LEGACY
CHRISTIAN ACADEMY

STUDENT HANDBOOK

2018-19

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APPENDIX

5th-8th Grade Christian Community Agreement
9th-12th Grade Christian Community Agreement

NOTICE: The Student Handbook of Legacy Christian Academy (LCA) is intended to provide students and their parents or guardians with information regarding LCA's philosophy, guiding principles and policies, and to describe expectations for students who attend Legacy Christian Academy. The Administration of Legacy Christian Academy reserves the right to vary from the provisions of the Handbook and take actions deemed to be in the best interest of LCA and its students.

HISTORY

In 1976 Meadow Creek Church sensed God's leading to establish a Christian School that would provide quality education based upon a firm foundation in God's Word. This leading led to the establishment of Meadow Creek Christian School. In 2004, MCCS became independent of Meadow Creek Church but continued to be dedicated to Christ-centered, biblically-based education with high academic expectations. At the completion of the 2009-10 school year Meadow Creek Christian School officially took the name Legacy Christian Academy.

LCA GUIDING PRINCIPLES

Our Mission

Legacy Christian Academy exists to equip the mind and disciple the heart of each student for Christ-like living.

Statement of Faith

We Believe the entire Bible to be the fully inspired, the only infallible, authoritative, inerrant Word of God.

We Believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.

We Believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of God, His personal return in power and glory.

We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved.

We Believe in the resurrection of both the saved and the lost – the saved to the resurrection of life and the lost to the resurrection of condemnation.

We Believe in spiritual unity of believers in our Lord Jesus Christ.

We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

Core Values

Legacy seeks to fulfill its mission of equipping the mind and discipling the heart of each student for Christ-like living by focusing on our core values:

1. Christ-centered - It is our ultimate goal that students will know and love God, think biblically about all subjects, and understand that ultimate joy is found in living for the glory of God. We are committed to making decisions that glorify God, elevate Christ, and teach students truth through a biblical worldview.
2. Academically Excellent - We are committed to having high caliber teachers who challenge, prepare, and engage students in learning. Students are supported while being held to high academic expectations that lead to high academic performance, satisfaction, and future success.

3. Student Focused - As a school we teach and make decisions based on what is best for student-learning and student growth. Legacy staff are called to work at Legacy to serve the students and help them grow.
4. Strong Relationships - It is our desire that students thrive in their relationship with Christ, parents, peers, and staff. We believe that staff-student relationships are key to educational and life success. As a result, our teachers instruct, encourage, mentor, nurture, and invest in students to help them grow.
5. Partnering with Parents - Legacy recognizes and values the God-given role of parents. As a result, Legacy is working with parents to educate the whole child by instilling Christian values to help children effectively live life and engage the world.

Profile of a Legacy Graduate

Introduction

The Profile of a Legacy Graduate represents our model graduate. This profile was not created as a graduation requirement or a student self-assessment standard, but rather as a tool for accomplishing our mission. Legacy Christian Academy recognizes that achieving this profile in the lives of LCA students is impossible without the commitment of the students and the help of the Holy Spirit. Legacy will partner with parents; create an academically excellent, Christ-centered environment; provide opportunities for growth; and plant the seeds for God to transform and work in the lives of our students. In the same way that God has created all of us with different gifts and abilities, we understand that students will reflect this Profile of a Legacy Graduate in their own unique, God-given way.

Legacy Christian Academy desires and will work toward producing graduates who are biblically grounded, disciples of Christ; God-glorifying, Spirit-led worshippers; intellectually prepared, accomplished learners; morally disciplined, students of character; and faithful and courageous, servant leaders.

- **Biblically grounded, disciples of Christ**
  - Attain a working knowledge of Scripture and are biblically literate
  - Make their faith in Christ their own
  - Articulate their beliefs, values, and convictions
  - Know and practice spiritual disciplines
  - Possess a biblical worldview
  - Find joy in knowing God and in pursuing the call of Christ on their life

- **God-glorifying, Spirit-led worshippers**
  - See life and all of its activities as worship
  - Follow Christ as Lord and pursue Christ-like living and character
  - Embrace a God-centered, rather than a self-centered, view about life and circumstances
  - Explore and develop God-given gifts and talents
  - Treat their bodies as temples of the Holy Spirit by living a healthy lifestyle and a physically disciplined life

- **Intellectually prepared, accomplished learners**
    - Possess the ability to read for understanding, think deeply, and articulate complex thought
    - Value and take ownership of learning
    - Solve problems to develop a workable solution
    - Communicate effectively through writing, speaking, and listening
    - Understand, use, and apply digital technology while being able to create digital media
    - Succeed in higher levels of learning and their next step in education

- **Morally disciplined, students of character**
    - Display integrity and respect
    - Maintain healthy relationships with others while resolving conflicts peacefully and biblically
    - Demonstrate personal responsibility
    - Possess strong work ethic
    - Exhibit spiritual discernment while seeking biblical truth and Christ-like living

- **Faithful and courageous, servant leaders**
    - Understand that the model for godly leadership is Christ Himself
    - Serve others by using their abilities and influence to bless people and point them to God
    - Take the initiative to stand up for what is right and true
    - Affect change by influencing and motivating others to accomplish a vision through planning, communicating, and carrying out key decisions
    - See the Christian mission as global in scale while prepared to engage respectfully with cultural differences and opposing value systems
    - Act authentically and grace-filled in their relationships

Expectations

Legacy Christian Academy expects all members of the community to act respectfully. This expectation, if met, would negate the need for any rules governing behavior. As Christians, we are called to honor all of God's creation and to respect all people. This is the climate that we are trying to create at Legacy. Obviously, we are not perfect and we will fall short, but we strive to create a climate for learning at Legacy that sets us apart from any other school.

Here is what is expected of all of us:

1. We honor God in all we do.
2. We respect people and authority.
3. We honor authority.
4. We strive to do our best work.
5. We practice godly character and appropriate behavior.
6. We seek truth.
7. We bring a positive and cooperative attitude.

Accreditation and Membership

Legacy Christian Academy is accredited for grades K-12 through the Association of Christian Schools International (ACSI).

Legacy Christian Academy is a member of the Minnesota Independent School Forum (MISF), College Board, the Minnesota State High School League (MSHSL), National Honor Society (NHS), and the Minnesota Christian Athletic Association (MCAA).

ADMISSION POLICIES

At LCA, we are dedicated to inspiring student learning through engaging spiritual, academic, artistic, and athletic programs that enhance, energize, and empower each individual for a life of service and significance. LCA seeks to enroll students who embrace its Mission. LCA admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, LCA does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, financial assistance, educational programs, and athletic and extra-curricular activities.

Enrollment of children in Legacy Christian Academy is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies as well as the child's attitude and behavior.

Current Students

Re-enrollment

In order for students to re-enroll for the academic school year, all tuition and fees must be paid in full from the previous school year. LCA reserves the right to not re-enroll or continue enrollment of a child based on the school's assessment of the school's ability to meet the needs of the child. An evaluation by school personnel may be required for re-enrollment of any student.

LCA reserves the right to not re-enroll a child based on the school's assessment of the school's ability to meet the needs of the child. An evaluation by school personnel may be required for re-enrollment of any student.

Enrollment Cancellation Form

To cancel enrollment of a student, you must inform the Office of Admissions and complete an Enrollment Cancellation Form. If the student is withdrawing after the start of the year, tuition reimbursement will be prorated from the date of withdrawal.

New Students

Application for Enrollment

New applicants are required to complete and submit an Application For Enrollment Form with a non-refundable registration fee of $100.00 (maximum of $200.00 per famlly). Applications are accepted at any time. (**Student Questionnaire** - Students entering grades 7-12 are required to complete the Student Questionnaire.)

New Student/Family Interview

Upon receipt of a complete application and all admission materials, each candidate considered for admission to LCA will be interviewed by the Principal. At least one parent is required to attend the interview with their student. Students entering Kindergarten will also have an interview with the Kindergarten teacher. If the student is in 7^{th}-10^{th} grade and has not taken the MAP test, they will be scheduled to take the Survey Math and Reading MAP test. If a MAP test has been taken at the previous school, MAP scores will be submitted to LCA for accurate placement into classes. If a student is on an IEP, 504 Plan, or any other learning/medical plan, the plan will be submitted to LCA. Admission to LCA is by selection after all application materials have been submitted, evaluated, and a new student/family interview is completed.

Enrollment Contract and Deposit

Upon acceptance to LCA, students and parents must complete and sign an Enrollment Contract accompanied with the non-refundable deposit of $250.00 (which is applied to tuition) to secure class placement.

Refusal of Admission or Discontinuation of Enrollment

LCA's biblical role is to work in conjunction with the home to encourage and enable students to mature as Christ-like individuals. On occasion, the atmosphere or conduct within a particular home may not align with the biblical lifestyle the school teaches. This includes but is not necessarily limited to sexual immorality, homosexual orientation, or inability to support the mission, values, or biblical principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. During the interview process, these issues have been discussed with the families. They are informed that no opposition to LCA's biblical worldview shall be tolerated.

International/Foreign Exchange Student Program

International students may apply for the upcoming school year. The student's transcript must show above-average academic ability and they must be able to communicate well in English. The International Coordinator will conduct a Skype interview with the student to determine acceptance to LCA.

If the student is accepted, LCA will send an acceptance letter to the student.

Visa Application

- An I-20 will be issued by Legacy to the student
- Student will need to pay the US SEVIS I-901 fee to the US Government
- Parents must make an appointment with the US Embassy for student to receive a student visa. The following documents will be needed at this appointment:
    - Passport
    - Acceptance letter
    - The receipt for any payments made
    - Proof of family financial support
    - I-20 form from LCA
    - Proof of payment of US SEVIS I-901 fee

If going through our International Student Coordinator, these are the steps:

- Complete International Student Application and return required documents
- Skype interview with International Coordinator and Secondary Principal
- LCA will issue the Acceptance Letter and Enrollment Contract
- Parents will sign the Enrollment Contract and pay the $1,000 Enrollment Deposit
- LCA will issue the I-20
- Student will get the student visa from the US Embassy
- Tuition and fees will be paid in full

ACADEMIC POLICIES

Legacy Christian Academy takes seriously its mission - "Legacy Christian Academy exists to equip the mind and disciple the heart of each student for Christ-like living." To be effective in today's world, a student must be prepared academically. We believe that excellence brings influence and therefore we offer courses that push students to work to their God-given potential.

The Academic Handbook spells out these opportunities, as well as explains graduation requirements and other details for students and parents. This Handbook is available at www.lcamn.org, under the Academic Tab.

Legacy and Common Core

"But examine everything carefully; hold fast to this which is good."
1 Thessalonians 5:21

Legacy is committed to a high quality academic learning experience within a biblical worldview. Legacy is unwilling to compromise on its biblical foundation and biblical worldview training. Biblical truths, Christian thinking, and Christ-like modeling will be infused into every aspect of our school whether that is in the classroom, on the field, or our expectations for staff and students. Legacy is also unwilling to compromise on its academically rigorous standards and a curriculum that is best for student learning as it relates to our mission. Legacy makes its decision regarding curriculum standards based on our mission Statement of equipping the mind and discipling the heart of each student for Christ-like living.

What are standards?

Standards are the learning outcomes we desire our students to possess for each grade and each subject. These standards could include skills, content, or character traits. At Legacy, our standards always include, and are based on, a biblical worldview and meet or exceed Minnesota or federal standards. As stated by Christian Schools International, "God is glorified when we seek to be excellent as we prepare and equip his children. Standards are a means for the Christian school to measure and assess its effectiveness and its performance. Standards serve an important purpose and have great value to the school as it prepares its school improvement goals and plan. Standards are a tool for accountability."

What is Common Core?

According to the Common Core website, the goal of Common Core is to provide teachers and students with a common understanding of what students are expected to learn. Consistent standards will provide appropriate benchmarks for all students, regardless of where they live. These standards define the knowledge and skills students should have within their K-12 educational careers.

Common Core standards have been incorporated into many textbooks as a way to meet these standards. Common Core has many critics, some of which are justified and some of which are exaggerated. It takes discernment to sift through the political and emotional rhetoric and fairly examine the positives and negatives associated with it.

Which curriculum standards should Legacy adopt?

We believe that Legacy should adopt the standards that best enable us to carry out our mission. No packaged set of standards will completely align with Legacy's mission and vision. Therefore, no set of standards should be adopted in a comprehensive way. When considering state or national standards, it is likely that many will be educationally appropriate. Some of the state and national standards may align with Legacy standards and therefore be similar. However, some of the standards will not align with our mission or meet our academic or biblical worldview expectation. As a result, Legacy will continue to add and create many of its own standards. Legacy will continue to design curriculum to meet the academic and spiritual needs of our students. As a private, Christian school, Legacy is blessed to be autonomous from any outside authority regarding standards we must meet.

Will Legacy adopt Common Core standards?

No, Legacy will adopt standards that align with our mission. Will some Common Core Standards align with Legacy's standards? Yes, because many state and federal standards are age appropriate and academically necessary no matter what school one is in. Could some of Legacy's textbooks be aligned with some Common Core standards because it will help students learn well and meet Legacy's mission? Yes, but this should not be confused with blindly or carelessly embracing Common Core or outright approving the entire group of standards. If Legacy believes any state or federal standards go against a biblical worldview, are tied to federal funds, are watered down and reflect low academic expectations, are not developmentally appropriate, or serve a secular or political agenda, these standards will be rejected. It is important to remember that a textbook is one resource but not the entire curriculum. Legacy's standards and the teacher instructing the students drive the curriculum and learning. Legacy's commitment is to instruct our students in a biblical worldview, not adopt a certain set of state or federal standards.

Legacy desires to continually improve in our biblical worldview instruction and educational excellence. Legacy must view and study standards and its curriculum with discernment and with our mission in mind. We must prepare our students to be academically solid, to think critically, and to be able to engage a secular culture with an unshakeable faith that can interact with, but not yield, to the "spirit of this age."

Christian School International says it well, "Our mission is to glory God, to advance his kingdom, and to equip students for a life of discipleship. Where strong instructional standards can be aligned well with the school's mission and worldview, they should be aligned. Where standards conflict with mission or worldview, they should be rejected, replaced, or revised so that the school's mission and worldview prevail."

For further reading regarding a Christian response to Common Core from Association Christian Schools International (Legacy's accrediting agency) and Christian Schools International (an organization working in partnership with ACSI), please go to the following links. These two documents were used to as a foundation to this document.

ACSI Statement

Christian Schools International Statement

Philosophy of Learning

At Legacy Christian Academy, we are committed to providing students with an academic experience that will prepare them for the future and the unique call God has for each student. This means that students will be invited to fully learn, understand, and apply the material, as well as develop the academic habits and skills necessary for success in college and life. Students develop these skills through their work in their classes by advocating for themselves, taking responsibility for their learning, struggling and not achieving success the first time they try something, and learning how to use their resources and gain the help they need to meet expectations

As we focus on learning, there are keys of implications for the 5th-12th classrooms and instruction:

- Grades measure learning and report student progress. Grades are determined by how students meet the learning criteria, which are driven by the learning standards laid out by Legacy and the State of Minnesota. It is important that grades be understood as a measurement tool and an indicator of progress, not as the end goal or as a reward or punishment.

- Assessments are tools used to determine learning standard and concept mastery. For this reason, 75% of a student's grade will be based on performance tasks, such as projects, presentations, and summative assessments, and 25% on other assignments and homework.

- A student's learning habits and behaviors, like putting forth one's best effort, organization, timeliness, and participation, are measured and reported separately from the grade. These habits are extremely important and separating them from the grade helps students and parents know clearly what a student has learned, as well as how a student is performing in class through separate measurements. While these habits do not weigh into the class grade, there are implications attached to them through the late work policy and eligibility requirements.

Late Work Policy

At Legacy Christian Academy, we believe in helping students develop strong study skills and instilling in them a work ethic, time management skills, and sense of responsibility that will serve them as they move on from Legacy and continue to serve Christ. We also believe that student grades should accurately reflect the amount of the content the student has mastered. For this reason, we will not deduct points for late assignments until the summative assessment for the unit. However the following policy is in place as we seek to hold students accountable not only for content, but for developing essential habits for life, and creating the best learning environment for all students. The following policy applies to every class, and starts over each semester.

As a staff, we commit to:

- Supporting students in extraordinary circumstances. We want students to feel confident to take responsibility for their learning, and advocate for themselves when extra time is necessary on assignments.
- Collaborating with students and parents to create plans for learning that will ensure success for every student.
- Sending communication either via email or telephone regarding assignments that are late.
- Timely feedback on all student work. Students can expect high quality feedback on their homework, assignments, and tests within five days of the due date. Essays and research papers will be returned to students with feedback within 8 days.
- Grades that are up-to-date on PowerSchool. All homework, assignments, and assessments will be graded, and entered into PowerSchool within five days of the due date. Essays and research papers will be returned to students with feedback in 8 days.

Middle School

When a student has a late assignment in any class in 7th-8th grade, the following support system will be put into place:

- Students with late assignments will be assigned to attend Academic Support during their lunchtime. We believe that students are responsible and capable, and if they are late on an assignment, we want to support them by providing them with a setting that is conducive to finishing all work and getting help if necessary. Students will attend academic support during their lunchtime every day until all work has been completed in every class.
- If the student fails to complete a missing assignment within 5 days beyond the due date, the next step (listed below) may take effect.
- Should a student become habitual with late work, the student may be asked to drop all extracurricular activities, and attend after-school tutoring sessions as part of their plan for academic success.

Additional Information:

- Students may turn in late work until the summative assessment for the unit. (ie. unit test, essay, or project). Any missing work after the summative assessment will result in a zero.
- Late work policy does NOT apply to summative assignments or tests. Should a student not turn in a summative project, performance, test, or essay, they will receive a zero the day it was due, as they did not meet the deadline. If the student is absent, absence policy applies.

The following steps will help support students and ensure that teachers, parents, and students are in communication regarding the student's progress:

1. The first time a student does not complete an assignment by the set deadline, parents will be notified of the missing assignment.
2. The second time a student does not complete an assignment by the set deadline, parents will be notified of the missing assignment, and a meeting will be set up with the teacher to develop a plan with parents and the student to set them on a path for success.
3. The third time a student does not complete an assignment by the set deadline, the student will be ineligible in their extra-curricular activities until the assignment is submitted. In addition, the student must obtain signatures from each of his/her teachers that they have all assignments up-to-date in every class submitted before they are reinstated. This includes sports, drama, Student Council, Student Ambassadors, and any other clubs in which they participate. At this time, previously instated academic plans will be reviewed and amended based on student needs.
4. The fourth time a student does not complete an assignment by the set deadline, the student will be ineligible in their extra-curricular activities for two weeks. In addition, the student must obtain signatures from each of his/her teachers that they have all assignments up-to-date in every class submitted before they are reinstated. This includes sports, drama, Student Council, Student Ambassadors, and any other clubs in which they participate. At this time, previously instated academic plans will be reviewed and amended based on student needs. After school tutoring or summer school may be required.

High School

Our 9-12th grade late assignment policy is as follows:

1. The first two times a student does not complete an assignment by the set deadline, parents will be notified through an email.
2. The third time a student does not complete an assignment by the set deadline, parents will be notified. At this time, a meeting will be set up with the teacher, student, and parents to develop a plan for the student that will set them on a path for success in the class.

3. The fourth time a student does not complete an assignment by the set deadline, the student will be ineligible in their extra-curricular activities for two weeks. In addition, the student must obtain signatures from each of his/her teachers that they have all assignments up-to-date in every class submitted before they are reinstated. This includes sports, drama, Student Council, Student Ambassadors, and any other clubs in which they participate. At this time, previously instated academic plans will be reviewed and amended based on student needs.
4. The fifth time a student does not complete an assignment by the set deadline, the student and parent will have a meeting with Dr. Lohse and may be removed from the course. The student will be required to make up the credit either in the next school year if their schedule will allow, or through alternate means.

Additional Information:

- Students may turn in late work until the summative assessment for the unit (ie. Unit test or project). Any missing work will result in a zero.
- Late work policy does NOT apply to summative assignments or tests. Should a student not turn in a summative project, performance, test, or essay, they will receive a zero the day it was due, as they did not meet the deadline. If the student is absent, absence policy applies.
- If the student fails to complete a missing assignment within 5 days beyond the due date, the next step (listed below) may take effect.

Extra Credit Policy

Students cannot earn "extra credit." The grade is a reflection of learning, not an accumulation of points.

Test Retake Policy

There are times when students struggle with content and experience circumstances that may lead to a poor grade on an exam. As grades are meant to be a reflection of what students know and the skills they have, students have the option to retake a test to improve their grade. As part of the process, we ask that students complete an appropriate amount of remedial work on the initial content to ensure that they have mastered the concepts that were previously missed. This may take different forms, and include tutoring depending on the subject and teacher. If a student wishes to retake a test, the following requirements must be met:

- All assignments must have been completed on time leading up to the summative assessment.
- Remedial work assigned by the teacher must be completed in a satisfactory manner and in the timeline set by the teacher.
- Retakes must be completed within ten days of the original test.
- Teachers may exercise discretion in how retakes take form. For example, instead of completing a test, students may be asked to complete a project or write an essay.

*Retake policy applies to exams, but does not apply to other summative assessments including projects and essays. When completing these other forms of summative assessment, students are encouraged and have the ability to gain feedback from teachers through the process.
**The last test grade is the student's final grade.

Absence Work Policy

If a student is absent, it is their responsibility to communicate with each teacher about the assignments that were missed. For each school day that a student is absent, they are granted one school day to make up assignments, classwork, and assessments. For example, if a student is absent on Wednesday, missing work would be due on Friday, as well as the completion of assessments.

Extracurricular Eligibility

Students will be eligible to participate in extracurricular activities if they meet the following requirements (these activities include Student Ambassadors, Student Council, drama performances, clubs, and athletics):

1. Must be enrolled as a current student with all enrollment forms, athletic forms, and obligations met through the Admissions, Athletic, and Business Offices.
2. Must be a student in academic and behavioral good standing.
3. A student who is suspended from school may not participate in practices or games during the period of suspension. The Administration reserves the right to extend suspension from participation in activities depending on the severity of the discipline issue.
4. A student whose GPA falls below the minimum standard of 2.0 or is failing any course at Mid-Quarter Report or at the end of the quarter, will not be eligible to participate in the next two games or for two weeks of games/activities, whichever is longer. The student may participate in practice even though they are ineligible for games/activities.
5. Students who have four late assignments in a semester, in any given class will not be eligible to participate in the next two games or for two weeks of games/activities, whichever is longer. The student may participate in practice even though they are ineligible for games/activities. Reinstatement will require that the student gain signatures from all teachers at the end of the two weeks signifying that assignments are up-to-date in all classes.

Academic Counseling (5th-12th Grade)

It is our goal to assist students and parents in their academic journey from elementary through high school and, ultimately, to a post-secondary decision.

The following is a broad overview of the Academic Counseling Program.

Grades 5-12

Open House (August):

- On this evening, students and parents meet the faculty, hand in necessary forms, receive locker assignments, purchase school offered materials (i.e. PE shirts, science goggles), get school pictures taken, and more.

Grades 5 & 6

- First year to pick electives

Grade 7

- **7th grade Step Up Day (at end of 6th grade school year).** The Secondary Principal and teachers talk with students about the changes to be encountered and how to be successful in the 7th grade.
- **Naviance:** Students are introduced to Naviance.

Grade 8

- **9th Grade Orientation** - This is an evening dedicated to helping families understand the high school experience, as well as the requirements for high school graduation.
- Students take the **EXPLORE** exam in January. This is a precursor to the ACT college entrance exam. It includes English, Math, Reading, Science, and a career assessment.
- **Naviance**
    - Explore Careers and Clusters

Grade 9

- **Classroom Guidance** - 9th graders learn about transcripts and the importance of grades and extracurricular activities.
- **Individual Academic Planning Meetings** - Every freshman meets individually with the Guidance Counselor to discuss academic planning in high school. Parents are invited to attend.
- **Naviance**
    - Explore Careers and Clusters
    - Resumé
    - Goals

Grade 10

- **Individual College Planning Meetings** - Every sophomore meets individually (parents are invited to attend) with the Guidance Counselor to discuss:
    - high school classes and graduation requirements
    - college credit options in high school
    - PLAN results and college entrance exams
    - college planning
- Students take the **PLAN** exam in February. This is a precursor to the ACT college entrance exam. It includes English, Math, Reading, Science, and a career assessment.
- **Naviance**
    - Explore Careers and Clusters
    - Resumé
    - Goals
    - Career Interest Profiler
    - Game Plan

Grade 11

- **College Fairs** - Information is communicated to juniors about the National College Fair and the Christian College Fair. Students are encouraged to attend with their parents.
- **Colleges Visiting Legacy** - Students have the opportunity to meet with various college representatives that visit Legacy.
- **Individual College Planning Meetings** - Every junior meets individually (parents are invited to attend) with the Guidance Counselor to discuss:
    - high school classes and graduation requirements
    - college credit options in high school
    - college planning
    - ACT/SAT exam prep
    - college planning and applications
- Students take the **PSAT** exam in October. This is a practice for the SAT and also the National Merit Scholarship Qualifying Test.
- **Practice ACT Exam** - Students take a practice ACT exam in February at Legacy through Kaplan Test Prep and a practice ACT in April at Sylvan Learning Center.
- **College Credit Options in High School -** College level classes that enable students to earn college credits while attending LCA. See detailed description under College Credit Opportunities.
    - Advanced Placement - Students can earn college credit by taking the AP exam in May. Scores of three, four, or five earn college credit, awarded at each institution's discretion.
    - On-site PSEO - College classes through the University of Northwestern-St. Paul taught at Legacy with college approved Legacy staff.
    - Online PSEO - Online college classes through the University of Northwestern-St. Paul (deadline for fall semester July 1, deadline for spring semester December 1). http://www.unwsp.edu/web/pseo-early-college/pseo-online
    - College Level Exam Program - CLEP offers students the opportunity to test out of college level classes. www.collegeboard.org/clep
- **Practice ACT Exam (February) -** The Guidance Counselor administers a practice ACT exam to better prepare the students for their first official exam. The tests are scored and the results are returned to the students so they can use them for studying.
    - Kaplan free practice exam offered at LCA
    - Sylvan free practice exam offered at Sylvan
- **Individual College Counseling Appointments (All Year) -** The Guidance Counselor meets individually with juniors and parents to discuss topics such as the following:
    - course planning
    - college planning
    - ACT exam prep
    - scholarship information
- **Naviance**
    - resumé
    - goals
    - colleges I'm thinking about
    - SuperMatch college search
    - StrengthsExplorer

Grade 12

- **National College Fair -** Information is communicated to seniors about the National College Fair and the Christian College Fair. Students are encouraged to attend with their parents.
- **Colleges Visiting Legacy** - Students have the opportunity to meet with various college representatives that visit Legacy.
- **College Credit Options in High School -** College level classes that enable students to earn college credits while attending LCA. See detailed description under College Credit Opportunities.
    - Advanced Placement - Students can earn college credit by taking the AP exam in May. For scores of 3, 4, or 5, many colleges have been known to grant credit towards college graduation, but in every instance the award of placement and/or credit is up to the individual college.
    - Online PSEO - Online college classes through the University of Northwestern-St. Paul (deadline for fall semester July 1, deadline for spring semester December 1). http://www.unwsp.edu/web/pseo-early-college/pseo-online
    - On-site PSEO - College classes through the University of Northwestern-St. Paul taught at Legacy with college approved Legacy staff.
    - College Level Exam Program - CLEP offers students the opportunity to test out of college level classes. www.collegeboard.org/clep
- **Individual College Application Appointments (All Year) -** The Guidance Counselor meets individually with seniors and parents to discuss topics such as the following:
    - course planning
    - college plan
    - ACT exam prep
    - scholarship information
    - transcripts and recommendations
- **Financial Aid Planning -** This is an evening dedicated to discussing the college financial aid process.
- **Naviance:**
    - resumé
    - goals
    - colleges I'm thinking about
    - SuperMatch college search
    - StrengthsExplorer

Naviance

Naviance is Legacy's college and career planning website. All students have a personal account and will be guided through the various college and career planning activities that the website offers.

Explore Careers and Clusters

- Students can search by keyword for careers or open an advanced search page.
- Displays an advanced search section to find careers based on categories or Holland Interest codes.
- Lists career clusters that students can explore to find careers of interest in the cluster.

Resumé

- Student can build and edit a resumé according to a template.
- Create unlimited printable resumés.

Goals

- Students can set goals and timeframes for achieving them.

Career Interest Profiler

- Assesses career interest using the Holland Interest codes.
- Gives some career planning resources.

Game Plan

- Surveys students about their post-secondary goals.
- Can be accessed by a counselor in the student folder.

Colleges I'm Thinking About

- Displays a list of colleges student is interested in, along with application deadlines, expected difficulty, and student's level of interest.
- Students can add colleges to the list on this page.

SuperMatch College Search

- A new college search that utilizes a "fuzzy" approach to ranking the student's preferences.
- It provides not only a list of schools that match the student's needs perfectly, but the student will also see the ones that come close.

StrengthsExplorer

- StrengthsExplorer powered by Gallup will help students uncover talents and reveal potential strengths.
- From there, students will begin a wonderful journey of discovery, and have the tools they need to make the most of their talents.

Colleges I'm Applying To

- Displays a list of colleges student is applying to.
- Includes the Common Application FERPA release.
- Lets students share progress of application and application status.
- Displays list of teacher recommenders and the status of the recommendation letter.
- Student can indicate which college he or she is attending.

Scholarship Match

- Displays a list of scholarships student may be qualified for based on data entered about the student.
- Student can add scholarships to personal list.

Graduation Requirements - 9th-12th Grade

A Legacy student must earn 24 credits for graduation. A full-year course earns 1 credit and a semester course earns .5 credit, with the exception of those classes that meet every other day for the year, which earn .5 credit. A senior must have successfully completed the course work to earn these credits before he/she is awarded a Legacy Christian Academy diploma. All credits must be completed within one calendar year of the graduation date for that student to be considered a graduate of LCA.

Credits will be issued to Legacy students who:

- Successfully complete Legacy courses.
- Successfully complete courses from PSEO institutions approved by Legacy (non-required courses only).
- Transfer from an accredited secondary school - credit transfers to be determined by Legacy Guidance Counselor and Coordinator of Academic Affairs.
- Successfully complete pre-approved courses from accredited online education providers - non-required courses only.
- Successfully complete pre-approved Ignitia online education program courses.
- Successfully complete pre-approved Summer School courses.

The Administration reserves the right to not offer a course based on student registration numbers.

Required Credits/Classes For Graduation

Bible	3	Old Testament, Christian Theology, Biblical Worldview
English	4	
Fine Arts	1	Options: Band, Choir, Art, Drama, Yearbook, Graphic Design, Video Production
Health	.5	
Math	3	Beginning with the high school graduating Class of 2015, all U of M colleges are expecting at least four years of high school mathematics
Physical Education	1.5	9^{th}-12^{th} grade students earn .25 credit for each school sport they participate in, up to 1 credit
Science	3	Physical Science, Chemistry*, Biology; Physics is strongly recommended
Senior Service	0	All seniors are required to perform 25 hours of Community Service. This requirement is coordinated through the Spiritual Life Coordinator's Office.
Social Studies	3	US Government (.5 credit), Economics (.5 credit), World History, US History
World Language	2	Spanish

* Beginning with the Class of 2020, Chemistry will be required for graduation.

Class Load Requirements

All Legacy high school students must take the required full load of classes. There are no part-time students at Legacy. The class load is the total of courses taken at Legacy plus approved PSEO courses for juniors and seniors.

Students in 7th-11th grade must be registered for 7 class periods in a day. This may consist of 7 classes or 6 classes and a study hall. Seniors must register for at least 6 class periods. TA does not count for a class period, unless the student is enrolled in at least two honors/PSEO classes, is on target to graduate, and has a cumulative GPA of 3.5 by the end of their junior year. Then upon approved application, that student may enroll in 5 LCA classes and have 2 other periods filled by choosing 2 of the following 3 options: 1 period as a TA, 1 free period, or 1 period in an online PSEO class. All other seniors may have 1 of their 6 class periods dedicated toward online PSEO. Any senior may be a TA during a free period.

These are the following senior class load options:

- 5 LCA class periods, plus 1 period dedicated to online PSEO, plus 1 free period or TA hour
- 5 LCA class periods, 1 TA period (if the student qualifies), 1 period dedicated to online PSEO or free period
- 6 LCA class periods plus 1 free period
- 6 LCA class periods plus 1 period dedicated to online PSEO
- 7 LCA class periods and no online PSEO

All Legacy students must take at least one Bible course per year and must attend Chapel and Legacy Period.

Honors and Advanced Placement Courses

Legacy offers both honors courses and advanced placement (AP) courses in most academic departments. Honors courses offer greater depth and challenge in that subject. As a result, the workload and academic expectations are higher than the regular course. Admission to honors and advanced placement courses is based on a cumulative GPA of 3.2 or higher.

A student needs to carefully consider the increased workload when applying for more than one honors or advanced placement class. Having honors and/or advanced placement courses on one's high school transcript is looked on very favorably by university Admission Departments.

Any student receiving a grade lower than a C at the end of the first semester may be moved to a regular section of the class at the start of the second semester.

Requirement for Accelerated Classes

Students must have a cumulative GPA of 3.2 or higher (calculated through the last semester completed), have earned a B in the regular class or a C in the honors class in that subject area, and have met class-specific prerequisites to be admitted into accelerated classes. If a student has met the 3.2 cumulative GPA requirement, the specified grade requirement in the previous class, and has met class prerequisites, he/she needs to get the teacher's signature of the accelerated class(es) on his/her Course Registration Form to register.

If a student does not have a cumulative GPA of 3.2, but is advanced in a subject matter, he or she can go to the teacher of that class and receive an application to fill out to apply to be admitted to that class. These students may not be allowed to take numerous accelerated courses.

College Credit Opportunities

Advanced Placement Courses

AP courses are college level courses that allow a student to receive high school credit with the possibility of college credit. Each course culminates with the advanced placement test administered nationally each spring. Scores on these tests range from 1 to 5, with 5 being the highest. Colleges vary in the placement and/or credit they award for performance on these tests. For scores of 3, 4, or 5, many colleges have been known to grant credit towards college graduation, but in every instance the award of placement and/or credit is up to the individual college.

Any student receiving a grade lower than a C at the end of the first semester may be moved to a regular section of the class at the start of the second semester. Students need to have at least a cumulative GPA of 3.2 to enroll in these courses. *Options: AP US History, AP European History*

Post Secondary Enrollment Options (PSEO)

PSEO is a program open to Minnesota's high school juniors and seniors allowing them to take college courses while they are in high school, at no additional cost to the student. Legacy offers on-site PSEO (college courses taught by Legacy instructors) and online PSEO (college courses taught by a University of Northwestern-St. Paul professor through an online learning format). It is important to note that taking a PSEO course will impact both a student's college and Legacy transcript and GPA. LCA does not allow for full-time PSEO students.

On-site PSEO (On Legacy's Campus)

Legacy is partnering with the University of Northwestern-St. Paul to offer courses to qualified juniors and seniors on Legacy's campus. Approved and trained by the University of Northwestern-St. Paul, Legacy instructors teach these courses during the school day. The syllabus and textbook are determined by UNW-SP and equivalent to what is taught at UNW-SP to college students. LCA students enrolling in these courses can expect the rigor of a college course and at the same time receive both high school and, for those students completing the course with a C or higher, college credit. These courses may fulfill LCA required classes/credits for graduation.

A student must have a cumulative GPA of 3.2 or higher, score an 18 on his or her PLAN test, and meet class prerequisites to enroll in these courses. Students have two weeks to drop an on-site PSEO class without penalty. Applications are due to Mrs. Lunderby by May 15.

On-Site Options: ENG1105 Composition; LIT1100 Introduction to Literature; MAT1005 Math for the Liberal Arts; MAT1126 Precalculus; MAT2121 Calculus & Analytic Geom I; PHE1065 Lifetime Fitness and Wellness; PHI2005 Introduction to Philosophy; SPA1002 Beginning Spanish II

Online PSEO

The following guidelines have been adopted at Legacy for students participating in online PSEO through the University of Northwestern-St. Paul:

1. Students need to have a cumulative GPA of a 3.2 or higher and score at least an 18 on his/her PLAN test to enroll in online PSEO courses.
2. Online PSEO courses taken by students may count toward the elective credits required to

graduate. Courses that are not approved will not be granted Legacy credit.

3. Each PSEO credit will count as .25 Legacy credit. Up to one Legacy credit per year can be earned through online PSEO.
4. Juniors and seniors who are on track with graduation credits will be limited to one online PSEO class per semester. LCA students may only have one period per semester dedicated to online PSEO classes.
5. Students will have a scheduled class period during which to work on the online PSEO class in the Media Center.
6. Students who successfully complete an online class will receive college credit at the University of Northwestern-St. Paul and high school credit on their Legacy transcript. There is no guarantee that your credits will transfer seamlessly to other colleges. However, UNW-SP credits are generally transferable, and they have developed classes for their PSEO program that have high transferability.
7. The grade earned in the online course will be calculated as a part of the cumulative LCA GPA. The "F" will also appear on the University of Northwestern-St. Paul's transcript.
8. The start and end dates for the UNW-SP online PSEO classes do not coincide with the LCA semester dates. The student will be required to begin the class outside of school time and fulfill all deadlines set by the University of Northwestern-St. Paul.
9. If students desire to drop their online PSEO course without consequences, it must be done within the first week of its UNW-SP start date.
10. Students will be required to have a check-in meeting quarterly with the Guidance Counselor for accountability purposes.
11. It is the family's responsibility to fill out the appropriate state PSEO and University of Northwestern-St. Paul forms and submit them by the deadline. These forms will be provided by the Guidance Counselor at Legacy.

Students and parents should take the following factors into consideration when thinking about taking online PSEO courses:

1. The online environment is predominantly independent learning and will require students to be self-motivated and mature since they will be responsible for their learning.
2. While the format of the online classes is non-traditional and flexible, students should expect to be challenged and have nightly and/or weekly homework, tests, projects, or papers. Students must be disciplined to follow the designed scope and sequence of the course in order to be successful.
3. The University of Northwestern-St. Paul has policies and procedures for the completion of online work, grading, tests, late work, and other educational practices and do not necessarily follow the same policies and procedures as Legacy. Therefore, parents and students need to understand and agree to follow the institution's designed curriculum.
4. While Legacy will help in the enrollment process of these courses and include this coursework on a student's transcript, the student and parents will primarily be dealing with the online instructor and UNW-SP. It is critical to understand the expectations for communication and also realize that online education is different from a traditional classroom experience. The majority of communication will occur electronically, so students and parents need to understand and follow the procedures designed by the partnering institution to ensure success.

Because the PSEO courses are college courses, parents will not be able to contact the University regarding their student's course. The student will need to communicate with the University directly.

EXAMPLE OF OPPORTUNITY TO RECEIVE ONE YEAR OF COLLEGE CREDIT WHILE A STUDENT AT LCA THROUGH AP AND PSEO COURSES

COURSE	GRADE	COLLEGE CREDIT	LCA CREDIT
UNW English Comp – On-site PSEO	11	4	1
UNW Introduction to Lit – On-site PSEO	12	4	1
UNW Precalculus – On-site PSEO	11 or 12	4	1
UNW Math for Liberal Arts – On-site PSEO	12	4	1
UNW Calculus & Analytic Geom I – On-site PSEO	12	4	1
UNW Fitness/Wellness – On-site PSEO	11 or 12	1	.5
UNW Introduction to Philosophy – On-site PSEO	11 or 12	4	1
UNW Beginning Spanish – On-site PSEO	11 or 12	4	1
AP US History	11 or 12	4*	1
PSEO – Online	11	4	1
PSEO – Online	12	4	1
TOTAL COLLEGE CREDITS		41	10.5

* Advanced Placement courses are designed to prepare students for the Advanced Placement Tests administered nationally each spring. Scores on these tests range from 1 to 5, with 5 being the highest. Colleges vary in the placement and/or credit they award for performance on these tests. Usually colleges will grant placement in an upper division course for scores of 3, 4 or 5. For scores of 3, 4, or 5, many colleges have been known to grant credit towards college graduation, but in every instance the award of placement and/or credit is up to the individual college.

Grading Systems

Grading Scale (4^{th} Grade)		Rating Scale ($K-4^{th}$ Grade)
		E = Exceptional; Consistently exhibits skills ABOVE grade level
A	**≥ 93%**	**S = Successful; Consistently exhibits skills**
A-	**≥ 90%**	
B+	**≥ 87%**	**P+ = Progressing Plus; Exhibits skills most of the time**
B	**≥ 83%**	
B-	**≥ 80%**	
C+	**≥ 77%**	**P = Progressing; Progressing towards exhibiting skills**
C	**≥ 73%**	
C-	**≥ 70%**	
D+	**≥ 67%**	**N = Needs improvement; Experiencing difficulty meeting skills**
D	**≥ 63%**	
D-	**≥ 60%**	
F	**< 60%**	

- K-3^{rd} grade report cards will only use the Rating Scale.
- 4^{th} grade report cards will include both the Grading Scale and the Rating Scale.

Elementary Grading by Specialists

Specialist teachers (Art, Music, Physical Education, and Technology) will use the E, S, P+, P, N scale to evaluate students in each content area.

Character Development Given by Academic Teachers

At LCA we place a high value on helping students develop in their behavior and character. Classroom teachers will use the Rating Scale to communicate areas of strength as well as areas needing improvement.

5^{th}-6^{th} Grade

Art, Music, Physical Education, and Technology teachers will use the E, S, P+, P, N scale to evaluate students in each content area. Students in 5^{th} and 6^{th} grade will not receive a mid-quarter grade for Art, Music, Technology, or PE.

E = Exceptional; Consistently exhibits skills ABOVE grade level
S = Successful; Consistently exhibits skills
P+ = Progressing Plus; Exhibits skills most of the time
P = Progressing; Progressing toward exhibiting skills
N = Needs Improvement; Experiencing difficulty meeting skills

Grade Scale (5th-12th Grade)

	Percent	GPA
A	≥93	4.0
A-	≥90	3.667
B+	≥87	3.333
B	≥83	3.0
B-	≥80	2.667
C+	≥77	2.333
C	≥73	2.0
C-	≥70	1.667
D+	≥67	1.333
D	≥63	1.0
D-	≥60	0.667
F	<60	0

Class Ranking and Weighting of Grades

Beginning with the 2018-19 school year, Legacy will weight grades for students in 9th-12th grades. Legacy does not rank students.

Academic Mid-quarter Reports and Report Cards

Mid-quarter Reports will be emailed to the 5th-12th grade students and parent(s) halfway through each quarter. Elementary teachers will notify parents if their child is not meeting requirements of that grade level.

For students in 5th-12th grade, a Report Card will be emailed to students and parent(s) at the end of each quarter. Report Cards and online PowerSchool access will be withheld from students whose fines, fees, athletic uniforms, or school materials remain outstanding. For students in PreK-4th grade, a Report Card will be sent home at the end of each quarter. Parents are asked to discuss progress with the student at home.

Honor Roll

High school students are listed on the B Honor Roll if their grade point average for a given quarter falls within 3.0-3.599. Students are listed on the A Honor Roll if their grade point average for a given quarter is 3.6 or higher.

Academic Probation

Students whose semester grade point average falls below the minimum standard of 1.667 will be placed on academic probation for the next semester. Students who remain on academic probation for two consecutive semesters may be asked to leave LCA.

Failing a Semester Course

No credit towards graduation will be given for a failing semester grade. Therefore, if the failing grade is in a required course or if the credit is needed to meet the graduation credit total, steps must be taken to make up the course. A student should make an appointment with the Guidance Counselor to explore options for making up the failed credit. These options may include:

- Re-taking the course if scheduling allows.
- Taking a pre-approved summer course through another district.
- Taking a pre-approved online course. An extra charge may apply for the course.

- Arranging for a summer independent study course through LCA. An extra fee will apply for this option.

We are concerned that any additional classes already added to a full schedule might make it difficult for a student to complete his/her coursework or additional 2nd semester coursework successfully. Therefore we will not allow students in 7th-11th grades to make up classes during the current school year.

Graduation Honors

Recognition of High Honors will be given at graduation to all graduating seniors who have achieved a cumulative GPA of 3.667 or above and have been at Legacy Christian Academy for at least two years. Honors recognition will be given to graduating seniors whose cumulative GPA is 3.5 or higher, calculated through the end of Semester 1 of the senior year.

National Honor Society

National Honor Society is a national organization that honors students who excel in academics, character, leadership, and service. NHS has high standards for membership and the vetting process is extremely competitive.

All juniors and seniors who have been at LCA for at least one year and have a cumulative GPA of 3.5 or higher are invited to apply for membership in NHS. All applicants must meet the deadlines for material submission. An NHS selection committee, made up of staff members, will make final decisions on applicants for membership. Because of NHS guidelines, all qualified candidates will not necessarily be chosen for membership. Each year, all NHS members must complete 10 hours of community service and in addition volunteer to help at one school-related event.

Course Withdrawal Policy

Students may make course changes within the first week of a semester. Students who wish to withdraw from a non-required course after the first week of each semester may do so if:

1. The request is made before the 6th week of the semester.
2. The student has the minimum number of credits.
3. The Principal feels it is best for the academic success of the student.

Any student who wishes to drop/add a class must complete a Drop/Add Form, which is available from the Coordinator of Academic Affair's Office or the Guidance Counselor. All schedule changes require parental/guardian, teacher, and Guidance Counselor approval with signatures on the Drop/Add Form before the change will be made.

Designated yearly courses are to be taken for the entire year and cannot be dropped or added at semester break unless there are extenuating circumstances as determined by the Principal.

Homework Guidelines

Homework is an important component of education. With the number of courses students have in a day, it is essential that some things must be practiced out of class. Homework is an opportunity and process for learning; it is never just something to do. Some teachers allow students to begin homework when extra time becomes available in class, thus reducing the amount to be done at home. In the elementary grades, parents should consider nightly reading a regular part of homework.

As a school, we desire that students have the opportunity to have optimal family time and have some rest and academic reprieve over holiday breaks. As a result, students will not have any tests or projects assigned to study for or complete over breaks. Teachers will not expect students to take a test or turn in a project until at least the third day after returning to school.

The breaks that this policy applies to are the October professional days/weekend, Thanksgiving break, Christmas break, Spring break, and Easter break.

Due to the inherent nature of the college level course offerings at Legacy, Advanced Placement and PSEO classes will be exempt from this policy. However, it is not acceptable, nor is it expected, that any of these classes will overload, pile up, or in any way weigh down students over holiday breaks.

Students who are behind in their regular schoolwork will be expected to use holiday breaks to get caught up.

Homework Expectations

Students are expected to spend on average approximately ten minutes per grade level per day for all of their classes (for example a 7th grader should expect to spend 70 minutes a night on homework), with Honors and AP/UNW classes having greater amount of work.

MAP Testing

Legacy students in 1st-10th grade take The Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP) assessments, once in the Fall and again in the Spring.

We are very excited to have MAP assessments as a tool to keep improving our students' academic performance. MAP assessments are very valid and reliable and will be used as formative assessments. They will provide us with detailed diagnostic information that can be used to predict and measure student growth and drive instruction to meet the needs of all learners. Formative assessments have been shown (e.g. Hattie, 2009) to have the largest impact of any teaching strategy on student achievement so we recognize the value this test can provide to our school.

With these assessments, you will be able to see student academic growth during a school year, and from year to year. These assessments will also help you know near the beginning of the school year where a student's strengths lie and if help is needed in any specific area. Millions of students nationwide, including many students at Christian schools in our conference and in our local public school districts take MAP assessments each year.

Academic Information for Parents

Moodle

Teachers of 7th-12th grade students will use Moodle Learning Management System to post course assignments, assessment dates, information, resources, and handouts for students and parents. Students are expected to use this site as a routine part of their learning experience at Legacy. Teachers will show students how to use this site and clarify academic expectations for its use in their courses. Parents can access the Moodle course pages by using their student's user name and password.

PowerSchool
Teachers will post the assignment and assessment grades on PowerSchool. To access your student's grades in PowerSchool, go to the Quicklinks tab on the website and click on PowerSchool. You will have to set up your parent access account in PowerSchool if you haven't already done so. You will need your student's Access ID and Access Password to set up that account. If you have any questions or have misplaced your Access ID and Access Password, please contact the Coordinator of Academic Affairs at 763.427.4595, etc. 205.

Google Apps
This application will be used by the students primarily for their email accounts and Google docs. All 5th-12th grade students have an email account and are also in an email group, according to their grade. Teachers will send information to students through their email account so it is important that they check it often. Google docs are documents shared over the Internet, giving teachers and students the opportunity to share and revise documents collaboratively. Students in 4th grade will have accessibility to the Google docs, but will not be able to access their email account until 5th grade.

Academic Integrity
Academic integrity is vital for learning. Legacy strives to develop classroom learning environments that engage all members appropriately. Students are expected to participate in the learning activities as well as engage in their own work at a high level. Students are expected to approach their work with honesty at all times. All forms of academic dishonesty including cheating and plagiarism are considered violations of school rules.

STATEMENT OF ACADEMIC INTEGRITY

Students at Legacy are expected to sign a Statement of Academic Integrity each semester.

LCA School Policy Regarding Cheating
Cheating is a misrepresentation of a student's abilities or efforts by using the work of others as your own or by using copied answers to complete assignments or tests. Providing work or answers to another student with the intent of giving them an unfair advantage is also considered cheating. All students involved are subject to consequences.

Expectations Specific to Course

Examples of Cheating
1. Telling classmates about material or questions on a test or quiz.
2. Receiving answer/questions or material that will enhance your performance, whether intentionally or unintentionally provided. (If students feel they have received information that will give them an unfair advantage, they should talk with their teacher prior to turning in their assignment or taking their test.)
3. Copying someone else's work without teacher permission.
4. Allowing someone to copy your work without teacher permission.
5. Copying from a teacher answer sheet or key.
6. Changing answers during in-class correction.

7. Copying online resources to complete schoolwork, such as a math assignment, without demonstration of mastery.
8. Misrepresenting completion of work, such as reading Cliff's Notes or watching a movie in place of reading an assigned book.

Consequences for Cheating

Whenever a student is guilty of cheating, the teacher will collect the student's paper, quiz, or test, mark a zero for the work, and implement the following steps:

- First offense: The student will receive a grade of zero on the assignment and the parent is called by the teacher.
- Second and subsequent offenses: The student will receive a grade of zero on the assignment, referral to the Principal, in or out of school suspension, and a conference will be held between the Principal and parent.
- After a third offense, withdrawal may result.

Plagiarism

Plagiarism is a piece of writing in which the words, phrases, or ideas have been taken from a different source and are presented as being your own work. Furthermore, plagiarism entails the use of others' ideas or words as one's own, even if those words or ideas are presented in a different order.

Examples of Plagiarism

1. Borrowing (without proper citation) ideas or quotations from another person
2. Collaborative work presented as one's own effort
3. Turning in another person's paper as if it were your own
4. Purchasing or downloading a paper from a person or company and turning it in or using portions of it
5. Cutting and pasting parts of another person's work into your own work

Consequences for Plagiarism

Whenever a student is guilty of plagiarism, the student will lose all credit for that work but may still be required to complete the work again at an acceptable level. When plagiarism first occurs, the teacher will notify the student's parents. After the second offence, the student and parents will meet with the Principal. Subsequent infractions of plagiarism may result in suspension or withdrawal.

Forgery

Forgery is an intentional act that has a goal to deceive. These intentional acts may include creating false documents, sending out communication under another person's name, changing a document, or signing someone's name without authorization.

Examples of Forgery

1. Producing a false pass
2. Signing a parent or guardian's name to a document
3. Sending out an email under another student's name or account

Consequences for Forgery

- First offense: Student will serve one-hour of "community service" around the school, the teacher will contact the parents, and the Administration will be made aware of the situation.
- Second offense: Student will serve a minimum of three hours of "community service" around the school, referral to the Principal, and a conference will be held between the Principal and the parents. Subsequent infractions of forgery may result in suspension or withdrawal.

(Students will sign this contract at the beginning of each semester.)

Scripture Memory – Learning God's Word

7th-12th Grade

- Scripture will be chosen to reinforce the monthly character quality.
- Students will **write or recite** the same passage two weeks in a row.
- Students must memorize the verse according to the version on the handout.

- Grading:
  - Spelling, punctuation/capitalization will not be graded.
  - The reference must be included.
  - The grade will be a Legacy Period grade.
  - In the teacher's grade book, the scripture grade will be determined on a standard grading scale. See chart below.
  - If a student is absent on a Scripture test day, the student has until the following Wednesday to make up the missed Scripture test before the next test.

Grading for Scripture (out of 7 points)

7 pts	Three or fewer wording mistakes or missing words (missing reference counts as a word)
6	Four or five wording mistakes or missing words
5	Six or seven wording mistakes or missing words
4	Eight or nine wording mistakes or missing words
3	10 or 11 wording mistakes or missing words
2	12 or 13 wording mistakes or missing words
1	14 or 15 wording mistakes or missing words
0	16 or more wording mistakes or missing words or no attempt made

Learning about and living God's Word is one of the most beneficial experiences our students have in attending a Christian school. Students in 7th-12th grade will be provided bi-weekly verses in Legacy Period and Chapel. The students will write each verse 2 consecutive weeks and also apply its message through various activities in Legacy Period.

The verses will be in a 3-year rotation:

- Christ-like Characteristics
- Attributes of God
- Theological Truths

Our scripture memory will be taken out of the ESV.

Study Hall Guidelines

The purpose of study hall is to provide a quiet place at school where students can focus and work on school assignments and projects. In order for study hall to serve its function, the following rules and expectations need to be followed by all students in the study hall room:

- A productive and learning atmosphere needs to be maintained in study hall. Students need to be respectful of other student's need to study.
- Students need to be actively involved in learning for the whole period of the class. Movies and video games are not allowed.
- Study hall is for quiet work time. You are expected to bring quiet work with you to study hall and work independently for the first 20 minutes of the period. You may study quietly with a partner during the remainder of study hall.
- Study hall is for studying, not for sleeping.
- Please clean up after study hall. Throw away trash and push in chairs.
- Bring enough material to study hall to occupy your time.
- Use the restroom before class starts.
- Excessive requests to use the restroom will not be allowed without instruction from the school's Health Office.

Discipline Referrals will be given to students who are showing disrespect or not adhering to any of the rules.

A five-minute break will be given during block period study halls.

Senior Table Guidelines

- Privilege: This table is a privilege designated for seniors only – other students are not to sit or hang out at the table.
- Non-disruptive Noise Levels: Noise levels MUST be kept at a reasonable level – one that allows seniors to study if they wish to and is non-disruptive for Mrs. Lunderby and nearby classes.
- Seniors Are Responsible for this Area: You are to keep this area clean – if there is a mess, clean it up even if you didn't make it. Tables and chairs must be put away every day toward the end of 7th period and set up after 7:30 am.
- Posted comments and visuals: <u>You must demonstrate discretion with what goes up on the walls surrounding the Senior Table</u>. Any comment or visual needs to be approved and signed off by the 7th-12th Grade Principal.
- Setting a Good Example for the Younger Student: All LCA rules apply when you are in the building.

Consequences for not complying with the rules:

- Individual:
  - First offense – 1/2-hour detention
  - Second offense – 1-hour detention
  - Third offense – Loss of privilege for 2 weeks
- Class:
  - First offense – Group warning
  - Second offense – Loss of privilege for 2 weeks
  - Third offense – Loss of privilege for 1 month
  - Fourth Offense – Loss of privilege for remainder of the semester

Student Records and Release of Records

In accordance with the Student Privacy Act, students and/or parents are allowed access to student cumulative records and may obtain a copy of these files. These records include: admissions papers, enrollment contracts, grades, attendance records, immunization records, standardized test results, and discipline reports. Contact the Coordinator of Academic Affairs to access the records

Transcript Request

If a student needs a copy of their high school transcript for college or scholarship applications, they should contact the Coordinator of Academic Affairs.

Teaching Assistants (TA)

Junior and senior students who have met eligibility requirements are used as Teaching Assistants in PreK-12th grade classrooms. They have opportunities to help teachers and younger students in a variety of ways. This relationship is symbiotic and is a very successful part of our school culture.

Eligible Students:

- This program is open to juniors and seniors who do not need to take a full load of courses (could take 6 credits) to be eligible for graduation.
- Students must have a 3.0 cumulative grade point average. Exceptions need to be approved by the Guidance Counselor.
- TA does not count for a class period, unless the student is enrolled in at least two honors/PSEO classes, is on target to graduate, and has a cumulative GPA of 3.5 by the end of their junior year. Then upon approved application, that student may enroll in five LCA classes, TA one period, and have one free period.
- Eligible juniors and seniors who want to be involved must contact the Guidance Counselor.

Duties:

- Running errands in the building. TAs may not disrupt another class that is in progress and must have a pass. TAs are not permitted to leave the building on an errand for a teacher.
- If a student is not doing an errand, the TA must do their work INSIDE the teacher's classroom, unless they are TAing during their senior free hour for senior service hours.
- Tutoring - TAs may tutor (at the teacher's discretion). This may involve walking around the class and helping students during seatwork time, or setting up a time outside of class to help students.
- TAs should not be used to present or review material with the class.
- Administration must approve other duties and requests of teachers for more than one TA.

- TAs are NOT allowed to use the school's copy machine unless they have been properly trained.
- TAs are NOT allowed to enter grades or grade tests or subjective assignments.

Requirements:

- TAs are required to report to their supervising teacher every day. It is assumed the teacher will have work for the TA each day.
- TAs additional building privileges are reserved only for tasks associated with assisting their assigned teacher.
- On rare occasion TAs may use their time to study for a test or to do homework that is due in another class. However, TAs must stay in the teacher's classroom, unless the student is a senior and TAing during their senior free hour.
- A TA may be removed from his/her position if in the opinion of the teacher or Administration the student is not fulfilling his/her responsibilities or is abusing school rules.
- TAs are expected to commit to the program for the entire school year unless otherwise agreed upon with the teacher.

ATTENDANCE POLICIES

School Closing

A complete school calendar is found on our school website (www.lcamn.org). In the event of bad weather, the decision concerning a possible school closing will be made as early as possible and will be based on the current weather conditions and weather forecasts at that time. School closings will be announced on TV (WCCO, KSTP and KARE11) as well as radio (KTIS). School closing announcements will also be placed on our school website as soon as possible after the decision is made. Because we use District #11 busing services, LCA will always be closed when District #11 schools are closed due to weather. On rare occasions, LCA may be closed when District #11 schools remain open.

Attendance

Regular attendance in classes at LCA is important for several reasons:

- Instruction, explanations, questions and answers, audiovisual presentations, and activities are more difficult to duplicate later or elsewhere. Students who are often absent or tardy miss instruction, tend to learn less, and may achieve lower scores and grades.
- We teach responsibility, accountability, punctuality, and other habits and attitudes expected by employers that are essential for success in college and the workplace.
- Absences are disruptive for both the student and faculty, and make-up work requires a significant amount of time and effort for both parties.
- Arriving tardy is difficult for students in that they begin their day less prepared than others and may feel less comfortable or assured in their classrooms.

We want our students to be in school. The reasons are obvious. There is no substitution for being in class, but we understand that absences happen. The attendance expectations for LCA are as follows:

1. Students are expected to attend every class, every day, for the full time allotted. This includes Chapels, assemblies, and Legacy Period.
2. LCA has a closed campus. Students are not allowed to leave the campus during the school day without school permission.
3. Some seniors may have a free hour during the school day. If this free hour is 1st hour, the student does not have to be in school until 2nd hour. If the free hour is the last hour of the day (7th hour Monday, Tuesday, Thursday or Friday and 6th hour on Wednesday), the student may leave early with written parent approval. If the parent is allowing the student to leave early every day, they must send a written approval to the Health Office. If a senior has an after-school activity, they should not leave early (ie, go home or to the store and then come back). If the free hour is not 1st or 7th hour, the student must be in school during his/her free hour. Seniors must attend Chapel.
4. Students must sign in and out at the Health Office when coming to or leaving from school between 7:40 and 2:10. This includes seniors that have the first or last period of the day free.
5. Students who become ill during the day **must** visit the Health Office before signing out to go home. The Health Office will make the necessary calls to excuse a sick student to go home.
6. A student who has been absent due to illness is required to be in class during the last half of the day (11:00 am through the end of the day) to be able to participate in extracurricular events, including practices, games, and performances.

Absences

Students are expected to be in school from 7:40 am to 2:10 pm unless they have a verified and excused absence for the following:

- Absent
  - Illness
  - Medical appointments (only if appointments cannot be made outside of school time or during a student's free time)
- Parent Excused
  - Family emergency
  - Family vacation (please try and arrange during school breaks)
  - Free period at the beginning of the day or end of the day for seniors
- Dismissed (not counted as an Absence)
  - School-related experiences (i.e. field trips)

Oversleeping Is Not An Excused Absence, Even With A Parent Excuse!

Excused Absences

A parent needs to call the attendance line by 8:00 am **each day of an absence** to be sure the student does not receive an unexcused absence. Also a parent needs to contact the Health Office if a student needs to leave before the end of the day. The attendance voicemail is available **24 hours at 763.316.6241** or email at healthoffice@lcamn.org**.** In the vast majority of cases, parental excuses are accepted. The Administration reserves the right to make a determination that the reason is unacceptable and will thereby make it an unexcused absence.

Unexcused Absences for Entire School Day

We expect students to be in school. Any absence for a school day without parent consent or school approval is unexcused and the student will be considered truant. The consequence for a first is a one-day suspension from school and a required parent conference before being reinstated to school. Work missed due to this truancy or the resulting suspension will be graded down as late work. Further truancies may result in an expulsion from school.

Truancy

If a child is under age 12, his or her failure to attend school is presumed to be the crime of educational neglect committed by the child's parents/guardians. If the child is age 12 or older, his or her failure to attend school is presumed to be truancy. The presumption of whether a child's absence from school is deemed educational neglect or truancy can be overcome with evidence to the contrary.

Educational Neglect Laws (Ages 5-11)

- Educational neglect is a parent or guardian's failure to ensure the child attends school as required by law.
- Presumption - A child's absence from school is presumed to be due to the parent's, guardian's, or custodian's failure to comply with compulsory instruction laws if the child is under 12 years old and the school has made appropriate efforts to resolve the child's attendance problems, according to MN Statute 260C.163 Subd. 11(a).
- Child in Need of Protection - MN Statute 260C.007 Subd. 6(3) defines a child in need of protection or services as a child who is without necessary food, clothing, shelter, education, or other required care for the child's physical or mental health or morals because the child's parent/guardian is unable or unwilling to provide that care.
- Neglect - MN Statute 626.556 Subd.2 (f)(4) provides that neglect is the failure to ensure that the child is educated as defined in MN and MN Statute 260C.163 Subd. 11.

Truancy Laws (Ages 12+)

- Truancy is a child's willful absence without lawful excuse from one or more class periods on seven different school days.
- Continuing Truant - MN Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of MN Statute 120A.22 and is absent from instruction without valid excuse within a single school year for:
    - Three days if the child is in an elementary school; or
    - Three or more class periods on three days if the child is in middle school, junior high school, or high school; or
    - When a student is classified as a continuing truant, the school may notify the student's parent or legal guardian that the child is considered truant and inform the parents of the provisions of Minn. Stat 260A, 260C, and 120A regarding truant students.
- Habitual Truant - MN Statute 260C.007 defines an habitual truant as:
    - A child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school; or
    - A child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.

The school shall refer a habitual truant child and the child's parents or legal guardian to appropriate services and procedures, under MN Statute 260A.

Unexcused Absences From a Class for 7th-12th Graders

In other words … skipping a class. The first unexcused absence will result in an hour of detention. The second unexcused absence will result in two hours of detention. The third unexcused absence from a class will result in a suspension from school and a parental conference with the Principal before being allowed back in class.

Excessive Absences

Our Legacy Christian Academy community (students, parents, teachers, and staff) regards daily attendance as a high priority. To effectively complete their schoolwork and be an integral part of the community, students must regularly attend school.

Parents of high school students missing the same class period eight (8) times in the same class in a semester for **excused or unexcused** reasons will be contacted by the School via letter or phone call. Beginning with the 11th absence in each class, a student's quarter grade may, at the teacher's discretion, be reduced by a third of a letter grade for each absence (i.e. A to A-, B+ to B, etc.). Students exceeding fifteen (15) absences in the same class in a semester may receive a failing grade (F) in each subject where this occurs. If an F is received in a required class, that class would need to be retaken to receive credit.

Medical/Personal Appointments

We ask that parents make every effort to schedule doctor, dental, and other personal appointments outside of school hours. If an appointment has to be made during school hours, please schedule it for early or late in the day to limit the amount of classroom instruction missed.

Students Leaving Before The End of the Day

Parents are to notify both the classroom teacher and the Health Office if they are picking up a child before the end of the school day. This will allow the teacher to help the student get ready to leave early.

Parents of K-4th grade students will need to come in to the Health Office to sign the student(s) out. Parents of 5th-6th grade students can either come in to the Health Office to sign the student(s) out, or they can contact the Health Office, letting them know they are in the parking lot. Teachers will not release the student until the Health Office has called, letting them know their parent has arrived.

Family Vacations

Vacations are great, and LCA realizes that some vacations are extremely valuable and educationally enriching. BUT … we want students to be in school. There is no substitution for being in class and interacting with faculty and students. Vacationing at times other than scheduled school vacation days is discouraged, as it affects student performance. Teachers may be unable to provide individual instructional time to compensate for each student's absence, and it may not be possible for students to make up all class activities and/or assignments that are missed.

If you do need to take vacation during school, notify the Health Office and your child's teacher(s) will be notified.

Tardies

Legacy Christian Academy also regards punctuality as a high priority. It is primarily the parents' responsibility to ensure that a child arrives to school on time. Therefore, we ask parents to honor and model this as a priority for your child(ren).

Students should arrive no later than 7:35 am to ensure that they are in their seats at 7:40 am. Students will be marked tardy if they are not in their classroom at 7:40 am. If a student arrives to class after 7:40 am, they are tardy and must report to the Health Office to receive a pass to gain entrance into their classroom.

Rationale

It is a reasonable expectation that in order for learning to exist, each student must arrive to school on time. **Punctuality is a vital character trait**, one that must be instilled in our students to help them realize a higher degree of personal excellence and success in life. A "tardy to school" or a "tardy to class" is not only disruptive to classes and office functions, but can also be potentially embarrassing to the student. Proven studies show that students who are tardy excessively from the instructional program will fall behind in academic achievement. A student who is tardy to school not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

Students are considered tardy if they are not in their classroom by 7:40 am. If the student is late to school, he/she must report directly to the Health Office to sign in, receive a pass, and proceed directly to class.

It is the parent's responsibility to explain in writing, call the school, or share in person to the Health Office professional the reason for the tardiness to school in order for it to be considered an excused tardy.

Reasons for excused tardies include:

1. Illness when documented by parents/guardians or a physician (repetitive tardy occurrences must have documentation by the physician)
2. Periodic medical or dental appointments
3. Car trouble – two per year
4. Bad weather
5. Attendance at a funeral
6. Other occurrences approved by Health Office/Administrators

Unexcused tardies includes any tardy that does not fall into one of the previous excused tardy categories.

Elementary Tardy Policy

Number of unexcused tardy occurrences	Consequences/Plan
3	- The Health Office will send an email communicating the tardy occurrences. - Administrator will be notified.
6	- The Principal will call parent(s)/guardian(s) and an official letter from LCA will be mailed home documenting the dates of occurrence. - Loss of recess for the student on tardy date(s).
9	- The Principal will contact the parent(s)/guardian(s) to set up a meeting at LCA to discuss occurrences. - Loss of recess for the student on tardy date(s).
12 *	- The Principal will consider involvement of other agencies to resolve tardy occurrences.
15 *	- The Principal will contact the parent(s)/guardian(s) to set up a meeting at LCA. This could lead to the possibility of expulsion.

* Repeated tardiness, as defined above in the chart, falls in the category of truancy.

Excessive Tardies

On the 3rd tardy to a class per quarter for 5th-12th grade students, a 30-minute detention will be assigned, and another 30-minute detention will be given for each additional tardy to that class until the end of the quarter.

BEFORE AND AFTER SCHOOL CARE

Before School Arrival

- PreK - Before Care 7:00-8:10 am – In A117
- K-4th - Before Care 7:00-7:30 am – In the Media Center (If students are in the elementary door/hallway before 7:25, they should be sent down to the Media Center.)
- 5th-8th - All students go to the Sports Center until 7:25 and can be on the floor with appropriate shoes. The supervisor will sweep the floor each morning after dismissal.
- 9th-12th - Students have the privilege to go either to the Sports Center, study at the senior table (if a senior), or study on the downstairs bleachers. No sitting in the hallways.

After School Care (PreK-Kindergarten Students)

Parents with students in PreK After Care or Kindergarten-4th grade Adventures 4 Kids will be assigned a key fob to enter through Door #6 to pick up their children.

Go to the Extended Day tab under Student Life on the school website for cost and more information.

Legacy Hall (5th-12th Grade Students)

Legacy Hall is for students in 5th-12th grade that are in the building after 2:30. Students are expected to use this time efficiently to accomplish schoolwork. If they are done with homework, they may hang out in this room doing something that is not distracting for other students such as reading or working on their computer.

Parents may walk down to the classroom to pick up their child(ren) or call or text them to let them know they are in the parking lot. The Legacy Hall will close at 5:00; out of respect for those supervising, please make arrangements to pick up your child by 5:00. Students should not be in the building after 5:00 waiting for another activity to start later in the evening.

HEALTH

Regulations

Minnesota law requires all students to be immunized *before* admission to school. Students participating in sports must have a sports physical every 3 years. The completed Sports Physical Form should be sent to the Health Office. If your child(ren) are exempt from immunizations due to beliefs or contraindication, submit a statement (on the *Pupil Immunization Record)* available at the School Office.

Necessary Immunizations

Grade	DTP	Polio	MMR	Hep B	Varicella	Tdap	Meningococcal
Kindergarten	5*	4**	2	3	2***		
Age 7-Grade 6	3	3	2	3	2		
Age 12+, Grade 7-12	3	3	2	3	2 – Gr 7	1	1

* If the 4th DTP was given after 4 years of age, a 5th DTP is not necessary.
** If the 3rd Polio was given after 4 years of age, a 4th Polio is not necessary.
*** Varicella shots not required if child already had chickenpox disease, but the date of illness must be noted.

All immunization correspondence must be recorded on the ***Pupil Immunization Record***. Submit the record to the Health Office before the school year starts. Copies of the ***Pupil Immunization Record*** are available in the Health Office.

Illness During the School Day

Students who are feeling ill during the school day should ask their teacher for a pass to go the Health Office. Someone in the Health Office will contact the parents if necessary. Arrangements for students to leave school for reasons of illness should go through the Health Office only.

Medications

Prescription medications to be given for more than 15 days require a written physician's order and written authorization from the parent to administer them as ordered by the doctor.

If your child needs to self-administer a medication (e.g. inhaler) the physician's order will need to specify "ok to self-administer" along with written parental authorization to do so. All medications must be sent in the original bottle, with the student's name on it, sealed in an envelope with the number of pills recorded; and must be locked in the Health Office unless the child has a physician's order to carry them.

"Over-the-counter" medications kept at the Health Office for more than two weeks will require a doctor's order and parental signature to authorize administration if repeated use of these medications is needed.

Forms to administer medication can be found on the school website under Quicklinks.

Illness

You can expect your child to be ill 5-7 days during a school year. Please have a childcare plan when your child is ill. Remember that a child, ill with an infectious disease, can spread the disease when in contact with others in the family and community.

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

- If a student has an oral temperature of 100 degrees or higher indicating a fever, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever-reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school.
- If a student is ill, please call the LCA attendance line at 763.316.6241 daily to report illness.

If you have any questions regarding the above information or your child's illness, please call the Health Office or your family physician.

Elementary Recess

Students in PreK through 4th grade will go outside every day for a 20-minute lunchtime recess. They are expected to come to school dressed for the weather. When there is snow on the ground, students will be required to wear a jacket, hat, mittens/gloves, boots, and snow pants. If they are not dressed for snow play, they will be asked to stay on a plowed area of the playground during recess.

There will be days when the students stay indoors for recess due to inclement weather (rain, temperature below zero, or wind chill factor of -10 degrees). This decision will be at the discretion of the Elementary Principal.

In order to help us determine the current temperature in a uniform way, we will be using the website wunderground.com and selecting the "Near Andover High School" weather station. Here is a link. Weather Station

Exclusion from Recess or Physical Education

Students will be expected to participate in outside recess and in their Physical Education class (as scheduled) unless there is a medical reason for them to be excused. If you feel your child is well enough to return to school after an illness or injury, but prefer that he/she be excused from Physical Education, a one-day grace will be allowed with a signed parent note. After that day a note or fax to 763.427.3398 from your child's doctor is required for exclusion.

Vision and Hearing Screening

Vision screening is administered to students in grades 1, 3 and 5. Hearing screening is administered to students in grades Kindergarten, 1, 3, and 5. If you do not wish to have your child screened, please submit written notice to the Health Office stating exemption for the current school year or for the duration of your child(ren)'s enrollment.

Peanuts

We are sensitive to students with peanut allergies and make every attempt to keep them safe. If you have any concerns, contact the Health Office.

BEHAVIORAL POLICIES

Student safety, security, and happiness are highly important to us at LCA. We ask our families to follow these policies for the benefit of all of our students and staff.

The Christian Community Agreement

The Christian Community Agreement will be signed by all 5^{th}-12^{th} grade students at the beginning of each school year. A copy of the Agreement for 5^{th}-8^{th} grade, and for 9^{th}-12^{th} grade is an Addendum to this Handbook.

Legacy Christian Academy Disciplinary Guidelines

If a member of the Legacy community breaks the Christian Community Agreement, commits a moral failure, or is publically promoting beliefs or living a lifestyle contrary to Legacy's Statement of Faith or Social Stances, the school will follow these guidelines to hopefully restore the individual back into the fellowship of the school, or if necessary, remove him or her from the school.

We believe the following;

"All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness." II Timothy 3:16

"The word of God is living and active, sharper than any double edged sword; it penetrates even to dividing soul and spirit." Hebrews 4:12

"If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness." I John 1:9

"And the word became flesh and dwelt among us, full of grace and truth." John 1:14

The responsibility of the individual who has been determined to break Legacy's Christian Community Agreement or promote a belief or lifestyle contrary to Legacy's biblical beliefs is as follows:

- They must first repent of their wrongdoing. They must agree that what they have done is wrong and understand their need to ask God for forgiveness.
- They must determine (with the help of the Holy Spirit) to change their behavior and cease from the sinful behavior, lifestyle, or promotion of beliefs contrary to LCA's biblical beliefs.
- Legacy desires to help students that are struggling. A student is encouraged to go to a Legacy staff member to get help, guidance, mentorship, and encouragement if they are struggling with something in life.

The responsibility of the school authorities is to model Jesus Christ who was full of grace and truth. As a result, they will abide by the following:

- Reassure the offender that if they confess their sin, God will forgive them. This is why Jesus died on the cross, because we are all failed human beings who are in need of forgiveness and a Savior.
- Because God has forgiven them, as a school, we too want to extend grace and forgive them and will work to help restore them into the fellowship of the school.
- With the help of the Holy Spirit and using scripture as our guide, the school will remain committed to living in accordance to the truth of scripture. We will speak the truth and call all behavior sin when it is not consistent with God's Word.

Individuals who confess a sinful behavior or lifestyle and express a willingness to change their behavior and live in accordance with the school's policies and God's Word, will be disciplined for the purpose of correcting the behavior. At this point, they will be fully restored to the fellowship of the school.

Furthermore, Administration will clarify to students or employees that if the behavior persists, they will be immediately dismissed from the school.

Individuals refusing to change the sinful behavior or lifestyle or those who continue to advance an agenda contrary to Legacy's biblical beliefs and God's Word are acknowledging their desire to no longer be a student or staff member at Legacy. As this violates their signed Christian Community Agreement or staff agreement with Legacy, they will be immediately dismissed from the school.

Suspension

The time a student is suspended will be considered an unexcused absence. If a student is suspended, it is their responsibility to get their assignments made up. Tests can be made up to accommodate the teacher's schedule. Assignments may be turned in, but the teacher could consider them late and grade them accordingly.

Discipline Referrals

Discipline is ultimately an opportunity to disciple and mentor students to learn to live in a manner that demonstrates one's love to God and to their neighbor. Our desire, if discipline is necessary, is that it nurtures the student's heart for long–term transformation rather than simply just trying to stop a behavior.

Our goal is that students will make wise individual and community decisions based on God's Word and our community's guiding principles. The adults in our community will work with students to ensure that they understand their role in God's world and our community and how to act in such a way as to contribute to the learning environment. In the event that a student behaves in a manner inconsistent with our school principles, staff members will work with the student to ensure he or she understands the consequences of his or her actions or words. Legacy strives to use these opportunities as a means to help the student learn to grow spiritually, socially, emotionally, and mentally.

The following are specific rules that need to be adhered to as a member of this community. Not following these rules will result in a natural consequence or Discipline Referral. A Discipline Referral results in a 30-minute detention for 5th-8th grade students, and an hour detention for 9th-12th grade students. On the fifth Discipline Referral, a letter will be sent to parents informing them of the situation and the increasing severe consequences. On the 6th Discipline Referral, the student will be suspended from school for a day and will not be readmitted until a parent meeting with the Principal has occurred. The 7th Referral will result in a suspension from school. Any further Discipline Referrals may result in expulsion from Legacy. Depending on the seriousness of the rule infraction, the Administration reserves the right to place a student on a more advanced referral level.

Classroom Behavior

Students must follow the teacher's directions and behave in a respectful manner. Disrespectful and/or disruptive behavior will result in a Discipline Referral for 5th-12th grade students. For students in Kindergarten-4th grade, repetitive disrespectful and/or disruptive behavior will result in a meeting with the Elementary Principal.

Hallway/Lunchroom

The hallways and lunchroom are where we meet our friends and socialize. They should be a place that is safe both physically and socially. To be safe, we cannot have running or pushing in the hallway or lunchroom.

Lunchroom expectations:

Do:

1. Stay seated throughout the lunch without moving from table to table. Wait to be dismissed by either a teacher or the bell.
2. Leave the table cleaner than when you first sat down. Pick up the garbage around you even if it is not yours.
3. Ask permission to leave the lunchroom to go to the restroom area outside Gym B. Students may not go back to their lockers. Students need a pass to go see a teacher outside the lunchroom.
4. Be respectful to others and their lunch items.

Do not:

1. Throw or flick food or other items. Do not waste food by creating art or piling mixtures of food on a tray.
2. Bring your computers into the lunchroom. (Exception: Student/teacher work table. No food or drink is allowed at this table.)
3. Destroy any school property or items (silverware, tables, bins, etc.).

Fighting

Legacy students need to solve problems without using violence. Any fighting will result in immediate discipline appropriate to the situation and the student's parent/guardian will be notified. Students may be suspended for fighting at school. Any suspension requires a conversation between the Principal and the parent/guardian for readmission to school.

Language

Part of feeling safe in a school is the right to be in a place where language is not threatening, sexually demeaning, or ethnically inappropriate. As a Christian school, our expectation for language anywhere, anytime, on or off campus, should be God-honoring and respectful. Verbally threatening, course, or foul language will result in discipline appropriate to the situation. A Discipline Referral may be given for language deemed inappropriate.

Music

In an effort to glorify God in all that we do, Legacy Christian Academy has adopted a set of guidelines for music that is played at school and school-sponsored events. These guidelines are intended to help our community make wise decisions with music that will honor God and help us accomplish our vision of cultivating Christian leaders.

Remember that we are representing Christ and need to honor one another in Christian liberty through the music we play. With that in mind, please note the following policies:

Music Guidelines

- Any track that includes language or subject matter inappropriate for public broadcasting in a family environment will not be played. Inappropriate subject matter includes (but is not limited to):
    - references to sex, violence, drug use, alcohol use, racism, sexism, etc.
    - Any swear words or songs with "bleeped" out words
- **No** "edited" or "clean" tracks will be played.
- Songs that would contradict the beliefs and philosophy of LCA will not be played. There may be a time, although very limited, where a song that might contradict LCA's beliefs or display worldly values offers great educational value within the context of teaching a biblical worldview. Please have these instances approved by administration.
- If it's questionable, please err on the side of caution and not play the song.

Prohibited Items

Pokeman, Yugio, Bakugan, and/or Other Role Playing Card Games

These types of trading cards, or any device used to predict the future, are not permitted at LCA. If these cards/games are found in the school, the student will be reminded of the policy. If the situation continues, the items will be confiscated and kept in the Principal's Office until a parent/guardian picks them up.

Skateboards, In-Line Skates and Skate Shoes

In-line skates, skateboards, and skate shoes are not to be used on school property unless the student is coming to or from school, with the exception of teacher directed activities in PE classes.

Weapons
Students are not permitted to have in their possession on school premises or on any bus any weapons or replicas of weapons, knives, firearms, or air or BB guns of any sort. Firecrackers, smoke bombs or explosives of any kind are also forbidden. The Administration reserves the right to determine items that may represent a threat to the safety of students. Students found on campus with any weapons, explosives, or incendiary materials will be suspended immediately and referred for additional disciplinary action. If discovered on any person, these items will be confiscated and be held in the Principal's Office until a parent/guardian is available to pick them up.

Knives, firearms (or look-a-likes), lighters, matches, flammable liquids, fireworks, weapons, laser pointers, or other dangerous materials are strictly prohibited at LCA. They are not permitted on school property, on buses, or at any school-sponsored activities. Violation may involve suspension or expulsion.

Vandalism
Acts of vandalism should be reported immediately to the appropriate Principal or to the Facilities Supervisor. If an LCA student is involved in defacing and/or damaging school property, parents/guardians will be notified and the student will be responsible for repairing or cleaning up the damage. If the damage cannot be repaired, the student's parents/guardians will be financially responsible for replacing or repairing the damaged item or space.

Cell Phones/Personal Music Devices
For Students in 5th-12th Grade
Students who bring electronic devices to school (including cell phones, iPods, or other devices) are responsible for them. Legacy Christian Academy is not responsible if they are lost or stolen.

During class time, cell phones, iPods, and other electronic devices may only be used with teacher permission. Use of cell phones during passing time (for 7th-12th grade students), lunch (9th-12th grade students), and/or other free time should be limited. Use of earphones/earbuds during passing time or lunch time is not allowed. Cell phones should not be used to take photos or videos of anyone/ anything without their consent or prior approval for any reason while on campus. If a class requires video capturing, the students should ensure that appropriate permission is granted before recording anyone or anything.

Students are not permitted to connect their electronic devices to the Legacy Christian Academy Wi-Fi network so that we can provide the most efficient wireless infrastructure for our teachers and our students. If a student utilizes these items inappropriately, the consequences could range from a detention, to a student not being allowed to have their cell phone with them during school hours, to suspension or even expulsion.

For Students in Elementary
Cell phone use is not permitted during the school day. Phones should not interrupt class or become a burden to the learning process. Phones sent to school with students are the sole responsibility of the parents. They should not be set to ring during the school day. The only times students are allowed to check their phone for messages are before school begins or after school ends each day. Phones that are misused may be taken from a student and held by the teacher for a parent/guardian to pick up.

Electronic Devices

Electronic devises such as PSPs, iPods, MP3 players, other music players, Nintendo DS units, etc. are not to be used by students during school hours. They may be used on the bus coming to school or returning home from school. If a student is not compliant with this policy, their item will be confiscated and turned in to the Principal's Office until a parent/guardian picks it up.

Backpacks (7^{th}-12^{th} Grade)

Students will be allowed to have backpacks in the hallway. It is up to the individual teacher if students will be allowed to bring a backpack into the classroom.

Harassment/Bullying

At Legacy Christian Academy, we believe all people are uniquely created in the image of God and loved by God and are therefore valuable. Treating each other with dignity and respect is key to a healthy community. Bullying is completely contrary to our LCA values and has a detrimental impact on individuals and the school community. Therefore, this behavior is completely unacceptable. Every effort will be made to create a community where dignity for the individual is the expectation. We will promptly address instances when students are treated in a disrespectful manner.

Harassment or bullying consists of physical or verbal conduct or communication (including internet communication) that is demeaning or hostile based on gender, race, national origin, or religious or physical differences. There is no room for compromise on this issue in a Christian school. LCA Administration is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, corrective conduct, up to and including expulsion.

If an individual believes in good faith that harassment has taken place either to himself/herself or to another member of the LCA community, he/she is encouraged to report the incident(s) as soon as possible to a teacher, Guidance Counselor, or the Administration. The incident will be investigated promptly, objectively and confidentially and depending on the findings, appropriate disciplinary response will follow. Not taking a stand on such behavior is compromising our safe community and is, quite simply, wrong.

By signing the Christian Community Agreement, Legacy 5^{th}-12^{th} grade students have agreed to not participate in bullying and/or harassment and to stand up against these behaviors. Legacy Christian Academy is committed to maintaining an academic environment that is free from all forms of intimidation, exploitation, and harassment (both physical and sexual).

Bullying can occur in different forms, all of which are unacceptable. Bullying/harassment may include but is not limited to the following:

- Physical bullying/harassment - examples include: pushing, tripping, hitting, shoving, or touching a student in a hostile or inappropriate manner including deliberate touching of an individual's body or hair in an attempt to cause pain, insult, or injury.
- Sexual bullying/harassment - examples include unwanted or offensive advances, sexualized talk, touch, gestures, or the displaying of sexually suggestive objects, websites, pictures, cartoons or posters, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by students or employees.

In situations where very young children become involved in inappropriate touch or sexualized play, parents will be informed immediately and they will be expected to work with the Principal to correct inappropriate behavior.

Conduct that would violate this policy include:

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, websites, 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

Cyber Bullying

Examples include: negative comments and/or images made on FaceBook, Instant Messaging, text messaging, email, or any shared public viewing space/site with intent to make fun of, humiliate, intimidate, isolate, or rate an individual or group.

In an effort to prevent all forms of bullying, this issue will be addressed with all students each school year, and all middle school and high school students are required to sign the Christian Community Agreement.

What To Do If You Experience or Observe Bullying

Students who believe they are being subjected to bullying are encouraged to promptly report this to their classroom teacher or any person currently in charge. If a student is a witness to bullying, he/she is encouraged to report the incident to a teacher or staff member promptly.

The complaint will be promptly investigated. If necessary, the classroom teacher/staff member will report the incident(s) to the appropriate Principal. An investigation, documentation, and corrective action shall be initiated and a responsive course of action will be enacted based on school policy. In cases of very young children, it may not be appropriate to interview children. This will be handled by the Principal and parents.

Bullying Enforcement

Bullying of fellow students will not be tolerated. A confirmed bullying incident may include, but is not limited to, the following disciplinary consequences for elementary students:

1. The student will be expected to apologize either in writing or in person.
2. The teacher and students will have a private talk about the incident and the teacher will notify parents.
3. The student may be assigned an in-school service/restitution project.
4. The teacher/Principal will work with the student to create a restitution plan.
5. A parent conference will be scheduled with the Principal.
6. Suspension.
7. Expulsion.

As a school, we desire to work alongside parents in helping resolve conflict when needed and point these children to Christ.

Note: Any behavior that causes egregious physical or emotional harm, wherein intent was to harm, will result in a Principal/parent/child meeting to determine the extent of discipline.

Reporting Sexual Harassment

Students or parents of students who feel that they have been subjected to conduct of a sexual-harassing nature are encouraged to promptly report the matter to the appropriate Principal. All complaints will be promptly investigated and handled using policy guidelines.

Relational bullying/harassment - examples include: isolating a student to hurt his or her feelings, convincing others to ignore, exclude, or avoid a particular student, telling untruths about, or spreading rumors with intent to hurt an individual's reputation.

Sexual Purity

As Christians we are called to be sexually pure. Our bodies are God's temples and we are told to keep these "temples" clean and pure. LCA has standards of sexual conduct that are based on biblical guidelines rather than those of culture, the popular media, or peer groups.

Therefore, Legacy students agree to avoid sexual immorality. This may include, but is not limited to, sexual intercourse, viewing sexually explicit material, or asking other students for sexually immoral actions personally or through technology. Our expectation is that all students at Legacy live a life of sexual purity. In relationships, we stress modesty and respect. Public displays of affection are not appropriate in school or at school functions. Incidents will be investigated promptly, objectively, and confidentially and depending on the findings, appropriate disciplinary response will follow.

Substance Abuse

The Christian Community Agreement that every LCA 5th-12th grade student has signed clearly states the substance abuse policy. Legacy Christian Academy students may not use alcohol, tobacco, or chemicals (this includes e-cigarettes and all illicit substances) any time while enrolled as a student. This includes non-school hours, weekends, and summer vacation. We believe that any use of these substances by students constitutes chemical abuse and must be dealt with seriously. The Administration will investigate the alleged use and will determine if the student will serve a suspension, be expelled, or be allowed to continue at Legacy, with chemical counseling or other interventions that are appropriate. Other consequences will include notifying the Minnesota State High School League and involving a School Resource Officer, as the use of alcohol, tobacco, e-cigarettes, and other substances is a chemical violation and illegal for students. We take the abuse of chemicals very seriously and will do all we can to help the student while preserving a chemical-free student body.

Dress Code

Legacy Christian Academy bases its dress code upon the biblical standards of modesty (1 Timothy 2:9-10; Romans 12:1; 1 Peter 3:3-4) and the desire for a respectful, non-distracting educational atmosphere where God is glorified and where students respect themselves and care enough not to cause another student to stumble (Romans 14:1-23; Galatians 5:13-15; Colossians 3:17; 1 Corinthians 10:31). LCA recognizes the important impact of student dress on the learning environment. We understand that all of our lives, including our dress, bring honor or dishonor to our God. We also embrace our identity as a Christian school and how we dress impacts our witness for Christ to the world.

We see the dress code not as a means to achieve or gain righteousness before God but as an opportunity to demonstrate how one's love for God, self, and others is lived out in a practical way.

Our desire is to work hand in hand with students and families to help nurture and develop a heart of honoring God. We desire a community not focused on outward adornment, but rather focused on ***Legacy Christian Academy exists to equip the mind and disciple the heart of each student for Christ-like living.***

Legacy has one dress code for the entire school, but consequences are different for elementary than for middle school and high school.

- Hats, caps, or sweatshirt hoods are not to be worn in school (in the hall or in the classroom).
- Pajama pants, pajama shorts, pants with words on the seat and shirts with words on the lower back should not be worn at school.
- Clothing must not contain sexual innuendos or advertise tobacco, alcohol, or ideals that conflict with the philosophy of Legacy Christian Academy. Shirts and dresses must have a modest neckline with no visible cleavage regardless of movement.
- Dresses, skirts, and shorts (for guys and girls) must extend to 3" above the top of the knee or below.
- Pants must be worn in such a manner that undergarments should not be visible regardless of movement.
- Clothing must not be torn, ripped, or have holes.
- Halter tops, strapless tops, or tank tops may not be worn unless they are worn under an appropriate shirt. Sleeveless garments near the shoulder line are permissible, but may not expose undergarments.
- Spandex, running shorts, biking shorts, yoga pants, leggings, and jeggings are not to be worn to school (unless covered by shorts or a skirt that meets dress code).
- See-through clothing is not allowed unless you have appropriate clothing underneath that meets dress code, for example: see-through tops meet dress code only if the top underneath is appropriate; skirts with leggings must be appropriate length.
- Students involved with after-school practices and activities are expected to dress adhering to the spirit and design of this code as well. Not wearing a shirt for boys and only wearing sports bras or yoga pants for girls would be considered inappropriate. Yoga pants are not to be worn at athletic practices or in Physical Education class unless shorts are worn over the top.
- Two things to keep in mind when thinking about dress code:

1. School staff reserves the right to determine what is acceptable or unacceptable regarding the dress code.
2. If you think you should not wear something because it may be in violation of the dress code, you are probably correct.

Corrective Plan for Students (5th-12th Grade)

We encourage parents and families to have meaningful discussions with their children about clothing choices. Proverbs 22:6 states, "Train up a child in the way he should go, and when he is old, he will not depart from it." We want to partner with families to help support this "training" in honoring God through clothing choices. We want to help train young men and women how to make God-honoring choices that show respect for themselves and love for others.

When a violation of the dress code occurs, we desire to nurture the heart to help the child understand the reasons behind the dress code. We feel that coming along side the child as a partner will correct many of the misunderstandings of violations.

If a violation takes place in the first week of school, a teacher will give a warning and help correct any misunderstandings. After the first week of school, the student needs to change to get into clothes that meet dress code. If a student does not have clothes that meet dress code, he or she will be sent to the Health Office to receive a Legacy shirt and/or pants to use for the day. These need to be returned at the end of the day. A Discipline Referral may be issued for a student not meeting dress code.

EXTRACURRICULAR EVENTS

Athletics

Vision

We strive to carry ourselves like champions, while honoring God and respecting others, by preparing ourselves to the best of our abilities and walking with integrity.

Mission Statement

We believe

- The opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences
- Participation is a privilege that carries with it responsibilities to God, LCA, the activity, other students, the community, and to the athletes themselves.
- Experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education.
- LCA student activities are considered a supplement to the school's academic program, which strives to provide experiences that will help to develop students spiritually, physically, mentally, socially, and emotionally.
- **God glorifying material** - the selection of music used in sporting events and practices should be aligned with the selection of material within the fine arts. Non-sacred numbers should be consistent with biblical principles and the LCA philosophy (see music guidelines titled "Selection of Music").

Core Values

Lions Athletics fulfills its mission through focusing on the core value of **SCHAPE:**

- **Spirit:** … then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Philippians 2:2
- **Communication:** Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Ephesians 4:29
- **Hustle:** … Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus. Philippians 3:13-14

- **Approach:** Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24
- **Precision:** But all things should be done decently and in order. I Corinthians 14:40
- **Enhance:** Therefore encourage one another and build each other up, just as in fact you are doing. I Thessalonians 5:11

Philosophy

LCA Athletes and Coaches will strive to carry ourselves like champions, while honoring God and respecting each other and our competition, by preparing ourselves to the best of our abilities all while walking in integrity.

  - "... Whatever you do, do all to the glory of God" (I Corinthians 10:31)
  - God has called us to worship Him in many different ways. We must honor God by how we act, practice, and play. Whatever we do, we do with excellence to honor God.
- "… Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus." (Philippians 3:13-14)

Students are encouraged to participate in extracurricular activities and are eligible to try out for the following activities (all activities are dependent on adequate numbers of participants):

Cross Country (boys & girls – co-op with PACT High School for 7^{th}-12^{th} graders)
Soccer (boys & girls)
Volleyball (girls)
Football (boys – 9^{th}-12^{th} graders co-op with Anoka High School)
Swimming & Diving (girls co-op with Andover High School)
Basketball (boys & girls)
Hockey (boys)
Hockey (girls co-op with Andover High School)
Dance Team (co-op with Blaine High School)
Swimming & Diving (boys co-op with Andover High School)
One Act Play
Golf (boys & girls)
Baseball (boys)
Fast Pitch Softball (girls)
Track and Field (boys & girls)
Tennis (boys co-op with Anoka High School)
Lacrosse (boys & girls co-op with Andover High School)

A student who has been absent due to illness is required to be in class during the last half of the day (11:00 am through the end of the day) to be able to participate in extracurricular events, including practices, games, and performances.

Legacy Christian Academy offers additional activities such as Ski Club (6^{th}-12^{th} grade), Clay Target: Skeet Shooting, Clay Target: Trap Shooting, Lego Club, Chess Club, and KidzArt that students may join.

Sports Physicals

Students participating in sports must have a sports physical every three years. The completed Sports Physical Form should be sent to the Health Office.

Secondary Letter Requirements

- LCA students have an opportunity to letter in the individual areas of Athletics, Academics/Leadership, and Fine Arts
- LCA students have an opportunity to accumulate 3,000 points to earn a Blue Letter Award plaque.

Athletic Point Systems/Tracks

There are two tracks for earning an athletic letter. Athletic letter certificates will be awarded to each letter winner at the conclusion of each season.

- Track I is the Point system, which allows an LCA athlete to accumulate points in one or more sports over a number of seasons to earn an athletic letter. An athlete will receive a letter in athletics provided they have earned a minimum of 1,000 points total (from the chart below), 600 of which should be in one specific sport. (Example: 600 points in soccer and 400 points in basketball earns a letter; 600 points in softball, 200 points in soccer, and 200 points in basketball earns a letter.)

Varsity Sport	300 Points per sport, per season
JV Sport	200 Points per sport, per season

- Track II* is the varsity system which allows an LCA varsity athlete the opportunity to letter in one season of participation. Entry into the following games or matches will begin to satisfy the letter requirements. Meeting other requirements (as specified by each sport) may also be necessary. All players who earn a letter must finish the season in good standing and be recommended by the coach. Their earned letter will also accumulate letter points as listed in Track I. Participants in a varsity team in which LCA co-ops with another school will be subject to host school's lettering system.

Soccer	16 halves
Volleyball	17 games
Bowling	See coach
Basketball	13 halves
Cross Country	7 meets
Hockey	19 periods
Softball	35 innings
Baseball	35 innings
Track	See coach
Golf	See coach
Weight Training	Must meet goals set by supervisor

- All varsity athletes on a Section-winning or Region-winning team, who qualify for the State Tournament, will automatically receive a letter as long as they are in good standing.
- Varsity and Junior Varsity athletic points and letters are cumulative from grades 7-12.

Academic/Leadership Track *

Honor Roll 500 Points (125 per quarter)

Leadership:

Class Officer/Student Council 100 Points

* 1,000 points earns an Academic/Leadership Letter
* Academic Letters are available for students in grades 9-12 only

Fine Arts Track *

Drama: 100-300 Points (varies per advisor)

* 1,000 points earns a Fine Arts Letter
* Fine Arts Letter points are available for students in grades 7-12 only

Letter Jacket Patches

White Letter - When a student earns their initial letter in an activity, they will be presented with a chenille LCA patch. Students who earn subsequent letters in the same or other activities as described above may choose to add the appropriate patch to their letter jacket at their own expense.
Blue Letter - LCA students who accumulate 3,000 or more letter points will be awarded a Blue Letter award plaque.

Patches indicating the individual sport an athlete lettered in may be worn provided he or she has earned a letter in Track II or has accumulated over 600 points in an individual sport and 1,000 points total. (This applies to athletics only.)

An Academic/Leadership Patch will be available to all students earning a letter in the Academic/Leadership Track.

A Fine Arts Patch is available to students who have lettered in the Fine Arts Track and who have accumulated a minimum of 600 points in Fine Arts alone.

Bars on the opposite sleeve of the letter jacket indicate how many times a letter has been earned in an individual sport. (Ex. Letter in basketball three years earns three bars.)

Please remember that patches and bars are available through the letter jacket supplier only.

State Patches will be provided by the Athletic Department for individuals who participate in an individual or team state tournament/meet.

At the end of each semester, students may request a copy of the record of the points they have accumulated. These are maintained in and are available from the Coordinator of Academic Affairs.

TECHNOLOGY

Bring Your Own Device Program

Legacy is committed to creating a 21st century learning environment for all students. Laptops have been used to support and equip students with the tools and skills necessary for cooperative learning experiences, active problem solving, and enhanced communication with peers and teachers. Through the use of laptops, students are able to create products of real-world value. Students participate in forums, interact with online curriculum resources, and create original presentations and products to demonstrate their understanding. All of these opportunities are preparing students for academic success both now and in the future.

All students in grades 7-12 will be required to bring their own laptop (not a tablet or chromebook). Many of our classes use software that can't be replicated with a tablet or Google specific app. Some examples include: software used in yearbook editing, curriculum resources, graphic design, photo editing, STEM-Physics and presentation tools. Additionally, laptops give our students the option of saving their work locally and are not contingent on Wi-Fi.

Minimum Requirements

	Apple	PC
Operating System	Mac OS X 10.8 or higher	Windows 7 or higher
Type	Laptop that has the ability to load software and save documents (no Chromebooks, iPads, or smartphones).	
Internet Access	Wi-Fi working, active, and enabled*	
Memory (RAM)	512 MB (though we would suggest as least 2 GB).	
Memory (Hard Drive)	100 GB of available space	
Battery Considerations	Sufficient battery life to last at least 4 hours	
Optional Accessories	Protective outer case, neoprene carrying case, keyboard skin	
Installed Software	A browser for internet access: Chrome, Firefox, Safari, etc. While most of the students work can be done through Google docs we do suggest a local, "personal productivity suite," such as Open Office or Microsoft Office.	

* Accessing the internet through 3G, 4G, or "hotspots" while at school is prohibited. The computer must be able to access and utilize the school's Wi-Fi network. This allows us to filter content and be assured of a minimum connectivity level.

The Technology Department at Legacy will be available to look at any student's system that isn't working properly. Ultimately, however, the condition of the laptop is the family's responsibility. We will do an initial assessment and if the issue can get resolved within 15 minutes, and would not in any way potentially damage the machine further, we will do so. If the problem persists, the student will be given a loaner computer for up to two weeks, while his/her computer is being fixed.

We highly recommend that all students purchase some form of insurance, and/or extended warranty in case of malfunction.

Acceptable Use Policy (5th-6th Grade)

Legacy Christian Academy students will:

- Maintain only the originally provided software.
- Report all problems promptly to the LCA Tech Department.
- Make sure your laptop is plugged in when it is in the cart.

Legacy Christian Academy students will NOT:

- Install any unauthorized software on the laptop. Such software will be removed and disciplinary action may be taken.
- Tamper with or change the operating system.
- Alter your login accounts or emails in any way including passwords and display names.
- Use any software or proxy servers to compromise the integrity of the LCA network. This includes software used to go around the Internet web filter.
- Access laptops, email, Moodle, PowerSchool, or any other accounts of your fellow students.
- Apply any stickers or write on the cases of your laptops.

As a laptop user you will care for your MacBook by:

- Not piling books or other objects on the top of the laptop.
- Carrying your laptop with the lid closed.
- Not forcing anything into the CD drive or other ports.
- Not eating or drinking near your laptop.

Parent/Student Laptop Agreement (5th-6th Grade Students)

- We understand that the laptop assigned to my child is the property of Legacy Christian Academy.
- We understand that all software installed on the laptop is to be done by the Legacy Christian Academy Tech Department.
- We have read and agree to the documents in the General Information section, including Internet Usage Policy; Laptop Acceptable Use Policy; and MacBook Pro Care, Use and Safety.
- We understand that any abuse or misuse of the laptop not considered normal wear and tear by Apple (and therefore not covered under the AppleCare agreement) are the responsibility of the family.
- We understand that if the laptop is found unattended it will be temporarily confiscated.

Computer Expectations

Do:

1. Come with your laptops fully charged.
2. Guard your integrity while using your laptop, honoring God in all you do and see.
3. Utilize technology to further your understanding and education.
4. Use technology to check Moodle, email, and PowerSchool on a regular basis.

Do Not - During the Hours of 7:40-2:10:

1. Play any unauthorized games or be involved in non-academic streaming (YouTube, Pandora, Skype, etc.).
2. View non-academic sites or participate in non-academic chats, emails, or communication during times of learning.
3. Use any software or proxy servers to compromise the integrity of the LCA network. This includes software used to skip the Internet web filter.
4. Access laptops, email, Moodle, PowerSchool, or any other accounts of your fellow students.

Internet Usage Policy

Internet access is available to students and teachers via the Legacy Christian Academy network. We believe the Internet offers a wide variety of unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at LCA by encouraging resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not have any educational value. LCA has taken reasonable steps to restrict access to inappropriate materials through the use of a web filter. This software not only controls the access kids have at school but also has the ability to control what they are allowed to view at home. With the rapid growth of the Internet it is impossible to control all materials and inappropriate information. **Therefore, parents and students shall not hold LCA responsible for non-educational usage or inappropriate materials accessed or acquired through or supplied through the Internet.**

All use of the LCA network must be consistent with the Mission of LCA. Guidelines of proper conduct for the students are provided here so that you are aware of your responsibilities and to ensure optimal operation of LCA's network. This requires ethical and legal utilization of the network resources. If a user violates any of these provisions, his/her access may be terminated and future access could possibly be denied.

Acceptable Use - The purpose of the Internet is to support research and education by providing access to unique resources and the opportunity for collaborative work. **Use of the school Internet must be in support of education and consistent with educational and moral objectives.** Use of other wireless networks or computing resources at LCA must comply with the rules appropriate for the LCA network. Transmission of any material in violation of any U.S. or state regulation is prohibited.

Unacceptable Use (includes, but is not limited to):

- **Obscene material:** The display of any kind of obscene image or document on any LCA computing resource is a violation of existing policy on sexual harassment. In addition, obscene material may not be archived, stored, distributed, edited, or recorded using the LCA network, printing, or computing resources.
- **Bullying or threatening behavior**: The use of LCA technology and/or the LCA network to threaten or bully violates the school bullying policy. In addition, materials that are threatening may not be archived, stored, distributed, edited, or recorded using the LCA technology and/or the LCA network.

- **Improper use of copyrighted material:** Use of technology such as torrents and other peer-to-peer file sharing is prohibited. While some of the files available are legal to download, a large majority of what is available violates trademark and copyright laws. Music, video games, movies, and TV shows are not allowed to be downloaded on the LCA network or stored on LCA laptops.
- **Hacking:** Use of your laptop for any form of hacking is prohibited. This includes the alteration of your laptop to provide yourself with administrative rights, installation of any software that allows you to create virtual computers on your laptops (VMware, Parallels, etc.), or use of terminal to alter your operating system.
- **Passwords:** Attempting to obtain or use staff wireless passwords or any other administrative password that allows you to circumvent the LCA network is prohibited.
- Product advertisement or political lobbying.
- **Use for commercial activities.**
- Sending or forwarding unsolicited mass email.

Privilege

The use of the Internet is a privilege, not a right and inappropriate use may result in the cancellation of those privileges. The school has the right to deny, revoke, or suspend user access.

Netiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Do not reveal your personal address or phone number or the names, addresses, and/or phone numbers of students or colleagues.
- Be polite. Your use of the Internet should not discriminate, abuse, harass, or bully others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use any language that may be considered sexual harassment. Respect your fellow students.
- Illegal activities are strictly forbidden.
- Note that LCA email is not guaranteed to be private. The Administration does have access to all LCA email accounts. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other user.

LCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. LCA will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the LCA network is at the user's own risk. LCA is not responsible for the accuracy or quality of information obtained.

Security on any computer system is a high priority, especially when the system involves many users.

- If you feel you can identify a security problem on your laptop or the Internet, you must notify the LCA Tech Department.
- Do not demonstrate any problems to other users.
- You are not allowed to use another individual's account.
- Attempts to access the Internet as a System Administrator may result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and school network.
- Each person using the LCA network shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities. This includes having the correct name on your laptop and email display name.

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet. This includes but is not limited to propagating any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly hacking, disabling, or overloading any computer system, network, or to circumvent any system intended to protect the privacy or security of another user. LCA will report and cooperate fully with any law enforcement agency investigation.

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E-reader

Use in grades 5-12 is based on teacher discretion. If a teacher feels that the learning would be enhanced through the use of a tablet/e-reader, the teacher has the ability to allow students to bring one in for reading purposes, to enhance a project, or to enhance their learning in unique ways. If a student is not using the tablet or e-reader appropriately in class, the teacher has the right to remove that student's privilege of using the tablet or e-reader for that class.

HOT LUNCH PROGRAM – Premier Kitchen Inc.

LCA has secured the professional food service management services of Premier Kitchen Inc. Premier Kitchen Inc. is committed to providing LCA with an exciting and nutritionally-balanced school lunch program. Premier Kitchen menus are created on a monthly basis that meet or exceed the requirements of the National School Lunch Program. In the past few years they have been working diligently to reduce or eliminate the amount of fat or trans fat from their menus. They also work closely with the Minnesota Department of Education to ensure our children are receiving a healthy, nutritious meal that they will enjoy.

Lunches should be pre-ordered for the following month under the Quicklinks tab on the school website. A student's lunch can be cancelled by going to the website by 8:00 am on the morning the student will be absent and cancelling the meal for that day. The meal price is $3.35 for PreK-4th grade students and $3.85 for 5th-12th grade students, which includes a choice of entrée and salad. Milk is sold separately for $.40 each or $4.00 for a milk card (includes 10 milks/juices). PreK-4th grade students may purchase a milk/juice card from their teacher, and milk cards are also available for purchase in the lunchroom.

If you have questions or want to share a comment about the food service program, please contact the Business Office ~ tpierro@lcamn.org or by calling 763.427.4595 ext. 368.

Use of Microwaves

Because we are a PreK-12th grade school, there are some privileges that are not appropriate for all ages. Due to the additional safety supervision that is needed when using microwaves, PreK-4th grade students will not have the ability to use the microwaves. We encourage parents to send lunch items for students that do not need to be microwaved. We have made this decision for the safety of our PreK-4th grade students.

Food/Beverage/Vending Machine Guidelines

- Food and beverages may not be taken on District #11 school buses.
- Food in the classroom is up to teacher discretion.
- Food should not be eaten in the hallways.
- Beverage/snack machines may not be used by elementary students except for special class events *under supervision of classroom teacher.*

FINANCE POLICIES

2018-19 Tuition and Payment Options

Grade	Tuition	Tuition if paid in full between March 16-April 30 (2% discount)	Tuition If paid in full by March 15 (3% discount)
PreK 1/2-Day (age 3 or 4) Monday/Wednesday (8:00-10:45 am)	$1,695 **	$1,661 *	$1,644 *
PreK 2-Day (age 4) Tuesday/Thursday	$3,645 *	$3,572 *	$3,536 *
PreK 3-Day (age 4) Monday/Wednesday/Friday	$5,745	$5,630	$5,573
PreK 5-Day (age 4) Monday-Friday	$9,295	$9,109	$9,016
K-4th Grade	$9,695	$9,501	$9,404
5th-8th Grade	$10,550	$10,339	$10,233
9th-12th Grade	$11,595	$11,363	$11,247

Enrollment & Re-enrollment Fees

Current LCA families have priority enrollment until March 1, 2018. The enrollment/re-enrollment process is not considered complete without a payment plan set up through FACTS:

- **New Enrollment**: $100 per student (max. $200 per family)
- **Re-enrollment**:
  - o If enrolled by March 31 – Free
  - o If enrolled from April 1-April 30 – $200 per child
  - o If enrolled from May 1-May 31 – $300 per child
  - o If enrolled after May 31 – $350 per child

Payment Plan Options

1. Pay in full by March 15, 2018 – 3% discount
   - o Discount applied after multi-child discount.
   - o Not eligible if receiving tuition assistance.
   - o Discount will be reversed in the event of early withdrawal.

2. Pay in full from March 16-April 30, 2018 – 2% discount
   - o Discount applied after multi-child discount.
   - o Not eligible if receiving tuition assistance.
   - o Discount will be reversed in the event of early withdrawal.

3. Automatic Quarterly Payments
   - o Payment dates are June 5, September 5, December 5 (2018) and March 5 (2019).

4. Automatic Ten (June 2018-March 2019) or Twelve Monthly Payments (June 2018-May 2019)
    - Payment dates are the 5th or 20th of each month.

FACTS Tuition Management

All tuition agreements for your payment plan and payments for tuition/fees are made through FACTS (www.onlinefactsmtg.com). There is either a $20 or $46 one-time per year processing fee based on the payment option. All families are required to enroll in FACTS Tuition Management.

New Student Referral Incentive: ($300)

A $300 incentive will be awarded to a current LCA family for the referral of each new student. The $300 will be applied to the family's tuition or paid to the family directly. Incentives will be applied once the new student has completed his/her 2nd quarter at LCA. Mid-year referrals will be paid out after the new student has completed 2 quarters at Legacy. PreK ½ -day, 2-day, and 3-day referrals will be prorated.

Additional Fees

Additional fees may be incurred throughout the school year depending upon the student's involvement in specific classes, sports, or other activities.

Athletic Fee
9th-12th Grade: $150 per sport season*
5th-8th Grade: $125 per sport season*
7th-12th Boys Hockey: $500

* Outgoing transfer students playing sports at Legacy per MSHSL rules: An additional $1,500 per sport season

Athletic Booster Fee
Girls Golf: $150
Boys Golf: $150
Boys Hockey: $600

Students in co-op sports do not pay an LCA Activity Fee but rather the fee to the host school.

Your account will be charged the replacement cost for a lost or damaged athletic uniform.

7th-12th grade Physical Education students are assigned a PE locker/basket and a lock. A $15 charge will be assessed to students who lose their lock.

Drama Fee
9th-12th Grade: $150 (Spring production only)
5th-8th Grade: $125 (Spring production only)

Graduation Fee 12th Grade (one-time): $100

After Care Fee (PreK fees are automatically added to payment plan unless otherwise specified)
PreK 2-Day: $250/year
PreK 3-Day: $350/year
PreK 5-Day: $550/year
Kindergarten-4th Grade: $4/hour (billed bi-weekly)

Multi-Child Scholarship

A multi-child discount will be applied to all families NOT accepting tuition assistance.
2 students per family - $200/student
3 students per family - $300/student
4+ students per family - $400/student

Not available if accepting tuition assistance
Prorated discount for PreK ½-day, 2-day, and 3-day

Tuition Assistance

Families applying for tuition assistance must complete an online application form and submit necessary supporting documentation to FACTS Grant & Aid Assessment via http://www.onlinefactsmgt.com/aid. Assistance requests will be prioritized by the date received. Tuition assistance applications that are received after May 1 may result in a lower granted amount due to the tuition assistance available. The tuition assistance application process requires completion of your federal taxes from the prior year. New families are asked to submit tuition assistance applications within 15 days of acceptance to LCA.

*The PreK ½ day and 2-day programs do not qualify for tuition assistance.

Withdrawal Penalties/Tuition Refunds

Withdrawal penalties and tuition refunds will be applied per student according to the following schedule:

> Student withdraws between July 1 and August 20, 2018 | $750
> Student withdraws between August 21 and September 30, 2018 | $750 plus prorated tuition*
> Student withdraws between October 1 and October 31, 2018 | $500 plus prorated tuition*
> Student withdraws between November 1, 2018 and May 31, 2019 | $400 plus prorated tuition*
>
> *Tuition is prorated to the last day of the month of withdrawal.

Past Due Balances

A student that has a tuition balance more than 60 days past due may not be allowed to attend classes until the account is made current. Any student with a balance still remaining on June 30 will not be allowed to re-enroll until the balance is paid in full or a satisfactory payment arrangement is agreed upon. A non-sufficient funds (NSF) fee of $30 will be assessed for any payment returned by our bank.

State and Federal Subsidy Programs

Under current legislation, parents may claim a credit and/or deduction on their Minnesota State Income Tax return for some K-12 education expenses. The amount of the credit/deduction depends upon family income. The Legacy PreK program is licensed through the Department of Human Services. Tuition paid for PreK may qualify as a deduction on your federal and/or state tax return. Please contact a tax professional for further information. Questions? Contact Teri Pierro at 763.316.6243 or tpierro@lcamn.org.

Late Fees/NSF Fees

Any payment that is not received by FACTS by the due date is considered late and may receive a late fee. In the event your account becomes delinquent, FACTS will provide a follow-up service that will contact you via mail, telephone, or email. Your account may be charged $30 as a result of this service.

Any type of payment denied due to insufficient funds will be charged an NSF fee of $30. Your bank may impose additional fees.

TRANSPORTATION

Students Who Ride the Bus to School

Free bus transportation is available to students residing in Anoka-Hennepin District #11. Each eligible student is assigned to a specific bus stop and bus. Prior to the first day of school, students will receive notice from District #11 of their assigned bus stop, bus number and approximate time of pick-up. (Please note that bus assignments may differ from year to year due to changes in routing and student count.) If a bus assignment seems incorrect for the area or if your student does not have an assigned bus stop, contact the District #11 Transportation Office ~ 763.506.1125.

Students who ride the bus are expected to abide by the District #11 bus policy. If a student misbehaves on the bus, a bus report will be sent to the Principal. The Principal will meet with the student and parents will be called. Parents may be required to provide their student's transportation in accordance with District #11 bus policy if the behavior does not improve.

If you need to let your student know about transportation changes, please call the School Office before 1:30 pm.

Because LCA students use District #11 transportation, we must abide by District #11 busing policies. District #11 policy prohibits students from riding on buses other than their own. The District #11 Student Transportation Policy states; "Students will not be allowed to ride a bus home from school for work, baby-sitting, piano lessons, scouts, or visiting friends. The only exception to this policy is in the event of an emergency. If the parent/guardian is away from home, arrangements must be made with the Principal. The parent/guardian must designate (in writing) an adult who will supervise their child in their absence. In turn, the Principal will issue a pass for the student to ride the appropriate bus. It is important that this policy be followed to ensure the Transportation Department knows which children are on each of the buses in the event of an emergency. This policy also minimizes the possibility of students boarding the wrong bus and going to the wrong location."

Traffic Rules for All Drivers

1. Use the utmost caution when driving in or out of the school's parking lots as students may be present at any time. Please realize that parked cars may minimize the visibility of small children.
2. Comply with all rules and regulations established by the Minnesota Department of Motor Vehicles.
3. Drive below 10 mph while on school property.
4. Reckless driving is absolutely forbidden.
5. Please respect the directions given by parking lot patrol as they're trying to keep our students safe and traffic moving.
6. The school is not responsible for any theft or damage to motor vehicles while on school property.

Parking

1. Visitors and parents are welcome to park in the main school parking lot.
2. There is NO PARKING in the bus lane or along the sidewalk area.
3. Vehicles must be parked within the designated parking spaces.
4. Only vehicles with the appropriate Handicap designation may park in the Handicap parking spaces.

Driving Your Student To and From School

If you bring your child to school in the morning, you may drop them off by the Meadow Creek Church entrance and they may enter the building through Door #12. If you drive into the school parking lot, please follow the arrows that go to the far east side of the parking lot and around in front of the building. Pull up as far as possible and have your child exit quickly. If you need to change drivers or your student will take longer to get things from your vehicle, we ask that you park so that the traffic can move smoothly. Please remind your child to use the designated crosswalks to enter the building.

If you are picking your student up from school, we ask that you do so by the Meadow Creek Church entrance on the west side of the complex. Drive to the end of the car line. Your student will be allowed to come to your vehicle when your vehicle is in the car line and by the sidewalk. Please do not double-park in this area and block the drive for others. If your child is delayed in coming out of school, we ask that you re-enter the car line (or park your vehicle to wait) to keep traffic flowing and allow parents who are behind you to advance and pick up their child.

If you prefer to park your vehicle, please park in the northwest part of the church parking lot. We ask that you avoid the south section of the parking lot and the spaces immediately to the west of the church building. Exit your vehicle, cross at the crossing zone, and meet your child at the covered area in front of the main church doors. For their safety, we will not allow children under 7th grade to cross the parking lot on their own and walk to your vehicle.

OTHER POLICIES

Counseling

There are times when students may share information with staff that may require a meeting with a teacher, School Counselor, Guidance Counselor, Principal, or Spiritual Life Coordinator. It is school policy that parents are not regularly notified of these meetings unless, in the course of discussions, it becomes clear that a parent needs to be informed of the situation (usually for safety reasons or to make a referral to pastoral and/or professional counseling), and then the school will do so. To make a referral to additional help resources, or to provide significant information to parents about their child Legacy Christian Academy has added a School Counselor who will be on campus three days a week for all students.

If a student reports information that indicates they may harm themselves or enact physical violence on others, parents and/or authorities will be notified immediately.

Administrators, teachers, counselors, and pastoral employees are mandated by law to report to authorities any information related to probable child neglect, abuse, or abandonment.

Visitors and Guests

Parents of Legacy students are always welcome to visit, and we highly encourage them to join us for Chapel and lunch. Because we want to keep (y)our children safe, please sign in at the School Office and obtain a visitor pass during school hours. If you would like to visit the classroom, please contact your child's teacher in order to arrange a time that would work well for both of you.

Former Students

LCA students must get approval from an LCA Administrator to allow a former student (who now attends another school) to join him/her for lunch **prior** to their guest's arrival. Visiting students must also provide a note from his/her parent approving their visit to LCA. The School Office will sign the visiting student in and give them a visitors' badge. The receptionist will remind students that they are not allowed to visit in classrooms before lunch (they will need to wait by Door #6 until lunch time) or after lunch. Students must sign out and exit Door #6 before the next class bell rings.

If a former student comes for lunch without a note from his/her parent (giving them permission to have lunch here), they will be asked to call the parent to give permission over the phone for them to be at LCA. The student will also need to wait at the School Office until an LCA Administrator can be reached to give them their approval to visit during lunch. The student will be signed in/out at the School Office and wear a visitor badge. The School Office will remind students not to visit classrooms after lunch, and they must sign out before the next class bell rings.

Alumni

- Alumni are not allowed to enter a classroom during school hours to visit a teacher **unless** a teacher has given them permission and the School Office has been notified of their visit.
- If Alumni come during the lunch period, they will need to sign in and out at the end of lunch and before the next class bell rings.
- If Alumni come during class time, we ask they come back after school or during lunch time, unless a teacher has notified the School Office that they are expecting their visit during class time.

Students Outside the Legacy Community

- Need to have a legitimate reason for being at school, such as being a prospective student, and needs to have approval from LCA and parents before arrival.

Worship Policy – Chapel, Moms Who Pray, Classes

It is a blessing that Legacy has Christian diversity with so many churches and denominations represented. It gives the school a beautiful picture of the body of Christ and the unity that can be found amongst believers.

Legacy wants to maintain unity and allow for everyone to be comfortable in prayer and worship. To allow for unity during worship times, Chapel, prayer, and class time, the LCA policy is to refrain from forms of spirituality practiced in various denominations, such as speaking in tongues, prophecy, and other possible forms of prayer. This request is done out of consideration, not judgment, in order to respect the unity in diversity and allow participants to focus on Christ Himself.

Return of Property Belonging to LCA

Library books, classroom books, athletic uniforms or any property owned by Legacy must be returned to school before final report cards are released.

Lockers/Student Belongings

Students in 6^{th}-12^{th} grade will be issued a locker. All lockers are the property of Legacy Christian Academy and are loaned to the student for storage of school materials and coats. No privacy right is implied. Students will be responsible for any and all damages to their locker, and may be charged accordingly. Students must keep their locker locked and report any problems to the Coordinator of Academic Affairs.

Belongings should not be left in the hallways or on top of the lockers.

Gym bags need to be kept in student lockers or in an assigned locker in the appropriate locker room.

CHRISTIAN COMMUNITY AGREEMENT
GRADES 5-8

As a student in Legacy's Christ-centered community, I will strive to love God and love others. As a community, we will seek to love Truth and righteousness while shunning what is evil. We are willing to encourage, support, and invest in each other. We value the passionate exchange of ideas, but we will strive to resolve conflicts with humility, kindness, mutual respect, and Christ-like love.

At Legacy (LCA), we will strive to create an atmosphere of a Christ-centered community where Jesus Christ, His gospel, and the Bible are at the center of our lives, our studies, and our school. As students, we agree to watch out for each other, assume good will toward each other, encourage each other, push ourselves and each other to work our hardest, live with integrity, pursue God's Truth, and do our very best for the glory of Jesus Christ. When we fail, we will rest in the forgiveness of Christ, seek the help of the Holy Spirit to grow, and reconcile with those we have wronged. In our language and our actions, we will honor and respect those God has placed in leadership positions. We understand that many rules and expectations at Legacy have been created and are to be followed by the whole community for the safety and benefit of all, to help make right choices where students will find joy and blessings, to foster a true Christ-centered community at Legacy, and to teach students how to be influential leaders for the glory of God.

Every student at LCA has the right to feel safe, secure, and accepted. Because of our belief that we are all created in God's image, God calls us to love one another in word and action. As a Legacy student, I understand that I am expected to not only act respectfully towards all students regardless of ethnicity, gender, God-given abilities or personal circumstance, but I am expected to stand up against bullying and harassment if I see it occurring.

Specific rules and policies are explained in the Student Handbook and need to be understood and followed. More important than rules, however, is that we are accountable to do our best, to be honest in our dealings with each other, and to do all things in light of God's Word.

I understand that LCA has standards of purity that are based on biblical guidelines rather than those of culture, the popular media, or peer groups. Therefore, as a Legacy student, I agree to guard my eyes, ears, mouth, and heart against impure thoughts and actions (1 Corinthians 6:18, Galatians 5:19). This may include, but is not limited to the immoral use of my body, another person, or any technology or printed materials that would be dishonoring to God.

I understand that I choose to honor God, my family, Legacy Christian Academy, and myself in how I represent myself on social media. Pictures, postings, all other forms of communications that do not represent the mission, vision, and values of LCA could lead to disciplinary action.

As a Legacy student, I agree to not use or have in my possession tobacco, alcoholic beverages, or illegal drugs at any time, anywhere, on or off campus. I understand that I must leave a party/gathering immediately when I become aware that this use has occurred or is occurring. Remaining at the party/gathering will result in the same consequences as possession or use. I understand that violation of this agreement may result in suspension from LCA.

The results of the investigation will determine the length of the suspension, the necessity of a chemical evaluation, or for repeat offenses, the possible expulsion from LCA. I understand that breaking this agreement is not only an issue of chemical use, but is an issue of integrity as I have agreed to this policy as a term of admission to LCA.

As a Legacy student, I aim to represent myself, LCA, and Jesus Christ in a worthy manner in public and in private.

Student Signature _____ Grade _____ Date _____

Parent/Guardian Signature _____ Date _____

CHRISTIAN COMMUNITY AGREEMENT
GRADES 9-12

As a student in Legacy's Christ-centered community, I will strive to love God and love others. As a community, we will seek to love Truth and righteousness while shunning what is evil. We are willing to encourage, support, and invest in each other. We value the passionate exchange of ideas, but we will strive to resolve conflicts with humility, kindness, mutual respect, and Christ-like love.

At Legacy (LCA), we will strive to create an atmosphere of a Christ-centered community where Jesus Christ, His Gospel, and the Bible are at the center of our lives, our studies, and our school. As students, we agree to watch out for each other, assume good will toward each other, encourage each other, push ourselves and each other to work our hardest, live with integrity, pursue God's Truth, and do our very best for the glory of Jesus Christ. When we fail, we will rest in the forgiveness of Christ, seek the help of the Holy Spirit to grow, and reconcile with those we have wronged. In our language and our actions, we will honor and respect those God has placed in leadership positions. We understand that many rules and expectations at Legacy have been created and are to be followed by the whole community for the safety and benefit of all, to help make right choices where students will find joy and blessings, to foster a true Christ-centered community at Legacy, and to teach students how to be influential leaders for the glory of God.

Every student at LCA has the right to feel safe, secure, and accepted. Because the Bible teaches that we are all created in God's image, God calls us to love one another in word and action. As a Legacy student, I understand that I am expected to not only act respectfully towards all students regardless of ethnicity, gender, God-given abilities or personal circumstance, but I am expected to stand up against bullying and harassment if I see it occurring.

I understand that LCA has standards of purity that are based on biblical guidelines rather than those of culture, the popular media, or peer groups. Believing that God redeems and restores through life in Christ, we will walk alongside those that are seeking to overcome sexual sin. As a Legacy student, I agree to avoid sexual immorality. This may include, but is not limited to, pre-marital sexual relations, viewing sexually explicit material, same sex romantic intimacy and/or sexual relations, or asking other students for sexually immoral actions personally or through technology.

I understand that I choose to honor or dishonor God, my family, Legacy Christian Academy, and myself in how I represent myself on social media. Pictures, postings, and all other forms of communication that do not represent the mission, vision, and values of LCA could lead to disciplinary action.

Legacy desires to protect our community from any illegal or dangerously addictive substances, knowing they can destroy the lives of all who become entangled with them. As a Legacy student, I agree to not use or have in my possession tobacco, alcoholic beverages, or illegal drugs at any time, anywhere, on or off campus. I understand that I must leave a party/gathering immediately when I become aware that this use has occurred or is occurring. Remaining at the party/gathering could result in the same consequences as possession or use. I understand that violation of this agreement may result in suspension from LCA.

If a student breaks this agreement, the facts surrounding the incident, the willingness of the student to come to a staff member to get help and be honest regarding a situation before facts are known to the School, and the heart and attitude of the student will determine the disciplinary action, the length of the suspension, the necessity of a chemical evaluation, or for repeat offenses, the possible expulsion from LCA.

I understand that, if I am a student at Legacy I will be a productive member of the Legacy community and I will choose to live by the principles and expectations contained in this agreement.

I want to be a member of this Christ-centered community. With God's help, I will do my best to follow these guidelines with integrity and through God's grace hope to experience the blessings and benefits of being a part of this community.

Student Signature _____ Grade _____ Date _____

Parent/Guardian Signature _____ Date _____