

Elementary and Middle School Parent and Student Handbook

Updated: October 2023



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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 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 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 8th 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 Administration

| | |
|-----------------------------|-------------------------|
| Academy Head of School | Rev. Chris Harding, PhD |
| Academy Principal | Melinda McGill |
| Preschool Director | Jennifer Coleman |
| School Age Care Coordinator | Sarah Harding |
| Financial Director | Marie Freeman |
| Admissions Director | Sara Quarin |

Accreditation

Lenoir City Christian Academy is accredited through the Association of Christian Schools International (ACSI). LCCA is accredited Kindergarten – Eighth Grade. LCCA teachers are 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 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 8:00 a.m. to 4:30 p.m.**, except for 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:

- Complete a tour with a LCCA Administrator
- Submit application to a LCCA Administrator: application, last two report card (if applicable), copy of birth certificate and updated immunization record
- Application Review: LCCA Administrators review each prospective student file with the appropriate forms and records
- Complete a family interview with LCCA Administrator
- Enrollment packet, includes finalizing FACTS payment plan, and enrollment fee
- 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. Students will be placed in a grade based upon academic review.

Acceptance or Denial to the Academy

- Parents will be notified within 2 weeks of family interview 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 academy's religious beliefs or mission as found in the Baptist Faith and Message.

Kindergarten students

- Kindergarten student must be 5 years old on or before August 15th
- Required screening test for kindergarten admittance

Unpaid Fees

Report cards cannot be released if there is outstanding tuition or fees (including lunch fees and overdue library books).

Discounts

LCCA Pre-K (full time or part time) to Kindergarten: 50% off enrollment fee

Elementary and Middle School Tuition Discounts

Each student will be given the most beneficial applicable tuition discount.

- Sibling: \$1,000 off younger sibling's tuition
- Full Time Pastor of 501(c)3 Church: 25% off tuition (documentation required)

Additional Fees

Processing Fee:

Credit/debit card transactions have a processing fee of 2.95%.

Late Payment Fee:

Late fees are applied to unpaid invoices 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 the enrollment packet. A 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. The continuous enrollment fee is included in the FACTS payment plan. If you withdraw prior to January 31st, the continuous enrollment fee charge will be removed from your FACTS payment plan. For withdrawals received after January 31, the continuous enrollment fee will be forfeited.

Technology Fee

All K-8 students are required to pay this annual fee as an investment in existing and future technology. This fee is included in the FACTS payment plan.

Returned Payment Policy

A fee will be charged for any returned payment. A 2nd returned payment will result in cash only payments.

Policy for Late Pick-Up

There will be a charge for any Kindergarten-Eighth grade student picked up after 3:30 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 based on 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.

Withdrawals

If a parent finds it necessary to withdrawal a student, these procedures should be followed:

1. A parent must submit a Withdrawal Form. The withdrawal form can be found at [Withdrawal Form](#) or at www.lccatn.org under the parent portal. The withdrawal form must be received a minimum of 30 days prior to withdrawal date for students in all programs.
2. All fees and tuition previously paid are non-refundable.
3. Grades and records will not be released until all financial obligations have been resolved through the Financial Department and all school property must be returned in good condition.

Attendance Policy and Procedures

- You will be given a yearly calendar to follow
- Hours are from 8:15 a.m. - 3:00 p.m.
- 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 personal illness, serious illness or death in the family, doctor's appointment, or valid reason as deemed by LCCA Administration.

- A parent note is acceptable up to 5 days per school year. After 5 days, a doctor's note is required. In compliance with the state of Tennessee mandate for private schools.
- 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 8:10 a.m. 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.

Ridesharing services such as Uber and Lyft or any commercial transportation may not be used at LCCA. Uber and Lyft have policies specifically prohibiting people under the age of 18 from using apps or riding unaccompanied by an adult. There are numerous potential dangers associated with releasing students to unknown third parties. LCCA wants to ensure your student's safety by only releasing him/her to a responsible adult at the end of the day.

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 excuse from absence if you do not feel that it is safe to travel. Your child will be able to make up schoolwork 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 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 so 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 can 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 – 5th Grade are not permitted to carry cell phones to school. Students in 6th – 12th 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 parents must collect the device from the office at the end of the school day.

Third offense—Device will be held by school administration. The parents 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 through your FACTS family portal.

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. A calendar is provided on FACTS.

Packed Lunch

Students are welcome 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. Breakfast must be eaten before arriving. Be sure we are aware of any food allergies. Students are not allowed 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., antibiotics). 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. The 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 can 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 nine weeks and during/after the third nine 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, lunchroom, 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. LCCA uses the English Standard Version (ESV) of the Bible for all our Bible teaching, activities, and chapel.

Grading Policies

Report cards are sent home the Thursday after every nine weeks. At the end of the year, report cards are sent home before the last day of school.

Grading Scale

| | |
|----------|-----------------|
| A | 100 – 90 |
| B | 89 – 80 |
| C | 79 - 70 |
| D | 69 – 60 |
| F | 59 - 0 |

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 students 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 Iowa Assessments.

Iowa Assessments™ from ***Riverside Insights™*** are evidence-based, psychometrically sound assessments that measure student achievement and growth against next generation learning standards for grades K–12. And thanks to an efficient test design and powerful reporting, the ***Iowa Assessments*** allow you to **assess less but measure more**.

The 2017 norms provide the most up-to-date national comparisons of student performance.

<https://acsipdp.s3.amazonaws.com/Assessment/Iowa+Assessments+Overview+Brochure+2023.pdf>

The ***Iowa Assessments*** enable administrators and educators to:

- **Monitor growth** using a continuous, researched-based, vertical scale to accurately measure academic progress from kindergarten through high school.
- **Indicate College and Career Readiness** through high-quality, easily accessible, and interpretable assessment data that helps educators and families determine whether students are on track for college and careers, including predicted ACT® and SAT® scores beginning at Grade 6
- **Evaluate student mastery** of next generation skills and rigorous learning standards for Grades K-12
- **All while offering:**
 1. The option to administer Complete, Core, or Survey batteries.
 2. Items that align to one of three cognitive levels, providing an additional view of mastery

3. Skill and core domain alignment and reporting
4. A reporting suite that includes Lexile® and Quantile® measures
5. Ancillaries that include printed materials and online videos and training materials
6. Reporting aligned to current best-in-class state, national, and international benchmarks and standards of educational achievement.

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 technological 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

All exterior doors are locked and will remain locked throughout the day. In order to enter the building, individuals must be buzzed into the building by authorized LCCA or FBCLC staff through the doorbell and video system. All parents, students and visitors must enter through the church entrance and check into the front academy office between 8:45 am – 2:45 pm. Entrance into the building does not grant permission to pick up a student. Anyone picking a student up must be on the authorized release form. Our academy uses security cameras to surveillance the campus.

Uniforms

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

Ordering Uniforms

All LCCA logo items must be purchased from:

- Land's End: <https://landsend.com>; School Code: 900172503
- Uniforms by Tommy Hilfiger: <https://www.globalschoolwear.com>; School Code: LENO01
- Embroidery: Sadie's Boutique located at 101 W. Broadway Street, Lenoir City, local downtown, (865-816-6576)

The use of Lenoir City Christian Academy's logos requires prior approval. Please ask for the logo use policy for additional information.

Families may purchase non-logo items from local or online retail stores if they follow the uniform policy.

Basic Student Uniform Guidelines

Shirts: All shirts worn in the classroom will be required to be solid school colors (navy, burgundy, white, or gray). Shirts must be collared. Students may wear polo shirts (short or long sleeved), oxford cloth, button-down collared shirts (short or long sleeved), turtlenecks, or Peter Pan collared blouse. No tank tops are permitted. Students are required to wear a solid colored, LCCA logo polo shirt on Mondays. Students will need to wear a white polo shirt with LCCA round logo or a white button-down shirt on Thursdays for chapel attire.

Sweaters and Sweatshirts: All sweaters and sweatshirts worn in the classroom will be required to be solid school colors (navy, burgundy, white, or gray). Sweaters may be crew neck, V-neck, sweater vests, and cardigan sweaters. Approved shirts must be worn under all sweaters and sweatshirts.

Pants and Shorts: All pants must be plain, cotton twill or corduroy, and must be khaki, navy, or gray. Denim may be worn. Sweatpants or warm-up pants are not permitted. Leggings are not to be worn as pants, but may be worn under skirts, jumpers, or dresses. Shorts are not to be shorter than 3 inches above the knee.

Skirts, skorts, jumpers and dresses: All skirts, skorts, jumpers and dresses are not to be shorter than 3 inches above the knee. These must be khaki, navy, gray, denim, or LCCA plaid. Polo and knit dresses are allowed but must be solid school colors.

Spirit Day & Fridays: Students may wear shirts that are more casual and show their school spirit. Shirts must be Christian appropriate and school colors. On occasion, we have special events that may require normal uniforms. These will be communicated by newsletters and teacher communication.

Shoes: Shoes must always be worn. Flip flops and athletic sandals are not permitted, Chaco-style sandals would be an exception. Socks and shoes are to be worn appropriately.

Outerwear: Any outerwear worn inside the classroom must be school colors (navy, burgundy, gray, or white). Outerwear must have a dress code approved shirt underneath. 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.

Hair: Hair must be clean/neat and well groomed. Extreme hairstyles or hair colors that are not natural are not acceptable. Hair bows, ribbons, and barrettes should also respect the uniform purpose. Hats and other cold weather gear are all allowed during cold weather, but not permitted to wear indoors.

Face: Facial hair/beards must be clean, neat, and well-groomed. Make-up (girls only) must look natural. Sunglasses are to be worn outdoors.

Accessories: Jewelry or other accessories which distract from the educational process, or which present a safety concern will not be allowed. Body piercings are not allowed except to the ears. Boys- no jewelry worn in piercings while at school or school-related events. Visible tattoos are not permitted.

Clothing should not be too loose, too tight, too revealing, ripped, torn, jeweled, glittery, or worn inappropriately.

If in doubt about clothing choice for LCCA, please discuss concerns with the administration.

Dress Code Violations

All students are expected to be in uniform on the first day of school and every day of the school year. The only exceptions will be on designated spirit or casual days. If a student is out of dress code, a parent or guardian may be contacted, and the student will be required to have a proper uniform brought to them. The student must remain at the office until the infraction has been corrected. When a dress code violation can be corrected immediately, the teacher or administrator will speak with the student and make the appropriate uniform corrections before returning to class. A note will be sent home to parents as a reminder.

Any class time missed to correct a dress code violation will be considered unexcused absences. If a violation of the dress code is continuous, the student will receive a disciplinary action (i.e., detention).

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/guardian 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/guardians should not plan on discussing anything with the teacher in drop-off, pick-up lines, hallways, lunch, etc.

Elementary (Preschool – 5th Grade) Discipline Policy

At the elementary level, students are learning the basics of what it means to be wise. During this time, our desire is that students would learn to be obedient to those in authority and to show respect in all interactions. Other actions that would show that a student is growing in wisdom at this level include:

- Walking and using appropriate volume in hallways
- Finding ways to be helpful
- Saying please and thank you
- Acting with a servant's heart

Levels of Misbehavior

1st Level ("Simple" Misbehaviors)

Teachers will give clear instruction on what behavior is expected of students in the classroom and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents/guardians to work to solve in-class issues.

Repeated behavior violations will receive consequences to remind them that they are not following the expectations and rules. Consequences at this level may include being asked to sit away from the group, a seating change, etc. Repeated Level 1 behavior infractions will be documented in FACTS. Level 1 offenses include, but not limited to:

- Disruption of class
- Failure to follow instructions
- Not keeping hands to one's self
- Inappropriate language or joking
- Disrespectful language or action
- Dress code infraction

2nd Level ("Foolish" Misbehaviors)

If a child continues to not follow the rules and expectations after warnings and minor consequences, further consequences will be implemented and the administration will be consulted. Consequences at this level could include missing recess (think walking), eating lunch

away from the class, or spending some time in the office. Level 2 offenses will be documented in FACTS.

- Repeated level 1 offenses
- Cheating or lying
- Defacing of school property
- Vulgarity or profanity

3rd Level ("High Level" Misbehaviors)

A child that continues with inappropriate actions after receiving the more serious consequences in Level 2, or does something more serious, such as the offenses listed below, they will receive consequences that are intended to let the child and parent/guardian know that they are a serious violation of academy policy. Students committing a Level 3 event will be immediately removed from the classroom and required to leave school as soon as the parent/guardian can come to the school. The administration will then determine the appropriate consequences. These behaviors will result in suspension (in or out of school), probation, or expulsion. Level 3 offenses include but are not limited to the following:

- Open defiance of disrespect of teachers or administration
- Bullying (repeated mean behavior toward another student)
- Fighting, or extreme disruptive behavior
- Gross vulgarity or profanity
- Biting
- Stealing
- Vandalism
- Any other aggressive or unsafe behaviors
- The use, possession or distribution of illegal drugs, alcohol, tobacco products, fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or tampering with safety equipment.

Probation

A student may be placed on probation for any of the following reasons:

1. When showing insufficient academic progress due to neglect of studies;
2. When showing insufficient progress from student or parent/guardian to improve social/emotional or behavioral development;
3. When parents/guardians fail to comply with and support the disciplinary procedures of the academy.

Probation gives students opportunities to correct their problem. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may not participate in athletics or other extra-curricular activities when on probation.

Middle School (6th – 8th Grade) Discipline Policy

Levels of Misbehavior

1st Level (“Simple” Misbehaviors)

Teachers will give clear instruction on what behavior is expected of students in the classroom and other times during the day. They will instruct students and remind them when unacceptable actions occur and will contact parents/guardians to work to solve in-class issues.

Repeated behavior violations will receive demerits which can accumulate and result in other consequences. Level 1 offenses will receive 1 demerit for each offense. Level 1 offenses include, but are not limited to:

- Tardy to class or academy
- Dress code infraction
- Disruption of class
- Eating and chewing gum
- Inappropriate language or joking
- Disrespectful language or actions
- Failure to follow instructions

2nd Level (“Foolish” Misbehaviors)

Level 2 offenses will be taken to the administration. The consequences of Level 2 offenses will result in demerits and may also include before or after school detentions or other consequences even if the number of demerits earned overall does not call for it. Level 2 offenses will receive 3 demerits for each offense. These include but are not limited to:

- Repeated Level 1 offenses
- Disrespect of peers or teacher
- Cheating or lying
- Defacing of academy property
- Skipping class
- Leaving class without permission

3rd Level (“High Level” Misbehaviors)

Level 3 offenses are considered very serious violations of the academy policy and philosophy whether they occur at or away from school. Students committing a Level 3 event will be immediately removed from the classroom and required to leave school as soon as the parent/guardian can come to the school. The administration will then determine the appropriate consequences. These behaviors will result in suspension (in or out of school), probation, or expulsion. The administrators will be consulted for all Level 3 consequences.

Suspensions are given for behaviors that will likely result in expulsion. Level 3 offenses include but are not limited to:

- Open defiance or disrespect of teachers or administration
- Stealing
- Vandalism
- Bullying/Cyberbullying (Threatening a student at any time during school or outside of school)
- Fighting or extreme disruptive behavior
- Gross vulgarity or profanity
- Use of language (verbal, written, electronic or virtual) that is threatening in nature or could be construed as a threat.
- Cyber bullying or inappropriate use of technology including viewing or sharing of pornography or sexting.
- The use, possession or distribution of illegal drugs, alcohol, tobacco products (including vaporizers), fireworks, explosives, or weapons of any kind.
- Pulling a fire alarm or tampering with safety equipment
- Immoral behavior

Demerits and Consequences

Students that accumulate demerits for offenses will receive the following consequences:

- 7 Demerits: Before or after school detention; conference with principal
- 10 Demerits: Before or after school detention; nine weeks of ineligibility for leadership position such as worship team, team captain, etc.
- 15 Demerits: Before or after school detention; remainder of year ineligibility for all activities; conference with parents/guardians and principal
- 20 Demerits: Out of School Suspension; appeal to LCCA Board for continued admission.

Out-of-School Suspension requires two days off campus not including holidays and weekends. Term grades in every subject will be decreased by 3% for each class missed; this will also be considered an unexcused absence.

All demerits will begin at zero each school year unless earned the last day of school. Demerits earned the last three weeks of the first semester will be carried over to the second semester. If situations arise that do not have a written rule to govern them, an administrative decision will be made at that time, rather than overlooking the problem.

Probation

A student may be placed on probation for any of the following reasons:

1. When issued 15 demerits in a semester.

2. When showing insufficient academic progress due to neglect of studies.
3. When parents/guardians fail to comply with and support the disciplinary procedures of the academy.

Probation gives students opportunities to correct their problem. If they continue to get demerits and fail to take their schoolwork seriously, they will be expelled from school. A student on probation loses all positions of responsibility, which may or may not be restored after probation ends. Students may not participate in athletics or other extra-curricular activities when on probation.

Suspension and Dismissal of a Student

Parents/guardians must respond to behavior and disciplinary actions in cooperation with the child's teacher and principal. Action plans within the home that support behavior changes and discipleship are equally essential. LCCA partners with parents/guardians for the discipleship of their children and cannot manage student behavior effectively unless parent/guardian are engaged in behavior development improvement.

Where LCCA administration and teachers request testing from medical, educational or psychological referrals, parents/guardians must document the steps taken to provide support for their child. If parents/guardians do not take appropriate measures within a two week time frame, the student may be suspended until corrective actions are taken. LCCA may dismiss a student when the needs of a student cannot be met by the academy regardless of educational behavioral, social/emotional development plans.

In-School Suspension

If in-school suspension becomes necessary, parents/guardians will be notified. Suspension is determined by the LCCA administration. There will be a charge of up to \$50 to compensate the staff supervising in-school suspension for their time. Students are required to make up any work missed in class, but will 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

Lenoir City Christian Academy reserves the right to expel any student if LCCA determines that the program is not meeting the needs of the student, the student's presence poses a threat of

the welfare of others, or if the student is unable to adjust to the academy's rules/structure, routine, and social interaction. A two week notice will be provided; however, if the reason for dismissal/expulsion is due to a serious safety concern, the student will not be allowed in the school/classroom during the two week review period. Every effort will be made to work with the student and their family.

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/guardians or student to follow written policies.
6. If the safety of the students or the program is compromised a student will receive out of school suspension, pending review of dismissal.
7. Any other conduct that exhibits behavior contrary to the Statement of Faith.

Handgun Carry Permit Policy

As a ministry of the First Baptist Church of Lenoir City, Tennessee, the Lenoir City Christian Academy hereby embraces the following Handgun Carry Permit Policy of the First Baptist Church of Lenoir City in accordance with Policy 7.09 of said church's official policy manual.

To wit:

1. First Baptist Church shall permit the carrying of handguns on all property constituting the campus of the Church and in all buildings owned or operated by the Church by persons qualified under the following conditions: a) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on First Baptist Church property; b) The person must have a valid Tennessee handgun carry permit, pursuant to TCA § 39-17-1351; and c) The person must keep handgun in their possession and on their person
2. No policy shall be established, by action or inaction, by any entity, inside or outside the Church that infringes on or supersedes this policy.

It shall further be the policy of Lenoir City Christian Academy that its official Handgun Carry Permit Policy will automatically follow (or default to) any revisions or changes of First Baptist Church of Lenoir City's official church Handgun Carry Permit Policy.

This action has been taken in compliance with the attached legislation duly authorized by the State of Tennessee and in force as state law as of April 6, 2016. Moreover, pursuant to section (c) (1) of said attached legislation, this information will be disseminated to all appropriate parties associated with the school as well as the relevant civil and law enforcement authorities.

Attachment: 49-50-803. State of Tennessee Handgun Carry Policy.

(a) (1) The board or governing entity of each private K-12 school, or the chief administrative officer if the school does not have a board or governing entity, may establish a handgun carry policy for any property on which the school is located that is owned or operated by the school and for any building structure located on the school property.

(2) Any handgun carry policy adopted by the board of governing entity, or the chief administrative officer when appropriate, may:

(A) Prohibit the carrying or possession of a handgun on the property of, or in a building located at, a private school.

(B) Permit the carrying of handguns by persons qualified under subsection (b) on all property constituting the campus of the school and in all buildings owned or operated by the school; or

(C) Permit the carrying of handguns by persons qualified under subsection (b) in certain areas on the property of the school or in certain buildings but prohibit the carrying in other areas or buildings.

(b) If the board or governing entity, or the chief administrative officer when appropriate, permits the possession of handguns in accordance with this section at the private school, the following rules and limitations shall apply:

(1) No person who is otherwise prohibited from possessing a handgun is permitted to carry a handgun on private school property.

(2) The person must have a valid Tennessee handgun carry permit, pursuant to § 39-17-1351; and

(3) No private institution that permits the possession of handguns on the property owned or operated by the institution pursuant to this section shall be required to post signs as required by § 39-17-1309 (d).

(c) (1) The handgun carry policy for each private school shall be reduced to writing, disseminated in a manner likely to ensure that it is known by students attending the school, the parent or guardian of each student, the faculty and other employees, and

others who may go upon the grounds or enter a building on property owned or operated by the school. The policy shall be made available in the principal's office to anyone desiring a copy and distributed to the parents of children enrolled in the school by a method or methods reasonably likely to ensure dissemination of the policy, such as e-mails, text messaging, or posting on the school's website.

(2) The policy shall go into effect thirty (30) days after it is adopted and disseminated as provided in subsection (c).

(d) if a private K-12 school does not adopt a handgun carry policy in accordance with subsection (1), then the carrying or possession of a firearm is prohibited in accordance with § 39-17-1309.

(d) The chief administrative officer shall submit a copy of the handgun carry policy for the school to the sheriff's department and, if applicable, the police department with jurisdiction over the school.

Revised: October 2023