



LEGACY
CHRISTIAN ACADEMY

STUDENT HANDBOOK

2022-23

www.lcamn.org

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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

The following Truths are the foundation of the School:

- A. We Believe that the entire Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct. (II Timothy 3:16-17, I Thessalonians 2:13)
- B. We Believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Matthew 28:19, John 10:30, Ephesians 4:4-6)
- C. 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, and His personal return in power and glory. (Colossians 2:9, I Corinthians 15:3-4, Matthew 1:23, I John 3:5, Ephesians 1:19-20, Acts 4:30, Revelation 1:7)
- D. We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, 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. (Romans 3:23-25, Titus 3:4-7, Ephesians 2:8-9)
- E. 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. (I Corinthians 15:51-57, Revelation 20:11-15)
- F. We Believe in the spiritual unity of believers in our Lord Jesus Christ. (Ephesians 4:15-16, Ephesians 1:22-23, I Corinthians 12:12, 27)
- G. We Believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 3:5-8, Acts 1:8, Romans 8:9, I Corinthians 2:14, Galatians 5:16-18, Ephesians 6:12, Colossians 2:6-10)

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:

- 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.
- 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.
- 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.
- 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.
- 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

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 Classic 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 co-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 child 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

The priority enrollment window for current families re-enrolling is one month prior to the admissions seasons. 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.

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. An enrollment cancellation fee may also be assessed.

New Students

Application for Enrollment

Prospective students are required to complete and submit an application online. An application fee will be added to your payment plan upon acceptance. Applications are accepted at any time, but a tour is required prior to moving forward in the admissions process.

New Student/Family Interview

Upon receipt of a complete application and all admissions materials, each candidate considered for admission to LCA will be interviewed by the appropriate Principal. At least one parent is required to attend the interview with their student. Students entering kindergarten will also have a screening with the kindergarten teacher. If the student is in 1st-10th grade and has not taken the MAP test, they may 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

Upon acceptance to LCA, students and parents must complete an online enrollment packet through FACTS, which includes a signed parent agreement and a payment plan 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 Student Coordinator will conduct a virtual interview with the student to determine acceptance to LCA.

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

- Complete International Student Application and return required documents
- Virtual interview with the High School 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

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

FINANCE POLICIES

Tuition and Payment Options

The current tuition scale is made available on the [Admissions page](#) of the LCA website.

FACTS Tuition Management

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

Enrollment & Re-enrollment Fees

Current LCA families have priority enrollment until January 31st annually. 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:**
 - If enrolled by January 31 – Free
 - If enrolled from February 1-March 31 – \$200 per child
 - If enrolled from April 1-April 30 – \$300 per child
 - If enrolled after April 30 – \$350 per child

Payment Plan Options

1. Pay in full by April 1– 2% discount
 - Discount applied after multi-child discount.
 - Not eligible if receiving tuition assistance.
 - Discount will be reversed in the event of early withdrawal.
2. Automatic Quarterly Payments
 - Payment dates are June 5, September 5, December 5, and March 5.
3. Automatic Ten (June-March) or Twelve Monthly Payments (June-May)
 - Payment dates are the 5th or 20th of each month.

Multi-Child Scholarship

Multi-child scholarships are automatically credited to your tuition unless your family qualifies for tuition assistance.

- 2 students per family - \$200/student
- 3 students per family - \$300/student
- 4+ students per family - \$400/student

Scholarship is 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, pay a \$35 application fee, and submit all necessary supporting documentation to FACTS Grant & Aid Assessment via www.online.factsmgmt.com. For current families, tuition assistance applications are due February 15; awards will be decreased by \$250/child for any applications received after February 15. Financial aid will be awarded on March 1 for those who met the deadline. The tuition assistance application process requires completion of your federal taxes from this year or last 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 March 15 and May 31 | \$1,500
 - Student withdraws after June 1-end of school year | \$1,750 plus prorated tuition*
- *Tuition is prorated to the last day of the month of withdrawal.

Additional Fees

Sports Fee

9th-12th Grade: \$275 per sport season*

5th-8th Grade: \$250 per sport season*

* There is an additional fee for golf of \$150.

Outgoing transfer students playing sports at Legacy per MSHSL rules: An additional \$1,000 per sport season. Students in co-op sports do not pay an LCA Activity Fee but rather the fee required by 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 & Robotics Fees

\$150 per season

Graduation Fee

12th Grade (one-time): \$100

After Care Fee (PreK fees are automatically added to payment plan unless otherwise specified.)

PreK 2-Day: \$350/year

PreK 3-Day: \$450/year

PreK 5-Day: \$750/year

Kindergarten-4th Grade: \$5/hour (billed bi-weekly)

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

Please note: If you choose to use a credit card at Legacy, a 4% processing fee will be assessed.

Past Due Balances/NSF Fee

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.

Tax Credit and/or Deduction Opportunities

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.

ATTENDANCE POLICIES

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. 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 and parent permission.
3. Some seniors may have a study hall or online PSEO courses during the school day. If this block is 1st or 4th block, the student does not have to be in school until 9:00 am. If the block is not 1st or 4th, the student must be in school during his/her Study Hall. Seniors must attend Chapel and Legacy Period.
4. Students must sign in and out at the School Office when coming to or leaving from school between 7:40 am and 2:10 pm. 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 must be present in school by 9:00 am to be able to participate in co-curricular events, including practices, games, and performances. (Seniors with off-campus privileges are exempt from this policy.)

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

Excused Absences

A parent needs to email or 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 School Office if a student needs to leave before the end of the day or arrive late due to an appointment. The attendance voicemail is available 24 hours at **763-316-6241** or email at attendance@lcamn.org. The Administration reserves the right to make a determination that the reason is unacceptable and will thereby make it an unexcused absence.

Illness

If a student is ill, please email attendance@lcamn.org AND healthoffice@lcamn.org or call the attendance line at 763-316-6241 to report illness each day a student will be out.

Vacation Absences

Vacations are great, and LCA realizes that some vacations are extremely valuable and educationally enriching. 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, email attendance@lcamn.org and your child's teacher(s) will be notified. We ask for notification a minimum of 1 week prior to absence.

Family Emergency

If at any time a parent or guardian should need to excuse a student for a family emergency simply call the School Office and they will assist your family in making all the necessary arrangements.

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

Preferably, parents are to notify Attendance personnel 24 hours in advance if they are picking up a child before the end of the school day. This will allow the school to help the student get ready to leave early.

Parents of K-4th grade students will need to come in to the School Office to sign the student(s) out. Parents of 5th-12th grade students can either come in to the School Office to sign the student(s) out, or they can contact the School Office, letting them know they are in the parking lot and the 5th - 12th grade student can sign themselves out at the School Office. Teachers will not release the student until the School Office has called, letting them know their parent has arrived.

School-related Experiences

Students will be marked as dismissed (not counted as an Absent) for all absences due to school-related experiences (i.e. field trips, athletic contests, administrative approved activity, Field Day, etc.)

Unexcused Absences

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. Further truancies may result in an expulsion from school.

Unexcused Absences From a Class for 5th-12th Grade

The first unexcused absence will result in an hour of detention for 9th-12th grade, and 30 minutes for 5th-8th grade. The second unexcused absence will double the detention time. 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.

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.

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 MN Statute 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.

Tardies

Legacy Christian Academy also regards punctuality as a high priority. It is primarily the parent's/guardian's responsibility to ensure that a child arrives to school on time. Therefore, we ask parents/guardians 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 School Office to receive a pass to gain entrance into their classroom.

While problems may occur in getting to school on time, such as inclement weather or traffic, every effort should be made to be in first period class before the bell rings. "Excused" or "unexcused" is determined by the School Office in collaboration with the grade level principal.

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.

Excessive Tardies

On the tardy to a class per quarter for 5th-12th grade students, a 1 hour detention will be assigned, and another detention will be given for each additional tardy to that class until the end of the quarter.

Elementary Tardy Policy

Unexcused tardy allowances /quarter	Consequences/Plan
6	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 *	<ul style="list-style-type: none"> - The Principal will consider involvement of other agencies to resolve tardy occurrences.
15 *	<ul style="list-style-type: none"> - 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.

Secondary (5-12) Tardy Policy

Unexcused tardy allowances /quarter	Consequences/Plan
6	<ul style="list-style-type: none"> - The Principal will communicate with parent(s)/guardian(s) via email documenting the dates of occurrence.

9	- The Principal will contact the parent(s)/guardian(s) to set up a meeting at LCA to discuss occurrences, and/or work hours will be assigned for subsequent detentions.
12 *	- The Principal will consider involvement of other agencies to resolve tardy occurrences, and work hours will be assigned.
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. If the student remains at LCA, work hours will be assigned.

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

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.

Online Learning Days in the Event of School Closure

The Minnesota Department of Education allows for up to five online learning days in the event of unexpected school closures. These online learning days require that all students participate in prescribed school lessons assigned by each teacher. Following is a detailed description of teacher and student expectations for this online learning day.

(Grades K-4)

Teacher Expectations

- The teachers have created a Snow Day Flexible Learning Activity Matrix for each grade level. Teachers will send those Matrix home either as a paper copy the day before a projected snow day or email a PDF copy home to parents by 9:00 am on the day of the Snow Day.

Student Expectations

- Students can complete the Snow Day activities and bring back the copy to the teacher to talk through the events and learning of the Snow Day.

(Grades 5-12)

Teacher Expectations

- All teachers will post assignments through Google Classroom by 9:00 am.
- Teachers will assign between 30 and 90 minutes of work per class, depending on the grade level and rigor of the class (while 7th grade students can expect each class assignment to take between 30 and 60 minutes, high school students in honors or PSEO classes can expect no less than 60 minutes of work per class, and up to 90 minutes, depending on the day missed).
- Teachers will be available for “office hours” via email between 9:00 am and 3:00 pm for questions, support, and troubleshooting.

- Teachers will design lessons on the premise that students do not have anything at home except their device; all materials for successful completion of the assignment will be provided through Google Classroom.
- Teachers will give credit in the SIS gradebook for the work assigned on a severe weather closure day.

Student Expectations

- Students are expected to use the weather closure day to complete all assigned school work, preferably between 9:00 am and 3:00 pm for the advantage of teacher support.
- Students are expected to submit completed work to each teacher according to posted due dates or by the next class period. In some cases, teachers may require online submission to take place on the day of the school closure.
- Students are expected to participate in e-Learning activities for all scheduled classes on the days the plan is implemented just as they would for a traditional, on-campus day. Students who do not participate in planned activities are considered absent for those class(es) and will be reported as absent just as if they were not present for an on-campus class. Additionally, absent students will be responsible for all assigned work and the Legacy absence policy for makeup work will take effect.
- Students will have access to teacher support between 9:00 am and 3:00 pm via email.

HEALTH

Regulations

Minnesota law requires all students to be immunized before admission to school. 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. Students grades 5-12 participating in sports must have a sports physical every 3 years. The completed Sports Physical Form should be sent to the Athletic 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.

Allergies

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

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 email attendance@lcamn.org AND healthoffice@lcamn.org or call the attendance line at 763-316-6241 daily to report illness.

COVID-19 Policy

Legacy plans to continue providing in-person learning, five days a week for all students. Please notify the Health Office if symptoms or a positive test for COVID-19 occurs. Students and staff with confirmed cases of COVID-19 will be asked to quarantine, based on current CDC and MDH guidelines. Face coverings/masks will not be required for students, staff, or visitors unless a state or federal mandate is in place requiring us to do so. Anyone choosing to wear a mask or shield will be supported in their personal choice to do so.

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 10 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.

Supplement Policy

Dietary supplements – The Health Office does not administer any "dietary supplements," herbal products, or any products not regulated by the Food and Drug Administration.

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.

ELEMENTARY RECESS

Recess serves a critical role in school as a necessary break from the rigors of academic challenges. Recess is a complement to, not a replacement for, physical education. Both promote activity and a healthy lifestyle; however, recess, particularly unstructured recess, and free play provide a unique contribution to a child's creative, social, and emotional development.

Students in PreK-4th grade will go outside every day for a 20-minute 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.

Winter Recess Guidelines

In terms of students being appropriately dressed for the weather, it is the parent’s responsibility to send their children to school with appropriate gear, and it is the classroom teacher’s and recess para's responsibility to make sure that students are dressed appropriately heading out to recess.

Recess gear expectations are as follows:

- Above 60 - Students can wear appropriate, in dress code, clothes of their choice
- Above 50 - 60: Students will wear what they have been sent to school wearing
- 40-50: students do not need winter coats out on the playground, yet they are still expected to wear a windbreaker, fleece, hoodie, or some lighter jacket or long-sleeve sweatshirt to cover themselves up
- 20-40: All students need to wear a jacket. Hats and gloves/mittens are required at 32 degrees and lower*
- 0-20: All students need to wear a winter jacket, hats, gloves/mittens, and boots*
- Below 0: Indoor Recess will occur if the temperature is below zero or the wind chill is -10 or below

*If there is snow on the playground, students are required to wear all winter gear. Regardless of the temperature, students who do not have the appropriate gear (boots, snow pants, hat, and gloves) will be required to stay on the blacktop area.

Recess Frequently Asked Questions

When will there be indoor recess?

There will be days when the students stay indoors for recess due to inclement weather (rain, lightning, temperature below zero, or wind chill factor of -10 degrees). This decision will be at the discretion of the Elementary Principal. This inclement weather policy is the same policy used by the entire Anoka-Hennepin school district.

What do students do on an indoor recess day?

Seeing that outdoor recess is designed for students to be active and move around, we desire that students have a portion of time during an indoor recess day for large motor skill movement. Therefore, there will be an attempt to have a scheduled time for students to use the Sports Center gym for movement.

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.

SCHOOL LUNCH PROGRAM/LCA CAFÉ

LCA has secured the professional food service management services of Premier Kitchen Inc. in addition to partnering with local vendors of Pizza Ranch (Andover) and Chik-fil-A (Coon Rapids).

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. They also work closely with the Minnesota Department of Education to ensure our children are receiving a healthy, nutritious meal that they will enjoy.

Pizza Ranch pizza is enjoyed on the last day of every school week and gluten free options are made available. Pizza Ranch chicken is enjoyed 2x per month.

Chik-fil-A chicken nuggets (PreK-4) and chicken sandwiches (5th-12th) are enjoyed 3x per month.

Legacy does not require families to pre-order school lunch. We simply ask that families keep sufficient funds loaded in their FACTS Prepay Cafeteria account so their children can receive school lunch when they choose. Teachers will take a quick lunch order at the beginning of the school day to help the lunch staff prepare for serving. The menu is available in the Legacy app and online 2 weeks prior to the start of the month. First choices may not always be available, but a school lunch will be provided for any student needing one. In the event your student needs a school lunch, but does not

have sufficient funds in their Prepay Cafeteria account an alternative meal option will be made available and a notice to add funds will be sent home.

Meal prices are \$4 for a traditional school lunch option and \$5 for a premium lunch option. In some instances, some items may also be available at a lower price as a-la-cart add ons (extra pizza slice, extra sandwich, etc.) The offering of extra add ons may vary depending on availability. Milk/juice is always available for purchase for \$.50.

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, this privilege is only available to 5th-12th grade students.

LCA Café

The LCA Café is open during normal school hours 7:00 am - 3:00 pm. The Café serves smoothies, hot chocolate, teas, coffees and lemonade drinks as well as a variety of snacks and light lunch items. The Café is CASH ONLY and restricted to students in grades 5-12 unless accompanied by an adult or older sibling. Students are expected to only frequent the Café before & after school, during passing time, flex time, study halls or as their teacher/schedule allows.

TRANSPORTATION

Bus Transportation

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 parent(s)/guardian(s) will be called. Parent(s)/guardian(s) 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."

Driving To and From School

Traffic flow maps will be provided at Open House each fall and in the Back-to-School information packet. All drivers are expected to follow traffic flow for the safety of our students and staff.

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.
5. Student drivers are expected to park in the far west end of the Meadow Creek Church Parking lot to preserve parking spaces for PreK parents dropping off and picking up at various times throughout the day/week.

Visitors and Guests

Parents of Legacy students are always welcome to visit. Because we want to keep (y)our children safe, please sign in with your driver's license at the School Office and obtain a visitor pass during school hours to then be escorted to your destination. 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.

Students Outside the Legacy Community

Students outside the Legacy Community need to have a legitimate reason for being at school, such as being a prospective student, and need to have approval from LCA and parents before arrival.

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/guardian approving their visit to LCA. The School Office will sign the visiting student in and give them a visitor's badge. Visiting students are not allowed to visit in classrooms before or after lunch. Students must sign out and exit Door #8 before the next class begins.

If a former student comes for lunch without a note from his/her parent/guardian (giving them permission to have lunch at LCA), they will be asked to call the parent/guardian 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. .

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 visit the School Office to sign in and out at the end of lunch and before the next class begins.
- If Alumni come during class time, we ask that 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.

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.

BEFORE AND AFTER SCHOOL CARE

Before School Supervision

- PreK - Before School Care 7:00-8:00 am – In A100
- K-4th - Before School Care 7:00-7:30 am – In the Auxiliary Gym (lower level)
- 5th-8th -Supervision is provided in the Sports Center Gym (with appropriate shoes) until 7:25 am.
- 9th-12th - Students have the privilege to be in the Main Commons area.
- **On Fridays**, before school supervision runs from 7:00 – 8:00 am

After School Supervision

PreK-4 Students

Parents with students in Legacy After School Care programs will be assigned a key fob to enter the building after hours to pick up their children.

- PreK After School Care - Door 8
- K-4 Adventures 4 Kids - Door 4

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

Legacy Hall (5th-8th Grade Students)

Legacy Hall is for students in 5th-8th grade that are in the building after 2:30 pm. Students are expected to use this time efficiently to accomplish schoolwork. If they are done with homework, they need to choose an activity that is not distracting for other students such as reading or working on their computer.

To pick up your child(ren), call or text them to let them know you are in the parking lot. Legacy Hall will close at 5:00 pm. Students should not be in the building unsupervised after 5:00 pm waiting for another activity to start later in the evening.

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, Chromebook, or iPad.

Minimum Requirements

	Apple	PC
Operating System	Mac OS X 10.14 or higher	Windows 10 or higher
Type	Laptop, Chromebook or iPad (no smartphones)	
Internet Access	Wi-Fi working, active, and enabled*	
Memory (RAM)	2 GB	
Battery Considerations	Sufficient battery life to last at least 6 hours	
Optional Accessories	Protective outer case, neoprene carrying case, keyboard skin	
Installed Software	A browser for internet access: Chrome, Firefox, Safari, etc.	

* 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 computer needs to be taken to a fixit shop, the school has a limited number of Chromebooks that can be checked out 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.

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 Google Classroom, email, and the online gradebook on a regular basis.

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

1. Play any unauthorized games or be involved in non-academic streaming (YouTube, Pandora, Skype, etc.).
2. View non-academic and/or Social Media 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, Google Classroom, the online gradebook, or any other accounts of your fellow students.

5th & 6th Grade Computer Use Policy

5th and 6th grade students are given Chromebooks to use during the school day. These devices are for educational purposes as students learn how to navigate the 21st century. While these are great educational tools we recognize they can be a source of distraction for students. We equip students on how to use their devices during the day but students who misuse their computer, the following may occur with teacher discretion:

- Receive a reminder from the teacher of appropriate use
- Computer taken away for the duration of the class period
- Computer privileges lost for the following school day should computer use choices not change.

Parent/Student Chromebook Agreement

- 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 agreed 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.

Acceptable Use Policy (School Issued Chromebooks)

Legacy Christian Academy students will:

- Maintain only the originally provided software.
- Report all problems promptly to the LCA Technology Department.
- Make sure your laptop is plugged in when it is in the cart.
- Maintain the Legacy logo as the wallpaper, screensaver and browser background

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, Google Classroom, the SIS, 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 Chromebook by:

- Not piling books or other objects on the top of the laptop.
- Carrying your laptop with the lid closed.
- Not eating or drinking near your laptop.

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 students 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.

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.

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 always 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 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.
- 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.

- Grades 5-12 assessments are tools used to determine learning standard and concept mastery. For this reason, 70% of a student's grade will be based on performance tasks, such as projects, presentations, and summative assessments, and 30% on other assignments and homework.

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 decisions 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 of 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 as a foundation to this document.

Co-curricular Eligibility

Students will be eligible to participate in co-curricular activities if they meet the following requirements:

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 semester report or 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.

Academic Counseling/College Planning (9th-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. For a more detailed description of College and Career Planning, please see the High School Course Guide.

Individual Meetings

Students will meet with the Guidance Counselor on an individual basis in grades 9, 10, 11 and 12. The purpose of these meetings is to help guide students as they plan and prepare for life after high school. Students learn about a variety of topics including: high school graduation requirements, transcripts, college entrance exams, college admissions, college researching, finding the best fit for each student, college visits, financial aid, scholarships, and PSEO.

Naviance®

Naviance is the digital platform that Legacy uses to assist students and families in the college and career planning process. All students have a personal account and the program is web-based so it can be accessed at any time. Naviance offers a wide range of resources and activities that include: resume building, goal setting, personality assessments, career interest assessments, college researching, building college lists, and scholarship researching.

Graduation Requirements

A Legacy student must earn 26 credits in 2023 (28 credits in 2024). A semester course earns 1 credit and a quarter 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. (See High School Course Guide)

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

Graduation Honors

High Honors will be given at graduation to all graduating seniors who have achieved a cumulative weighted 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 who have achieved a cumulative weighted GPA of 3.5 or higher.

Valedictorian/Salutatorian:

- Valedictorian/Salutatorian: will be decided solely based on the students cumulative weighted grade point average. (The cumulative weighted grade point average is totaled at the end of the first semester of the graduate's senior year.)
- To be considered for Val/Sal, a student must be enrolled at LCA throughout the entirety of their junior and senior years of high school.

- A student who wishes to achieve these honors is not required to enroll in specific upper-level or honors courses.
- The students do need to be in good standing with the school.
- The student with the highest-grade point average in the senior class will have earned the Valedictorian honor.
- The student earning the second highest grade point average will earn the Salutatorian honor.
- Each will be awarded a medal at graduation, recognized at graduation and given the opportunity to speak at graduation.

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 unweighted GPA of 3.5 or higher are invited to apply for membership in the NHS. All applicants must meet the deadlines for material submission. An NHS selection committee will make final decisions on applicants for membership. Because of NHS guidelines, all qualified candidates will not necessarily be chosen for membership. NHS members must complete ten hours of community service, and volunteer to help at one school-related event each year.

Course Withdrawal Policy

Students may make course changes for three (3) days after the course begins: • All schedule changes require Principal and/or Guidance Counselor and parental/guardian approval with signatures on the drop/add form before the schedule change will be made. • Courses need to be taken for the duration of the course unless there are extenuating circumstances as determined by the Principal.

Grading

As a 5th-12th grade staff, we commit to having grades up-to-date in the SIS. All homework, assignments, and assessments will be graded and entered into the SIS within five days of the due date. Essays and research papers will be returned to students with feedback in eight days.

Elementary Grading Scale

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-3rd grade Report Cards will only use the Rating Scale.
- 4th grade Report Cards will include both the Grading Scale and the Rating Scale.

Elementary Grading by Specialists

Specialist teachers (Art, Music, Physical Education, Innovation 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.

Grades 5-12 Grading Scale

	Percent	Unweighted GPA	Weighted GPA
A	≥93	4.0	5.0
A-	≥90	3.667	4.667
B+	≥87	3.333	4.333
B	≥83	3.0	4.0
B-	≥80	2.667	3.667
C+	≥77	2.333	3.333
C	≥73	2.0	3.0
C-	≥70	1.667	2.667
D+	≥67	1.333	1.333
D	≥63	1.0	1.0
D-	≥60	0.667	0.667
F	<60	0	0

Grading Scale Specialists (Grades 5-8)

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

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

Class Ranking and Weighting of Grades

Legacy will weight grades for students in grades 9-12. Legacy does not rank students.

Academic Report Cards

A Report Card will be emailed to students and parents/guardians at the end of each quarter. Report Cards and online gradebook access will be withheld from students whose fines, fees, athletic uniforms, or school materials remain outstanding. Parents are asked to discuss progress with the student at home.

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. Generally, Legacy will not allow students in 7th-11th grades to make up classes during the current school year.

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, 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 PSEO classes having a greater amount of work.

Late Work Policy

At Legacy Christian Academy, we believe in helping students develop strong study skills and instilling in them a strong work ethic, time management skills, and a sense of responsibility. We also believe that student grades should accurately reflect the amount of content the student has mastered. However, the following policy is in place as we seek to hold students accountable not only for content, but also for developing essential habits for life, and creating the best learning environment for all students.

Late Work Policy is as follows:

- All homework assignments can be turned in for full credit until the summative assessment (i.e. test, project or paper) for the unit.
- When a student does not complete an assignment by the set deadline, missing work will be recorded as a “Not Turned In” in the gradebook until the assignment is completed. “Not Turned In” reflects the grade as if it were a zero.
- An assignment not completed by the summative assessment will be finalized as a zero on the summative assessment date.
- FACTS gradebook, accessible at all times, is a resource and communication to parents about their students’ missing work.
- A student with multiple missing assignments will be contacted by the teacher. The teacher and parent will collaborate on a plan to address the missing assignments.
- If a student demonstrates a consistent pattern of missing assignments, the teacher will communicate with the Principal. The Principal will meet with the student and parents to develop and communicate expectations moving forward.
- Late work policy does NOT apply to work that is assigned to be completed and submitted in class.
- 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.

Middle School Late Work Policy

Students with late assignments may be assigned to attend Study Hall during their FLEX time. 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 may be required to attend Study Hall during FLEX until they are caught up on all their work. Parents will be notified weekly through FACTS about any missing assignments their child may have.

- *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:

- All missing work will be recorded as a “NT” in the gradebook until the assignment is completed.
- 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 work that is assigned to be completed and submitted in class.
- 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, an absence policy applies.

High School Late Work Policy

- Grades are meant to be a reflection of what students know and the skills they have developed. As part of the process, students can retake tests. Students are eligible to retake two tests each quarter:
- Retakes must be completed within ten (10) school days of the original test.
- Teachers may exercise discretion in how retakes are formatted.
- The last test grade is the student’s final grade for that assessment.
- Retake policy applies to exams, but does not apply to other summative assessments including projects and essays.

Extra Credit Policy

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

5-12 Test Retake Policy

Grades are meant to be a reflection of what students know and the skills they have developed. As part of the process, students can retake tests. **Students are eligible to retake one test each quarter per class:**

- Retakes must be completed within ten (10) school days of the original test.
- Teachers may exercise discretion in how retakes are formatted.
- The last test grade is the student’s final grade for that assessment.
- Retake policy applies to exams, but does not apply to other summative assessments including projects and essays.

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 two school days to make up assignments, classwork, and assessments. Vacation or pre-arranged absences

will need to be communicated to the teachers. Students may work ahead. Work is due upon return to school.

Missing Work (Absence)

All missing work will be recorded as a zero until turned in and graded.

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. Kindergarten students will take this once in the spring.

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 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 Resources for Parents

Google Classroom

Teachers of 5th-12th grade students will use Google Suite 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 sign up for Google Classroom weekly reports.

Google Suite

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.

FACTS Student Information System (SIS)

Teachers will post the assignment and assessment grades on the SIS. To access your student's grades in the SIS, download the SIS app. You will have to set up your parent access account in the app 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 ID and/or Password, please contact the Principal's assistant.

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 year.

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.

Examples of Cheating

1. Telling classmates about material or questions on a test or quiz.
2. Receiving answers/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/guardian 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/guardian.
- 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 parent/guardian. After the second offense, the student and parent/guardian 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 parent/guardian, 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 parent/guardian. Subsequent infractions of forgery may result in suspension or withdrawal.

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

Scripture Memory - Learning God's Word

- The way we accomplish this vision in grades (5-8) is in our Bible classes.
- The way we accomplish this vision in grades (9-12) is in our Bible classes and discipleship groups.

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, students are asked to

contribute to a productive learning atmosphere by using their time wisely (**no video games or movies**), maintaining a reasonable volume, and respecting the collaborative learning space by cleaning up after themselves.

Flex Time

Flex Time is built into both our Middle School and High School schedules. High School Flex Time is a ten minute break in the day for students, while Middle School Flex Time is a 25 minute break. The goals of flex time are generally the same for all 5th-12th grade students though the activities may be different. High School students have the opportunity to meet with teachers, connect with classmates, work on course work, get a break and prepare for the day. Middle School students will choose purposeful opportunities based on their needs. Opportunities during this time may include meeting with a teacher, connecting with classmates, enjoying supervised time outdoors as weather permits, or movement in the gym.

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 Guidance Counselor 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 Guidance Counselor.

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 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 two 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 occasions 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 TA's 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.

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 5th-12th grade students at the beginning of each school year. A copy of the Agreement for 5th-8th grade and for 9th-12th grade is an Addendum to this Handbook.

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 PreK-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.

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 the Auxiliary Gym.
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.
3. Destroy any school property or items.

Lockers/Student Belongings

Students in 4th-8th grade will be issued a locker. Students in 9th-12th grade will be asked if they would like lockers. 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 are to provide their own locks for lockers and it is their choice to keep them locked. Students should report any problems to the principals' administrative assistants.

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. **The Sports Center Gym Lobby should NOT be used as a locker room by student-athletes.**

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 radio edits. (Radio edit/clean version does NOT make the music acceptable.)
- 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.

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 our Mission Statement - *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.

- Headware, including but not limited to 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.
- Attire and accessories must not contain expressions of political parties, candidates, or social movements that do not align with a Biblical Worldview. The American flag is allowed in its original colors.
- 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 the end of the students' finger-tips.
- 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, crop 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, and leggings 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.
- 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. Shorts appropriate for competition/practice but outside of dresscode should only be worn on the playing surface. Once a student leaves the playing surface they should put appropriate legwear over the shorts.
- Athletes may wear jerseys on game day as determined by their coach, with pants or shorts that maintain dress code standards.

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 are questioning if you should wear something because it may be in violation of the dress code, you are probably correct.

Dress Code Procedure

If a student does not have clothes that meet dress code, he or she will be sent to the main school 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. If clothes are not available in the front office, parents will be called to bring a dress code approved outfit for their student.

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.

Prohibited Items

Trading/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.

Cellular Devices (phones, watches, iPods, etc.)

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. 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.

High School (9th-12th Grade)

During class time, cell phones, iPods, and other electronic devices may only be used with teacher permission.

- Use of cell phones during passing time, lunch, and/or other free time should be limited.
- Use of earphones/earbuds is only allowed in study halls or in class with teacher permission.

Middle School (5th-8th Grade)

During class time, cell phones, iPods, and other electronic devices must be kept in the students' backpack or locker.

- Use of cell phones during class time, hallway passing time, lunch, and/or other free time is not allowed. If a student needs to check their phone for parent communication purposes they will be allowed to with adult permission during an appropriate time or at their lockers during passing time.
- Use of earphones/earbuds during passing time or lunchtime is not allowed.

For Students in Elementary

Cellular device use is not permitted during the school day. Devices sent to school with students are the sole responsibility of the parents. They should be set to “silent” during the school day. The only times students are allowed to check their devices for messages are before school begins or after school ends each day.

Devices that are misused may be taken from a student and held by the teacher/school office for a parent/guardian to pick up.

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, action that is targeted as a specific person and repeated over time, 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. 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 5th-12th 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: repeated and targeted 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 Harassment/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, staff member or via CHIRP-360 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.

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.

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.

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/guardians are not regularly notified of these meetings unless, in the course of discussions, it becomes clear that a parent/guardian 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/guardians 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/guardians 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.

CHIRP-360 Incident Reporting

Legacy Christian Academy partners with 360 Security Services to provide 24/7 online incident reporting for our community members. CHIRP-360 is meant to be a “community-based tool” inviting all concerned individuals to report suspicious activity, such as packages left, vehicles parked or driving through repeatedly, etc. Access to the CHIRP-360 reporting tool is made public on our Legacy app and on the school website under QUICKLINKS. The expectation is that this tool will primarily be used by adults and students closely tied to the Legacy community to report incidents of concern in and around our property or with people.

Philosophy of Discipline

It is important to keep our goal in mind when we discipline. As Christian parents and educators, we discipline students because we love them and want them to live a Christ-centered life. We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal, and restore. Our goal is that hearts are changed, and better choices are made in the future.

It is also important that we seek to prepare students to make wise choices when we are not around, not simply to control them while we are with them. Since in some ways our goal is to work ourselves out of a job, hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student’s part. In order to achieve this goal, we are guided by the following principles:

1. **Work with Each Student Individually** - In order to see young lives molded, we strive to understand individuals and recognize that each may be at a different level of maturity. We also seek to distinguish between those who have made first-time mistakes and those who are repeat offenders or mockers, although in some circumstances, first-time offenses may be of sufficient severity to warrant suspension or expulsion. We strive to maintain distinct standards as our basis of comparison, not other individuals. Although we believe that working with students as individuals is important, we do recognize that general standards and expectations should be communicated clearly to all students and their parents.
2. **Maintain Standards** - We take very seriously the biblical, community, and school standards that each student pledges to live by when enrolling at Legacy. Violations of certain standards or the absence of a repentant heart will not be tolerated.
3. **Allow Growth Through Failure** - We know that some of the most profound opportunities for growth in life come through how we respond to mistakes and failures. Where appropriate, we want to encourage students to grow and change as a result of their mistakes and failures. This is not to say there will not be consequences for these actions, but rather, we want to allow students to appropriately experience consequences and the growth that can result from them.

4. **Maintain Cooperation between Home and School** - We believe the Christian home and school should work in partnership. Both should implement discipline in love and humility, not in anger or in haste. Parents are expected to support the School's discipline.
5. **Deal with Forgiveness and Consequences** - We differentiate between forgiveness (both God's and others') and consequences. We believe it is important that students learn that their choices do bring consequences. We seek to correct the behavior without rejecting the person. Discipline should be fair and firm. We believe students should make amends for their mistakes. Accountability is important, and a pattern of change should become evident. Students and parents should recognize that there are times that actions result in consequences that are not immediately connected with disciplinary procedures. Students' participation in activities, where there are stated standards of conduct, or students who hold leadership positions, may experience consequences related to their participation in those activities which are not directly related to disciplinary action.
6. **Realize the Limits of Our Discipline** - Although we are charged with the duty of educating and supervising students for a portion of the day, we are not the parent, nor the church. As a Christian school, we must carefully weigh our standards and expectations for all students against the personal situations of the individual. Sometimes it is necessary to expel a student or request that the parents withdraw the student from Legacy Christian Academy. This does not mean we are giving up. The student continues to be a part of a Christian home and church. However, a change of school environment may be the best for all involved.

The philosophy, goals, standards, and procedures that follow are intended only as guidelines. Rules and standards of conduct are necessary in order to promote an environment that is safe and is in accordance with the mission of Legacy. The school will evaluate each case of student misconduct or problem behavior and take whatever disciplinary action it deems appropriate based on the circumstances involved. If, at any time, the school determines that a student's influence is considered harmful, or if his or her presence is regarded by the Administration as undesirable, the School may request the student to immediately withdraw, or expel the student.

In summary, we believe that discipline situations are often opportunities for growth in the life of a student. Legacy Christian Academy is committed to humbly seeking God's wisdom and direction as we implement student discipline that encourages growth and change.

The Heart Behind Discipline at Legacy Christian Academy

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.

Discipline Referrals and Suspension

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. Students will serve assigned detentions with the staff member that gave them the Discipline Referral, at a time determined by that staff member. 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 1 hour detention for 5th-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. Discipline Referrals are not used at the elementary level.

Disciplinary Levels

While discipline by the home or school may become necessary at some point, our goal is for all students to display maturity, develop self-control and self-discipline, and show kindness and respect to others. If there are times when the Administration determines that a student's behavior evidences a lack of assuming responsibility for one's own actions, and/or a lack of self-control, is in conflict with the Standards of Conduct, or has a negative effect on the overall culture and community at Legacy, the student will be disciplined. The highest of Christian standards are to be maintained at Legacy at all times. Legacy attempts to provide a positive learning environment for all of our students regardless of race, national and ethnic origin, or gender. Behavior that undermines the well-being of students will not be tolerated. It is our expectation that all students, and adults, will be treated equitably, fairly, and respectfully by the Legacy Christian Academy staff and student body.

The behavior listed in this Handbook is not intended as an all-inclusive list of prohibited behavior and activities, but rather to serve as an illustration of the types of behaviors and activities which are unacceptable. Therefore, students should ask permission and not assume questionable behavior is or isn't acceptable if it is not listed in the Handbook. Students should realize that their commitment to living a life of integrity and following the standards set forth in God's Word is ongoing, not limited to the school day. Further, if at any time, the Administration, in its sole discretion, determines that a student's influence is harmful, or if his or her presence in the School is regarded by the Administration as undesirable, the School may request the student to withdraw, or may expel the student. Action which evidences disobedience to school rules, lack of courtesy, general disturbance, and other such misdemeanors, will be handled by the teacher in such ways as he/she deems best. Situations in which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the Administration. Additionally, Legacy will partner with local law enforcement when necessary and deemed appropriate.

Levels of Discipline

Level I:

Teachers will implement appropriate class consequences for behavior violations. Recurring or disruptive classroom behavior will not be tolerated. Teachers will contact parents to work to solve in-class issues. However, repeated behavior violations in class will be referred to the Administration and may result in a meeting with the student, parent(s)/guardian(s), teacher, and the Administration.

Level II:

The following infractions may result in detentions, community service hours, loss of privileges, loss of parking, or other consequences deemed appropriate by the Administration.

- Dress code violation
 - Inappropriate behavior
 - Inappropriate language
 - Leaving class without permission
 - Cutting a class period
 - Disrespect toward a teacher/student/staff worker
- Tardiness
 - Leaving school grounds
 - Repeated missed detentions
 - In-class disruptions

Level III:

The following examples, while not an exhaustive list of infractions, may result in suspensions, disciplinary probation, or expulsion, in addition to the consequences of Levels I and II.

- The use, possession, or distribution of tobacco products
- The use, possession, or distribution of vaporizers or e-cigarettes, vaping
- The use, possession, or distribution of mood- or mind-altering chemicals
- The misuse or distribution of prescription drugs
- The use, possession, or distribution of alcoholic beverages
- The use or possession of fireworks or explosive devices
- The use or possession of repellent or so-called “self-defense” sprays such as, but not limited to, chemical mace, pepper spray, dog repellent, and similar substances
- Pulling a fire alarm or tampering with fire or safety equipment
- Stealing from school personnel, school buildings, parked cars, or students
- Vandalizing or misusing school property and other students’ property
- Planning or committing arson (lighting fires)
- Bullying, fighting, or disruptive behavior
- Repeated classroom disruption
- Defiance of staff authority
- Profanity or profane gestures (sexual innuendos)
- Gang solicitation and/or activities including dress, signage, etc.
- Grossly disrespectful acts or language toward another person – staff or student
- Cheating
- Inappropriate use of technology
- Repeated Level I infractions such as dress code or tardiness
- Sexual immorality
- Sexting
- Lying or dishonesty
- Gambling
- Racial slurs or racist behavior (including inappropriate attempts at humor)

- Sexual harassment
- Use of language (verbal, written, electronic, or virtual) that is threatening in nature or could be construed as a threat
- Any behavior that damages the community or disrespects the School culture of Legacy

The Principal, or School Administrator, will immediately notify local law enforcement officials of firearm or battery incidents at the school. They will also notify such officials of verified incidents involving drugs or other illegal activities occurring in the school. Legacy may also make reports to the police of other incidents when deemed in the best interest of the school or school community.

Students are expected to cooperate with school personnel and be honest in all investigations regarding conduct. If a student refuses to cooperate or engages in dishonesty, it may result in disciplinary action including, but not limited to, suspension or expulsion.

Consequences

Detentions (See Discipline Referrals)

Work Hours

For certain disciplinary infractions, students may be asked to spend additional time outside of school. Students earn work hours by failing to observe school standards concerning behavior, obedience, respect of authority, etc. Work hours will be scheduled by the Administration.

Work hours will be assigned as appropriate for consequences and accountability. Students will be given specific manual work assignments under the supervision of a faculty member and will be kept busy during the entire assignment. If a student fails to complete their work hours at the scheduled time, the Administration may add more service hours or community service. Students may not be permitted to receive their diploma until work hours are completed.

Suspension

Legacy Christian Academy is committed to keeping students in the classroom learning environment as much as possible. However, if the Administration determines that a student has engaged in behavior or activities which constitute a violation of community standards which warrant removal from the classroom, a suspension may result.

If a student is removed from school for a disciplinary reason, the suspended student is not permitted to be on school property or to participate in any school activity. Before a suspended student is permitted to return to school, the student and his/her parent(s)/guardian(s) must give assurance that the student is able to control his/her behavior and to follow the School's behavioral expectations. The student will be put on behavior probation for the remainder of the school year.

Any student receiving a school suspension will automatically be suspended from all co-curricular activities for the length of the suspension. Students suspended for serious violations of school standards, illegal substance use, and morality issues, etc. (if they are allowed to remain in school) may be removed from a leadership position at school, a team, or an activity for the season or the semester. Coaches and sponsors may also have a specific code of conduct for the students with which they work.

The School retains the right to amend, discontinue, or vary from these procedures without prior notice.

Disciplinary Probation

In order to ensure that students who have made mistakes seek to change behavior on a long-term basis, students may be placed on disciplinary probation. A student found to have a pattern of inappropriate behavior will be given guidelines of expected behavior. A meeting with the Administration and parent(s)/guardian(s) will review the terms of the probation. Parent(s)/guardian(s), student, and Principal must sign the guidelines of such a probation.

Periods of probationary status may result for the following reasons:

- When a student is suspended
- After a cheating incident
- When deemed necessary by the Administration as a result of other serious or recurring disciplinary situations

Probation periods typically range from one academic semester to twelve months. While on probation a student may be ineligible for participation in athletics or other performing groups, at the discretion of the Administration. Students should be aware that consequences for behavioral infractions may be escalated for a student on probation.

At the end of the probationary period, the student will most likely be asked to reapply, considered for expulsion, or requested to be withdrawn if the behavior or academic performance has not been satisfactorily remedied.

Expulsion

Expulsion is the most severe form of punishment to be exercised at Legacy Christian Academy. It is recommended only after either all previous forms of discipline have been exercised and the problem(s) persist(s), or, when the offense is by its very nature one which even in a single act permits a situation which the school finds untenable or presents a threat to the safety of its staff or students.

Examples of offenses that will almost always result in a recommendation for expulsion are:

- The threat to use, or possession of firearms, knives, incendiary, or other such harmful devices, weapons, replicas, imitations, or look-a-likes on school grounds or at any school-related activity
- Verbal, written, or electronic threats, sexual harassment, racist behavior, intimidation or any language that could be construed as a threat to any student or staff member in or out of school
- Individuals refusing to change a behavior or lifestyle that contradicts Legacy's Statement of Faith, Social Stance document, expected behaviors, or those who continue to advance an agenda contrary to Legacy's biblical beliefs and God's Word.
- Any action in the school or community which would fit into the broad category of "felony." Such acts may be under investigation by authorities, in which case a suspension may be levied. When verified, a recommendation for expulsion may be levied.
 - Theft
 - Possession or distribution of an illegal substance on the Legacy property
 - Inappropriate use of technology
 - Repeated cheating
 - Any offense determined by the School to warrant expulsion

Offenses deemed expellable will result in immediate out-of-school suspension pending an investigation by the School's Administration. In no case will the student be allowed on campus or at any school-related activity on or off campus pending termination of the investigation. Once a student is expelled, the student is not permitted on school grounds or at any school activities.

There may be instances where student misconduct warrants immediate expulsion. The School retains the right to amend, discontinue, or vary from these procedures without prior notice. Parents have the right to appeal an expulsion decision to the School Board after Matthew 18 principles have been followed.

Request to Withdraw a Student

In some situations, the Administration may request that parents withdraw their child from Legacy Christian Academy. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school activities.

CO-CURRICULAR ACTIVITIES

Athletics

Core Values

Lion Athletics fulfills its mission to *Build the PRIDE* through focusing on these core values:

Purpose: For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in one Spirit we were all baptized into one body - Jews or Greeks, slaves or free - and all were made to drink of one Spirit. For the body does not consist of one member but of many....If the whole body were an eye, where would be the sense of hearing? If the whole body were an ear, where would be the sense of smell? But as it is, God arranged the members in the body, each one of them, as he chose. If all were a single member, where would the body be? As it is, there are many parts, yet one body. 1 Corinthians 12:12-14, 17-20.

Relationships: Let us hold fast the confession of our hope without wavering, for he who promised hope is faithful. And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near. Hebrews 10:23-25.

Intentionality: For which of you, desiring to build a tower, does not first sit down and count the cost, whether he has enough to complete it? Otherwise, when he has laid a foundation and is not able to finish, all who see it begin to mock him say, 'This man began to build and was not able to finish.' Or what king, going out to encounter another king in war, will not sit down first and deliberate whether he is able with ten thousand to meet him who comes against him with twenty thousand? Luke 14:28-33.

Disciples: Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age." Matthew 28:19-20.

Excellence: 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

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

FALL

Cross Country (boys & girls 7th – 12th)

Soccer (boys & girls 5th – 12th)

Volleyball (girls 5th-12th)

Football (boys 9th-12th grade co-op with Anoka High School)

WINTER

Swimming & Diving (girls 7th-12th grade co-op with Andover High School)

Basketball (boys & girls 5th-12th)

Hockey (boys 9th-12th grade co-op with Providence Academy)
Hockey (girls 9th-12th grade co-op with Osseo High School)
Dance Team (girls 9th-12th grade co-op with Blaine High School)
Swimming & Diving (boys 7th-12th grade co-op with Andover High School)

SPRING

Clay Target: Trap Shooting (boys & girls 6th-12th)
Golf (boys & girls 7th-12th)
Baseball (boys 6th-12th)
Fast Pitch Softball (girls 5th-12th grade co-op with PACT Charter School)
Track and Field (boys & girls 5th-12th)
Lacrosse (boys 9th-12th grade co-op with Providence Academy)

Clubs

Legacy Christian Academy offers additional activities such as Art Club, Ski Club, Chess Club, Robotics, and STEM Club that students may join at varying grade levels. Information on these offerings is shared via eNews.

Fine Arts

Legacy Christian Academy offers additional Fine Arts activities that include Drama, Band, Choir & Visual Arts.

Letter Awards

Student participants will be awarded a letter based on participation at the varsity level of their respective Athletic and/or Fine Arts program. Head Coaches and Advisors will share lettering criteria with students and parents at their preseason meetings and will provide a copy of their criteria to the Activities Coordinator. All players who earn a letter must finish the season in good standing and be recommended by the coach or advisor. Participants in a varsity team in which LCA co-ops with another school will be subject to the host school's lettering system.

- LCA students have an opportunity to letter in the individual areas of Athletics, Academics/Leadership, and Fine Arts.

APPENDIX



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 _____