



LEGACY CHRISTIAN ACADEMY FAMILY HANDBOOK

2026-27

Welcome to Our School Family

Dear New Students and Families,

Welcome to Legacy Christian Academy (LCA)! We are delighted that God has led your family to our school community, and we are honored to partner with you in your child's academic, spiritual, and personal growth.

Beginning at a new school is an exciting step, and we are committed to making your transition a positive and meaningful experience. At Legacy Christian Academy, we strive to provide a Christ-centered environment where students are encouraged to grow in their knowledge, character, and faith while developing the skills they need to succeed in life.

Our dedicated teachers and staff are passionate about helping students discover their God-given gifts and talents. Through rigorous academics, biblical instruction, service opportunities, and meaningful relationships, we seek to nurture students who love God, serve others, and pursue excellence in all they do.

We believe that education is most effective when schools and families work together. We value your partnership and look forward to building strong relationships with you as we support your child's journey. Together, we can help students develop a strong foundation of faith, wisdom, and integrity.

As you join our school family, we pray that you will feel welcomed, encouraged, and supported. We are excited to see all that God has planned for your child in the coming year and are grateful for the opportunity to walk alongside your family.

Thank you for choosing Legacy Christian Academy. May God bless you as we begin this wonderful journey together.

Sincerely,

LCA Principal

HANDBOOK REVISIONS

06/25/2026

This handbook is available by downloading its contents from our website at www.legacyjax.org. The policies of this handbook provide guidelines to be observed by parents and students. However, since the school cannot address all situations in this book, the school reserves the right to exercise its administrative prerogative in responding to situations and circumstances. The school reserves the right to interpret, implement, and enforce the written policies of this handbook as it sees fit and to revise the policies when necessary. This handbook is not considered as a legal contract in terms of contract law theory. **The policies set forth in this handbook are subject to change at the discretion of the administration.** Typically, revisions are made in the summer prior to the start of the next school year. However, if during the course of the year, it becomes evident that a policy is needed or should be changed, LCA reserves the right to make the change at the discretion of the administration. Parents should review the handbook each year for revisions, but be aware that additions or changes to this handbook can occur during the course of the year without notice. The last revision date will be posted on the first page of the handbook.

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Director: Lyuda Rubashka
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General Information

PURPOSE OF THIS HANDBOOK

This Family Handbook contains general information regarding the administration, policies, and procedures of Legacy Christian Academy. It is designed to:

- Provide clarity on school policies, rules, and expectations.
- Outline student responsibilities and parent partnership guidelines.
- Serve as a reference throughout the school year for daily procedures and policies.

Please note that this handbook is not exhaustive. LCA reserves the right to update, amend, or change policies as deemed necessary by the administration. Effective dates for changes are at the discretion of the Academy and apply to all enrolled students at that time.

SCHOOL GOVERNMENT

Legacy Christian Academy (LCA) is operated by the Board of Directors who oversees its financial and management operations.

AGREEMENT OF COMPLIANCE

We believe the strongest foundation for student success is built on cooperation between the home, the church, and the school. By enrolling at LCA, families affirm their support for the Academy's mission, values, and authority structure. Together, we seek to raise up students who will be leaders of integrity, character, and faith in their communities.

Enrollment at Legacy Christian Academy requires agreement by both parents and students to follow the policies and procedures outlined in this handbook

CALENDAR

LCA calendar will reflect Duval schools yearly calendar. We observe the following holidays: New Year's Day, Martin Luther King, Jr., Presidents' Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, and Christmas. We do not observe or participate in the following holidays: Halloween. **Please see the annual school calendar for No School dates.*

General Policies & Procedures

General Admission Policies

Legacy Christian Academy exists to assist parents as they provide Christian education for children. The primary basis for admission to the program is a parental commitment to accept their biblical mandate to train their children. Since the LCA School Board believes that education is a scriptural mandate, admission is open only to children whose parents are committed to Christian values. Exceptions can be made to the general admission policy only under the consideration and approval of the LCA School Board.

In addition, the following policy considerations will be applied when evaluating each family for admission of their child(ren):

- At least one parent or guardian must unreservedly agree to the Articles of Faith.
- Parents must view Christian education as a religious conviction.
- At least one parent or guardian must be present at seminars, orientation, and parent conferences provided for Christian school families.

LCA's mission involves working with parents in the Christian education of students; therefore, we expect parents to be partners in nurturing their children and to agree to the following statements:

- *As a parent/guardian, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, principal, or the person involved and NOT with my child or other people, following the Matthew 18 principle.*
- *We understand that the standards of LCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies or the school.*
- *We agree that in order to effectively support the school, we and our child(ren) are required to actively attend church services.*

Signature & Date

Signature & Date

Nondiscrimination Statement

Subject to the Constitution of the United States and all applicable state and federal laws, Legacy Christian Academy does not discriminate against applicants or students on the basis of race, color, and national or ethnic origin in its admissions or in the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, Legacy Christian Academy does not discriminate in its employment practices.

Student Transfers

Each student must be in good standing from the previous school attended (i.e., passing marks academically and a good behavior record). A student with poor academic performance or behavior problems will be placed on probation for one quarter. Student performance will be re-evaluated and probation continued until marked improvement is shown.

Students with Learning Disabilities

Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the capacity of the school to accommodate that disability. Parents need to understand that failure to report any prescribed program of medication and/or involvement with the law or juvenile authorities may cause immediate dismissal. Parents must report relevant psychiatric or psychological counseling information.

Primary Grades

Kindergarten children must be five years of age on or before September 1st, as stated in Florida Statutes § 1003.21(1)(a)1. A child entering first grade must be six years of age on or before September 1st, of that year, as stated in Florida Statutes § 1003.21(1)(a)1.

Kindergarten Readiness Screening: Each student who applies for enrollment will be administered the Readiness Screening evaluation, which helps determine school readiness. Recommendations for acceptance will be made from the results of the screening.

A record of these fulfilled requirements must be on file in the local school office before any child is allowed to enter school.

Secondary Grades

Secondary students, grades 6-12, must verbally commit to their willingness to attend LCA, and must openly attest to their willingness to abide by all the procedures and rules of the local school.


Initials Initials

ENROLLMENT PROCESS

Enrollment is open first of all to students of families from Living Stream Church (where LCA is hosted) in the following priority order:

1. Returning LCA families (current students and their new siblings).
2. New Living Stream Church families.
3. Students from all other Christian families will be enrolled as space permits and after the evaluation of entrance test results, previous school standing, and interview with the new family. To ensure optimal admission practices, LCA employs a waiting pool system, which is reviewed on a regular basis. **The School Board is the final authority to make decisions regarding student enrollment.**

New Student Enrollment Procedures

1. ONLINE APPLICATION & FEE: Fill out an online enrollment application and pay a non-refundable \$75.00 application fee.
2. REGISTRATION FEE. Upon submitting the online enrollment application, the family will be contacted to schedule a Placement Test for each child. The Registration fee is \$250.00 per student, non-refundable.
3. ORIENTATION: Upon completing the placement test, the family will be invited for a family interview for the presentation and orientation on LCA's major philosophical and organizational guidelines.
4. DIAGNOSTIC TEST: New students will be scheduled for a diagnostic test and need to provide current report cards and official records.
 - a. Students *not approved for admission* will be notified by letter.
 - b. Students approved for admission, contingent upon available classroom space, will be notified about their placement during the family interview.
5. Each family must set up an account through Gradelink for all enrollment information and set up payment for tuition and fees.
6. BOOK FEES (non-refundable): When the Acceptance Letter is issued, the family has two weeks (or before the student's first day of school) to review and pay the book fees of \$100.00.

Re-Enrollment Process

1. RE-ENROLL ONLINE. Re-enrollment Application will be available on Gradelink. Update your children's biographical information and pay a nonrefundable re-enrollment fee.
2. At the discretion of the principal and Admissions Committee, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act. Refusal to re-enroll is not the equivalent of suspension or expulsion.

Withdrawal

During the course of a school year, circumstances may arise that require a family to withdraw their child(ren) from Legacy Christian Academy. Parents may withdraw their child(ren) from school for any reason. **Also, parents may be asked to withdraw their child for failure to meet financial obligations, due to academic and conduct probation, or lack of partnership with school.**

One reason for withdrawal from school may be a conflict with a teacher, principal, or other staff member, and/or differences in behavioral and educational philosophy that have not been

resolved following the Scripture passage in Matthew 18:15-17. It is of utmost importance that the individual or school be given the opportunity to work out the problem with the student and family in a biblical manner that results in a restored relationship within the school.

Procedures for Withdrawal

If a student should leave LCA to attend another school, it is necessary that the school office be notified at the time the decision is made. A withdrawal form needs to be picked up from the main office by the student and/or parent at the time of notification in order to facilitate the transfer.

Tuition and other unpaid charges or fines must be paid and all materials returned before records can be released or transferred to another school. The parent, school principal, and business office sign this withdrawal form before the process can be completed. Notification to the teacher by the parent must also be given in advance in order to adequately prepare the teacher and class for the changes.

LCA requires a notice, in writing to the principal, before the cancellation of enrollment or withdrawal of a student from LCA.

Refunds: Fees (whether prorated or full) will be added to the account and refunds will be calculated only on the tuition amount that has already been paid ahead of time. Refunds are not given on the Step Up awards. All refunds will be issued to the person paying on the account. In the case of various sources of payment, a refund agreement form needs to be submitted to the LCA Accountant in order to process the refund.

Change of mind: It must be understood that if the family fills out a withdrawal form, LCA administration will actively be seeking another student to take that spot and that if the family changes their mind their spot might not be available if a replacement student has already been found.

SCHOOL RECORDS will be on hold until all accounts are settled and materials returned. The requesting school should mail or email the official request for records.

GROUNDS FOR DISMISSAL

The school reserves the right to dismiss or deny re-admission to students for any reason the Administration deems fit.

They may come under, but are not limited to the following categories:

- Attitude incompatibility
- Uncooperative spirit
- Rebellion toward discipline
- Sowing discord
- Chronic absences/tardiness

- Use or possession of drugs
- Nonconformity to standards of conduct and grooming
- Lack of parental cooperation
- Inability to respond to individualized curriculum
- Non-payment/Not fulfilling financial obligation
- Failure to maintain the integrity of the ACE program as administered by LCA

Legal Custody

1. A single parent, grandparent, or foster parent must provide written documentation of the legal custody of the child enrolled, i.e., a court decree or private settlement agreement.
2. Only a person who has legal custody of the child has the authority to make decisions regarding the child's education.
3. If divorced (or not married) parents share legal custody of a child **(evidenced by written documentation provided to the school of the shared custody ruling)**, then both parents must agree on all decisions relating to matters of education and medical care, unless emergency care is required and emergency action must be taken in the best interest of the child.
4. Unless granted guardianship rights by the court, grandparents and foster parents will need approval from the child's natural parents regarding educational decisions, and any such authority granted to the grandparents or foster parents must be communicated in writing to the school office. Legal custody of a child must be established by fulfilling the following requirements before enrollment is completed:
 - The legal custodian must sign the school enrollment contract.
 - Foster parents must provide the school with legal papers that show they have legal custody and authority to make educational and medical decisions for the students they are attempting to enroll.
 - If a foster parent does not have sole legal custody, then signed authorizations from both noncustodial parents and foster parents must be provided for children who are enrolled.
 - If a grandparent is merely a caregiver and does not have legal custody, the school enrollment contract must be signed by both the parents and the grandparents.

Enrollment will not be complete until permission to enroll the child is given in writing by the parent(s) named in the official custody papers as having authority to make decisions regarding the child's education

- Any restrictions in the official custody papers not in keeping with official school policy, such as restrictions on after-school pickup, free exercise of religious instruction, or standards of conduct, will negate enrollment.
5. Written directions should be contained in the official custody papers regarding which parent is to:
 - be called in an emergency, if the child fails to attend school, or if there is a discipline problem;
 - receive school notices;
 - have access to the student's records.

Should such official directions not be contained in the custody papers, then only a document

signed by both parents before a notary or in front of the school principal, will suffice for needed documentation of which parent(s) holds the aforementioned authorities.

If a noncustodial parent is unavailable or the whereabouts are unknown, the person with legal custody must provide a signed affidavit disclosing such details and give information about plans to serve the absent parent's right to legal custody.

Tuition, Fundraising and Donor Support

The primary financial support for the operation of LCA comes from tuition payments made by parents whose children attend the school. While tuition provides essential support, it does not fully cover the total cost of operating the school program. For this reason, LCA operates as a donor-supported ministry, relying on the faithful partnership of families, churches, friends, and the broader community to carry out its mission.

In addition to tuition, LCA depends on fundraising efforts and charitable contributions to help sustain and strengthen the school. These efforts may include fundraising projects led by school administration, parents, and students, as well as financial gifts and donations of equipment, supplies, and services from members and friends of LCA, corporate partners, and community supporters.

As part of this shared commitment, **all enrolled families are expected to participate in school fundraising activities**. For the **2026–2027 school year**, each family is asked to contribute a total value of **\$400** per child. This participation plays an important role in supporting programs, resources, and opportunities that benefit all students.

LCA recognizes that families may experience financial hardship or unexpected circumstances. Families who anticipate difficulty meeting this requirement are encouraged to communicate with school administration as early as possible. Requests for alternative arrangements or adjustments will be prayerfully considered on a case-by-case basis, with grace and confidentiality.

To help with planning and stewardship, all required fundraising amounts are expected to be paid by the designated due dates, unless prior arrangements have been approved by the school.

Tuition Payment and Fees

The school collects tuition which can be paid by choosing one of the following payment methods:

1. Annual – (total tuition and fees are paid in advance by August 1st);
2. Monthly (10 equal monthly payments - withdrawals from parents' bank account (August through May).

Monthly tuition payments are due on the 1st of each month or the next business day. If a student is enrolled at mid-year, tuition is then prorated. Those paying directly to the school will be assessed a **\$35 late fee** if payment is not received by the scheduled due date and any Non-Sufficient Fund (NSF) activity will result in a \$35.00 fee.

The *Enrollment fee* is due at the time of registration. The enrollment fee is non-refundable.

The Book fee is non-refundable after the first day of school (regardless of student's attendance).

Tuition base for K through 5th grade: \$8,500.00
Tuition base for 6th through 9th grade: \$10,000.00
Application Fee: \$75/ each student
Registration Fee: \$250/ each student
Book Fee: \$100/ each student
Fundraising: \$400/ each student
Lunch: \$1,260.00/ each student

Tuition Discounts

5% discount to families of two children and more and is applied for second child and beyond, after all Scholarships have been applied first

Step Up Scholarship

LCA is enrolled to participate in Step Up Scholarship. The difference of unpaid balance after Step Up payments is due before August 1st or monthly payments installments shall be on auto payment set up through Gradelink. **All payment plans will be due the first of the month.**

If a student is enrolled into LCA after July 1st, parents will be responsible to pay for the 1st quarter tuition or any portion Step Up does not cover.

LCA SCHOOL POLICIES

Attendance

Students are expected to attend each school day and arrive on time.

Absence

If a student stays home for any reason, the parent is required to notify the homeroom teacher or the school office by 9:00 a.m. on the day of the absence and relate the reason for the absence. If the student is absent two days in a row, the LCA office or homeroom teacher will try to contact parents (by email, text messaging, or phone call) if there was no prior information about the student's absence.

LCA policy provides excused absences for the following reasons:

- Serious/contagious illness or death in the immediate family.
- Personal illness (the school requires a note from parents or a doctor's note upon return to school. Doctor's note may be requested by the office if the child will be or has been absent for 4 or more days.)
- Impassable roads or emergency situations due to inclement weather.
- Approved school activities.

A total of fifteen (15) days per year are allowed without mandatory makeup. Some health-related absences may be excused from the total number of allowed absences after a consultation meeting with the administrative team.

Health-Related Absences

- **Do not send your child to school within a 24 period** if any of the following conditions are demonstrated: Unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature over 100 degrees, vomiting or diarrhea, evidence of lice, scabies or other parasitic infestations, redness, itching, or discharge from the eye.
- Students should stay home for the number of days indicated if they have:
 - Measles — 4 days from onset of rash,
 - Chicken Pox — 6 days from the last eruption of new vesicles,
 - Mumps — 9 days from onset or until subsidence of swelling,
 - German Measles (Rubella) — 4 days from onset of rash,
 - Respiratory Streptococcal Infections, including Scarlet Fever — not less than seven days from onset if no physician is in attendance or 24 hours from start of medication.
 - Vomiting (24 hours). If the 24 hour mark is reached during the school day, the child can come to school the following day. *For example, if the student last vomited on Tuesday at 9am, he/she can return to school on Thursday.*
- LCA has a nit-free policy for readmission after being out of school with lice. This requires a Health Professional check or School Administrator showing the child to be nit-free.
- LCA closely monitors local health department recommendations in regards to the safety and health of the public. LCA reserves the right to make changes to the existing handbook policies if students and staff safety comes under higher risk.

Excuses for Physical Education

Students who need to be excused from physical education because of illness or injury need to have a note from parents. In order to be excused for more than three consecutive times, a note from a doctor is required. In some cases, PE class credits may not be available and must be substituted with an alternative class or assignments.

Submission of Absence Explanation Notes

Absence explanation notes must be submitted in writing (note, email, or text) and communicated to the homeroom teacher on the day of absence or immediately upon return to school. Explanation notes may not be accepted when submitted more than one week after the absence.

A written statement **from a physician** may be required in situations where a pattern of excessive excused absences from school has occurred (for example, if a student misses more than 4 days of school, LCA administration will ask for a written note from the **doctor**).

Consequences for Absences

A student may jeopardize high school course credit (9-12 gr.) or receive an incomplete grade (K-8 gr.) if absent more than 15 days during the academic year. At best, absences should be avoided so that the education process is not interrupted.

Tardiness

LCA tardy policy stresses the importance of promptness as a valued component of a solid “work ethic.”

All students are expected to arrive on time each morning and for each class period. Students will be considered tardy unless a legitimate*** excuse (whether in writing or some other acceptable format) from an authorized individual is submitted to the homeroom teacher upon the student's arrival.

Arriving to school on time is a parental responsibility - we will schedule administration meetings with parents of students who are repeatedly tardy in the mornings.

Secondary students will be held accountable for the mid-day tardies.

****A legitimate excuse is one that entails an emergency or an unforeseeable circumstance; running out of gas, failure to set an alarm clock, working on a class assignment, etc., are not considered legitimate excuses.*

Early Dismissal

Should an early dismissal be necessary, a written note must be presented to the school office upon arrival that day. **The person picking up the child must come to the school office to sign out the student.** Upon re-entering the school the same day of an early dismissal, parents are to report with the student to the main school office for re-entry. In the case of a divorce or separation, a student will be released to a non-custodial parent only with written permission from the legal guardian. Signed permission must be given before each occurrence.

Late Pick Up/ Aftercare

Parents are to pick up children promptly when classes are dismissed, at 3:00PM. Students who are not picked up in 15 minutes after dismissal are taken to the designated classrooms where they will be supervised until picked up. If an emergency arises or should you be late, we ask that you call and notify the school office. One grace time is allowed at the beginning of the school year. For other late times, the family account is charged a regular after-school care fee.

Aftercare Fees:

- From 3:15–6:00 PM, the daily rate is \$20.
- A child may attend up to 5 days per month at the daily rate.
- If a child attends more than 5 days in a month, they will be considered a full aftercare student.
- The monthly aftercare fee is \$180 per child.

For the non-parents who are listed on the emergency pick-up list to pick up children after school, a LCA staff will check ID for the first time or any other time as needed. This procedure applies to the siblings as well.

MEDICAL

Injury and Illness at School

In the event a student is too ill to remain at school, parents will be contacted and the student will be sent home. A student who is injured should immediately notify his teacher so proper care can be given. The incident will be recorded and communicated to the school secretary. The school may supply aspirin, pain reliever, or any other medication or immediate treatment, as indicated on student enrollment application.

Medication

If a student is taking medication under a doctor's orders, the school secretary will, if

requested by the parent, with a signed notice and furnished with an authorization form signed by the doctor, administer provided medication at specified times. The school assumes no responsibility for this service. This policy is the same for prescription and non-prescription drugs. All medication must be brought in the original container to the school office by the parent and will be kept in the school office.

Medical Insurance

LCA families are required to have their own medical and major accident insurance in case of an emergency situation during school hours at the local church facility or sponsored school activities.

CHAPEL

LCA has weekly chapel services on Thursday mornings. The student will identify their education with Biblical principles and wisdom.

Students must bring Bibles to all devotions, chapel services, and special meetings when instructed by their Supervisor. Students must have a Bible (KJV or NKJV) for Chapel and Bible Reading in their offices. Students may also bring a Bible translation with which they are more familiar for non-PACE activities.

Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions.

- **Attentiveness:** Students are expected to remain focused during Chapel. Sleeping, daydreaming, or other distracted behavior is not permitted.
- **Notes:** Writing or passing notes during Chapel is prohibited except when taking notes specifically regarding the message or Scripture being presented.
- **Leaving Chapel:** Students must have permission from a Supervisor to leave Chapel for any reason, including restroom or water breaks. Students should use the restroom and water fountain at break time only.
- **Behavior:** Talking, touching others, or any disruptive conduct during Chapel is not allowed.
- **Personal items:** Toys, bags, water bottles, or other personal items may not be brought into Chapel unless specifically approved. Phones, earbuds, or other electronics are prohibited during Chapel.
- **Reverence:** Students must participate respectfully in Chapel (standing when asked, participating if required, bowing heads for prayer, etc.). Chapel is not optional "free time."

LOST & FOUND

The Lost & Found is located in the Main Office lobby. Unclaimed items are donated or discarded on the last Friday of each month.

LCA is not responsible for locating, returning, or replacing lost items.

Students must label their water bottles and are strongly encouraged to label backpacks, and other personal items.

Books and Magazines

Any books or magazines (including certain types of e-book readers) brought to school by a student must be approved by the student's parents, as well as by the teacher. The school office will uphold the policy of checking backpacks in case of any suspicious behavior. Unauthorized books (example: "Harry Potter") or magazines will be confiscated, parents will be notified, and a student will serve detention based on the level of violation.

Toys and Personal Belongings

Students in all grades must keep their toys, personal belongings, etc at home. Children may bring toys only for the school-required projects provided these items have been approved by the teacher (show-and-tell, drama class, etc).

Money

Students in all grades are not allowed to bring money to school without an explicit permission from parents and in accordance with the school guidelines. Students may need to bring cash to buy snacks, pay for the field trips, donate in the chapels, and for a variety of other school-approved activities.

Students are not allowed to buy/sell/lend money to each other.

TECHNOLOGY & ELECTRONICS

- Technology: Computers are for academic purposes only and not for games, browsing, or unauthorized programs (see Computer Usage).
- Electronics: Phones, tablets, gaming devices, and similar electronics are not permitted during school hours. All cell phones must remain powered off and stored in the designated Learning Center holder.
- Electronic devices: It is prohibited to show other students, whether from LCA or visiting from another school (i.e., visiting sports team), any content on a phone, tablet, or internet-connected device. Devices may not be out or in use on campus without Supervisor or Administration permission.

BEHAVIOR & RESPECT

- Disruptive, inappropriate, or disrespectful behavior will not be tolerated. This includes foul language, rude gestures, teasing, name-calling, harassment, mocking, inappropriate sounds/noises, or unkind names.
- Group participation: Students are expected to actively participate in all group activities, including morning announcements, prayer, and the monthly Bible verse recitation.
- Respect for personal space: Students must observe the Six-Inch Rule and respect others' personal boundaries.

- Directions and authority: Students must follow directions from school staff and others authorized by administration. Disrespect toward authority, including arguing, back-talking, ignoring, or eye-rolling, may result in corrective action. Severe cases may lead to 3 demerits up to suspension.
- Christian conduct: As a Christian school, students are expected to show respect for God, His Word, and the things of the Spirit. This includes reverence during prayer, Chapel, and Bible reading, as well as refraining from speech or behavior that mocks or dishonors God, Scripture, or spiritual instruction.

CAMPUS BOUNDARIES

- Leaving campus: Students may not leave school grounds during the day without permission and an authorized pickup person.
- Restricted areas: Students may not enter off-limits areas such as the Kitchen, School Office, or other designated spaces without permission.
- Before/after school: Students may not wander the school grounds, or church buildings.

DRESS & PERSONAL ITEMS

- Dress code: Uniforms must be complete and in compliance with LCA standards. Hats, hoods, and other unapproved outerwear may not be worn indoors. Writing or drawing on self, others, or uniforms is not permitted.
- Prohibited personal items: Students may not bring unsuitable or unsafe items (e.g., knives, matches, lighters).
- Items from home: Any items brought from home, including office or locker decor, toys, or personal belongings, must be free of offensive or inappropriate imagery, substances, or content that conflicts with the moral and Biblical standards of LCA.
- Pets and animals: Pets or animals are not allowed on the campus while students are present unless prior approval is given by school administration.

CARE OF PROPERTY

Students are expected to value and appreciate the appearance of the school building. Writing on desks, walls, textbooks, etc., is prohibited. Vandalism is a serious offense and will result in:

- o *1st occurrence: Parents are notified, student is required to do what is needed to right the wrong - clean, replace anything damaged*
- o *2nd occurrence: Parents are contacted, the vandalism must be undone - clean, replace, etc. An afterschool detention doing building work is assigned.*
- o *3rd occurrence: Parents are contacted, the vandalism must be undone - clean, replace, etc. A level three consequence assigned such as suspension, or even up to expulsion.*

Students may not eat food in the classrooms at any time unless explicitly allowed by the supervising adult (for example, during the “snack time”).

Chewing (possessing) gum will not be permitted on school grounds in order to protect the furniture and carpet.

SCHOOL SEARCH POLICY

If there is reasonable suspicion of illegal, unauthorized, or policy-violating materials or activity, Administration or an authorized designee may conduct a search. Searches will be carried out by

a staff member of the same sex as the student and may include offices, backpacks, purses, pockets, lockers, automobiles, or other personal belongings.

Surveillance

The church property where the school is located is under surveillance 24/7. Parents, students, and staff understand that classroom and office surveillance systems may use both video and audio recording features. If any suspicious behavior is reported, the security personnel will investigate an incident and check cameras. If any student is involved, parents will be notified and called to the office. Based on the level of violation, proper discipline will take place.

School Telephone Use

Students must have permission from a teacher to use the school telephone. We ask parents, in case of emergency, to call the school office, rather than the student or teacher, first. The school secretary will assist with your request. Teachers must not issue a phone pass unless it is an emergency.

Library

Our goal is to provide LCA students with good library resources that may be used for research or for casual reading. We will be working on building up the school library. Please check with the office if you can donate any books on the wish list.

School Visits

Parents are invited to visit the school. For mutual convenience, please make an appointment for your visit and sign in at the office when you arrive. Note: dress code requirements are applicable to visiting parents (including those working off their mandatory volunteer hours), volunteers, and guest speakers.

**LCA has a closed campus policy. This means that LCA students are not allowed to leave campus to run to the convenience station or wander off campus for any reason. Likewise, homeschoolers and students from other schools are not allowed to visit their friends during school hours.*

Parents interested in enrollment may contact the principal for a special permission to tour the school.

Birthday Celebrations

Students' birthdays may be recognized with a small, simple celebration. Any food brought to school must be approved by the school and arranged with the teacher in advance, and it will be eaten at a designated time and area. Birthday celebrations must be coordinated with the teacher. Birthday or other party invitations may not be distributed in the classroom unless the entire class is invited; otherwise, please send invitations by email or phone.

Lunch and Food Services

LCA offers a hot lunch program for all grades. The fee for the entire year is \$1,260.00 or \$126.00 per month. A 5% discount is available if annual fee in full by August 1st. Monthly lunch schedule will be made available end of prior month. We ask not to bring additional snacks or candy to lunch. Good manners in eating, soft voice talking, and cleaning up after oneself are

expected of each student.

Food, Water Bottles and Substances

Food and drink (except water) should not be consumed throughout the facilities, except in designated areas like the cafeteria and teacher-designated area for snack time. Water may be brought to class in spill-proof, shatter-proof containers labeled with the student's name. There should be no food or drink other than water in carpeted areas without approval by the principal.

- Gum: Gum is not allowed anywhere on campus.
- Prohibited substances: No tobacco, vaping, alcohol, or drugs on campus or at school events.

Textbooks and Supplies

Textbooks and supplementary books will be provided to each student. It must be emphasized that these books are the property of LCA and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of "consumable" books (consumable books are used for some subjects in the primary and elementary grades).

Student personal belongings, including supplies required for school (binders, backpacks, water containers, assigned lockers, etc.) must not be left unattended, covered with distracting or objectionable writings, and shared with other students.

The annual fee charged at the beginning of the school year does not cover the purchase of all new textbooks; thus, for some grades/subjects, the LCA administration will attempt to purchase used books in order to keep school expenses as affordable as possible. Lost or damaged textbooks will be replaced at parents' expense. **Textbooks/library books - \$20 or current price of the textbook.*

Bible Version: LCA recognizes that many English versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity we will ask the students to have and use one version. The version that we will be using is the **King James Version**. This will allow consistency in memorization and maintain the integrity of God's Word.

Basic School Supplies lists will be sent prior to the beginning of the school year. Please bring the supplies with you by / on first day of school. Students are required to have their own backpacks. Bibles required

Discipline and Behavior Guidelines

We understand our students are new to the way LCA operates, so new students are also given a three week grace period to learn LCA policies and Learning Center procedures.

Legacy Christian Academy recognizes that it cannot meet the educational needs of all children. It is a school offering high-quality, Christian character training, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. While we love all children, the school is not equipped to meet the needs of delinquent or emotionally volatile children. Some children do not adjust well to a disciplined, academic environment and refuse to follow the policies and decisions of the staff and administration. In such cases, the school reserves the right to discipline according to the policies in the student handbook, to place such students on probation for a reasonable, corrective period of time, and to dismiss any student who does not cooperate with the total educational process.

The student must at all times conduct themselves in a respectful manner. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize that LCA has reasons for all rules and that they must be enforced to be effective.
- Support the administration and contact the school for all the facts.
- If you have any questions regarding corrective action or discipline your child receives, please contact your student's Supervisor to schedule a conference.

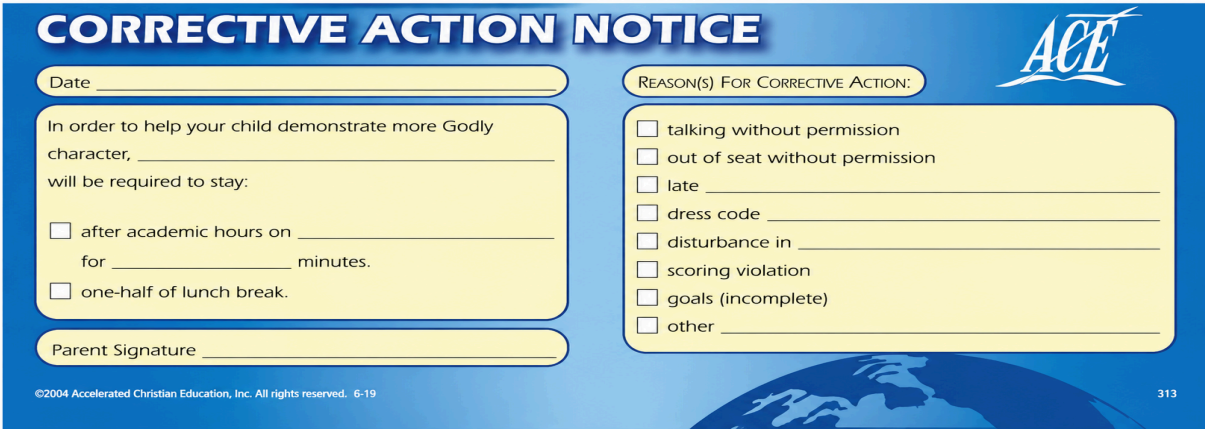
Legacy Christian Academy maintains a discipline which is firm, consistent, fair, and tempered with love. Our staff will maintain standards of behavior in the Learning Centers through kindness, love, and a genuine regard for the student.

Classroom Conduct

Students are to show honor to others: "May I...", "Please," "Thank you" - are examples of courteous phrases. Students are to address all adults with proper respect (e.g., Mr., Mrs. and Ms.). Boys are encouraged to practice courtesy by such acts as opening doors for girls and adults.

Corrective Action

Training children to take responsibility for their actions means showing them that they are accountable for committing misdeeds or for omitting required actions. Students who violate LCA procedures and policies should be corrected and given an appropriate penalty. Corrective Actions (Demerits) accomplish this purpose.



The form is titled "CORRECTIVE ACTION NOTICE" in large, bold, white letters on a blue background. In the top right corner is the ACE logo. The form is divided into several sections. On the left, there is a "Date" field. Below it, a paragraph states: "In order to help your child demonstrate more Godly character, _____ will be required to stay:". This is followed by two checkboxes: "after academic hours on _____ for _____ minutes." and "one-half of lunch break.". At the bottom left is a "Parent Signature" field. On the right, there is a section titled "REASON(S) FOR CORRECTIVE ACTION:" containing a list of violations with checkboxes: "talking without permission", "out of seat without permission", "late", "dress code", "disturbance in", "scoring violation", "goals (incomplete)", and "other". The bottom of the form features a blue globe graphic and a copyright notice: "©2004 Accelerated Christian Education, Inc. All rights reserved. 6-19". The number "313" is printed in the bottom right corner.

The number of demerits earned will be at the discretion of administration and will be based on severity of offense, history or pattern of offense, and any other factors administration deems applicable and may range from 1 demerit to suspension. As different age groups understand and respond to forms of correction differently, each Learning Center may track and address the accrual of demerits differently and may use slightly different terminology. However, the policies and procedures of LCA remain the same for students of any age and once earned, corrective action will be issued in the same manner.

When a student receives Corrective Action, a "Corrective Action Notice" is sent home with the student and is to be signed by the parent. The next day the student is to return the Corrective Action Notice to their Supervisor. Failure to return the Correction Action Notice signed by the parent will result in additional Corrective Action each day until the slip is returned.

Detention

If detention was earned, the detention time will be served after school as necessary (No more than 1 hour per day) and is scheduled by the Supervisor issuing the notice. Because staff must be scheduled to remain at the school with the child for the duration of the detention, once scheduled, a detention or suspension may only be rescheduled for extenuating circumstances at the discretion of the issuing Supervisor.

LCA maintains the right to approve or deny any schedule change requests made by the student or parent. Failure to serve a scheduled detention earns a 1-day suspension.

SUSPENSION

After three subsequent offenses in either behavioral or academic categories, each incurring detention, the fourth offense earns a one-day suspension.

Any subsequent offenses escalate the corrective action.

The fifth offense earns a three-day suspension; The sixth offense earns a five- day suspension. Any further offense will result in expulsion from LCA.

EXPULSION

Upon receipt of a 5-day suspension, the next disciplinary action is expulsion. Administration has full discretion regarding expulsion from LCA.

Expulsion is listed on the student's Permanent Records.

Expelled students may not visit or enter any LCA Campus, Event, or Activity, on or off campus. No fees or tuition will be refunded for expelled students.

Corrective Action Avoidance

As students and representatives of the Legacy Christian Academy community, all students are expected to follow the established rules, policies, and procedures, and to consistently demonstrate respect for God, authority, and for one another.

All Learning Center and school rules apply while on school property, as well as during any off-campus school-sponsored activities, including field trips, sports events, and extracurricular clubs.

These expectations extend beyond regular school hours: before school (prior to 8:30 a.m.), after dismissal (after 3:15 p.m.), and during all after-school programs such as athletics, or other LCA activities.

At LCA, disciplinary action may also be referred to as corrective action or the issuing of demerits depending on the student's level and Supervisor or Administration. For the purpose of this handbook and other written policy, these terms are interchangeable.

Demerits Defined: A demerit is a recorded measure of the severity of a student's infraction.

Grace and Repetition: In most cases, a student is first shown grace, but repeated offenses (typically three, depending on the severity) will result in formal corrective action.

Severity Consideration: The seriousness of the offense is always taken into account. Depending on the nature of the incident, a student may receive anywhere from one demerit to an automatic detention or suspension.

For more information regarding the full disciplinary process, please refer to the Handbook section titled "Corrective Action."

Records and Reporting: All infractions are logged in the Student Log, which is included in the Student's Permanent Record at the end of each academic year.

Final decisions regarding discipline are made at the discretion of school administration.

Bullying Awareness

As part of the required in-service training for all school staff, the principal or designee will discuss Bullying Awareness. Because adults must take the initiative in combating bullying, they must be watchful or bullying warning signs: closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, locker rooms, cafeteria, etc. Teachers will periodically conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc. At

the beginning of the school year, the principal or designees shall ensure that the student body is familiar with the No Bullying Policy. A periodic review will occur during the weekly teacher meetings and lead teacher meetings. Elementary and middle school classroom teachers will implement an age-appropriate bullying curriculum throughout the year. Because we are a TELLING school, we expect everyone to tell if they suspect bullying is happening. A "Contact Box" is available in a designated place(s), so that students may report suspected bullying incidents. Teachers or a designee from the main office will check the "Contact Boxes" every 3-4 days. Parents' signatures on the Commitment Form acknowledge that they support the school's efforts. Students in grades 6-9 sign the Agreement Form confirming that they have read the Family Handbook section on Bullying Awareness and support the school's efforts.

Bullying Reporting

Students and staff are prohibited from knowingly falsely accusing another of bullying or harassment. Disciplinary action, up to and including expulsion/suspension for students and termination for staff, shall be taken if they knowingly make false reports (including false accusations and gossip). Any member of the school staff receiving a suspected bullying report (verbal or written) shall address the matter as soon as possible, preferably before the end of the school day.

The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Not all conflict constitutes bullying.

If the behavior meets the criteria for bullying, the staff member must report this to the school principal or his/her designee immediately in order to protect the alleged victim. The staff member is to immediately forward a bullying incident report using the Major Infraction Form to the respective lead teacher or designee for investigation. The staff member shall remind the victim/witness that "No one deserves to be bullied, and we are going to do everything we can to stop it."

The staff member is to commend the victim/witness for bringing the matter to the attention of school staff, and they are to begin intervention strategies for the victim. The principal or designee will promptly and thoroughly address suspected reports of bullying. He/she will individually meet with the victim/witness and bully privately.

If determined that bullying has occurred, he/she will act appropriately within the discipline codes and will take reasonable action to end the bullying. The message for the child who bullies will be, "Your behavior is unacceptable, inappropriate, and must be stopped." The principal or designee shall notify the parents/guardians of both the victim and the offender, preferably before the end of the school day or within 24 hours if possible.

Steps will be initiated to address and resolve the issue. An intervention plan will be developed with the parents of the bully. The principal will inform the student that he/she may be monitored, and the student's movements outside the classroom may require supervision until trust has been built and all bullying behaviors cease. Parental notification and the intervention plan shall be documented on the Major Infraction form.

School Attire: Uniform Policy

School uniform may be purchased through a third-party supplier, Advanta Apparel. Our link is lca.advantaapparel.com and you may purchase any of the pre-approved LCA wear. Pants or shorts may be purchased anywhere, as long as it is uniform style and meets the following criteria:

- Khaki, navy, gray or black pants or shorts must be “uniform style”
- Girls may wear skirts, capris or jumpers.
- Shorts and skirts should be no shorter than 3” above knee and should be loose-fitting, not tight.
- Yoga, athletic, or any type of spandex pants are not permitted.
- All pants and skirts are to be worn at the natural waist, not pulled down around the hips.
- **Outerwear (sweaters and jackets) may have no logos and may be any color.**

Some of the reasons for adopting a uniform dress code are as follows:

1. Uniforms result in stronger discipline and academics.
2. Uniforms help improve a student’s self-image.
3. Uniforms reduce yearly clothing costs.
4. Uniforms eliminate the daily decision of what to wear.
5. Uniforms eliminate competition in dress among social climbers.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.
7. Uniforms give organizational identification, which help build school spirit and enhance safety within the community.

Dress Code for Students, Staff, and Parents at School and School-Sponsored Events

The principles behind the dress code include:

1. Dress and appearance must honor and comply with the standards set by the pastors of the local church. (Hebrews 13:17)
2. Our dress should help develop Christian character and reflect our separation from the world (2 Cor. 6:14-7:1; 1 Tim. 2:9, 10, 1 Peter 3:3, 4). Is it modest, promoting moral purity? Does it overemphasize the “outer person” versus the “inner person”? A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
3. Our dress should support our witness to the world. We are ambassadors of Christ (2 Cor. 5:14-20, 1 Peter 2:12). Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him? Is it attractive and neat?
4. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity (Gen. 1:27, 1 Cor. 6:9,10).

Functional, attractive, modest, and neat clothing is our standard. Sensual, or distracting clothing, including tight-fitting, baggy, conspicuously oversized, or clothing made of see-through material, as well as conspicuously dirty, frayed, or torn clothing are not acceptable.

A student shall not dress or groom so as to unreasonably distract the attention of other

students or otherwise cause disruption or interference with the operations of the school. Obscene pictures or symbols or the depiction of illegal drugs, alcoholic beverages, or contraband shall not appear on clothing, nor shall inflammatory, provocative, lewd, profane, or suggestive language or symbols appear on clothing. Clothing identifiable with any gang shall not be worn. Hats, rollers, visors, caps, do-rags, and bandannas are not allowed. Wallet chains are not allowed.

Appearance at School-Sponsored Events (e.g. Church Performance)

- Girls' hair must be well groomed, and out of the eyes & face.
- JH/HS girls: all makeup must look natural (no black eyeliner on the bottom eyelid; no heavy foundation; no sparkling/shimmering eye shadow or blush). No make up for elementary girls.
- **No makeup or dress up is allowed before/during school hours, unless for an approved school performance (such as drama class).**
- Girls' nails must be in natural (pastel) colors. The length of the nails should not be distracting.
- Girls' may not wear distracting earrings and jewelry.
- Boys' hair: neatly groomed, cut to mid-ear or higher, and be off the collar, ears, and eyebrows.
- Hair color must be natural.
- Bangs must be cut and kept above the eyebrows.

Body Piercing and Tattoo

LCA follows the Biblical principle on body piercing and tattoo:

- "You shall not make any cuts on your body... or tattoo yourselves: I am the Lord." (Leviticus 19:28).
- "You are not your own, for you were bought with a price. So glorify God in your body." (1 Corinthians 6:19-20).

For the same reasons as above, students are not allowed to write on their skin.

P.E. Policies and Procedures

The physical education program is committed to providing the necessary fitness activities, physical skills, social skills and knowledge for student's success in daily life. Students are required to dress appropriately for PE classes.

Non-suit P.E. Discipline Procedures:

1. Non-suits will not participate in the daily activity, but must stay with the class. Students may be asked to do work-related activity around the gym or school (sweep, laundry, clean, etc.).
2. The first non-suit is grace, and does not count against the grade.
3. Each additional nonsuit results in grade deduction. For each nonsuit after the first one, the student will receive one mark down, and any additional points accumulated during that class period will be lost. The work done in class will need to be made up to receive a credit.

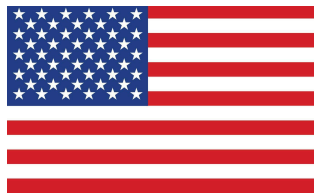
Learning Center/Classroom Procedures

Morning Exercises

Each morning, the entire school gathers for announcements and morning exercises. We begin with the Pledge of Allegiance to the American flag, the Christian flag, and the Bible. Together, as a school, we recite the monthly Bible memory passage, review daily and weekly announcements, and note important upcoming deadlines. We close with prayer before dismissing to class.

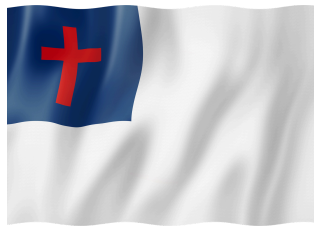
All students are expected to participate fully in these activities. Non-participation may be reflected in the Desirable Traits section of the report card.

THE PLEDGE OF ALLEGIANCE TO THE FLAG



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

THE PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG



**"I pledge allegiance to the Christian flag
And to the Savior for Whose Kingdom it stands.
One Savior, crucified, risen, and coming again
With life and liberty to all who believe."**

THE PLEDGE OF ALLEGIANCE TO THE BIBLE



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

NOTE: LCA places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. LCA unashamedly

teaches the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country!

Order of Daily Work

GOALS MUST BE COMPLETED IN THE FOLLOWING ORDER

1. HOMEWORK

Scoring, correcting, and completing the previous day's goals must be done prior to starting any new goals. Once the homework is complete, scored, corrected, and re-scored, it is considered complete and the student may cross off the goal for the previous day.

2. SELF TESTS

Students should have completed any preparation or studying and received any help with Math or English the day prior, and be ready to begin with Self Tests. Do not schedule more than 3 PACE Tests & Self Tests for the same day.

3. MATH AND ENGLISH GOALS

Math and English must be completed at school. This includes Study Guides for Checkups and Self Tests, and should never be taken as homework. Math and English are the foundational subjects and students may utilize the resources and tutoring in the Learning Center. These subjects also require more time and attention to detail while scoring.

4. CORE SUBJECTS

Start remaining goals in core subjects first. Give remaining goals containing Checkups or those requiring Learning Center resources higher priority.

5. ELECTIVE SUBJECTS

Begin goals in elective subjects once core subjects are complete. Give remaining goals containing Checkups or requiring Learning Center resources higher priority. Some students may have scheduled times for electives such as foreign languages.

TESTS

Supervisors issue PACE Tests first thing after Morning Exercises. Students should have completed any preparation or studying the day prior and should be ready to test when called upon.

Students who choose not to follow LCA's procedure for completion of goals may warrant corrective action. If extenuating circumstances arise, causing the student to need more time after their work is completed, they may raise their Christian flag and speak with their supervisor. The supervisor will make note of any authorized change to the student's procedure for that day.

PACE- Packet of Accelerated Christian Education

When ready to begin, the first PACE of each subject (the one with the lowest number) will be issued to the student. Most will require the student to read the Goal Page to the Supervisor. The Supervisor will review the PACE objectives with the student, making note of any information or projects specific to the PACE.

It is important the student takes no more than three weeks to complete and test on a PACE. This is the minimum for academic progress. This may vary for individual students who require more or less PACEs to be completed due to gap PACEs, academic balance, or to meet the requirements for graduation.

ACADEMIC STANDARD

Many students are able to achieve more, but the minimum number of stars a student should have in each core subject is 3 per quarter; 12 per school year.

High school students receive credit based on their course of study. See the "Courses of Study" for more information.

Some students may be unable to complete the minimum number of PACEs per year. Please be advised that LCA may request a conference to discuss options for a modified standard for students with learning challenges. However, students who do not meet the academic standard of 12 PACEs may not complete their academic grade level, graduate, or graduate on time.

Level 1	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012
Level 2	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024
Level 3	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036
Level 4	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048
Level 5	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060
Level 6	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072
Level 7	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084
Level 8	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096
Level 9	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108
Level 10	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120
Level 11	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132
Level 12	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144

Goals

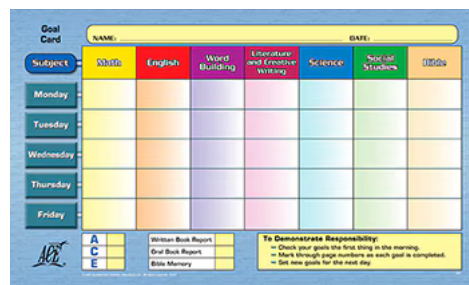
The A.C.E. program emphasizes the importance of daily goal setting. The student must take learning one day at a time. The total yearly workload may seem insurmountable, but a steady completion of work will see the student through. Students must set achievable daily goals, complete daily goals, including homework, and be in regular attendance.

LCA recommends that students complete an average of 4–7 pages in each subject per day. However, students should balance the workload between the easier and more difficult subjects. Most students will tend to complete the minimum amount of work each day and may need to be encouraged to do more.

When setting goals, consider the difficulty of the pages. A student may be able to complete six pages of work in a PACE when those pages contain illustrations or less complicated material. However, for more difficult pages, such as those with many math problems, complex English activities, or difficult reading or writing assignments, the student may be allowed to complete fewer pages in that subject.

When the student takes full responsibility for goal setting, additional time should be added to review the objectives, scan the material, complete the Self Test, score the work, and determine a day to take the Test. The student should count the number of pages and divide the total by the number of days allotted to determine the minimum daily goals. If a student tends to procrastinate by not completing goals as expected, a Supervisor may write a “target Test date” on the front cover of the PACE.

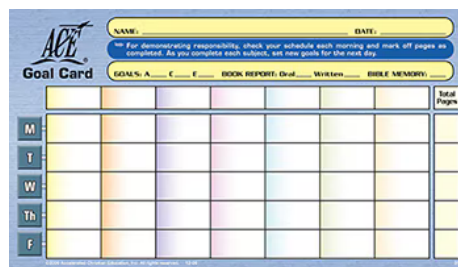
Each student is given a weekly Goal Card to set and keep track of their goals. For grades K-6, a primary goal card is used. For grades 7-12, a more advanced goal card is used that better helps students manage and track their workload and progress.



The Primary Goal Card is a weekly planning tool. It features a header for NAME and DATE. Below this is a grid with columns for subjects: Bible, English, Word Building, Literature and Creative Writing, Science, Social Studies, and Math. The rows represent the days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday. At the bottom left, there are checkboxes for 'Written Book Report', 'Goal Book Report', and 'Bible Memory'. To the right of these is a section titled 'To Demonstrate Responsibility' with instructions: 'Check your goals the first thing in the morning.', 'Mark through page numbers as each goal is completed.', and 'Set new goals for the next day.'

Primary Goal Card

The Goal Card is designed for daily entries each week. The card is two-sided; thus, it can be used for two weeks. The Goal Card is posted in the student's office. Name and Date should be filled out as soon as the student receives their new Goal Card.



The Upper level goal card is a more advanced weekly planning tool. It includes a header for NAME and DATE, and a section for 'GOALS: A, C, E' with checkboxes for 'BOOK REPORT: Oral', 'Written', and 'BIBLE MEMORY'. The main grid has columns for subjects: Bible, English, Word Building, Literature and Creative Writing, Science, Social Studies, and Math. The rows represent the days of the week: M (Monday), T (Tuesday), W (Wednesday), Th (Thursday), and F (Friday). A 'Total Pages' column is on the far right. At the bottom, there are checkboxes for 'Written Book Report', 'Goal Book Report', and 'Bible Memory'. To the right of these is a section titled 'To Demonstrate Responsibility' with instructions: 'Check your goals the first thing in the morning.', 'Mark through page numbers as each goal is completed.', and 'Set new goals for the next day.'

Upper level goal card

GOAL SETTING

Students are required to enter specific page numbers (i.e., 12–16) in each subject, using a blue ink pen. Do not scratch out or cover up goals. Supervisors should make all goal changes, not the student.

Entries such as “Self Test”, “Test”, and “Review” are also acceptable; however, such goals should not be entered two days in a row. A review day should have specific activities such as writing or typing all previously missed questions on Checkups and Self Test (see Studying).

THE STUDENT MUST LOOK THROUGH THEIR PACE AS THEY ARE SETTING THEIR GOALS.

PAGES SET MAY NOT END IN THE MIDDLE OF A CHECKUP OR BEGIN A SELF TEST.

The student scores the PACE work according to built-in “score strip” controls. The student should always score before and after a Checkup and after the Self Test.

ACE Goal Card

NAME: Sandy McMERCY DATE: 3-5

For demonstrating responsibility, check your schedule each morning and mark off pages as completed. As you complete each subject, set new goals for the next day.

GOALS: A. _____ C. _____ E. _____ BOOK REPORT: Oral _____ Written _____ BIBLE MEMORY: _____

	Math	English	Word Building	Lit. & Crea. Wri.	Science	Social Studies	Bible	Total Pages
M	43-46	1-4	9-12	1-2	37-40	1-6	4-6	27
T	47-49	5-8	13-16	3-4	41-43	7-12	7-9	25
W	Test	9-12	17-20	5-6	Test	13-17	10-12	18
Th								
F								

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When the goals are completed, scored, and re-scored, the student places a forward diagonal line on the Goal Card across the page numbers completed using their ruler. The student immediately writes in the next day’s PACE goals. Since they have just worked on the subject, they can better calculate how much academic work can be completed the next day. Students who do not complete their goal will take it as homework. They may not cross off their goal until they have returned it complete the next school day, scored, corrected, and re-scored their work.

By the end of the day, they should have completed all their goals, marked them on the Goal Card, and set new ones for the next day. The student should take care to keep the Goal Card neat. Students in grades 7th–12th should calculate their Total Pages each day. Review, Self Test, and Test are each equivalent to 3 pages.

SCORING PROCEDURE

Student score strips are found in the middle or at the bottom of some PACE pages. When a score strip appears, the student raises their national flag to request permission from a monitor to score their work to that point.

TO SCORE YOUR PACES, FOLLOW THIS PROCEDURE:

1. Work through a PACE until you reach a score strip.



Score. ☐	Correct Mistakes. ☐	Rescore. ☐	2.
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Raise your flag and ask for permission to score.

3. When an answer does not match the Score Key, place a **RED X** beside the number or letter of the activity in question. Continue scoring until all work in the section has been scored.

Bible Reading 1048

X (24) They were continually in the home, praising and blessing God. Amen.

Aside from the question number, as indicated, students may not place a RED X or mark anywhere in their work or PACE with red pen.

DOES IT MATCH?

YOUR ANSWER MUST MATCH THE SCORE KEY WORD-FOR-WORD.

SPELLING

PUNCTUATION

CAPITALIZATION

SHOWING YOUR WORK IN MATH

ANY OTHER WORK REQUIRED BY YOUR PACE/SCORE KEY

OTHERWISE, MARK IT WRONG WITH A **RED X**.

PACE Scoring Instructions

4. Place a RED X in the first box of the score strip.

Score pages 13 and 14.	☒	Correct mistakes.	☐	Rescore.	☐
------------------------	-------------------------------------	-------------------	--------------------------	----------	--------------------------

5. Replace the red pen and the Score Key and return to your office to correct mistakes.

6. Erase the wrong answer(s), find the correct answer(s) in the PACE text, and write in the correct answer(s). Place a PENCIL X in the middle box to show that corrections have been made.

Score pages 13 and 14.	☒	Correct mistakes.	☒	Rescore.	☐
------------------------	-------------------------------------	-------------------	-------------------------------------	----------	--------------------------

7. Raise your flag flag and ask to return to the scoring station to re-score the corrected answer(s).

8. Circle the RED X if the answers are now correct. Place a RED X in the last box to show that the wrong answers are now correct.

Bible Reading 1048
(24) They were continually in the _____ <i>temple</i> _____, praising and blessing God. Amen.

Score pages 13 and 14.	☒	Correct mistakes.	☒	Rescore.	☒
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9. Continue working through the PACE to the next score strip, and then repeat the scoring procedure.

When scoring a Checkup or Self Test, place a score in RED at the top of the first page in the space provided. If no space is provided, a score in RED is still placed at the top of the first page. The score may be written as a percent or as a fraction:

$$\frac{\text{Answers correct}}{\text{Total answers}}$$

Sample: $\frac{23}{25}$ or 92%

A CHECKUP OR SELF TEST MUST BE PASSED WITH A SCORE OF 85% OR HIGHER TO PROCEED TO THE NEXT ACTIVITY OR PACE TEST.

IF YOU SCORE LESS THAN 85% ON A CHECKUP OR SELF TEST, RAISE YOUR FLAG AND LET YOUR SUPERVISOR KNOW IMMEDIATELY.

Supervisor/Teacher Scoring

There are many activities throughout the PACEs that are scored by a Supervisor instead of the student. Supervisor Score strips are found in the middle or at the bottom of some PACE pages. When a score strip appears, the student raises their flag to request a Supervisor to score their work. In the same way a student may not proceed to the next activity until they score their work at a Score Strip, a student may not proceed without Supervisor initials at a Supervisor Score strip.

In some cases, a Supervisor Score Strip is a checkpoint for a Supervisor to verify a student has completed an activity or has displayed mastery of a concept. In other cases, there is written work for the Supervisor to score.

SUPERVISOR SCORING PROCESS

1. The student will work up to a Supervisor Score Strip.
2. The student will then raise their flag and ask the Supervisor to score their work.
3. The Supervisor will mark any incorrect answers with a **GREEN X**.
4. They will then return the work to the student for correction.
5. When the student has corrected their mistakes, they will raise their flag and ask the Supervisor to re-score their work.
6. The Supervisor will check the student's corrected work and circle the **GREEN X** if the activity is now completed correctly.

SUPERVISOR REVIEW OF STUDENT SCORING

YOU MAY RAISE YOUR HAND FOR SUPERVISOR REVIEW WHILE SCORING IF:

- YOUR SENTENCE IS WORDED DIFFERENTLY THAN THE KEY.
- SYNONYMS OF ANSWERS WILL NOT BE ACCEPTED. THE INFORMATION FROM THE TEXT MUST BE USED TO BE CORRECT.
- SCORE KEY SAYS "ANSWERS MAY VARY." OR THERE IS NO ANSWER.

IF THE SUPERVISOR FINDS THE ANSWER ACCEPTABLE, THEY WILL INITIAL BESIDE THE QUESTION.

PLEASE NOTE: APPROVAL OF AN EQUIVALENT ANSWER IS AN EXCEPTION AND SHOULD NOT BE USED OR EXPECTED AS AN ALTERNATIVE TO FOLLOWING THE SCORING PROCEDURE.

Scoring Violations

Scoring Violations are any instances of students being careless or dishonest in the scoring of their work. Academic honesty and integrity are an integral part of the ACE curriculum. Students learn by correcting their mistakes. If a word is misspelled and not corrected, it is likely the student will continue to spell the word incorrectly as they progress to the Checkup, Self Test, and PACE Test. Scoring Violations include but may not be limited to the following:

- Not marking a wrong answer as wrong
- Not correcting a wrong answer
- Failure to perform an activity listed in the PACE
- Any inappropriate or excessive marking within the PACE
- Bringing a pencil to the scoring station
- Bringing a red pen to the student office
- Changing answers at the scoring station
- Any scoring activity deemed inappropriate by the Supervisor
- Failure to have a Supervisor Score Strip performed by the Supervisor
- Failure to have Supervisor Initial designated checkpoints
- Work on separate paper incomplete and/or not stapled into the PACE



Excessive Scoring Violations indicate carelessness and/or dishonesty and will not be tolerated. **If there are 20 or more scoring violations in any one PACE, and/or any scoring violations on the PACE Self Test, the PACE will be considered a failed PACE and a new one will be issued.**

Reordered PACEs are not included in the base curriculum cost and will accrue an **additional \$5 charge** for each reissued PACE

A Correction Action Notice and notice of payment due will be sent home to be signed by the parent and balance will be added to the parent account in Gradelink.

In addition to daily goal checks, Supervisor score assignments, and PACE review prior to Checkups and Self Tests, a Supervisor may perform random scoring audits.

The Supervisor may at any time, for any reason, take a student's PACE(s) and verify student scoring accuracy and academic integrity. Score accurately and honestly at all times.

Checkups

A Checkup is a quiz covering a section of the PACE. If mastery in a subject area has not been achieved, the Checkup will reveal the weak area.

Before a student begins work on a Checkup, a Supervisor will make sure all activities prior to the Checkup are completed and scored. The Supervisor will then initial the top of the page, giving the student permission to proceed with taking the Checkup. A student may not complete a checkup without obtaining permission from a Supervisor.

CHECKUP

My Score 100%
Supervisor Initials JAB

I. WRITE TRUE OR FALSE.

(1) True 1. Both children floated down the river together.
(2) True 2. Daniel Boone built a cabin on the riverbank.
(3) False 3. Fanny steps were seen along the river.
(4) False 4. Some people paddled canoes to the river.
(5) True 5. Beavers build dams in the river.

II. FILL IN THE BLANKS WITH THE CORRECT ANSWER.

(1) A beaver is an animal.
(2) A person who hunts and traps animals is a trapper.
(3) The space under water in a stream or river is habitat.
(4) A waterfall is water that falls from rocks.
(5) People build canoes on a river.

III. TRUE OR FALSE.

(1) True Daniel Boone is known because he made a long rifle.
(2) True Beavers build dams in the river.

The student should attempt to answer all questions and may not look back at previous pages. All questions on the Checkup must be scored and mistakes corrected before proceeding. A Checkup score of 85% or higher is required for a student to proceed to the next section of the PACE. If a student scores lower than 85%, they will study the section and will be issued a copy of the Checkup to retake. If a Checkup is failed repeatedly, the Supervisor will evaluate the student's understanding of the material further, may audit the student's scoring, and may issue the student a new PACE to ensure mastery of the material.

If a Checkup becomes homework and the Supervisor has determined that all work prior to the Checkup is complete and the student is sufficiently prepared to the Checkup, they may sign the Checkup, giving the student permission to complete it as homework on the PACE pages. It is expected that the student will follow all Checkup procedures and maintain academic integrity by not looking back to find the answers.

If a student has a Checkup in their homework pages and any activities or the pages prior to the Checkup are not complete, scored, or corrected, the Supervisor will not sign the Checkup to be completed in the PACE. If a Checkup becomes homework and is not previously signed, the student must complete it at home on a separate piece of lined notebook paper. An unsigned Checkup is not a valid reason for incomplete homework. Each answer on the notebook paper should be numbered to match the correlating question. The checkup may be copied over to the PACE pages upon receiving permission from the Supervisor to take the Checkup the following day.

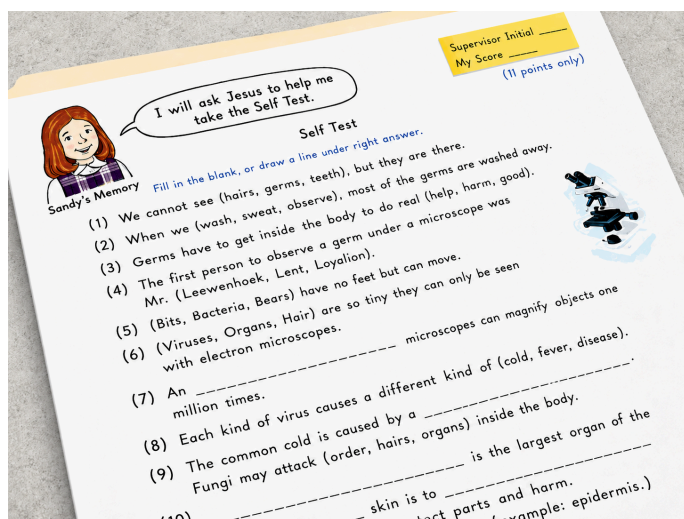
Self Tests

When the student reaches the end of their PACE, their final goal before Test day will be the PACE Self Test. Like a Checkup, a Self Test may not be taken without Supervisor approval and initials.

A Self Test is a single day's goal in a subject and may not be taken as homework.

A student must work and complete ALL PACE Projects, required reading, and activities prior to receiving Supervisor permission to take the Self Test. This includes, Science and Social Studies Projects, high school English Wisdom Packets, Memory Passages, Speeches, etc.

Every student is encouraged and expected to review their PACE, Checkups, and PACE Bible verse prior to taking their Self Test.



The student will work the Self Test without looking back into the PACE for answers. After scoring, the Supervisor and student will be aware of any deficiencies. If questions were missed, the student looks back into the PACE for the correct answers and corrects their mistakes.

A score of 85% or higher must be achieved to pass the PACE Self Test, and a score below 85% is considered a failed PACE and a repeat PACE will be issued to the student. When the student passes the Self Test, they will recite their

PACE Bible verse to their Supervisor and turn in their PACE to Test the next day. All work completed on separate paper such as Word Building Checkup spelling words, Math scratch paper, World Geography maps, and English work must be stapled into the PACE on the corresponding pages and turned in with the completed PACE.

If a student takes home a completed PACE Self Test to study for a Test, they must fill out a Homework Slip indicating they will "Study for Test". When the PACE is turned in as homework the following morning, the Supervisor will keep the PACE to pull the student's PACE Test to complete that day.

Studying

LCA expects students to be prepared to pass Checkups, Self Tests, and PACE Tests. Often, this requires a student to review PACE content prior to gaining permission to complete the activity. Below are the methods LCA has found to be most beneficial. If a student makes a goal to study or review, it should be specified which of these methods will be completed as their studying goal. Study guides should be completed in order at school so they may be scored, and the student has the correct information to study that evening.

STUDY GUIDE

- Find and write out the correct answers for the Checkup or Self Test.
- This may not be used as a guess & check practice, but a means to study the correct answers found throughout the PACE.
- Make sure to label any Study Guide as such across the top of the page and include the PACE subject and number. These must be turned in prior to receiving permission to take the Checkup or Self Test.
- Math & English: Make a copy of the Checkup or Self Test. Complete the Study Guide by reviewing PACE content, directions, and teaching strips. This should be completed at school per the Procedure for Completion of Goals .
- All Other Subjects: Find the correct answers from previous reading and activities and write out the answers on a separate piece of lined paper. Number the answers accordingly.
- For Word Building, also write out each spelling word correctly 3 times.

FLASHCARDS

- For matching, names, dates, formulas, and any other information make and study flashcards. If you need flashcards or index cards, ask your Supervisor or Monitor.
- Include all information in the Checkup or Self Test.
- Flashcards are most helpful in Social Studies for significant events and their dates, people and their roles, in Science for terminology, and for Math formulas.
- Pre-made flashcards for English parts of speech and noun functions are also available.

READ ALOUD

- Read the PACE material aloud to a parent. This includes reading content, previously completed activities, Bible verses, and speaking strips.
- You must read all pages prior to the applicable Checkup or Self test.
- Parents must sign the bottom of each page you read to them.

Tests

When the student is ready for the PACE Test, the student will take the Test, using a pencil, at the designated testing area.

When taking a math or science PACE Test, students should always be careful to show their work, either on the Test **or** on a separate piece of paper. They must turn in all scratch paper with the Test. Notebooks and other materials are not permitted at the testing area.

When the student finishes the Test, the student will recite the Bible verse learned while completing the PACE and turn the PACE Test into the Supervisor or Monitor. LCA uses the A.C.E. Curriculum, which utilizes the King James Version of the Bible exclusively in the PACES. We require the PACE Scripture verse to be memorized exactly as it is in the PACE to receive credit.

LCA maintains a high academic standard in which all students are required to score a minimum of 80 percent on all PACE Tests. If the student scores below 80 percent, LCA must reorder that PACE and have the student rework the entire PACE and retake the Test.

ACHIEVING HIGHER TEST SCORES

- The student should complete each PACE within three weeks. Longer time may cause the student to forget a concept and slow down overall progress.
- Each student should know and memorize important vocabulary, definitions, and math/science formulas. Start early!
- The student should read the text for that day's goals. Then, reread the text, taking notes of important information (for example, formulas, rules, and steps of procedures) before they answer the questions. If the student reads only enough text to find the answer, the ability to do their best will be hindered.
- The student should review the final Test when completed before turning it in. Double-check every answer. (In math, even a third check may be necessary if the first two answers differ.)
- Try not to schedule more than two PACE Tests on the same day. It is best to schedule difficult Tests on separate days.
- Review missed Checkup and Self Test questions the day before the Test. Look for sections where the material wasn't fully understood and go over it to ensure understanding.

Progress Chart

When the student has passed their PACE Test, they will receive a star sticker, color coordinated to each subject. The student gets to put this star on the corresponding week and subject line of their Progress Chart. This indicates their progress to both student and Supervisor.

The Progress Chart is a great tool for students, Supervisors, and parents to have an overview of student progress at a glance. Many students are able to achieve more, but the minimum number of stars a student should have in each core subject is 3 per quarter; 12 per school year.

ACE Progress Chart		Mark Tucker											
		1	2	3	4	5	6	7	8	9	10	11	12
1st Quarter	Math		★		★		★		★		★		★
	English	★		★		★		★		★		★	
	Word Building		★		★		★	★		★		★	
	Literature	★	★	★	★	★	★	★	★	★	★	★	★
	Science		★		★		★		★		★		★
	Social Studies		★		★		★		★		★		★
	Bible												
	Bible Memory	📖		📖		📖		📖		📖		📖	
3rd Quarter	Math		★		★		★						
	English	★		★		★							
	Word Building		★		★		★						
	Literature	★	★	★	★	★	★						
	Science		★		★		★						
	Social Studies		★		★		★						
	Bible												
	Bible Memory	📖		📖		📖							
4th Quarter	Math												
	English												
	Word Building												
	Literature												
	Science												
	Social Studies												
	Bible												
	Bible Memory												

There is also a subject line for the monthly Bible Verse on the student's Progress Chart. When the student has recited the verse from memory, they earn a Bible sticker to be placed on the week it was recited.

It is important that these measurements are accurate and displayed as PACE progress and the Bible Memory Passage are key elements for Honor Roll and Privilege Status eligibility

Computer Usage

LCA has a goal for all students to be computer literate. In keeping with that goal, each student will be given the opportunity to use computers on a regular basis. Authorized LCA programs such as Readmaster, Mathbuilder, and Typemaster are available to all students grades 2-12. Students grades 7-9 have access to school issued accounts for projects and supplementary assignments.

Typed PACEwork of any kind should include title and/or PACE and page number and meet the following requirements: double-spaced, font: Times New Roman or Calibri, 12 pt. Typed assignments must be stapled into the student's PACE. Students may not use the computer to complete written works for English Self Tests or Tests.

Under no circumstance may a student log into personal email or online accounts, access unauthorized websites, or access any content deemed to be inappropriate by school administration on school computers. Failure to comply may result in loss of computer privileges and disciplinary action.

The use of AI, Chat GPT, etc. for PACEwork is strictly prohibited and is considered cheating. Disciplinary action will be taken.

Students may not change or modify their usernames, passwords, or other properties of their LCA issued accounts, such as ACE Connect and Office 365. If a password is not working, contact the Main Office.

ONLINE RESOURCES

At the High School level, there are instructional videos to accompany PACEs in subjects such as Algebra I, Algebra II, Geometry, Physical Science, Speech, and Spanish. It is expected that students utilize these instructional videos as they are completing their PACE work daily.

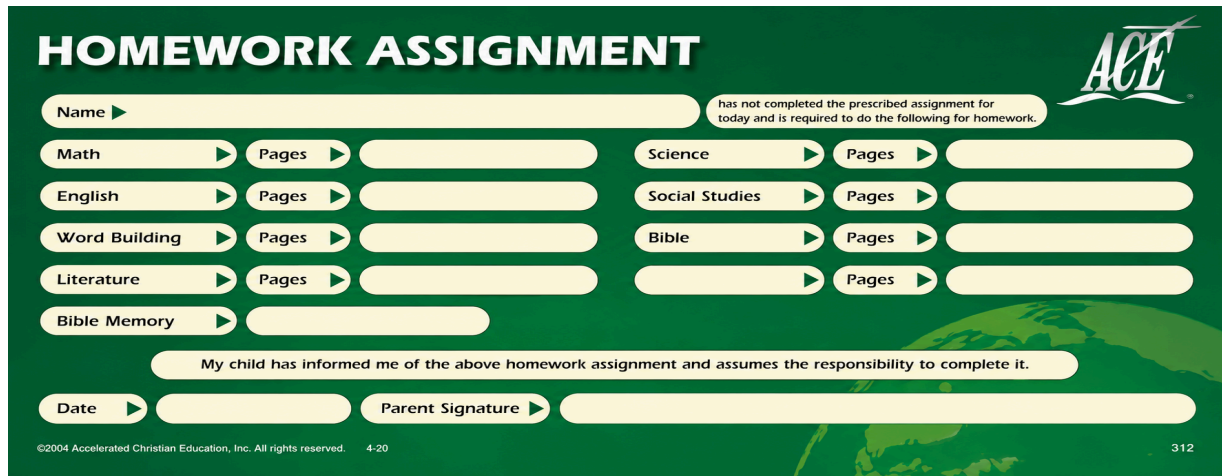
These videos and more may be found at ACECONNECT.COM under the VIDEOS tab. Biology and Physical Science labs may also be found here. Students also have access to the online ACE Dictionary and KJV Bible through their ACE account for use in class as well as homework.

Additional resources for grades 6-12 are also available at PACESUCCESS.NET. There are instructional videos for many core subjects, including English. These resources are web-based and may be accessed at school or at home for homework.

Homework

The responsibility for scholastic achievement is placed on the students. The goals set by the student and reviewed by the Supervisor usually are no more than the student is capable of completing during school hours.

Occasionally a student has higher goals due to absences, a failed PACE, or a higher than usual workload to achieve academic balance. Goals that the student does not complete during school hours become homework.

The form is titled "HOMEWORK ASSIGNMENT" in large white letters on a green background. In the top right corner is the ACE logo. Below the title is a line for "Name" followed by a right-pointing arrow. To the right of the name line is a small box containing the text: "has not completed the prescribed assignment for today and is required to do the following for homework." Below the name line are two columns of subject names, each followed by a right-pointing arrow and a "Pages" label followed by another right-pointing arrow and a blank line for the page count. The subjects are: Math, English, Word Building, Literature, Bible Memory in the first column; and Science, Social Studies, Bible in the second column. Below these is a line for "Date" followed by a right-pointing arrow and a blank line, and a line for "Parent Signature" followed by a right-pointing arrow and a blank line. At the bottom left is the copyright notice "©2004 Accelerated Christian Education, Inc. All rights reserved. 4-20" and at the bottom right is the page number "312". A small globe graphic is visible in the bottom right corner of the form area.

HOMEWORK ASSIGNMENT

ACE

Name

has not completed the prescribed assignment for today and is required to do the following for homework.

Math	Pages	Science	Pages
English	Pages	Social Studies	Pages
Word Building	Pages	Bible	Pages
Literature	Pages		Pages
Bible Memory			

My child has informed me of the above homework assignment and assumes the responsibility to complete it.

Date

Parent Signature

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A "Homework Slip" is issued to the student, and they are responsible for completing their homework that night. The Homework Slip is filled out by the student in **BLUE pen**, then turned into the Supervisor or Monitor to be logged in the Daily Logbook prior to the end of the school day. The slip will then be returned to the student to be taken home that evening with their incomplete PACEs and/or assigned activities. The student must have their Homework Slip signed by their parent or guardian acknowledging that the assigned work has been completed thoroughly and have followed assignment directions. The completed homework and Homework Slip must be turned in prior to the start of school the next school day.

If the assigned PACE pages are not completed, the homework will be considered incomplete. If there is an emergency or something unexpected comes up, please write a note on the back of the Homework Slip. Excusing the incomplete homework is at the discretion of the Learning Center Supervisor.

While Math and English are to be completed in class and should never be taken as homework, if a student is struggling with Math or English homework, it is expected that a genuine attempt be made to complete each problem to the best of the student's ability. This gives the Supervisor or tutor a starting point to determine where the student requires help. If a student does not attempt to work each problem to the best of their ability and understanding, their homework will be considered incomplete.

- Incomplete homework or forgotten PACES: Homework and PACES must be completed and brought to class daily. Missing work will be recorded each day until complete.
- Late or missing homework: Homework must be turned in on time and checked as required. Late work is subject to corrective action.
- Unreturned forms: Corrective Action Notices or Homework Slips must be returned the following day. **Each day it is late counts as an additional infraction.**
- Unsigned forms: Homework slips or project forms must be signed by a parent/guardian as required.
- Goals **not** set: Students are responsible to ensure their daily goals are properly set each day.
- Unauthorized goal changes: Students may not alter or write over goals. Any corrections must be made by a Supervisor.

SCORING, TESTING & SCORE TABLE RULES

- Scoring without permission: Students may not go to the Scoring Station unless directed by a Supervisor.
- Removing materials: Score Keys may not be removed from the scoring area under any circumstances.
- Improper use of pens/pencils: Red pens must stay at the scoring table; pencils are not to be taken to scoring stations.
- Students must read the first page (Goal Page) to their Supervisor upon receiving their new PACE whenever indicated in the PACE.
- Scoring violations: Students must follow all proper scoring procedures.
- Copying from a Score Key is not permitted.
- Students may not progress past a score strip without scoring properly.
- Students may not progress past a Supervisor score strip or checkpoint requiring initials without permission.
- Self-Tests or Checkups may only be completed with Supervisor initials.
- Testing procedures: Students may not bring any materials to or leave the Testing Table without permission.

RESPECT & BEHAVIOR

- Passing notes: Writing, passing, or receiving notes during class is prohibited.
- Throwing objects:
- Throwing any object, including food, is not allowed.

CLASSROOM CONDUCT

- Entering without supervision: Students may not enter a Learning Center unless a Monitor or Supervisor is present.
- Leaving seat without permission: Students may not leave their office, turn around, or get up without permission.
- Leaving chairs out: Chairs must be pushed in when leaving a desk or station.
- Improper use of chairs: Spinning, rolling, leaning back, tipping, or using a chair for anything other than sitting properly is not permitted.

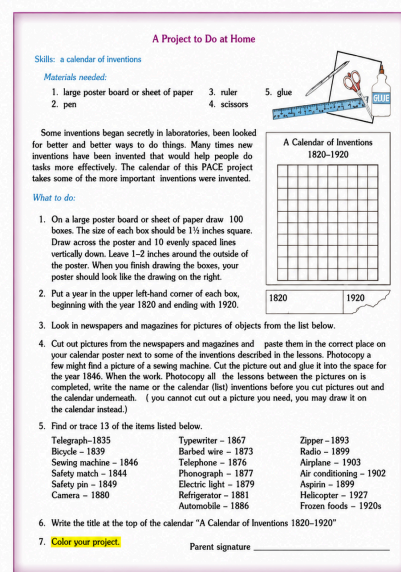
- Disturbances: Students must remain quiet and respectful in the Learning Center, at the Testing Table, and at the Scoring Station.
- Food and drink: Eating is not permitted in class. Only water in a clear transparent water bottle is allowed in the Learning Center or Gym. All other cups, food, etc. must be kept in the lunchroom or designated break area.
- Lack of participation: Students are expected to engage in their work and may not waste time.
- Messy offices: Student offices must remain neat, organized, and free of clutter.
- Restroom use: Restroom visits should not occur during class unless approved by a Supervisor. Students should go at break time.

PACE PROJECTS

Some PACEs, usually Science and Social Studies, contain projects that are fun and challenging. The project may provide a visual that relates to an aspect or feature of the PACE. A project may also be a practical application or reinforcement of an important concept explained in the PACE. Social Studies 1058 requires the student to make a calendar of inventions. This project gives reinforcement of the importance of the Industrial Revolution, the primary topic of the PACE.

Projects are not “busy work” but rather carefully thought-out activities for strengthening the learning process. Encourage your child to start projects early. The student is made aware of the project the day the PACE is issued so that they will have adequate time to complete it before the Self Test.

Self Tests may not be completed until the PACE Project has been completed, reviewed, and approved by the Supervisor.



WISDOM PACKET

At the high school level, students' work will appear in different formats. Whereas a student in grades one through eight will have more integrated speaking strips introducing Godly characters and content, high school presents this in an insert called a Wisdom Packet.

Wisdom Packets are found in English PACEs 1097-1144 and usually consist of lettered pages such as A-D or A-G. Goals should be set to include these pages.

A Wisdom Packet is similar to the character stories found throughout the elementary PACEs but contain deeper running storyline and consists of lessons and themes much more suited to the older student.

A Wisdom Packet is one packet of reading followed by questions to measure students' understanding of the presented principles. This may include other activities such as a written response to a prompt or recitation of materials and/or Bible verses. These questions must be scored like any other PACE work.

In addition to studying the PACE content and Self Test prior to testing, the student should also review the Wisdom Packet, as the student will also be tested on Wisdom Packet content.

Records & Reports

PROGRESS REPORTS

The grading system of LCA is designed to give parents a true indication of the student's progress or lack thereof. Progress reports are given to students after each quarter. A passed test score is listed in black under the corresponding PACE number, whereas a red test score indicates a failed test score. Failed test scores appear on Progress Reports and are included in the overall average, however, once a PACE has been retaken, the failed test score no longer affects a student's High School GPA, or the overall PACE average listed on their Permanent Record.

Progress Reports also list each monthly Bible verse the student has said by the due date. Additional information such as attendance records, PACEs completed, and evaluation of the student's desirable habits and traits, are listed on the last page of the Progress Report.

If you would like a Progress Report at any time throughout the school year, email your request to records@LegacyJax.org. Please allow 2-3 school days for your request to be completed.

DESIRABLE HABITS & TRAITS

The section entitled "Desirable Habits and Traits" is for evaluation of student's behavior and traits that are not accurately represented by a test score. Explanation of the marks is as follows:

"S" stands for satisfactory, which means there is room for improvement. The student should be encouraged to work on some specific area in which they can improve.

"G" means good and is an area of strength.

"E" indicates excellent or exceptionally good. "E" is reserved for students who have demonstrated the trait above and beyond expectations.

"N" indicates a need for improvement.

TRANSCRIPTS

To protect the academic integrity of the transcript, LCA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an Official Transcript sent to the home, it will be sent in a sealed envelope. Please be advised that once the seal is broken, the Official Transcript is void.

Transcript requests may be made by emailing records@LegacyJax.org

Please allow 2 to 3 school days for processing of student records. To expedite your request, please provide the student's full name and the type of transcript needed (official or unofficial).

Transcripts and school records may be held until all payment accounts are made current. This includes transfer of records to a receiving school.

HIGH SCHOOL CREDIT

LCA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from previous high school(s) are accepted and recorded on the student's permanent transcript but must meet equivalency requirements to be accepted in place of core subject requirements. LCA accepts transfer credits in no less than half-credit increments. LCA does not offer high school credit by examination.

All courses taken while enrolled with LCA will be held to A.C.E.'s guideline of 80% minimum passing score. PACEs may not be given extra credit. LCA utilizes a 4-point grading scale.

High school level work begins at PACE 1097. While students work at their own individualized level (as laid out in their Academic Projection), if a student transfers from LCA, the receiving school may not accept any credits awarded by LCA for PACE work below high school level.

ATTENDANCE REPORTS

LCA takes student attendance very seriously as there is a clear correlation between student attendance, student progress, and performance. Each year we include attendance records in each student's cumulative file. Attendance report requests may be made by emailing records@LegacyJax.org. Attendance Reports during the active school year may

take longer to process to allow input of the most up-to-date information.

Courses of Study

LCA offers four distinct courses of study for high school students. A student's ability, motivation, and future goals will help determine which path best suits them. When selecting a course of study, each student should carefully consider the entrance requirements for the vocation, career, or higher education program they plan to pursue.

Each student's academic projection is individualized and prepared at the beginning of each school year. This projection is reviewed and signed by the parent, student, and academic advisor and serves as a road map to ensure the student remains on track to complete the required work for graduation.

Supervisors, the Academic Advisor, and Administration may also prescribe additional core or elective courses as prerequisites or to provide a more complete academic plan for the student. Any additions or changes will be reflected on the student's projection. Graduation projections are reviewed annually and may be adjusted as needed to reflect student progress and updated goals.

The following outlines contain the graduation requirements for each track. In addition to the specific credit requirements listed under each track, all students must also complete the Florida State History requirement.

Notes: Some courses require prerequisites that may limit a student's ability to complete certain subjects at higher levels. Projected courses and PACEs may be adjusted as necessary to ensure requirements are met.

Transfer students will be assigned PACEs as needed to meet the minimum requirements for graduation.

COLLEGE PREPARATORY DIPLOMA

The College Preparatory Diploma Track is the standard high school graduation track through A.C.E. and is prescribed whenever possible.

This track is recommended for students who plan to attend a four-year university after graduation. It is designed to ensure that students meet the academic requirements typically expected for college admission while providing a strong foundation in core subjects.

	COURSES REMAINING	PACEs	CREDIT
MATH	ALGEBRA I	97-108	1.0
	GEOMETRY	109-120	1.0
	ALGEBRA II	121-132	1.0
	TRIG/PRE-CALCULUS	133-136; 11-16	1.0
ENGLISH	ENGLISH I	97-108	1.0
	ENGLISH II	109-120	1.0
	ENGLISH III	121-132	1.0
	ENGLISH IV	133-144	1.0
WORD BUILDING	ETYMOLOGY	97-108	1.0
SCIENCE	BIOLOGY	97-108	1.0
	PHYSICAL SCIENCE	109-120	1.0
	CHEMISTRY (OR)	121-132	1.0
	PHYSICS	133-144	
SOCIAL STUDIES	WORLD GEOGRAPHY	97-108	1.0
	WORLD HISTORY	109-120	1.0
	AMERICAN HISTORY	121-132	1.0
	US CIVICS/ECONOMICS	133-144	1.0
BIBLE	NEW TESTAMENT SURVEY	97-108	1.0
	OLD TESTAMENT SURVEY (OR)	109-120	1.0
	NEW TESTAMENT CHURCH HIST. (OR)	121-132	1.0
	LIFE OF CHRIST	133-144	
NON-CORE & ELECTIVES	FOREIGN LANGUAGE (SAME LANGUAGE)		2.0
	SPEECH	1-6	0.5
	MUSIC	1-6	0.5
	COMPUTER SCIENCE	1-11	1.0
	PERSONAL FINANCE	6-11	0.5
	HEALTH	1-6	0.5
	ELECTIVES		1.5
	WA STATE HISTORY REQUIREMENT		MET
P.E.	PE 9-12		2.0
TOTAL PROJECTED CREDITS			26.5

This track is ideal for students who:

- Plan to attend a four-year college or university after graduation.
- Wish to complete the standard requirements for admission to most higher education institutions.
- Do not plan to pursue higher education and would like a solid foundation covering many areas of study.
- Desire a strong academic foundation in preparation for college-level coursework.
- Are able to maintain steady progress in PACEs while balancing core credits.
- Want the flexibility to apply to a variety of colleges and degree programs.

GENERAL DIPLOMA

The General Diploma Track is recommended for students who wish to attend a junior or community college (often with remedial coursework required), enroll in a trade school, or secure employment immediately after high school.

Depending on the student's course of study, this track may require prerequisite courses to be taken at the college level prior to transferring into a four-year program.

This track is also well-suited for students who may take additional time to complete the base credits required in the College Preparatory Track, who have PACEs to complete (gap or incomplete PACEs from previous school year), before beginning high school-level PACEs or who prefer a lighter schedule during their junior or senior year.

	COURSES REMAINING	PACEs	CREDIT
MATH	ALGEBRA I	97-108	1.0
	GEOMETRY	109-120	1.0
	ALGEBRA II	121-126	0.5
	BUSINESS MATH	1&12	0.5
ENGLISH	ENGLISH I	97-108	1.0
	ENGLISH II	109-120	1.0
	ENGLISH III	121-132	1.0
	ENGLISH IV	133-144	1.0
WORD BUILDING	ETYMOLOGY	97-108	1.0
SCIENCE	BIOLOGY	97-108	1.0
	PHYSICAL SCIENCE	109-120	1.0
SOCIAL STUDIES	WORLD GEOGRAPHY	97-108	1.0
	WORLD HISTORY	109-120	1.0
	AMERICAN HISTORY	121-132	1.0
	US CIVICS/ECONOMICS	133-144	1.0
BIBLE	NEW TESTAMENT SURVEY	97-108	1.0
	OLD TESTAMENT SURVEY (OR)	109-120	1.0
	NEW TESTAMENT CHURCH HIST. (OR)	121-132	
	LIFE OF CHRIST	133-144	
NON-CORE & ELECTIVES	SPEECH	1-6	0.5
	MUSIC	1-6	0.5
	COMPUTER SCIENCE	1-11	1.0
	PERSONAL FINANCE	6-11	0.5
	HEALTH	1-6	0.5
	ELECTIVES		3.5
	WA STATE HISTORY REQUIREMENT		MET
P.E.	PE 9-12		2.0
TOTAL PROJECTED CREDITS			24.5

This track is ideal for students who:

- Plan to attend a junior or community college.
- Intend to pursue training at a trade or technical school.
- Wish to secure employment directly after graduation.
- Need a flexible or lighter schedule to complete requirements or participate in outside programs.

HONORS DIPLOMA

The Honors Diploma Track provides advanced recognition for students who demonstrate academic excellence.

Students who excel in the A.C.E. program and advance to high school-level, credit-earning PACEs before 9th grade, or who complete core curriculum quickly with accuracy, may be placed on this track by default.

To qualify for the Honors Diploma, students must:

- Maintain a high school average of at least 94 percent
- Achieve one of the following minimum standardized test scores:

ACT: 22 or higher

SAT: 1100 or higher (combined Evidence-Based Reading/Writing and Math)

Testing is not provided or facilitated on the LCA campus. Students and families are responsible for registering with a certified testing provider or proctor, completing the exam, and submitting official documentation of scores. LCA will then forward the documentation to A.C.E. for acceptance and approval.

	COURSES REMAINING	PACEs	CREDIT
MATH	ALGEBRA I	97-108	1.0
	GEOMETRY	109-120	1.0
	ALGEBRA II	121-132	1.0
	TRIG/PRE-CALCULUS	133-136; 11-16	1.0
ENGLISH	ENGLISH I	97-108	1.0
	ENGLISH II	109-120	1.0
	ENGLISH III	121-132	1.0
	ENGLISH IV	133-144	1.0
	ENGLISH COMPOSITION II	1-10	1.0
WORD BUILDING	ETYMOLOGY	97-108	1.0
SCIENCE	BIOLOGY	97-108	1.0
	PHYSICAL SCIENCE	109-120	1.0
	CHEMISTRY	121-132	1.0
	PHYSICS	133-144	1.0
SOCIAL STUDIES	WORLD GEOGRAPHY	97-108	1.0
	WORLD HISTORY	109-120	1.0
	AMERICAN HISTORY	121-132	1.0
	US CIVICS/ECONOMICS	133-144	1.0
BIBLE	NEW TESTAMENT SURVEY	97-108	1.0
	OLD TESTAMENT SURVEY	109-120	1.0
	NEW TESTAMENT CHURCH HIST. (OR)	121-132	1.0
	LIFE OF CHRIST	133-144	
NON-CORE & ELECTIVES	FOREIGN LANGUAGE (SAME LANGUAGE)		2.0
	SPEECH	1-6	0.5
	MUSIC	1-6	0.5
	COMPUTER SCIENCE	1-11	1.0
	PERSONAL FINANCE	6-11	0.5
	HEALTH	1-6	0.5
	ELECTIVES		3.5
	WA STATE HISTORY REQUIREMENT		MET
P.E.	PE 9-12		2.0
TOTAL PROJECTED CREDITS			28.0

This track is ideal for students who:

- Plan to attend a four-year university after graduation.
- Consistently maintain a high GPA and academic balance.
- Excel in their coursework and complete PACEs quickly with accuracy.
- Are motivated to pursue advanced recognition for academic achievement.

Families with questions about requirements, eligibility, or the testing process should contact their academic advisor for guidance.

VOCATIONAL DIPLOMA

If a student is unable to complete one of the standard Courses of Study, a Vocational Course of Study may be prescribed. This track is designed for students who intend to enter the workforce immediately after high school, enroll in a trade or technical school, or possibly attend a junior or community college (often with remedial coursework required). The Vocational Track typically does not meet the admission requirements for four-year universities.

Students enrolled at LCA on the Vocational Track may be awarded high school credit for PACEs completed below the standard high school level (PACE 1097). If a student transfers out of LCA prior to graduation, acceptance of vocational credits as high school credit will be at the discretion of the receiving school. LCA can not guarantee that Vocational course credits are transferable or accepted outside of the A.C.E. program.

Students must complete at least through PACE 1096 in every subject and meet all minimum credit requirements for graduation. Courses will be assigned based on diagnostic testing and demonstrated academic ability.

This track is recommended for students who:

- Plan to secure employment directly after graduation.
- Wish to enroll in a trade or technical program.
- May attend a junior or community college with remedial work required.

	COURSES REMAINING	PACEs	CREDIT
MATH	MINIMUM OF 48 PACEs AS DIAGNOSED		4.0
ENGLISH	MINIMUM OF 48 PACEs AS DIAGNOSED		4.0
WORD BUILDING	MINIMUM OF 48 PACEs AS DIAGNOSED		4.0
SCIENCE	MINIMUM OF 48 PACEs AS DIAGNOSED		4.0
SOCIAL STUDIES	MINIMUM OF 48 PACEs AS DIAGNOSED		4.0
BIBLE	NEW TESTAMENT SURVEY	97-108	1.0
	OLD TESTAMENT SURVEY (OR)	109-120	1.0
	NEW TESTAMENT CHURCH HIST. (OR)	121-132	
	LIFE OF CHRIST	133-144	
NON-CORE & ELECTIVES	COMPUTER SCIENCE	1-11	1.0
	HEALTH	1-6	0.5
	ELECTIVES OR CORE SUBJECTS <1097		2.5
	WA STATE HISTORY REQUIREMENT		MET
P.E.	PE 9-12		2.0
TOTAL PROJECTED CREDITS			~26.0

ACADEMIC PROJECTION

Each LCA student enrolled in 9th level or higher will receive an Academic Projection each year from the Academic Advisor. This projection is based on one of the four courses of study offered by LCA and determines the diploma type the student will earn. The course of study is selected collaboratively by the Academic Advisor, parent, and student while meeting both Academy and A.C.E. requirements.

After the course of study is chosen, the Academic Advisor will issue the student's Academic Projection. This document lists all courses required for graduation, the minimum PACEs to be completed for the year, and any previously earned credits accepted by LCA. The projection is updated annually after re-enrollment to reflect the student's progress. Once signed, it serves as a contract between the student, parent, and Academy, and graduation is based on the most recently signed projection.

ACADEMIC PROJECTION (TYPICAL GRADUATION) (As seen at enrollment)									
Student Name: <u>Mark Taylor</u>		Projected HS Grad Year: ☐ 2024 ☐ 2025 ☒ 2026 ☐ 2027			Advisor Initials: <u>MT</u>				
SUBJECT	LCA COURSE OPTIONS	PACE LEVEL	# OF PACEs	PACEs REQUIRED THIS YEAR TO BE ON TRACK	YR DONE	PREVIOUSLY COMPLETED PACEs / LCA CREDITS	UNITS	READY FOR NEXT	
MATH	Foundations of Mathematics	1-11	10	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.0	☐	
		12+			In Progress				
ENGLISH	English I	1-11	10	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.0	☐	
		12+			In Progress				
HISTORY	U.S. History	1-11	10	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.0	☐	
		12+			In Progress				
SCIENCE	Biology	1-11	10	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.0	☐	
		12+			In Progress				
WORLD LANGUAGE	Spanish I	1-11	10	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.0	☐	
		12+			In Progress				
FINE ARTS / HEALTH	Fine Arts Appreciation	1-6	2	☐ ☐	Completed		0.5	☐	
	Health	1-6		☐ ☐	In Progress				
ELECTIVES	Electives	1-11	15	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		1.5	☐	
		12+			In Progress				
BIBLE	Bible	1-14	14	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	Completed		2.0	☐	
		15+			In Progress				
PE / FITNESS	Physical Education	1-2	2	☐ ☐	Completed		0.0	☐	
TOTALS			73	MINIMUM PACEs PER YEAR (AS DETERMINED BY ACADEMIC ADVISOR)		TOTAL UNITS		8.0	

Parent/Guardian Signature: _____ Date: _____ Student Signature: _____ Date: _____

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Any changes to an Academic Projection require a conference with the Academic Advisor and student's Supervisor. For students who are dual-enrolled, no modifications may be made without A.C.E. approval, and change fees may apply.

LCA encourages all students to strive for the highest level of achievement possible, even if this requires additional time. The Academic Projection ensures accountability and clear expectations while supporting each student in meeting

their goals and successfully completing their chosen course of study.

GRADUATION

Graduation from LCA is determined by achievement, not chronology. The A.C.E. Curriculum is designed to enable a student to complete the graduation requirements on a schedule commensurate with ability. Some students may complete the graduation requirements for LCA earlier than others. Time is not the deciding factor with LCA; learning is. Therefore, students will not receive an LCA diploma until they have met all academic requirements, completed the prescribed course of study from their academic advisor, and paid all fees.

Upon completion of the most recently signed Academic Projection, the student can earn a high school diploma. A formal ceremony is held each year for all LCA graduating seniors who choose to participate.

Extracurricular Activities

At LCA, we believe that learning extends beyond the core classroom curriculum. Enrichment courses, sports, and clubs provide students with opportunities to explore new interests, develop their talents, and build character through teamwork and creativity. These activities are designed to challenge students, encourage community, and help them grow in both skill and spirit.

- All enrichment courses, clubs, and other activities require registration, completion of required forms, parent meetings, supplies, and compliance with any guidelines set by the activity leader. Failure to follow procedures may result in loss of participation privileges.
- All fees are non-refundable.
- LCA and course instructors reserve the right to remove a student from an enrichment course or extracurricular activity at any time. Students who fail to maintain academic balance or demonstrate right behavior may lose eligibility to participate in activities outside of the Learning Center.

ENRICHMENT COURSES

Students at LCA may take courses beyond the required A.C.E. PACE curriculum. These subjects are designed for enrichment and provide additional challenges to students who complete their core curriculum quickly.

- Adding these courses is not recommended for students who are just starting in the A.C.E. program or would benefit from having more time in the Learning Center for academics.
- Age restrictions may apply. Available courses are subject to change each semester.
- Enrichment costs vary by course and may be a one-time fee or a monthly fee. Additional costs for equipment and supplies may apply.

CLUBS & ACTIVITIES

- In addition to enrichment and sports, LCA offers a variety of clubs and activities.
- New clubs and groups may be added throughout the year.

LCA SPORTS

Announcements regarding available sports, sign-up deadlines, and requirements will be posted prior to the start of each season.

- All sports require proper registration, payment of fees, and completion of all posted gear

and supply requirements. Failure to meet these requirements may limit a student's ability to participate.

- Attendance at practices and games is required. Consistent attendance may determine a student's eligibility to play or remain on the team.

BEHAVIORAL EXPECTATIONS

- Participation in sports is a privilege. Students are expected to demonstrate Christ-like attitudes, good sportsmanship, and respectful behavior at all times.
- Students must follow all LCA school rules while representing the school in practices, games, and events. This includes language, conduct, and interactions with coaches, teammates, referees, and opposing teams.
- Unsportsmanlike conduct: including taunting, disrespectful gestures, arguing with referees, or poor attitude, will not be tolerated and may result in removal from practices, games, or the team.
- Students are expected to honor and respect all facilities, schools, and organizations we visit. This includes following directions, cleaning up after themselves, and being courteous guests.

TRAVEL & REPRESENTATION

- Students traveling for away games are expected to remain with the team and follow the instructions of their coaches and chaperones.
- Students represent LCA at all times during travel. This includes behavior on buses, in vehicles, and while visiting other schools or venues.
- Appropriate dress and conduct are required when traveling as a team. Coaches may set additional expectations for uniforms or travel attire.

Field Trips

PARTICIPATION & EXPECTATIONS

- Field trips are considered a required part of the academic program unless otherwise noted. Students are expected to attend and participate.
- Students must remain with their assigned group and chaperone at all times. Parents must notify the office in advance if a student is unable to attend. Absences and missed time will follow the regular attendance policy.
- Field trips are a representation of our school. Offensive, destructive, or inappropriate behavior of any kind will not be tolerated.
- Students are not permitted to drive themselves or others to or from field trips.

DRESS CODE

- Please follow the dress guidelines posted for each field trip.
- When jackets and coats are recommended in cold or wet weather, no offensive or inappropriate graphics, images, or logos are permitted.
- Students who do not follow the posted field trip dress code guidelines may be excluded from participation.

COSTS & DEADLINES

- Costs for field trips are not included in tuition or fees. All costs will be posted for each field trip.
- In order to organize field trips and activities, LCA must meet the deadlines and requirements of each venue.
- Registrations, sign-ups, and payments are due by the posted due date.
- LCA is not responsible for students missing activities or events due to missed deadlines.

PROPERTY & BELONGINGS

- Students should not bring personal items, toys, phones or electronics unless specifically permitted, including students whose parent is acting as a chaperone for the field trip.
- LCA is not responsible for lost, stolen, or damaged items on field trips.

ADDITIONAL ATTENDEES

- Some field trips will not allow siblings or non-student attendees. Please respect all posted information regarding eligibility. When siblings are permitted, the details will be posted with the field trip information.

KINDERGARTEN

- Kindergarten students must have a parent or guardian chaperone attend with them. Any exceptions to this requirement will be clearly posted with the field trip details.

DRIVERS & CHAPERONES

ROLE & RESPONSIBILITIES

- To ensure the safety of all students, all chaperones & drivers must complete a background check before serving. This process must be redone each school year.
- Chaperones serve as representatives of LCA and are expected to model Christ-like character, kindness, and respect.
- Chaperones must actively supervise the students assigned to their group and remain with them at all times.
- Chaperones are responsible for helping enforce LCA rules and ensuring students follow trip expectations.

CONDUCT & EXPECTATIONS

- Chaperones are expected to follow the directions of the LCA staff member leading the trip.
- Smoking, vaping, alcohol, or other prohibited substances are not permitted on any LCA field trip.

SAFETY & TRANSPORTATION

- Chaperones transporting students must have a current driver's license, insurance, and cleared background check on file with the office.
- Drivers must ensure all students are properly secured in seat belts or car seats as required by law.
- Chaperones should immediately report any concerns, injuries, or disciplinary issues to LCA staff.

CONFIDENTIALITY & RESPECT

- Chaperones must respect student confidentiality and avoid discussing student behavior or personal information outside of the trip.
- Chaperones should treat all students with fairness, avoiding favoritism toward their own child.

PHOTOS AND MEDIA

- All students, staff, and additional attendees on any field trip may be included in photos and videos for the purpose of the LCA yearbook, social media, or any other media.
- We love having a variety of photos to choose from for our LCA yearbook. We encourage all parents to take photos to submit to our yearbook via the link/email sent out.
- Please do not post photos including other students, staff, or other attendees on non-LCA social media or public pages without consent.

INCENTIVES & AWARDS

MERITS



The use of positive incentives is helpful in motivating students and reinforcing positive behaviors and actions. One positive incentive is the use of Merit Certificates. The Supervisor may reward a student with Merits for academic achievement such as memorization or exemplary test scores. The Supervisor may also give discretionary merits for class/school 100% attendance or demonstration of

effort “above and beyond the call of duty.”

The Merit Store where students may exchange their earned merits for rewards is held at the end of each semester. LCA accepts donations of new and like new games, toys etc. year round for the Merit Store.

CONGRATULATIONS! SLIPS

Every time a student receives a PACE star, they are given a "Congratulations!" slip which they take to their parents to inform them of their achievement. “Congratulations!” slips also indicate how many PACEs have been completed in each subject. Students should be completing no less than 3 PACEs per subject per quarter. Parents have an excellent opportunity at this time to encourage and compliment their child.

CONGRATULATIONS		
Student:	Emma Johnson	Completed on: May 20, 2024
has successfully completed the following PACE(s):		
Subject (and PACE No.)	Score (%)	Amount of PACEs
Math – PACE 1071	96	1
English – PACE 1055	92	1
History – PACE 1042	90	1
Science – PACE 1063	94	1
		Total PACEs Completed: 4
Great job! Keep up the excellent work!		Supervisor Signature: <i>Michael Thompson</i>

QUARTERLY HONOR ROLL

A student can qualify for Quarterly Honor Roll by completing and passing 3 PACES in each core academic subject each quarter and maintaining an overall average score of 88-100%.

- Honor Roll A: 94-100%
- Honor Roll B: 88-93%

Additionally, students must say their monthly Bible verse by the due date.

Participation and choice of quarterly awards are determined at the Learning Center level. Your student's Supervisor will send home the information for your student's class's participation and incentives

END OF YEAR AWARDS

Each May, students in grades K–12 are recognized at the LCA Awards Night. In order to receive awards, students must be present at the ceremony.

While academic achievement is celebrated, LCA places a special emphasis on the development of Godly character. Every student who attends the ceremony will be honored with a certificate highlighting a character trait demonstrated during the school year.

In addition to character awards, a variety of academic and achievement awards may be presented, including:

- Highest PACE Average
- Most PACEs Completed
- Yearly Honor Roll
- Christian Character Award

Eligibility for awards requires ceremony attendance and satisfactory attendance records throughout the school year.

Awards Night is not only a time of recognition, but also a celebration of the spiritual, academic, and personal growth of each student. By honoring both character and achievement, LCA seeks to encourage students to pursue excellence in every area of life.

YEARLY HONOR ROLL

A student can qualify for Yearly Honor Roll by completing and passing 12 PACEs in each core academic subject and maintaining an overall average score of 88–100%.

- Honor Roll A: 94–100%
- Honor Roll B: 88–93%

Additionally, students must say their monthly Bible verse by the due date.

Yearly Honor Roll certificates are awarded to students grades 1st–12th at the end of year Awards Night. Students must be present to receive awards.



Privilege Status

A student may earn additional privileges by showing responsibility for their academic success, exhibiting a right attitude, and demonstrating their willingness to go above and beyond the minimum requirements.

APPLICATION FOR PRIVILEGE

Students who believe they have fit/filled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privilege on the Thursday preceding their desired week of privilege.

They should complete the form and submit it that day. On Monday, the Supervisor will present the privilege status card for the student to display in their office for that week. Each level of Privilege requires a minimum number of passed tests for the current week of school. See the chart below:

The form is titled "APPLICATION FOR PRIVILEGE" in large, bold, green letters. It contains several sections for student information and requirements. At the top, there are fields for "Student's Name" and "Week Beginning". Below these are "Level Desired" (with options A, C, E) and "How many total academic stars do you have this quarter?". A section titled "Have you met these requirements?" lists four items: "Scripture Memorized", "Oral Report (C)", "Book Report (E)", and "Benevolent Service (E)", each with YES/NO options. To the right is a large "Activity" field. Below the requirements are fields for "Date", "Place", and "Verified by". A horizontal line separates this from the bottom section, which includes "Requirements Met" (with "Academic Balance" and "Detention Limit" options), "Level Granted" (with options A, C, E), and a "Principal/Supervisor Signature" line. The form features a green background with white text and a small globe graphic on the right side. At the bottom left, it says "©2004 Accelerated Christian Education, Inc. All rights reserved. 10-18" and at the bottom right, "368".

Total PACEs to be completed by end of week to earn privileges the following week:

To earn...	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
"A"	2	4	6	8	10	12	14	16	18
"C"	3	5	8	10	13	15	18	20	22
"E"	3	6	9	12	15	18	21	24	27

A student must achieve academic balance, have recited the previous monthly Bible verse by the due date, and have accumulated no detention time the week prior to apply for privilege status. These and additional requirements are listed for each level of privilege on the following page.

A STUDENT MUST WORK CONSISTENTLY IN EACH CORE SUBJECT TO ACHIEVE OR MAINTAIN ACADEMIC BALANCE.

ACADEMIC BALANCE IS REQUIRED TO ACHIEVE PRIVILEGE STATUS AND HONOR ROLL.

“A” PRIVILEGE

RESPONSIBILITIES:

- Maintain academic balance and meet passed Test requirements
- Accumulate no detention time the previous week
- Memorize previous month's Bible selection by due date

BENEFITS:

- May receive 5-minute extended break(s)
- May read approved literature, engage in approved break area activities

“C” PRIVILEGE

RESPONSIBILITIES:

- Maintain academic balance and meet Test requirements
- Accumulate no detention time the previous week
- Memorize previous month's Bible selection by due date
- Present an oral report every four weeks (see Supervisor for details)

BENEFITS:

- May engage in approved break area activities
- May serve on approved projects (errands and teacher helper)
- May be out of seat (in Learning Center) and score without permission

“E” PRIVILEGE

RESPONSIBILITIES:

- Maintain academic balance and meet Test requirements
- Accumulate no detention time the previous week
- Memorize previous month's Bible selection by due date
- Present a book report every four weeks (see Supervisor for details)
- Be available for participation in school activities (chapel, assembly, etc.)

- Engaged in community service on a regular basis (i.e. music, visiting widows/widowers/shut-ins, church related ministries)

BENEFITS:

- May receive extended breaks
- May read approved literature, engage in approved Game Area activities
- May serve on approved projects (errands and teacher helper)
- May be out of seat and score without permission
- May participate in any other added benefits as opportunities become available

Please be advised that all requirements are the same for all Learning Centers and levels. However, the benefits of each level may differ from this list depending on level, Learning Center, and availability. Please contact your student's Supervisor if you have any questions.

LCA ARTICLES OF FAITH

Each member of the School Board, each employee of Legacy Christian Academy, and at least one of the parents/guardians of each enrolled student must annually unreservedly affirm in writing to the following Statements, collectively called “Articles of Faith”:

Doctrines/Statement of Faith

1. **Holy Scriptures:** We believe that the Holy Scriptures, consisting of the Old and New Testaments, are fully inspired by God, and is infallible and without error in its original manuscripts. The Bible is the absolute and supreme source and authority in matters of faith and life.
2 Tim. 3:16-17 | 1 Thes. 2:13 | 2 Pet. 1:21 | Rom.16:25-26
2. **God:** We believe in one eternal, almighty, and perfect God — one divine essence, eternally abiding in three Persons: the Father, the Son and the Holy Spirit. God is the Creator of all things that are visible and invisible.
Gen. 1:1 | Deut. 6:4 | Is. 43:10-11 | Mat. 28:19 | 1 John 5:7-8
3. **Jesus Christ:** We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in Him being fully God and fully man, in His miracles, in His atoning death, in His bodily resurrection, and in His second coming to the earth in power and glory.
John 1:14 | 1 Tim. 3:16 | 1 Tim. 2:5 | Is. 9:6 | Phil. 2:5-6
4. **Holy Spirit:** We believe the Holy Spirit is God, who dwells in us producing fruit in all believers who are born again, and empowers them for service and witness to the world. Through the Baptism of the Holy Spirit, believers can speak in tongues. We believe that the gifts of the Spirit are active and necessary for the present time.
2 Cor. 3:17 | Gal. 5:22-23 | Rom. 8:9 | 1 Cor. 12:4-10 | 1 Cor. 12:28 | Acts 19:6 | Joel 2:28-29
1. **Salvation:** We believe that the fall and sinfulness of man, resulted in separation from God. Man's only hope for redemption of sins is through the shed blood of Jesus Christ the Son of God. We are saved by grace, through repentance and faith in Jesus Christ: His death, burial, and resurrection. Salvation is a gift from God, not a result of our human efforts.
Gen. 2:17 | Rom. 3:23 | Eph. 2:8-9 | Rom. 10:9-10 | Heb. 9:22 | Acts 3:19
2. **Water Baptism:** We believe that all who have repented and believe in Jesus Christ as Savior and Lord, are to be baptized, at a mature age, by means of full immersion into water, according to the commandment of Jesus Christ. Through water baptism believers proclaim to the world their death to sin and resurrection with Christ to new life.
Matt. 28:19 | Acts 2:38 | Mark 16:16 | 1 Pet. 3:21 | Col. 2:12
3. **The Lord's Supper:** We believe that The Lord's Supper, consisting of bread and the fruit of the vine, is a commemoration of the death of the Lord and is to be done in remembrance of Him until He comes again. The bread and the fruit of the vine are symbols that represent the body and the blood of Christ. This institution is intended for baptized believers.
Matt. 26:26-29 | 1 Cor. 10:16 | 1 Cor. 11:23-25
4. **Marriage:** We believe marriage is defined in the Bible as a lifelong covenant, a sacred bond

between one man and one woman. It is publicly entered into before God and officiated by an ordained pastor.

Matt. 19:4-6 | 1 Cor. 6:9-10

5. **Sanctification:** We believe that sanctification is the ongoing process of yielding to God's Word and His Spirit in order to mature and develop Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a holy life.

1 Thess. 4:3, 5:23 | 2 Cor. 3:18, 6:17 | Rom. 12:1-2 | Rev. 2:11 | 2 Tim. 3:16

6. **Church:** We believe that The Church of Jesus Christ is the universal, spiritual body of believers from every tribe, tongue, and race. It is empowered to fulfill the Great Commission, which is to spread the Gospel and to manifest the Kingdom of God. Every Christian must belong to a local church for fellowship, service, accountability and spiritual growth.

Matt. 16:18 | Eph. 1:22 | Eph. 2:19-22 | Eph. 3:10 | Rom. 12:4-5 | Jam. 5:14-16 | Matt. 16:19 | Heb. 10:25

7. **Prophetic Future:** We believe in the second coming of the Lord Jesus Christ, the resurrection of the saints, the millennial reign, and the final judgment. The final judgment will determine the eternal status, either heaven or hell, for all people.

2 Pet. 3:13 | Mark 14:62 | Matt. 26:64 | Rev. 20:12-14 | Rev. 20:1-6
2.01.2

Initials

Initials

Statement on Marriage and Sexuality

Bible verses: Genesis 1:27-28; Genesis 2:18-25; Exodus 20:14; Matthew 19: 3-12; Romans 1:26-27; 1 Corinthians 6:9-20; Ephesians 5:22-33; Hebrews 13:4.

1. We believe that the term "marriage" has only one meaning and that is "marriage sanctioned by God," which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
2. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one's gender, or disagreement with one's biological gender, is sinful and offensive to God.
4. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the school in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly.

5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Likewise, the Bible condemns all unnatural sexual behavior such as incest, child molestation, homosexual activity, bestiality, and prostitution. It clearly renounces as sinful, behaviors such as adultery, fornication, bisexual conduct, pornography or any attempt to alter one's gender.

Initials Initials

Statement on the Sanctity of Human Life

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

Statement of Final Authority.

Final Authority for Matters of Belief and Conduct

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

Signature & Date

Signature & Date