes for PE that give proper support for a variety of physical movements. Students may go outside for PE unless it is raining or below 20 degrees Fahrenheit with wind chill.

GENERAL PRACTICES

Prohibited Articles

The following articles are not permitted at school or at activities sponsored by the school: tobacco products, alcoholic beverages, illegal drugs, knives, guns, explosives of any kind, MP3 players, iPod's, and electronic games. Posters, literature, or clothing bearing inappropriate or obscene pictures or emblems are also prohibited.

Magazines and books that are contrary to our purposes are not permitted.

No gang representation will be tolerated.

Personal Contact

Dating among students is neither encouraged nor discouraged by the school. These are some regulations that may be of interest to both students and parents:

1. No couples or mixed groups may be on any part of the school grounds, inside or outside of buildings, unless they are under supervision of a school staff member.
2. Students are not permitted to hold hands or participate in any displays of physical affection.

Disciplinary Procedures

Most discipline problems are taken care of by the individual teachers. Some offenses are severe enough or repeated often enough that they are referred to the Administration. Parents will be kept informed of any problems with their child's behavior.

Students that have broken or destroyed school property will be expected to pay the replacement cost.

The following is our **normal process** for dealing with disciplinary problems:

1. After school detention.

2. A parent-teacher conference - involving the administration as needed.

3. A 1-3 day suspension.

Remember, work missed during suspension receives no credit.

4. Probation. The student would be placed on probation for a set period of time as determined by the administration. Probation may be assigned for either academic or disciplinary reasons. Parents will be kept informed of the students' progress and status.

5. Expulsion. A student who repeatedly or flagrantly ignores, disobeys, or flaunts school regulations and/or teacher instructions is subject to expulsion.

Offenses that will result in disciplinary action include, but are not limited to, the following:

- * Tardiness
- * Talking out of turn
- * Getting out of seat
- * Unprepared for class
- * Misuse of chromebook
- * Dress code violations
- * Horseplay
- * Gum chewing
- * Skipping classes
- * Prohibited articles
- * Vulgarity / profanity
- * Defacing &/or vandalizing property
- * Cheating
- * Lying
- * Inappropriate personal contact
- * Disrespect
- * Gang representation
- * Fighting
- * Sexual harassment
- * Bullying
- * Tobacco
- * Drugs / alcohol
- * Pornography / lewd material
- * Stealing

If the situation warrants we have the right to call the police.

We will make every effort to work with parents to assist in each student's adjustment to LCCA.

SEXUAL HARASSMENT POLICY

LCBS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. LCBS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honor, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions.
2. Offering academic benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Students who feel that they have been subjected to conduct of a sexually harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Pastor Kowach

Mrs. Foster

Every effort will be made to protect the privacy of the parties involved in any complaint. However, Lake County Baptist Church and Lake County Christian Academy reserve the right to fully investigate every complaint, and notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

It is against Lake County Baptist Church and Lake County Christian Academy's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Counseling Policy

The entire faculty and staff are here as a ministry to assist the students to accomplish God's purpose for their lives. However, to prevent problems and avoid wrong impressions, the following policies are set forth:

- ◆ Students may counsel with a faculty or staff member of the opposite sex **one** time. During this counseling session the faculty or staff member is to ascertain the nature of the problem or difficulty the student is having.
- ◆ The faculty or staff member will then connect the student with a faculty or staff member of the same sex as the student.
- ◆ At no time will a faculty or staff member counsel a student in an isolated area of the building.
- ◆ At no time will a faculty or staff member discuss their personal problems, complaints, or difficulties with a student.
- ◆ Faculty or staff members may counsel with students of the opposite sex if **all** of the following stipulations are met:
 1. The parents desire and approve of this counseling.
 2. The parents are aware of each session.
 3. The parents or a parentally approved designate is present at each counseling session.
- ◆ Counseling is defined as anything dealing with personal, family, or home problems that fall outside the normal problems of homework, schedules, tests, etc.