

# Elementary and Middle School Parent and Student Handbook



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# LENOIR CITY CHRISTIAN ACADEMY

A ministry of First Baptist Church Lenoir City

## Welcome

We would like to welcome you and your child to Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City. Our desire is to create a nurturing and warm environment where your child will feel accepted and loved. It is our goal to maintain small teacher student ratios.

## Mission Statement

The mission of Lenoir City Christian Academy is to partner with parents in the educational and discipleship journey of their children, engaging them in the Bible, establishing a Christian world view, and equipping students to be life-long learners. As a Ministry of First Baptist Church Lenoir City, LCCA fully incorporates and abides the Statement of Faith, which can be found in the LCCA Bylaws and Policy Manual.

## Ministry Statement of Purpose

Lenoir City Christian Academy exists to provide biblically centered and academically appropriate curriculum and instruction with the intention of equipping children to grow “in wisdom and stature, and in favor with God and man” (Luke 2:52). The curriculum, personnel, facilities, and daily operations are all determined with this goal in mind. Lenoir City Christian Academy exists to partner with parents in determining the best course in life for each child and cannot replace the responsibility of parents to raise their children in the home where the love of God is taught and experienced.

Lenoir City Christian Academy addresses educational practices from a Christian perspective by allowing each child the opportunity to begin to understand themselves and the world from a biblical worldview.

This process happens through a variety of academic and developmentally appropriate strategies which include both formal instruction and informal interaction. Formal instruction will include activities such as chapel, classroom academic instruction, and discovery centers. Classroom instruction is driven by the concept of biblical integration meaning that the truths of the Bible are woven throughout all teaching that students may see that all truth is God’s truth. Informal interaction is concerned with the day to day interaction between students and the teacher and peer to peer relationships. Personnel that demonstrate a Christian lifestyle and students that strive to follow an appropriate code of conduct are essential to the success of this

part of education. Lenoir City Christian Academy intends to educate and care for the whole child and includes meeting the needs of each child spiritually, physically, mentally, emotionally, and socially.

## Ministry

An integral part of LCCA is teaching the students about God and his love. LCCA believes in the inerrancy of the Bible. Biblical concepts will be integrated throughout the curriculum. Some students may receive teaching at home or attend church, but for many students this may be the only window of opportunity for the gospel in their lives. It is our responsibility to plant the seeds for a strong foundation for Christian growth.

## Biblical Mandate

“And Jesus grew in wisdom and stature, and in favor with God and man.” Luke 2:52 NIV

## Our Vision

Lenoir City Christian Academy will strive to provide students with Biblical training in the context of academic excellence. Lenoir City Christian Academy will strive to provide a loving and nurturing environment where children are able to thrive.

## School History

First Baptist Church of Lenoir City, TN was founded in the year 1894. The church has been a strong light for Christ in Lenoir City and Loudon County during her years of ministry. In 2001, the church called Dr. Cleo “Jack “Jackson III as senior pastor. Dr. Jackson encouraged the church to expand its influence through a variety of ministries, including Christian education.

In 2001, the Weekday ministry of First Baptist Church became a licensed program through the state of Tennessee. The Weekday ministry grew and included preschool, daycare, after school care, and a summer camp for school age children. The Weekday Ministry maintained an excellent reputation within the community, and also achieved the highest rating (3 Stars) with state licensing.

In 2009, the Children’s Pastor, Dr. Chris Harding, and the Weekday Ministry Director, Ms. Sherry Le Sueur, asked the church to form a feasibility team in order to study the possibility of forming a Christian academy as a ministry of First Baptist Church Lenoir City. After some time of research, review, and prayer, the feasibility team made a recommendation to the deacon body to begin the academy with a kindergarten class with the intention of adding one grade per year. The motivation for beginning the academy was to provide distinctively Christian, academic education with smaller class sizes and more personalized instruction.

The inaugural class of Lenoir City Christian Academy began in the fall of 2010 with seven kindergartners and one teacher. The name was changed from First Baptist Weekday Ministry to Lenoir City Christian Academy in August 2010. Each year since its inception, the school has added one grade per year. In the school year 2018 – 2019, LCCA added the 8<sup>th</sup> grade to complete the elementary and middle school grades.

## Letter to Families

Dear Parents:

Thank you for your interest in Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the policy manual provided in this introductory packet. The policy manual will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the policy manual explain our religious purpose, mission, and beliefs. This school unashamedly believes, teaches, and practices a literal interpretation of the Word of God. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and belief statement. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. This internal conflict could drive a wedge between you and your child, cause your child to negatively judge you as a parent, or force your child to choose between our teaching and what he or she learns at home. We respect your desire to place your child in the best possible learning environment. However we reserve the right to refuse admission to any student that does not hold the same spiritual beliefs as set forth in our Statement of Faith.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truths of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

## Statement on Marriage, Gender, and Sexuality

First Baptist Church of Lenoir City Tennessee and Lenoir City Christian Academy believe:

That God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

That the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

That any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, lesbian, gay, transgender, or queer) is sinful and offensive to God. (Matt 15:18-20); 1 Cor 6:9-10.)

That in order to preserve the function and integrity of Lenoir City Christian Academy as the local Body of Christ, and to provide a biblical role model to Lenoir City Christian Academy staff, students, children, and volunteers and the community, it is imperative that all persons employed by Lenoir City Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

That God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

That every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lenoir City Christian Academy.

## Lenoir City Christian Academy School Board Members

Ben Collins - Chairman

Jeremiah Wampler – Vice Chairman

Bob Ericson

Kelly Moss

Betty Wright

Rev. Chris Harding, PhD, Head of School, Ex Officio

FBC Senior Pastor, Ex Officio

Church Executive – Ex, Officio

Deacon Representative

Lindsey Rogers-Cobb – Parent Representative

## Lenoir City Christian Academy Administration

Academy Headmaster	Rev. Chris Harding, PhD, Head of School
Academy Principal	Melinda McGill
Preschool Coordinator	Jennifer Norwood
After School Care Coordinator	Melinda McGill
Financial Director	Marie Freeman

## Accreditation

Lenoir City Christian Academy is accredited through the Association of Christian Schools International (ACSI). LCCA is accredited Kindergarten – Eighth Grade. LCCA teachers are also ACSI certified.

Accreditation with ACSI engages schools in a vigorous, holistic process of organizational appraisal and improvement that engages every school constituent. Our program is a highly regarded Christian program for member schools. We have partnerships with all of the U.S. regional accreditation agencies and offer joint accreditation with numerous accrediting organizations. Every step in our accreditation process is designed to be useful for driving improvement in private schools.

## School Offices

The main office is the center of operation of the school. Parents must come to the office first before visiting with their child, teacher or principal to sign in. **The Main Office is open Monday - Friday and maintains hours from 7:30 a.m. to 6:00 p.m.**, with the exception of holidays, inclement weather, or school-wide illnesses. All students must be picked up by their dismissal time unless they are enrolled in our after school program or pre-planned activity/club.

## Admission Process

*The following are required to be turned in or completed to finalize admission:*

- Completed application and application fee
- Copy of Birth Certificate
- Tennessee Department of Health School Immunization Certificate (no waivers)
- Copy of most recent report card (1<sup>st</sup> – 5<sup>th</sup> grades, Copy of last two years (6<sup>th</sup> – 8<sup>th</sup> grades)
- Copy of most recent standardized test results
- Completed tour of the facility
- Completed on site interview with an administrator (also required for returning students)
- Enrollment fee:    Kindergarten – Fourth Grade            \$450  
   Fifth Grade – Eighth Grade            \$500

\*If denied, a portion of the enrollment fee will be returned.

- Review and sign Statement on Marriage, Gender, and Sexuality
- Review and sign Statement of Compliance for Parents

When transferring from another school, a student’s academic transcripts must be sent to the school. Students must follow Tennessee state standards regarding age. LCCA does not accept children who have missed the state’s cutoff date. Students will be placed in a grade based upon academic state criteria.

### Acceptance or Denial to the Academy

- Parents will be notified within 2 weeks as to acceptance or denial to the school. Reasons for denial would include but not limited to expulsion from a school, behavior challenges, or the lifestyles or belief systems are inconstant with the school’s religious beliefs or mission as found in the Baptist Faith and Message.

### Kindergarten students

- Kindergarten student must be 5 years old by August 15<sup>th</sup>
- Screening test appropriate for Kindergarten admittance

### Elementary School (Kindergarten – Fifth Grade) Payment Policy 2022 - 2023

<i>New Student Enrollment</i>	\$450	due at enrollment
Technology	\$175	
<i>Continuous Enrollment</i>	\$450	
Tuition	\$5585 Kindergarten	
	\$5315 First – Fifth Grade	

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### Middle School (Sixth Grade – Eighth Grade) Payment Policy 2022 - 2023

<i>New Student Enrollment</i>	\$500	due at enrollment
Technology	\$175	
<i>Continuous Enrollment</i>	\$500	eighth grade is exempt
Tuition	\$5860	

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All tuition and fees are non-refundable.

## Unpaid Fees

Report cards cannot be released if there is outstanding tuition or fees.

## Full Year Payment Discount

A \$200 discount for paying the entire school year's tuition upfront is only available until June 1, or at the time your first tuition payment is due.

## 2<sup>nd</sup> Child Discount

There is a 2<sup>nd</sup> child discount for families who have two children attending K-8th grades. There is no discount on the enrollment fee.

## Additional Fees

### Late Payment Fee:

Late fees of \$20 each, also apply to school year fees 10 calendar days after the due date.

### New Student Application Fee

The application fee is due with submission of application.

### New Student Enrollment Fee

The full enrollment fee is due with submission of application. \$200 late enrollment fee will be added for applications received after July 1. (Families who move to the area are excluded.)

### Continuous Enrollment Fee

Continuous enrollment holds a place for your student for the next academic year and covers enrollment and curriculum costs. The continuous enrollment fee is included in the 12 monthly payments for June-May. If you withdraw prior to January 31<sup>st</sup>, the paid continuous enrollment fee will be credited toward your tuition payment. For withdrawals received after January 31, the continuous enrollment fee will be forfeited.

### Technology Fee

All K-12 students are required to pay this annual fee as an investment in existing and future technology. This fee is included in the 12 monthly payments from June-May.

### Returned Payment Policy

A fee of \$20 will be charged for any returned payment. A 2<sup>nd</sup> returned payment will result in cash only payments.

### Policy for Late Pick-Up

There will be a charge of \$20 for any Kindergarten-Third grade student picked up after 3:05 p.m. and any Fourth through Eighth grade student picked up after 3:35 p.m.

## Non-Discrimination Provision

Subject to the Constitution of the United States and all applicable state and federal laws, LCCA 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, LCCA does not discriminate in its employment practices.

## Attendance Policy and Procedures

- You will be given a yearly calendar to follow
- Hours are from 8:15am - 3:00pm (3:30pm)
- A pattern of late arrival or late pick up may result in the termination of your child.
- School begins at 8:15 a.m. Arrival after 8:30 a.m. is considered tardy. Students who are tardy after 9:00 a.m. must go to the school office to be admitted, not to the classroom.
- Arrival at 10:30 a.m. or later is considered ½ day absent, not tardy.
- Excused absences include illness (Doctor's statement required) or death in the family.
- A parent note is acceptable up to 5 days per school year. Compliance with the state of Tennessee mandate.
- Unexcused absences may result in grading reductions where assignments were not completed.
- Each student's attendance is part of the permanent record.

It is the desire of LCCA to have a flexible, working partnership with all families in the Academy. Please discuss absences and missed work with your child's teacher and the administration so we can best meet his or her needs.

## Transportation, Arrival and Dismissal

### Drop off and Pick up

Drop off will be located at the back of the building where the covered awning is located. Students may be dropped off as early as 7:30am. Students will go to the KidStuf Theater/Cafeteria where our staff will watch students until they are dismissed to their classrooms at 8:10am. Never leave your child in a classroom without a teacher present. Anyone picking up your child must be designated on your child's transportation plan. No one under the age of 16 is allowed to pick a child up. Pick up time is 3:00pm.

Students will dismiss at the back of the building. Parents will drive to the covered awning. Parents will place a sign in their car window so teachers can see which student is being picked up. Students will be called out to be dismissed.

## Unscheduled School Closings and Delays

We will send out a text and/or email if we are closing school due to inclement weather. You can also check the Lenoir City Christian Academy Facebook page. Please use discretion in inclement weather. If we choose to open, we will give your child an excused absence if you do not feel that it is safe to travel. Your child will be able to make up school work at home in the case of an excused absence.

## Parking

Parents may park in designated parking spaces alongside the education building. Please do not park in the handicap spaces due to families in need of those parking areas. Please do not obstruct the entrance, double park, or otherwise hinder the flow of traffic. Never leave your engine running while you bring your child into the building. It is our policy that small children may never be left unattended in your car while in the building. You could compromise your child's enrollment by doing so.

## Separation

Our staff is prepared to help with your child's separation. Parents need to drop off and leave promptly as not to hinder the day's schedule.

## Unauthorized food, toys, games, etc.

We ask that you not send electronics, toys, snacks, gum, candy, etc. All unauthorized items must remain at home. There are days teachers will allow students to bring in something for an activity or free time. Please check with your child's teacher for details. If a student brings an unauthorized item, the teacher has the ability to confiscate it until the end of the day or send it to the front office to pick up at the end of the day.

## Policy for Student's Electronics

Electronic devices include cell phones, iPods, iPads, tablets, Chromebooks, and e-readers. With technology increasing, LCCA wants students to learn to use these devices properly. If instructed by a teacher, students may use electronic devices for educational purposes during class time.

## Cell Phone Policy for Students

The use of cell phones in any matter during the school instructional day is not allowed unless authorized by a school administrator or the current classroom teacher. It is a student's responsibility to ensure that his/her cell phone is turned off completely and kept out of sight during the school day. A student is personally and solely responsible for the security of his/her cell phone. LCCA will not assume responsibility for theft, loss or damage of a cell phone.

Students in grades Preschool – 5<sup>th</sup> Grade are not permitted to carry cell phones to school. Students in 6<sup>th</sup> – 12<sup>th</sup> grade may possess cell phones.

### Consequences for Student Misuse of Electronic Devices

First offence—Device will be held by the faculty member. The student may collect the device at the end of the school day

Second offence—Device will be held by the school office. The parent must collect the device from the office at the end of the school day.

Third offence—Device will be held by school administration. The parent must collect the device from the office at the end of the school day.

## Lunch

### Lunch Fees

All catered lunch orders and payments must be made online.

### Catered Lunch

All meals will be served with fruit, chips, and milk. All orders will be placed and paid for online through our website. We must receive your order by Sunday at midnight for your child to have school lunch for the week. You may order as often as you like. A different restaurant is used each day. You should receive an attachment giving more information on the menu items and the cost.

### Packed Lunch

Students are welcomed to bring a packed lunch from home. Students need to bring a nutritious lunch. Use only plastic containers (no glass). Milk will be furnished at no additional cost. We use the ½ pint cartons from Mayfield in 2% white and chocolate. Soda and candy are not allowed. All lunches must be ready to serve. We do not heat lunches. Breakfast must be eaten before arriving. Be sure we are aware of any food allergies. Students are not to share or exchange lunch items due to food allergies. Water bottles are allowed. Water bottles must be in a sealed container to help prevent spilling.

## Health and Medication

### Health Issues

Students must be free of fever, vomiting, or diarrhea for 24 hours before they are allowed to return to school. Students should be free of any contagious diseases. Please notify the office if your child is diagnosed with a contagious disease so other parents can be informed. If a student has a special health problem, these should be discussed with the teacher.

## Medication

Medication may be administered at LCCA under certain guidelines. Medication approval must be made through the main office. Medication will only be administered in the office (cannot be given by a teacher). Medication will only be given on a short term basis (e.g. antibiotic). Medication will only be given to a student who is in the center 6 hours or longer. Medication may not be approved over the phone. Medication form must be completed accurately with parent signature for medication to be given.

If a middle school student's parent or guardian completes a form for Administration of School Supplied Acetaminophen (Tylenol) and Ibuprofen (Motrin) for Middle School and High School Students, the academy is able to provide short term medication. The parent will give permission to authorized school staff to give their child acetaminophen (Tylenol) or ibuprofen (Motrin) when determined to be needed for headache, menstrual cramps or tooth/orthodontic pain. The student will be able to receive 5 doses throughout the school year. When 5 doses have been given the parent will be notified.

## Teacher Parent Conferences

A Teacher Parent Conference will be scheduled twice a year, after the first six weeks and after the fourth six weeks. Parents may request a conference at any other time during the year, if desired.

## Campus

Lenoir City Christian Academy has a comprehensive campus. Students have access to a library, indoor gym, playground, courtyard, blacktop, soccer fields, lunch room, theater stage, and auditorium.

## Academic Policies

### Curriculum

LCCA utilizes several resources that compose our total curriculum plan for students. Our commitment is to use resources that integrate Scripture into academic learning as much as possible. We use textbooks and consumables from Purposeful Design (ACSI), ABeka Books, Bob Jones Press, as well as other publishers. In class, we typically use the English Standard Version of the Bible for all of our Bible teaching, activities, and chapel.

### Grading Policies

Report cards are sent home the Thursday after each six weeks. These should be signed and returned to the school, promptly. At the end of the year, report cards are sent home before the last day of school, and they are to be kept by the parents.

## Grading Scale

<b>A</b>	<b>100 – 93</b>
<b>B</b>	<b>92 – 85</b>
<b>C</b>	<b>84 – 77</b>
<b>D</b>	<b>76 – 70</b>
<b>F</b>	<b>69 - 0</b>

## Academic Recognition

### End of the Year Award Ceremony:

Students will be recognized for their accomplishments in academics as well as character awards at the end of the school year at our award ceremony. During this award ceremony, we will hold our eighth grade graduation.

## Tutoring/Individual Help

LCCA has teachers that are willing to help students in areas for improvement and homework help. LCCA also has volunteers to help pull out student to give additional assistance in struggling areas.

## Student Evaluation

Lenoir City Christian Academy students are evaluated formally and informally on a weekly basis by their classroom teacher.

In the spring semester, students will be evaluated through the TerraNova standardized testing. *TerraNova 3* reflects diligent dedication to the highest technical standards. It leverages the most current innovations in measurement methodology. The result is a valid, reliable assessment that meets rigorous psychometric standards. This ensures that results accurately measure and report your students' performance relative to the latest national norms. TerraNova 3 features norms from a national empirical study that offers the most current and accurate achievement comparisons between groups of students. ACSI norms are also available.

*TerraNova 3* content is closely aligned to state standards and those promoted by national teacher associations. It is also aligned to the framework of the National Assessment of Educational Progress.

### Content Area Standards Alignment:

- Reading—International Reading Association and National Council of Teachers of English

- Mathematics—National Council of Teachers of Mathematics
- Science—National Science Standards and Frameworks
- Social Studies—National Council for the Social Studies
- The Bible Assessment Subtest of the ACSI Edition of *TerraNova 3* allows Christian school educators to assess and demonstrate how much biblical knowledge students have acquired.

Also included in the ACSI edition are five PLUS Tests, which are designed to provide the school with baseline and diagnostic data in these areas:

- Word Analysis
- Language Mechanics
- Vocabulary
- Math Computation
- Spelling

## Technology

Technology plays a significant role in curriculum development. Our commitment is to maintain a healthy and helpful use of technology in academics, but not to let technology determine our academic standards. We utilize Chromebooks, tablets, Apple TVs, interactive boards, and other media resources to engage our students in learning at appropriate age levels and limits. Familiarity with technology advancements is a necessity for our students, and we commit to assisting them with a proper balance of traditional teaching methods along with technology.

## Security

Parents will be given a Parent Pass at time of enrollment. The pass grants entrance into the building. The pass does not allow student pickup. Anyone picking a student up must be on the authorized release form. Parents must check in with the office if entering the school during the day. We have security cameras on the outside of the building as well as the hallways.

## Parent Pass

Parents will be given one set of laminated parent passes at time of enrollment. Parents must present the pass to have access to the building. The Parent Pass only gives access to the building. It does not give access to children. Parents have the option to purchase additional passes for \$2.00 each.

## Uniforms

Purpose: LCCA instituted a uniform dress code for the sake of glorifying God through modest dress, academic excellence, and restraint from materialism. LCCA expects students to dress in

conformance with one's biological sex. The spirit of the following guidelines is intended to be helpful to the educational and discipleship journey of each student and not as legalistic or punitive restrictions.

### Basic Student Uniform Guidelines

1. A collared, LCCA logo shirt obtained through the academy office or website must be worn on Mondays during school hours. The shirt may be long sleeve or short sleeve.
2. Tuesday through Friday a plain, solid colored, collared shirt must be worn either in navy, burgundy, grey, or white. Shirts may be a short or long sleeve collared polo, turtleneck, sweatshirt or button down. No tank tops. Students may also wear a LCCA collared shirt, or LCCA screen printed t-shirt or sweatshirt. Shirts should not be too loose, too tight, or too revealing. Fridays are more casual with allowing school colored t-shirts.
3. A navy LCCA logo polo shirt or LCCA screen printed t-shirt will be worn for field trips, depending upon the occasion.
4. Pants, shorts, or skirts must be plain denim, khakis, navy, or LCCA's plaid. They should not be tight or skinny in fit nor may they be ripped, torn, jeweled, or glittery. The length of shorts or skirts must reach the fingertips of the students with their hands fully extended by their sides. Leggings or stretch pants are not allowed unless they are worn under shorts or skirts that meet appropriate length.
5. Shoes should be closed toed or relatively plain. No flip-flops or sandals except for special occasions designated by the school.
6. Sweaters, hoodies, and other layered clothing worn over uniforms must be in school colors. The school logo is not required on outerwear.
7. Coats and jackets are at the discretion of the parents, but should reflect the spirit of the uniform purpose, that is to be modest and not a disruption. Any outerwear worn inside must be school colors.
8. Hair bows, ribbons, and barrettes should also respect the uniform purpose. Hats and other cold weather gear are allowed during inclement and cold weather.
9. When in doubt of clothing choice for LCCA, please discuss concerns with the administration.

### Uniform Order Information

#### Land's End

LCCA Families can go to [landsend.com/school](https://landsend.com/school) and create or sign in to their account. Families can find LCCA by using the Preferred School Number Search: 900172503. You can also call 1-800-469-2222 and a team of consultants are available 24/7 for assistance.

#### LCCA Store

LCCA places orders with an in-house company 2 times a year. Please ask the school office for an order form and when the next order will be due.

## Conduct & Discipline

Discipline is the training of a student to instill character development. This training is to help the student develop a pattern of Christian behavior to produce self-control, to internalize values, and to give the student a moral compass.

Lenoir City Christian Academy, a ministry of First Baptist Church Lenoir City, believes in the inerrancy of the Bible. Decisions will be based upon Biblical principles.

Effective discipline is one of the important functions of any school

### Expectations-

- Students should show Christ-like behavior and honor authority.
- Students should demonstrate respect to LCCA's faculty and staff (Romans 3:2)
- Students should demonstrate respect to fellow students (Ephesians 4:29, 32)
- Students should be respectful to LCCA property and property of others.

A parent who has a question concerning the decisions of any teacher should call the teacher to set up an appointment and discuss the matter with the teacher. Parents should not plan on discussing anything with the teacher in drop-off, pick-up lines, hallways, lunch, etc.

### Matthew 18 Principle

In Matthew 18:15-20, we find guidelines on how to handle situations by biblical procedures. "Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained a brother. But if he will not hear thee, then take thee one or two more, that in the mouth of two or three witnesses every word may be established." – Matthew 18:15-16

All infractions will be judged on an individual basis depending on the situation and intent. There are some behaviors that are more serious than others and may require immediate attention. We reserve the right to deviate from the discipline policy if deemed necessary by the situation.

Each teacher determines their specific rules and consequences designed for the age of children in the classroom. Teachers have many options to handle disciplinary issues within the classroom. Each classroom management plan has a point when the principal becomes involved in the disciplinary actions.

The following conduct will be referred to the Principal immediately:

- Any act, written, verbal, or physical which intimidates, threatens, degrades, or disgraces another person.
- Bullying

- Fighting
- Inappropriate use of Social Media
- Inappropriate touching
- Open defiance or disrespect of school personnel
- Theft
- Academic dishonesty
- Leaving a building without permission
- Possession of drugs or alcohol
- Possession of a weapon

## Bullying

Bullying is unwanted aggressive behavior which may be perceived as a threat. Bullying may include actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group with intent to emotionally impose hurt.

## Administrative Discipline Policy

### Levels of Consequences

#### *1st Level- Minor Infraction*

(Insubordination, disruptive classroom behavior, disrespect to a student, inappropriate language, and other similar offenses.)

The principal will have counseling and prayer with the student and may remove student from the classroom for a short-time period. If deemed necessary, detention may take place during recess or lunch. Parents will be notified ahead of time, if a student is to receive detention. Student will be guided in scriptural reflection through writing or conversation, for example an apology letter. Student will also finish any incomplete assignments.

#### *2nd Level- Major Infraction*

(Academic dishonesty, bullying, threats, lying, sexual harassment, fighting, disrespect of school staff, theft, defacing school or personal property, profanity/offensive language or materials, sexual immorality, drugs, alcohol, tobacco, leaving campus, and other similar offenses.)

The principal may desire to have a counseling of the student, prayer with the student, conference with parents, removal from the class for a time period and/or require in-school or out-of-school suspension depending on the severity and/or reoccurring nature of the infraction.

## In-School Suspension

If in-school suspension becomes necessary, parents will be notified. Suspension is determined by the LCCA administration. There will be charge of up to \$50 to compensate the teacher supervising in-school suspension for their time. Students are required to make up any work missed in class, but may be subject to a late penalty grade. The student will receive attendance credit for the day.

## Out-of-School Suspension

Due to repeated and/or serious disciplinary infractions, out-of-school suspension may be assigned. Students are required to make up any work missed in class, but will be subject to a late penalty grade. Students must turn in missed assignments within one day of the student's return to school. The decision for out-of-school suspension will be decided by the headmaster and principal.

## Dismissal of a Student

The following situations will necessitate the removal of a student from Lenoir City Christian Academy:

1. Aggressive behavior which threatens the safety and well-being of self-and/or others in the program.  
Well-being can be defined as emotional as well as physical.
2. A student requiring constant 1-on-1 attention from the teacher.
3. A student showing disrespect toward a teacher or another student.
4. Nonpayment.
5. Failure of the parent or student to follow written policies.
6. If the safety of the students or the program is compromised a student may be dismissed without cause.
7. Any other conduct that exhibits behavior contrary to the Statement of Faith.

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