

EST.



2021

LANCASTER

CHRISTIAN ACADEMY

Parent and Student Handbook

Revised 2026-2027

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Welcome from the Director



One of my favorite church sayings is, “God is good all the time, and all the time God is good.” I first heard it on a mission trip to Jamaica, and my pastor in Senegal said it every Sunday. It is such a sweet reminder that God is always working for our good, so all we have to do is get on board.

Here at LCA, we have seen God do amazing things in our first five years. Growth has been His gift, confirming the need for Christian education in Lancaster County. From five kindergarteners in 2021 to over 200 students today, the Lord has provided families who care about the spiritual and academic formation of their children. Thank you for entrusting

us to do this and for your grace as we do it imperfectly.

This year, we celebrate receiving our accreditation from the Association of Christian Schools International and from the Middle States Association. This identifies us as a legitimate, effective school in the eyes of both Christian and secular educational organizations. Our credits mean something as our 9th graders begin their journey toward college! In addition, these organizations have given us a priority list of next steps for continued healthy growth.

Our mission remains the same: to have students think, live and love like Jesus. This means as we learn, we apply our head knowledge to real life situations so the light of Christ can go forth from us to our friends, neighbors, and the ends of the earth. If we just teach academics, we are no different from any other school in the county. Here we are learning to love each other, respect our elders, and do all things for the glory of God. Reinforcing these values at home will strengthen your family, our school, and our community.

The challenge for the next five years is to continue to grow as a Christ-centered school. This will require us to be set apart from the world and the lies that Satan is using in our culture today. If LCA is to model Christian love AND build a strong academic foundation your family must fight against culture’s negative influences related to authority structures, gentle parenting, gender identity, and much more.

We look forward to working with you as we move toward our first graduating class in 2030. God is good and He is able!

Sincerely,

Miss Kristie

Kristie Taylor, Director

Lancaster Christian Academy

About Lancaster Christian Academy (LCA)

LCA Mission Statement

The purpose of Lancaster Christian Academy is to foster a love for learning while providing scripturally based discipleship and pursuing excellence in academics with a Biblical worldview so students can navigate and impact their world for Christ. In simple terms, LCA strives for students to think, live, and love like Jesus.

LCA Vision Statement

The vision of Lancaster Christian Academy is to equip Christ-followers to be a transforming influence on their community and their world.

Our Graduates

- will have an abiding, growing, personal relationship with Jesus Christ through knowing, understanding, and applying God's word and publicly professing faith through baptism.
- will articulate, defend, and live their Biblical worldview through an understanding of opposing worldviews by being grounded in the truth of God's Word and their Christian faith.
- will be well prepared in academic disciplines and skilled in reading, writing, speaking, listening, thinking critically, and 21st century technology skills.
- will value and act with humility, character, integrity, strength, dignity, and courage while articulating truth with gentleness and respect.
- will recognize, develop and use their spiritual gifts to advance the kingdom for Christ.
- will demonstrate stewardship by giving of their time, talents and financial resources.

Core Values

EXCELLENCE

Our primary responsibility is the development of students spiritually, academically, emotionally, socially, and physically. Students will learn, grow, and flourish in a Christ-centered environment of excellence that encourages reaching their unique potential (Philippians 1: 9-11).

FAITH

Our primary goal is to honor and glorify God by integrating scripture into all aspects of the school's program in order for students to consistently apply God's Word as they interact in the world (Proverbs 3:13; 4:5; Proverbs 4:20-21, Romans 12:2, 11; I Colossians 1:16 -17; John 1:3).

CHARACTER DEVELOPMENT

We are dedicated to fostering character and behavior that honors God by earnestly seeking to embody the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. We strive to exceed expectations in maintaining the highest standards of honesty and integrity in all aspects of our work (Galatians 5:22-23; 2 Corinthians 8:21; James 3:17; Colossians 3:23).

COMMUNITY

Building, enhancing, and maintaining community are integral to all aspects of school life. We promote strong relationships with each other and all stakeholders through respect and acceptance of one another. We embrace and encourage parent participation and open communication between the school and the home (Psalm 133:1; 1 Peter 3:8; Ephesians 4:3).

STUDENT ENGAGEMENT

LCA strives to create lifelong learners who love learning and accept the challenge of progressing beyond what they already know. We desire for students to be resilient in developing skills, facing hardships, pursuing passions, enhancing creative competence, and connecting with one another by using their God-given gifts to edify each other and model academic excellence and persistence (Romans 12:6; Ephesians 2:10; James 1:17; 1 Peter 4:10).

Educational Philosophy

At LCA, we firmly uphold the unchanging truths of the Holy Bible as our foundation, guiding every aspect of life and learning while shaping our educational approach entirely. Within this framework, students are nurtured individually to develop their full intellectual, spiritual, physical, emotional, and social capacities, all aimed toward the ultimate goal of glorifying God through their lives. LCA has intentionally chosen a low-technology educational model that emphasizes mastery of foundational skills, meaningful teacher-student engagement, and limited screen time.

Statement of Faith

The following statement of faith is based upon the Baptist Faith and Message 2000 and is the doctrinal position on which LCA operates:

- The Bible is God's inspired, inerrant, and infallible Word and is God's revelation of Himself to man. Therefore, the Bible is true and trustworthy (Psalm 12:26, Isaiah 40:8; 2 Timothy 3:16).
- There is one and only one living and true God (John 3:16).
- Man is made in God's image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation (John 1:14; Colossians 2:9).

- Humanity, by nature, is full of sinners (Romans 3:23). Salvation is only by grace, a free gift of God, through faith in Jesus Christ, who died for our sins. Through salvation, man becomes a new creation in Christ (John 14:26; Romans 8:26; 1 Corinthians 6:19).
- Jesus was raised from the dead and now sits at the right of the Father. We believe that Jesus Christ will return to the earth as He promised. But until Jesus' return, believers have the Holy Spirit as our helper to discern how to live (Luke 1:32-33; Titus 2:13; Revelation 20:4-6).
- God has ordained the family as the foundational institution of human society. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. From the moment of conception, children are a blessing and a heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and lead them, through consistent lifestyle examples and loving discipline, to make choices based on Biblical truth. Children are to honor and obey their parents (Genesis 2:18-25; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4).
- We believe that all human life is sacred and created by God in His image (Genesis 1:27). 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 (Psalm 139).
- We believe that every person is created in the image of God and therefore deserves to be loved and respected as we love ourselves (Mark 12:31). We strive to follow God's command to "do unto others" (Luke 6:31) as we would have done to us, letting the fruits of the Spirit guide our thoughts, words and actions: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. We are committed to addressing and correcting any behavior that does not reflect the love of Christ.
- As followers of Jesus Christ, we are called to a life of faith, service, and proclamation. Rooted in the Great Commission given by our Lord (Matthew 28:19), we are committed to sharing the Gospel, seeing it as an action of faith and obedience.

Non-Discrimination Policy

Lancaster Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its hiring policies, educational policies, admissions policies or school programs.

Admissions

Lancaster Christian Academy is a K-9 private Christian school meeting the needs of families in Lancaster County and the surrounding area. We're a close community of believers who want children to develop their faith and grow in truth & knowledge in a nurturing environment where Jesus can change our hearts and minds. We provide a quality education from a Christian perspective and prepare your student to navigate the current culture with the love of Christ.

LCA accepts applications from students entering Kindergarten through grade 9. Admission is based on space availability, ability to meet learning needs, and an understanding of our Christian values. All students will be required to take a Bible class and attend a chapel service each week. The admissions process is designed to ensure a student's readiness, potential, and academic placement so that he or she might have a rewarding experience at LCA. The following may be used to help determine student readiness and confirm compatibility: previous grades and standardized testing, previous conduct and attendance records, written teacher recommendations, English-language learning proficiency, observations made by the faculty and staff during a student's tour or shadow visit, and anything else deemed necessary.

Enrollment

To apply, please complete the application and submit the \$100 non-refundable/non-transferable enrollment fee. Please include previous school records, state testing results, and any IEPs or 504s that have been previously established.

The Enrollment process is as follows:

1. Submit an enrollment contract along with an enrollment fee.
2. Following a review of the completed enrollment contract, the Director will notify each family of the acceptance decision by the LCA Administration.
3. Submit by the first day of school an up-to-date immunization record, a copy of the birth certificate, and any other forms requested.

Immunization and Birth Certificate

The South Carolina Department of Health requires that each student provides a copy of their immunization records (DHEC 4024) and birth certificate before starting school. Please provide an updated form each time your child has a shot. Religious exemptions for immunizations are accepted for students. Please contact the Director for assistance with an exemption form.

Tuition and Fees

At the beginning of the school year, all accounts must be in good standing in order for a student to begin the school year.

Lancaster Christian Academy seeks to keep tuition affordable, but it is essential that payments are made on time. Tuition can be paid yearly, by semester, or on a monthly payment plan. Tuition should be paid by the 10th of each month.

Payments not received by the 10th of the month will incur a \$25.00 late fee unless agreements are made with the financial administrator. She may be reached at bookkeeper@lancastersbc.org.

Payment Options:

- **Cash or Check** – Please place the payment in a sealed LCA envelope with the student's name(s) and amount written on the outside of the envelope. You may send this with your student in their daily folder.
- **Credit/Debit Card** – This payment can be made in the SBC Financial Office. Please note our payment processor charges a 3.6% convenience fee, which will be added to your account balance.
- **Automatic Draft** – Complete an ACH form. Forms can be obtained from the SBC Financial Office.

There are no tuition deductions made for absences, inclement weather, family vacations, late drop-offs or early pick-ups. There is an additional discount per month per additional sibling enrolled in Lancaster Christian Academy.

Returned Checks

There will be a service charge of \$35.00 for each returned check. The office will advise you on the date the check is returned to us, and you will need to come by the LCA office with cash for the amount of the returned check, plus the \$35.00 service charge.

Refunds

Refunds for early withdrawal will only be given to those who paid the tuition in full at the beginning of the year. Attendance of any portion of the month will require full tuition payment for that month. Tuition is non-refundable if the student was present any day during the month.

Attendance

The entire process of education requires regular continuity of instruction, classroom participation, learning experiences and study to achieve the goal of maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. To maintain high standards of Christian scholarship, **LCA expects that students and parents will attempt to limit the number of times class is missed.** Please be mindful about withdrawing your child early from class as this distracts from regular instruction and testing. LCA does not recognize a difference between excused and unexcused absences or tardies as all of them distract from the learning environment.

A student must be present at least 3.5 hours to be considered present for the school day. Students may not participate in afterschool activities or athletics if they are absent during school hours.

School Hours

School doors open at 7:30 a.m. with teacher supervision provided for the students. School begins at 8:00 a.m., but students are expected to arrive before this time. Dismissal begins promptly at 3:00 pm. Punctuality is a matter of primary importance in an LCA education. When students are tardy, they interrupt the educational

process and place their academic achievement in jeopardy as well. All students should be at school by 7:55 AM. Students arriving after this time must be signed in at the front office off Kings Circle.

Absences

All absences require students to miss instructional time, so families should do their best to avoid absences when possible. LCA may deny credit for classes or retain a student if the student has missed more than ten (10) days per semester and falls behind in grade-level standards or coursework.

All absences, late arrivals, or early dismissals should be accompanied by a doctor's note or parent note explaining the absence. After five consecutive days of illness, the Director may request a doctor's note indicating the nature of the illness.

Tardiness

Students are expected to be punctual for all events. Therefore, a student is tardy if not dropped off in the car rider line by 7:55 AM. All students who sign in at the office are considered tardy. A parent or guardian must sign in for students arriving at school after 7:55 a.m. at the church's main office entrance off King's Circle. Five (5) tardies will result in one (1) absence. In addition, credit may be withheld for classes, or a student may be retained if the student has missed too many days with absences and tardies.

Early Dismissal

Students are expected to bring a signed parent/guardian note requesting an early dismissal to their homeroom teacher on that day. Please indicate the time and name of person who will be signing the child out of the building. **No early dismissals are allowed after 2:45 PM.**

Parent Responsibility

Attendance and tardies are largely the parents' responsibility for students currently attending LCA. Our desire is not to punish the student for something they have limited control over, but excessive truancy must be addressed by the school. Parents will be notified after five (5) absences and (5) tardies. Subsequent absences will result in student consequences such as lunch detention, credit recovery, removal from extracurricular activities, etc.

Withdrawal of a student

If a parent chooses to withdraw a student, 30-day advance notice needs to be presented in writing to the Director. Parents will be responsible for tuition unless this advance notice is given.

Makeup work

Students have one day for every day absent to make up missing work. LCA does not provide online or packet work in advance of absence but will have materials available as soon as the student returns to school.

Day to Day

Arrival and Departure

For car rider line each day, please enter through the rear parking lot off Kings Circle and exit onto Great Falls Highway every morning and afternoon. Students will be dropped off and picked up in the car line at the main entrance of the upper parking lot of Second Baptist Church off Great Falls Highway. Students are to walk themselves in each day and parents/guardians should remain in their vehicle during drop off and dismissal. Teachers will supervise students in the sanctuary until all members of their class arrive or until 7:55 am.

If a student needs to be picked up early or arrives late, parents will be asked to sign their student in or out at the church office using the upper entrance off King's Circle. Parents must park and come into the church to sign students in or out.

Parents/guardians will sign an authorization for individuals to pick up students, and each family will be provided with three car-rider approved tags that must be visible in the pick-up line. Staff members reserve the right to request a photo ID from anyone they are unfamiliar with or without a tag, even if listed on the form. If a student is to go home with a friend or any other person, the parent must give written permission. Class Dojo messages are acceptable as well.

LCA staff will not release a student if the parent arrives and appears intoxicated or otherwise incapable of taking the student home safely or if a non-custodial parent attempts to claim the child without the custodial parent's consent. A staff member of LCA will contact the local sheriff's department.

All students should be picked up after school and dropped off on time for school each day.

Eagle's Nest

LCA strives to support families when additional childcare is needed beyond the school day. While we cannot accommodate every need, we do offer the following for additional fees. Please see the fee schedule in the appendix section.

- Eagle's Nest 3-5 PM Daily
- Before School Care for WEE School Siblings - Drop off until 8:20
- Limited early arrival - 7:15 AM

Morning drop off is at the main entrance of the school off of Great Falls Hwy. Pick up in the afternoon after 3 PM will be at the Family Ministry Center entrance off of Kings Circle. Parents will need to park and go to the FMC door to pick up. Fees will be charged to your account weekly, and invoices will be sent home for payment.

Lunch

LCA does not provide a hot-food program. Students must provide their own lunch each day and parents should pack enough for a morning snack as well. While there is a microwave available in our cafeteria, we do not provide refrigeration for student lunches. We can re-heat food but cannot cook items that take 3-4 minutes. Please be mindful of sending food items that are easy to open, eat, and clean-up. Please send all the utensils needed as well.

LCA partners with My Hot Lunchbox, an online service to order a hot lunch and have it delivered on specific days each week. Parents will receive information at the beginning of the year on how to create an account, place orders, and make payments. My Hot Lunchbox is a third-party service handling all financial transactions, complaints, cancellations, etc. Food items that are not picked up by a student due to an absence are shared with other students.

Health & Wellbeing

Nurse Care

While LCA does not have a school nurse, teachers and staff will be trained in basic first aid, CPR, and use of on-site AEDS to provide first aid for minor accidents and health problems. Staff members will wear rubber gloves during the treatment of open wounds and infectious students. A staff member will notify parents if further treatment is warranted. Communication will be sent home with the student if first aid is administered.

If a student becomes ill at school, you will be notified and asked to pick up the student immediately.

Medication

Students are not permitted to have medication of any kind including cough drops. Medicines will only be given in school when it is necessary and essential to a student's immediate health. We will not administer over-the-counter medications without parent consent; if your child requires medication for a current illness, the child should remain at home.

Medication needed during school hours,

- must be for a documented illness.
- must be sent to school in original packaging with the student's name, grade, and prescribed instructions.
- the Director or designated teacher will administer medication based on the prescribed instructions.

Illness

Students who show signs of illness are not allowed to attend school. A student should be kept at home when any of the following exists:

- Fever of 100.4 or above
- Vomiting or diarrhea within the last 24 hours
- Cough or Croup
- Loss of taste or smell
- Difficulty breathing
- Any unexplained rash or skin eruption
- Any skin infection—boils, ringworm, impetigo
- Pink eye and other eye infections (undiagnosed red eyes or drainage from eyes)
- Green or yellow runny nose due to infection
- Any symptom of the usual diseases—Scarlet Fever, German Measles, Mumps, Chicken Pox, Hand Foot and Mouth Disease, RSV, Strep Throat, COVID-19

If a student is absent for any of the above reasons, the following conditions must be met for the student to return to school:

The student must be free from fever, vomiting and diarrhea (without symptoms) for a total of 24 hours **without medication** or have been seen by a doctor and been given permission to return to school.

Any student prescribed antibiotics for a current contagious infection must take the prescription for an entire 24-hour course of treatment before returning to school.

The student must participate comfortably in all usual school activities, including outdoor recess.

We cannot accept a student with any of the mentioned symptoms unless the student's physician states in writing that the student is not contagious and can therefore be in a group setting.

If symptoms are observed during drop off, we may request that your student be taken home.

Child Safety/Harassment/Bullying

LCA desires to nurture a culture of human dignity that is free of harassment. All reports of harassment will be taken seriously and investigated with discretion. Harassment includes, but is not limited to any threat, slur or ridicule based on race, ability, physical characteristic, or background; improper or unwanted physical contact; improper or unwanted sexual comments or advances; written verbal comments, by hand or electronic, that are sexual or unwholesome as defined in Ephesians 4:29; use of words, images, gestures, or objects that are deemed objectionable; or intimidation of any kind including cyber activity.

LCA has zero tolerance for any form of bullying, whether in physical, mental/emotional, electronic, or any other form. Any student who is guilty of bullying may be subject to immediate suspension or, in extreme cases, expulsion. Bullying can take many specific forms, but it is generally defined as a form of harassment that is characterized by the presence of all three of these features: (i) intentional, unwanted aggressive behavior; (ii) an imbalance of power in the relationship so that the person targeted has difficulty defending himself/herself, and (iii) repeated or severe behavior that causes distress or disruption in the target's life. As a community that thrives in the unity of Christ, students who are aware of bullying or other harassment are expected to notify a teacher or administrator. LCA wholeheartedly empowers its students to stand up against harassment and bullying and believes that "if you see something, say something."

LCA does adhere to state law regarding mandatory reporting of abuse. South Carolina law requires that certain professionals report suspected cases of child abuse or neglect because they have unique opportunities to observe and interact with children. This includes "educational professionals: teachers, counselors, principals, school attendance officers. Mandated Report: Mandated reporters must report abuse or neglect when, in their professional capacity, they receive information giving them reason to believe that a child's physical or mental health has been, or may be, adversely affected by abuse or neglect. A decision to report must be based upon a reasonable belief a child has been, or may be, abused or neglected. Thus, mandatory reporters need not have conclusive proof a child has been abused or neglected prior to reporting abuse or neglect to the proper authorities.

Crisis Management Plan

All safety and emergency procedures are outlined in the LCA Safety Plan, which is kept on file in the Director's office. All LCA staff are trained on the plan and regularly practice drills.

Academic Expectations

Grading

LCA uses a standard alpha-numeric grading scale for Grades 1-9 which will be documented on individual assignments and report cards. While grading is an essential component of student progress, the grade does not determine student value or worth. Parents are reminded that a C is considered average, and grades of A or B demonstrate above average performance. LCA will use the following grading scale:

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

Kindergarten student progress will be measured based on their mastery of the National Common Core standards as demonstrated through "I Can" statements.

Academic Integrity

With the Scriptures as our authority for truth, we are held to standards of honesty and integrity in all areas of academics. Any type of cheating, plagiarism, excessive parent contribution, inappropriate use of AI, or using another's work as one's own are wrong and violate Biblical principles.

Homework

At the elementary level, homework is intended to reinforce or review work being done in the classroom. Students will not be assigned disproportionate amounts of work to do outside of the classroom, but nightly reading, lesson review or test preparation are expected. Ideally, parents should spend time with their child each evening completing these tasks. As students move into older grades, a reasonable increase in homework should be expected.

Promotion and Retention

The decision to promote or retain a student is based on the student's academic achievement with consideration given to social and emotional maturity, age, and attendance pattern. It is the expectation that all students pass the core classes of Bible, English, Math, Social Studies, and Science. The final determination of grade placement is made by the Director on an individual basis.

QuickSchools and Class Dojo

Quality and consistent communication is essential between the school and the parent. LCA uses two web-based programs to help keep families informed. To check on student academic progress and grading, parents will be able to use QuickSchools on their computer or mobile device. For daily classroom communication, updates, photos, etc., teachers will establish a Class Dojo account. Parents will receive information on accessing these programs at Open House.

Parent Teacher Conferences

Parents are encouraged to speak to their children's teachers any time they have a question or concern about the program. A parent desiring a conference should contact the teacher to set up a mutually convenient appointment.

LCA will schedule and conduct conferences once each semester after report cards are distributed.

While everyday questions about school routines, schedules, etc. are always welcome and invited, parents are asked to avoid approaching teachers outside of a scheduled conference with concerns about their children. Such impromptu conversations are not conducive to a productive or healthy parent/teacher relationship. When addressing student concerns, a conference offers the best situation for open, honest dialogue, confidentiality, and healthy resolution.

Report Cards

Report cards will be printed, sent home, and filed in the students' permanent records four times a year – roughly every 9.5 weeks. Report cards will document academic achievement as well as character development, attendance, and tardies.

High School

LCA seeks to serve the Christian community by providing a Christ-centered, college preparatory education of the highest quality with an emphasis on excellence in academics, character, service, athletics, performing and visual arts, social skills, and cultural awareness. The entire academic program is designed to prepare students for college and career.

Units are measured by Carnegie hours earned in content areas; to receive credit for a course a student must attend 120 hours, making attendance critical at the high school level. Excessive absences could prevent a student from earning course credits and eventually delay graduation. Students must earn 28 credits to graduate and earn an honors diploma. All other students must earn 26 credits to graduate.

Special Education

LCA is limited in our ability to provide services for major learning disabilities as we do not staff specialists or designate teachers for special education services. The LCA Board has developed a policy that guides enrollment decisions. Accommodation is contingent upon our staffing, resources, and ability to implement. Any student

unable to demonstrate progress toward stated learning goals, will not be able to continue enrollment at LCA. For additional information, please contact the LCA Director.

Community Life Guidelines

Conflict Resolution

As a Christ-centered community of learners, we are committed to handling concerns, complaints, and conflicts Biblically (see Matthew 5:21-24 and 18:15-17).

Biblical Steps to Resolving Conflict:

Pray about it. Ask God to help you express your grievance in such a way that it will result in the glory and growth of His kingdom and the strengthening of our school. Before you act, read passages such as Ephesians 4:1-3 and Colossians 3:12-13.

Express it promptly. After prayer and thoughtful consideration, if you feel the Lord is leading you to make a suggestion or share a concern, do so with the love of Christ and don't procrastinate. Harboring a grievance can cause ill feelings and friction that undermines unity within the body of Christ. Jesus says we cannot worship or serve God if there is a disagreement between us and someone else (Matthew 5:23-24).

Tell it to the right person. If you have a concern, share it with the appropriate person and avoid engaging in gossip (Prov. 16:28; 26:20).

Grievance Policy

Steps for Addressing Concerns

1. Talk to the Teacher

- Start by discussing your concern directly with your child's teacher. Most issues can be resolved at this level.

2. Contact the Director

- If the issue isn't resolved after talking to the teacher, contact the Director to set up a meeting and continue working toward a solution.

3. Submit a Written Concern

- If the issue remains unresolved, you can submit a formal grievance to the LCA Board Chair via email. The Board Chair's email address can be found on the LCA website under **About > Board of Directors**. Make sure to include:
 - A description of the issue
 - Any important details or facts
 - The resolution you are seeking

What Happens Next

The Board will review your grievance at their next scheduled meeting and investigate as needed. You will receive a written response within 10 days after the meeting.

Important Notes

- **Confidentiality:** We respect your privacy and will only share information with those directly involved in resolving the issue.
- **Christian Values:** Our approach is guided by Christian principles of love, forgiveness, and reconciliation.

This policy will be reviewed regularly to ensure it continues to serve our school community effectively.

Lancaster Christian Academy believes a positive and constructive working relationship between the school and a student's parents/guardians is essential to accomplishing the school's educational mission.

Lancaster Christian Academy reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make this positive and constructive relationship impossible.

Parents should also be appropriately involved in resolving student-related issues by following the conflict resolution method outlined above.

Calendar

The yearly school calendar will be given out at the beginning of the calendar year and will be posted to the website at lancasterchristianacademy.net. We loosely follow the schedule of LCSD, but do not match completely. Please be attentive to our calendar. For inclement weather, we do not follow the cancellations and delays of LCSD. Please check Class Dojo or the school's Facebook page for weather updates.

Dress Code

LCA does not require students to wear uniforms.

General Dress Code Standards

1. Hair is to be neat and clean.
2. Good hygiene is crucial. Students' physical appearance and clothes should be clean, modest, and not overly tight or too loose.
3. Shoes must be safe, practical, and worn at all times. Slippers and beach flip-flops are not permitted. Athletic shoes are required for P.E.
4. Hoods and hats may not be worn inside buildings by any student unless it is a particular school dress-up occasion.
5. Garments should not be torn, cut off, have holes, or too short. Shorts must come to the end of a student's palm when standing. **No tank tops** including spaghetti straps or tanks with wider straps.
6. Clothing with inappropriate writing, slogans, pictures, emblems, etc., contrary to God's Word, is not permitted.

Field Trips

When students leave the campus for field trips, they are expected to maintain responsible behavior. Teachers, parents, bus drivers, and other chaperones are in charge and should be obeyed at all times. The supervising teacher/director is the final authority on all matters. Parent volunteers are required to sign the Parent Chaperone Guideline form before each field trip. All chaperones must pass a background check in order to supervise students.

Personal Belongings

All personal belongings of our students should have identification labels on them. All abandoned individual articles will be placed in lost and found (and donated to charity if not claimed in a timely fashion). Students **MAY NOT** bring toys from home unless it is share day, and parents will be notified of this day in advance. This includes stuffed animals. Costumes or toys of a violent nature may **not** be brought even on share day. Lancaster Christian Academy is not responsible for the safety of any personal items.

School Parties

Celebrating birthdays in the classroom can be a special time to celebrate each child and develop relationships in the classroom. Parties can be held with teacher permission and approval of the day and time. There should be no more than one party scheduled per week. Please check with the teacher regarding any allergies or health issues that might affect the food items you bring.

Technology Devices (student phones, smartwatches, tablets, laptops, and etc.)

LCA has chosen to be a low-tech school to encourage the development of critical thinking and problem solving and to foster greater focus and attention to the task at hand. We do not provide students with devices to be used here at school, and students should not bring personal devices nor access Second Baptist Church wi-fi or their mobile networks while in school. LCA staff is not responsible for any tech devices brought on campus. It is best that students leave these devices at home. Students should turn off and place all devices in their backpack for the duration of the day if they are brought to school. Devices that are seen or heard during the school day (including smart watches) will be taken and returned to the parent at the end of the day. Our technology policies also apply when students are on field trips.

DISCIPLINE

Discipline is a tool given by God for the correction of His children so they can grow into the person He has designed them to be. Lancaster Christian Academy is committed to providing students and families with quality learning and care in a safe and structured environment. LCA desires to teach students to be in control of themselves and to choose Christ-honoring behavior because it is the right thing to do. LCA staff will respond to misbehavior being both sin-aware and grace-aware, knowing that all have sinned and fallen short of the glory of God, but there is forgiveness and restoration through Jesus Christ.

The LCA School Board has established a rubric that assigns consequences based on grade level and number of incidents in which a student is involved. These rubric guides both teachers in the classroom as well as the administrators in assigning consequences.

Students should always follow our three school-wide guidelines to:

- Choose kindness.
- Choose the safe option.
- Choose to respect teachers, peers, and property.

When students fail to make these choices, LCA staff may do one or more of the following:

- Offer an opportunity for a do-over
- Move the student away from or remove an object from the situation
- Remove a privilege
- Allow the student to take a break

If the teacher offers more than three interventions in a single learning block or period, the student will be removed from the classroom, so the learning of other students is not hindered.

Repetitive behaviors that are not corrected by teacher intervention, such as violent actions or verbal outbursts will require a visit to the principal's office. The Director reserves the right to immediately remove a student from a school setting in the event of severe or threatening behavior.

The following are NEVER permitted at Lancaster Christian Academy:

- corporal punishment or physical force (includes spanking, slapping, pinching, biting, jerking, holding too tightly, and picking up by the arms)
- deprivation of food, water, or bathroom facilities
- unsupervised or long periods of isolation
- discipline that frightens or shames a student

Lancaster Christian Academy

Parent Impact Council Policy

Mission and Purpose

The Parent Impact Council (PIC) of Lancaster Christian Academy is established to foster a joyful partnership (Philippians 1:3-5) between LCA families, staff, and administration. This group will create a monthly forum for parent conversations and provide an opportunity to connect with school administration on significant issues impacting LCA.

Membership

1. The PIC shall consist of members who are committed to the Christian values and mission of LCA.
2. The group's meetings will be open to all interested parents and staff.
3. The group will be led by a designated LCA Parent who has demonstrated a positive commitment to the school's growth and improvement, while supporting current initiatives and the LCA staff.
4. Other officers and PIC leaders will be determined at the first meeting by a process of nominations and majority vote.

Meetings

1. The PIC will hold monthly meetings, in accordance with a schedule determined at the beginning of each academic year.
2. Meetings should be characterized by polite conversation, thoughtful ideas and suggestions, and Christ-like attitudes. Any parent failing to meet these standards will be asked to leave and to meet with the director at a later time.

Commitment to Service

The PIC is committed to providing service to the school's staff and students. Members should be willing to serve during school fundraisers, special events and holidays, teacher recognition, prayer initiatives, and other volunteer opportunities.

Recommendations

1. The PIC is designed to allow parents to provide feedback and suggestions to school leadership through a structured system. All ideas can be heard and discussed with the PIC President.
2. The PIC president will collaborate closely with the school administration, providing information to parents and seeking ways to communicate concerns and recommendations.

Conflict Resolution

1. Conflict resolution within the PIC shall be guided by Christian principles, emphasizing forgiveness, reconciliation, and commitment to the common mission.
2. PIC Members will avoid gossip and attacks on individual character and will adhere to the chain of command as outlined in the Student Parent Handbook.