

Lehigh Christian Academy  
2016-2017

**Parent  
Handbook**

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## **Welcome to LCA**

**We have put together this handbook in order to help us work together this year in ministering to your child. Of course, this material is not exhaustive. While we reserve the right to make changes, most of this information is “tried and true.” We hope that putting it all together in a handbook makes things a little easier for everyone.**

## **Speaking the Truth in Love**

**“Instead, speaking the truth in love, we will in all things grow up into Him, who is the Head, that is, Christ.” -- Ephesians 4:15 NIV**

**Ephesians 4:15 is LCA’s theme verse. Each year we plan to make this verse an emphasis for our entire school year. It will be the first verse that each student memorizes. We will call attention to it in our first chapel and each classroom will have reminders posted. We will be encouraging each other throughout the year to “speak the truth in love.”**

**We know that children will rarely do better than the adults around them – and, even then, they will still be children. Why not memorize this verse as a family? Join with us in prayer that God will help each of us speak the truth in love and grow up in Christ.**

LCA has received accreditation from the Middle States Association of Colleges and Schools (May 1983, May 1993, April 2007, April 2014) and the Association of Christian Schools International (December 1983, June 1993, April 2007, April 2014)

## School Governance

Three evangelical churches, Bethany Church, Cedar Crest Bible Fellowship Church and Relevant Church, jointly operate and govern Lehigh Christian Academy. Representatives from each church form the Board of Directors, which sets policy, makes corporate commitments, and issues staff contracts.

The Head of School as the appointed executive and delegate of the Board of Directors establishes procedures and puts Board policy into effect.

## Main Entrance

Admittance to LCA during school hours will be at the pillared doors facing Cedar Crest Boulevard. The doorbell is located to the left of the double doors. Visitors to the school will be asked to sign in and out as well as wear a visitor's name tag/lanyard. Lanyards must be returned to the office, or there will be a \$5.00 charge.

Parents dropping children off after 8:30 a.m. must use this entrance as well.

## Areas of Commitment

Our school will not work if the children are simply "sent." Only if we work together as home and school can we do the work that God has given us with our students. The Board has selected several areas where each family should commit itself to support the school. If you cannot make these commitments, you should not seek enrollment.

1. **The Christian Nature of the School** – This is not a private school; it is a Christian school. A family looking simply for private education or non-public education will be disappointed.
2. **Commitment and Expectation Statements** – See Appendix "A", Page 15.
3. **The Discipline Procedures of the School** – See Appendix "B", Page 16, and Appendix "C", Page 22.
4. **Supporting the School in the Child's Presence** – See "Concerns and Problems" on Page 7.
5. **Parent-Teacher Fellowship Meetings** – See "PTF Meetings" on Page 6.
6. **Financial Support** – What you pay in tuition does not fully cover the cost of educating your child at LCA. Tuition has been deliberately set low in order to make LCA's education available to as many families as possible.

**"This is not a private school; it is a Christian school."**

The gap between tuition and cost must be closed. We need everyone to help close the gap in whatever way the Lord leads your family. Different families can help in different ways, but everyone with a student enrolled is required to contribute in some way.

Methods include:

- Donating money to the school - **cash donations are tax-deductible**
- Encouraging others to donate
- Donating time to the school

- Donating materials to the school
- Parental Involvement Fee (described below).

The purpose and the goal of the **Parental Involvement Program** is to increase family involvement in fund raising activities and to achieve LCA's fund raising goals.

The program includes an "involvement fee" of \$400 per family with a student in grades K-8. Each family can eliminate or reduce this fee through a combination of direct selling and volunteer service. The entire profit from your sales is credited to the direct selling portion of your fee. You must "work off" \$150 of the annual fee in service. The remaining \$250 can be "worked off" in selling. The entire fee can, however, be worked off through service involvement alone.

Any PIF balance will be billed at the end of the school year and will be due by June 30. There will be no refund or credit applied to the next year for any amount earned over the annual fee. If a family chooses not to participate, the full fee of \$400 may be paid at any time to the school office.

## Priorities

School comes first. Of course, there is more to life than school. Even so, by its very nature, schoolwork must take precedence for each student at LCA. Exceptions for special events in which the student is involved (e.g., concerts, recitals, plays, competitions, etc.) may be worked out ahead of time.

Students that are requesting to be excused from daily school activities for dancing lessons, gymnastics, swimming lessons, sporting events, etc. will be handled on an individual basis. Students may not be excused if their academic performance is jeopardized.

**Students in grades 6-8 *MUST* attend required activities like the Christmas program, Open House, Science/Stem Fair, Spring Concert and Graduation.** Students should not be excused from these required activities for outside activities. Requests to be excused from any of these activities must be submitted to the Administration at least two days prior to the event. Please realize that even if requests for excuses are granted::

- **failure to attend the required musical activities could impact their academic grade in music.**
- **Students in grades 6 & 7 who do not attend graduation will be excluded from the last day activities at school.**

Sixth and seventh grades are responsible to host the Eighth Grade Graduation Reception. Parental and student help is required for this event.

Students that are requesting to be excused from daily school activities for dancing lessons, gymnastics, swimming lessons, sporting events, etc. will be handled on an individual basis. Students may not be excused if their academic performance is jeopardized.

## Report Cards

Report cards are issued on a quarterly basis for grades 1-8. At the end of each nine-week period, you will receive by email, a report card listing letter or numerical grades for each subject. Physical education, art, computer, library, and music grades will be determined according to the individual teacher's criteria.

Grading Scale:	
A	(93-100)
B	(84-92)
C	(74-83)
D	(69-73)
F	(0-68)

**Incompletes** – An “incomplete” will be given for work not completed; that work must be completed within two weeks of report card day. After two weeks, zeroes will be assigned for work not done, and the overall grade will be averaged.

## Honor Rolls

LCA recognizes students who excel academically. The quarterly honor rolls are published in the weekly newsletter.

- To be on the **Honor Roll**, a student must maintain an overall average of 84% and maintain an 80% average or higher in each subject area.
- To be on the **High Honor Roll**, a student must maintain an overall average of 93% and maintain an 84% average or higher in each subject area.
- To be on the **Principal's Honor Roll**, a student must maintain an overall average of 93% or higher in each subject area.
- To be on the **Learning Support Honor Roll**, a student must have an 84% or higher in the learning support program and maintain an 80% average or higher in each subject area.

Any student (grade five and above) being graded with an O or S in Spanish will only be eligible for Honor Roll, if all other requirements are met.

## Grade Placement Procedure

Prospective students enrolling in LCA will be placed in a grade via the following method:

1. The student will be tested by the school counselor/administrator/faculty member.
2. Test scores of the student will be reviewed by an administrator, and the student will be placed in the appropriate grade.
3. The final grade-placement decision will be made by the administration in consultation with the parents.

## PTF Meetings and Related Events

It is vital that the school communicate with parents on a regular basis. To that end, we strongly urge at least one parent attend a number of important meetings.

1. Back to School Night takes place in early September. A great deal of information about the upcoming school year is presented.
2. Parent conferences take place after the first report card goes home. Each teacher has a conference with each student's parents at this designated time. This conference must be done in person. You may be asked to attend another conference or you may ask for a conference at any time.
3. Open House and Middle School Science Fair takes place in the spring. Classrooms are open, and student work is on display.
4. PTF meetings may take place throughout the year. If there is no PTF, we are planning some special Community Events. At a March meeting, the School Board may be available to answer questions submitted in advance. The remaining meetings provide an opportunity to be informed about LCA and to hear informative speakers.
5. The Christmas program, spring concert, and graduation are not information events. Rather, they are occasions of celebration that the whole school can enjoy together. All students are required to be at the Christmas concert. All middle school students are required to attend graduation.

## Concerns and Problems

We recognize that concerns may arise during the course of the year.

The Lord says in Matthew 18:15, "If your brother sins against you, go and show him his fault, just between the two of you." If something is wrong, we want to make it right. Please come to us. Here is a suggested procedure to follow:

1. Support the school in the student's presence.
2. Contact the teacher or other staff member with whom the problem arose. Tell him or her, "This is what I understand happened – is that accurate?" Many reported problems are simply misunderstandings.
3. If it is more than a simple misunderstanding, arrange an appointment to discuss it with the teacher.
4. If you do not get satisfaction from the teacher, go to the Head of School.
5. If you do not get satisfaction from the Head of School, go to the Chairman of the Board of Directors.

Most problems get taken care of by the end of Step 3. Sometimes taking those three steps requires courage, but the child's welfare and the Lord's command take precedence.

We discourage the following because they do not help resolve a problem:

1. Criticizing the teacher to the student. Sometimes we do wrong, and it is not unusual for teachers to confess that wrong and apologize to a student. However, it is important to support the authority under which the child is placed. Work the problems out first, between adults.

2. Keeping the problem to yourself will not lead to resolution of the situation.
3. Telling others not directly involved. This adds the additional sin of gossip (even if it does not seem like gossip).
4. Assuming that the teacher will take revenge on a child. **Do not hesitate to contact us.** Our teachers support your coming to them in the way the Lord set down in Matthew 18.
5. Communicating anonymously. We have no choice but to ignore anonymous complaints.
6. Going to the wrong official or going to someone else before going to the teacher in question. Go to the teacher first, and understand that a Board member, a Board member's spouse, or an administrator cannot help you until you have gone to the teacher.

We really do want to take care of any problem that a child is having. Addressing concerns in this manner will expedite that process. Scriptural results demand scriptural procedures.

## Differences of Opinion

Students from over 60 churches attend LCA. We have many different views about baptism, eschatology, church government, spiritual gifts, and other matters. We also have different views on behavior, styles of dress, hair styles, permissible music, reading, television viewing, and more.

As important as these areas are, and as precious as they are to many churches, LCA decided long ago that it was going to be a school for all the Christian families of the Lehigh Valley. We determined to concentrate on matters that are essential to the faith and to set aside less important issues about which Christians disagree. Both adults and children must learn that there are honest disagreements among Christians. Where Christians disagree on things that are not essential, we must accept each other, despite our differences. We encourage parents to teach children to be speaking to each other in love, regardless of our beliefs.

## Cancellations

It is imperative that you listen to the radio or television when there is bad weather in the area. We emphasize the phrase **“in the area.”** LCA is not a self-contained school district, and we must make a school closing decision for a circle that is about 40 miles in diameter. The weather in Southern Lehigh may be very different from the weather in Slatington, Allentown, or Phillipsburg. Though it may not be bad near your home, we have to consider everyone's safety when we make a decision.

If your child rides a public school district bus, there will be no transportation if that district closes for bad weather. This is true even if LCA is still open. You will have to check with your district to find out what it does in the event of a late start. Some districts follow our schedule, and some follow their own. If your district is closed

Listen to one of the following stations:  
 WAEB-AM 790  
 B104-FM 104.1  
 WFMZ-TV Channel 69

Websites:  
 WAEB.com  
 WFMZ.com (click on school closings)  
 lcamustangs.org



or starting late, your child will be marked absent or tardy, but it will be excused. You may, of course, bring the child in yourself if you wish.

Note that if your school district has an early dismissal, your child will come home early on the school district bus even if LCA remains open. We will list pickup times of all school districts on our LCA website.

On days where there is a two-hour delay, the half-day kindergarten and half-day preschool schedule will be as follows: 10:30-12:30. Half-day kindergarten will need to bring a lunch for these days.

**We have instituted several communication systems. For our communication to be effective, it is essential that we have current email addresses and phone (home and cell) numbers registered in our RenWeb system. Information about how to do this will be announced at the beginning of the school year. If you do not sign up to be a part of the automatic system, it is your responsibility to check the radio and TV stations for school closings.**

## Tardiness and Absences

School attendance is required by state law in Pennsylvania. A written excuse is required for each absence. This excuse must be specific – not just, “My child was sick.” After three (3) days of consecutive absence, the child may be required to have a doctor’s excuse to return to school. Collecting these excuses brings the school and parents into compliance with the law. If it is necessary, the school may report the student to his/her district attendance officer for non-attendance.

Absences other than for illness or a family emergency cannot be excused except by prior written request. This request must be filed, in writing, with the Head of School five (5) days before the trip. It will not be granted if the student’s academic work will suffer unduly. All students will be required to make up missed work. We encourage you to keep your vacations to a minimum during the school year because extended or frequent absences affect a child’s learning. Classroom time and experience cannot be duplicated by paperwork.

A student arriving after the opening of classes at 8:30 a.m. (unless there is an announced delay) or leaving early will be marked tardy. If a student will be absent or tardy past 9:00 a.m., contact the school office at 610-776-7301. This is a safety procedure and does not take the place of a written excuse. If the office has not heard from the family by 9:00 a.m., we will attempt to contact the family. This is to help ensure the child’s safety, not to “check up” on you. See Appendix “D”, Page 25, for full details.

<p>LCA Facts Bites:          -Year founded:          1973          -Number of stu-          dents on          opening day: 19          -First graduation:          1975          -School colors:          Green and white          -School mascot:          Mustangs          -School verse:          Ephesians 4:15          -School song:          “Who Is On The          Lord’s Side?”</p>
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Please see Appendix “E”, Page 32, for additional health information. The information follows state and local guidelines regarding communicable diseases.

Please think about the following when considering whether or not to send a sick child back to school:

- Is he/she well enough to return? Will going back make his/her condition worse?
- If he/she had a contagious disease, will his/her presence pose a threat to anyone else in school? Is he/she so unwell that he/she will be a distraction to other students?
- How much work is he/she missing?

## Excuses from Physical Education

1. Excuse signed by physician.
2. Note from parents stating the consulted doctor's advice. This will be accepted for up to two class sessions – after that, a physician's note is required.
3. Note from parents that they have made or are making an appointment with the doctor – one class session only.
4. In the case of chronic or recurring conditions, a note from the doctor stating the physical or weather conditions under which full instruction should be omitted or reduced.
5. Note from parents in the event of an injury (such as a sprained ankle or bad cut) that has not been treated by a doctor – one week maximum.
6. Note from parents if student is just returning from absence due to illness – not more than two class sessions.

### Some Other Rules:

1. Students may be required to make up missed work.
2. If a student is to be excused for more than a week, contact the doctor for “adaptive” physical education guidelines for activities in which the student may participate.
3. For shorter periods, the physical education teacher may provide “adaptive” physical education activities.
4. LCA reserves the right to require an excuse signed by a physician, especially in the case of extended or frequent absences from physical education.
5. Even students who are excused from the physical activities should participate in the other activities and instruction.
6. Students without notes will be expected to participate in the regular activities.

## Homework

- Homework assignments may be given any day of the week. Homework assignments for Wednesday evenings will be minimal because we want to encourage our young people to be in their churches. This may vary by child and day. Take into account the student's ability level and personality. Both of these things will affect the time it takes the student to complete his/her work.
- Homework is an important part of each student's educational process. There will be a “penalty” given for homework assignments that are not completed on time.
- Students can be excused from homework on the same basis as school attendance; for sickness or death in the family. In these cases, any homework can be made up by the student in the number of days equivalent to the number of days absent but not to exceed five (5) days.

## Make-up Work

A student who is granted an excused absence will be responsible for making up any missed work, tests, or quizzes. He/she will be given a total number of days to turn in his/her work equal to the number of days absent, but not to exceed five (5) days, unless the child has had all of the work in advance, such as for a family vacation. If a student is excused for part of a day, he/she is expected to turn in assignments that are due before leaving. Students not granted an excused absence will be given a zero grade on all work, tests, and quizzes.

## Lunches

LCA has a daily lunch program. A calendar listing the lunch offering for each day is emailed and posted on our website three (3) weeks prior to the month you are ordering. Example: October's calendar will be emailed home/posted on the website the second week of September. Please follow the directions carefully, and all orders must be accompanied by a check made out to LCA. (Please no cash.) Milk is available for purchase by prior arrangement with the office. (See Appendix "M", Page 50, for more details.

Remember that the following **is not** allowed in school: **glass** containers or bottles, **knives, soda or other carbonated beverages. Fast food lunches are strongly discouraged.**

There is a school store available for grades 3-8 at lunch time. Snacks and candy are available for purchase. Candy purchases will be limited to two items daily. Most items will be 100 calorie count or less.

## Before/After Care Program

### Before Care Program

The building opens at 7:45 a.m, and a staff member will supervise students who arrive early. Any student arriving before 7:45 a.m. will report to before-care. Before-care starts at 6:45 a.m.. There is a fee charged for this service whether it is five minutes or an hour. **Please do not drop off a student any earlier than 7:45 a.m. unless the child is going to before-care and has the proper payment.** (Please see "Appendix "F" for details.)

### After Care Program

**School dismisses at 3:15 p.m. Students going home by car should be picked up no later than 3:45 p.m. Students not picked up by 3:45 p.m. will be sent to after care. No exceptions can be made after 3:45 p.m. (See Appendix "F", for details.)** This program runs from 3:45 to 6:00 p.m. After care will not be open on non-school days, early dismissals, or snow days. There will also be days that after care will close early..

## Transportation of Students

**Please follow all safety procedures as you drive around the building. Watch for children, watch your speed.**

### **Cars: - Drop off and Pick up of Your Children**

Follow the driveway all the way around the building to the sidewalk at the flagpole. Drop off should always be at this entrance. (Dropping students off after 8:30 AM should be at LCA's main entrance, Door #3.) If you must come into the building, please park your car in the lot to your left (parking lot that faces Cedar Crest Boulevard) and **walk** your child across the driveway to the building. **At NO time may a child be dropped off in the parking lot to walk across the driveway on their own.**

### **Cars: Pick up**

LCA will need a note from both sets of parents if you are taking another child home. This way there is no confusion or miscommunication from the family or the school.

Parents needing to pick up students for appointments, lessons, etc., before 3:15 p.m, should indicate this in a note to the office. The note should state the time and frequency of the need. At the end of the school day, parents coming for car dismissal should line up directly across from the front entrance on the other side of the bus lane. Children will be dismissed to their parents as quickly as possible.

### **School District Buses:**

Transportation for LCA students is provided by various school districts. Each district demands certain behavior from its riders. Failure to follow your school district's rules and regulations may result in your child's transportation being suspended.

Some of the public school districts have a very strict policy against transporting students from another district. Therefore, in the event that your child would like to bring home a friend from another district, parents will have to do the transporting.

It is imperative that a note be sent to school with your child whenever a change is made in his/her busing. If you are picking up your child at the end of the day, you **MUST** send a note notifying the teacher. We **WILL NOT** take a student's word regarding his/her bus ride home. **If there is no note, your child will be put on his/her bus as usual.**

The office staff does its very best to get phone messages to students and teachers, but they should not be held accountable for any last-minute changes in a student's busing.



## Tuition Policy

Monthly tuition payments will be made to FACTS Tuition and not to the LCA school office. Upon enrollment, you will receive details of the plan. If you have any specific questions about the plan, please contact LCA's business manager.

A full semester's payment is required for each semester in which a student is enrolled and is due whether or not the student remains in the school for the entire semester. Payments may be made monthly. Exceptions to this policy are subject to Board approval.

If it is further understood and agreed that all students files, including but not limited to testing and report cards, shall not be released until all financial obligations are met, including parental involvement fee and library fines.

## Library Policy

LCA is an educational institution. Its library and its assignments may contain material with which the school does not agree, but about which the student should learn. The appended questions should serve as a guideline for the selection of library materials and classroom assignments. All materials should be used in accordance with the LCA philosophy of training students to serve the Lord in the world in which we live.

Fines are five cents per day for all overdue materials (excluding weekends, holidays, sick days, cancellations, and planned days off from school). A one-day grace period will be given. During this time, items may be returned without fines.

If a book or magazine is lost or damaged, a bill will be sent to the family for the cost of replacement, plus a \$5.00 reprocessing fee. If a lost book is found, the family has the option of keeping the book or donating it to the library. Refunds will not be given for books that have been found after replacement is made. If a book is out-of-print, a book will be purchased that has subject matter comparable to that of the damaged book.

Any unpaid fines and/or bills must be paid in order to receive the final report card in June. All fines collected are used to purchase new books and supplies for the library.

Any student, parent, or pastor who has cause to question a book or reading assignment should request, complete, and return a reading review request. See Appendix "I". This will be reviewed by the Head of School, teacher, and librarian who will take appropriate action.

## Textbook Policy

Textbooks and library books are to be handled carefully. All textbooks must be covered with book covers. Contact paper is not to be used without the permission of the teacher. Book covers should not be taped directly to the book. Pencils, pens, or turned corners of

- DO** pray for your child and his/her teacher every day.
- DO** follow the Matthew 18 principle in dealing with problems.
- DO** encourage and practice "speaking the truth in love."
- DO** call the office by 9:00 a.m. when your child is absent.
- DO** send healthy lunches and snacks. Excessive sugar will prevent your child from concentrating.
- DO** have your child dress for the weather.
- DO** send a note for a bus change.
- DO** be on time to pick up your child and be aware of closings/early dismissals.

pages are not be used in any books as bookmarks. Do not keep an excessive amount of loose papers in the textbook.

Book covers or notebooks with objectionable pictures, such as television or movie stars, or rock personalities will not be permitted. Students must keep notebooks and book covers in neat conditions. If a student does not follow the directions, he will be required to replace the covers.

Textbooks will be checked at the beginning of the school year and again at the end of the year. Students will be required to pay for damages as listed below.

#### **Textbook Fines**

Lost textbook, workbook	Prorated cost
Outside cover damaged	\$2.00
Binding broken	\$3.00
Torn or marked page	\$0.10 to \$1.00, depending on damage

### **Portable Electronics Policy (Grades K-4)**

We would prefer that a student not bring a portable electronic device to Lehigh Christian Academy. However, if you feel it necessary for your child to bring one of these items to school, the following procedure will be in effect.

- Upon entering the school, portable electronic devices **MUST** be turned off and placed in the student's book bag. The item is to remain in his/her bookbag in his/her locker. They may not be out at any time of the day, including breaks and bus/car dismissal rooms. These items may be used for early arrivals prior to 8 AM and in AfterCare at the discretion of the staff.
- Portable electronic devices may not be used at or in transportation to any school event. This includes field trips and concerts.
- Any portable electronic device heard, seen or used without permission during the day will be confiscated, at which time a parent must come to school to claim it.

Please note that LCA, its faculty and staff are not responsible for any portable electronic devices brought to school.

### **Portable Electronics Policy (Grades 5-8)**

For cell phones, readers, music players, and gaming systems:

We would prefer that a student not bring a portable electronic device to Lehigh Christian Academy. However, if you feel it necessary for your child to bring one of these items to school, the following procedure will be in effect:

- Each student must have a POD (Personally Owned Device) form signed and sent in to the Main Office.
- Upon entering the school, portable electronic devices ***must*** be turned off. **Each student is to place their approved electronic device in a bin provided by their core subject teacher. This policy is in effect to eliminate distraction in the classroom.**

- **No devices may be taken to specials.** They may not be out at any time of the day, including breaks and bus/car dismissal rooms, **bathrooms and lunchroom**, unless with faculty permission.
- Devices may be used for early arrivals prior to 8 AM and in AfterCare, at the discretion of the staff.
- Portable electronic devices may not be used at, or in transportation to, any school event. This includes sporting events, field trips, and concerts.
- **Failure to comply with this policy will result in the loss of electronic privileges.**
- Any portable electronic device seen or heard during the day will be confiscated, at which time a parent must come to school to claim it.

**Please note that LCA, its faculty and staff are not responsible for any portable electronic devices brought to school.**

## **Non-discrimination Policy**

As part of our effort to improve the codification of our policies, we hereby continue to affirm our commitment to our policy, procedure, and practice (all of which have been affirmed and acted upon continually since the inception of the school) of admission and treatment of students on an equal basis without regard to race, color, or national origin.

## **Appendix “A”**

### **Commitments**

The Lehigh Christian Academy board and staff commit to:

- providing a quality academic program that is based on the principles found in God’s Word.
- loving your child and providing an atmosphere in which each child can learn and grow;
- making prayer a priority. We will pray for your family and specifically for each student;
- providing an academically and spiritually qualified staff;
- communicating in a timely and appropriate manner;
- fully partner with parents in the education of your child in all areas: spiritually, socially, emotionally, and academically.
- listen to and deal promptly with all your concerns and requests.

## **Expectations**

LCA expects parents to:

- be in total agreement with the philosophy of the school;
- support all school policies and procedures;
- handle concerns and questions according to the Biblical model of Matthew 18;
- pray faithfully for the LCA staff;
- be involved fully in the education of each child;
- work closely with the staff and administration to deal with any academic or behavior concerns;
- keep all financial commitments to the school;
- fully partner with the school staff in the education of your child in all areas: spiritually, socially, emotionally, and academically.



## **Appendix “B”**

### **Discipline Policy**

Encourage the timid, help the weak, be patient with everyone.”  
I Thessalonians 5:14

#### **Philosophy and Objectives of the Discipline Policy:**

1. Scripture tells us that it is primarily the parents’ responsibility to teach and discipline their children. Parents uniquely know their children and can consider their specific needs.
2. As we disciple, we will keep in mind that children are made for a relationship with God. The things that they say and do are a reflection of what is in their hearts, and any correction must be done by looking at the “heart issues”.
3. Knowing that we need to cooperate with parents as a team, and knowing that we need to address heart issues rather than just external behavior, the teachers and administrators have adopted an approach of shepherding our students.
4. Discipline will be administered with love, patience, and consistency. Its full meaning and intent is to correct, build up, encourage, and train in ways pleasing to God. (Hebrews 13:20-21)
5. We believe that discipline as discipleship is at the “heart” of education. We, as parents, teachers, and administrators are to be training and making disciples and modeling good behavior. Our goal in correction and discipline is to help each child see his lost and sinful state and know the true hope of change that is found in Christ.
6. We will teach biblical principles of behavior to our students in our **daily** classroom **instruction**, classroom devotions, Bible classes, and Chapel presentations. This instruction is intended to help the student to develop godly character and to be proactive in the discipline process.

#### **Shepherding Principles:**

We should remember that **behavior comes from the heart, and we must deal with heart issues.**

As a staff, we must:

1. deal with our own hearts on a daily basis, having a humble and honest heart that trust in God;
2. practice pleasant speech (tone of voice, words used, body language);
3. work together as school and home, for communication and relationship is where shepherding begins;
4. know and use scripture;
5. know our students;
6. understand that some students may not be familiar with biblical principles of behavior, and correct them accordingly until they have the wisdom to make wise choices for themselves;
7. constrain behavior but continue to address heart issues;

8. reinforce the theoretical lessons on biblical behavior by practicing them in the classroom to teach obedience, respect, responsibility, courtesy, and manners to individual students and the class as a whole;
9. use rewards to encourage, not to motivate nor manipulate.

Since it is the Bible that teaches us that motivation behind discipline is **love**, we need to use the Bible as our instruction manual for how to discipline.

### **Student Behavioral Expectation**

#### Respect and Obedience to Authority

1. We strive to teach biblical respect for authority and the “fear of the Lord”, which is the true beginning of knowledge. Each child is taught that when he/she disobeys authority, he/she is disobeying God.
  - a. Authority is established by God (Romans 13:1-4).
  - b. God-given authority is for our good.
2. The first response to an instruction from those in authority must be immediate obedience with a submissive spirit (Ephesians 5:21).
3. Each student is personally responsible for his/her behavior.

#### Responsibility and Stewardship:

1. Each student is personally responsible for his/her behavior.
2. Students and staff will respect the Cedar Crest Bible Fellowship Church facility and keep it neat and clean.
3. Movement in the halls must reflect awareness that other classes are in session. Students must remain quiet in the halls.
4. Students may not run in the school building at any time.

#### Love for God and Others:

1. We will teach and demonstrate patterns of behavior that express genuine concern for the benefit and building up of others.
2. Good manners are essential.

### **Classroom Discipline**

Problems are to be dealt with in the classroom. Love and forgiveness will be an integral part of the discipline to the student.

1. The first approach will be to ask the student to stop doing the behavior that is inappropriate.
2. If the behavior stops promptly, the teacher will take the first opportunity to talk to the student about the “heart issue” that produced the wrong behavior.

3. The following procedures will then be followed:
  - a. A warning will be given.
  - b. A consequence will be given. These consequences will be established by each grade level, but may include any of the following:
    - A warning
    - A letter of apology
    - A written explanation of the situation that the parents are required to sign and return to the teacher.
    - Loss of recess break/detention
    - Restitution
    - Service project
    - Suspension (in-school and/or out-of-school)
  - c. Parents will be informed of the problem by email, letter, or telephone.
  - d. A parent conference will be held in person or by telephone.

Any discipline given will be based on biblical principles of repentance and restitution.

1. Unresolved issues that exist after the above discipline procedures are followed will be referred to the administration.
  - a. The first step will be to hold a team meeting with the administration, faculty, and school counselor to determine a written course of action. This will include a conference with the parents and could result in an additional consequence of detention or suspension for this offense.
  - b. The next incident will result in an immediate in-school suspension. The parents would be required to meet immediately with the administration and staff.
  - c. Any additional referrals to administration for repeated behaviors will result in the following:
    - 1) A one-day suspension (in or out of school)
    - 2) A two-day suspension (out of school) and a conference to be held with the administration, faculty, and a board member.
    - 3) Additional suspensions will necessitate a final meeting with the parents to evaluate the situation. The parents may be asked to find another school for their child.
  - d. A student may also be placed on probation at any time in the process at the administrator's discretion.

When our efforts fail and the parents are unable or unwilling to discipline their children, expulsion may be necessary. Extreme and grievous infractions will result in immediate expulsion. An expelled student will not be able to re-enroll during that same school year, but could be considered at a later time.

### **Mockers and Scorners**

We are concerned about your words and actions – words and actions matter!!!  
 What is mocking and scorning? It is ridicule (making fun of) or contempt (despising or defying):

God

Adults (those in authority)  
Classmates

Mocking and scorning can best be understood by descriptions of:

1. **Body Language**

Rolling eyes  
Sighs  
No eye contact when spoken to  
“Smirks”  
Know it all smile  
Disrespectful tone of voice  
Angry glares

2. **Actions**

Disruptive or annoying noises  
Disruptive or annoying talking  
Being uncooperative  
Questioning authority – failing to accept the directions of an adult  
Blame shifting  
Rudeness  
Disrespectful words  
Refusal to obey a direct instruction

3. **Words**

“Put downs”  
Gossip – talking about others  
Insults – appearance or mannerisms (racial, ethnic)  
Negative words  
Hurtful sarcasm  
Rude speech  
“Digs”  
Making fun of others  
Arrogant (know it all) speech

Too often we do or say these things and then say: “I was just kidding.” “It was just a joke.” This is too often not true. We mean to hurt or wound! Any of these words or actions are more than just a “joke”, and it is not acceptable!

Steps your teachers and the administration will be taking:

1. We will speak to you in private and warn you about behaviors.
2. We will speak with you again and inform your parents if behaviors continue.
3. Your parents and an administrator will be informed and appropriate consequences for the behaviors will be given.
4. You will meet with an administrator and additional consequences for behaviors will be given.

5. If no change in your behavior occurs, you will meet with an administrator, your teachers, and your parents. You will be placed on behavioral probation.
6. If after all these warnings your behavior continues, the last step will be expulsion (dismissal from school).

What the Bible Says:

Proverbs 22:10 (The Message): “Kick out the troublemakers and things will quiet down; you need a break from bickering and griping.”

Proverbs 14:7 (The Message): “Escape quickly from the company of fools; they’re a waste of your time, a waste of your words.”

Proverbs 15:12 (The Message): “Know-it-alls don’t like being told what to do; they avoid the company of wise men and women.”

Our desire is that you “grow up in Christ” as we “speak the truth in love.” We want to see a change! We will hold you accountable for what you do or say...for your good.

### **Step One**

**Speak to the student in private when you first see the attitude or repeated behavior. Share your concern about the student’s response to correction. Ask if the student understands what you are talking about.**

### **Step Two**

**If the behavior(s) and/or the attitude(s) of the student are repeated at any time, there will be appropriate consequences, which will include informing their parents.**

**If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within four weeks the student will repeat Step Two.**

### **Step Three**

**If the behavior(s) and/or the attitude(s) of the student are repeated within four weeks, there will be appropriate consequences, which will include informing their parents of the situation At this point privileges (i.e. extra curricular activities) may be taken away.**

**If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Three.**

### **Step Four\*\***

**If the behavior(s) and/or the attitude(s) of the student are repeated within three weeks, there will be appropriate consequences, which will include informing their parents of the situation At this point privileges (i.e. extra -curricular activities) may be taken away.**

**If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Four.**

**Step Five**

**If there is no change within an additional three weeks there will be a meeting with the administration, parents and all teachers involved. At this point the administration will inform the student and parents that the student is on disciplinary probation. The student will be given three weeks to make the changes that have been recommended.**

***If a major change in behavior is evidenced and there are no repeat behaviors /attitudes within three weeks the student will repeat Step Five.***

**Step Six**

**If no change is evidenced by the student within the three weeks, the student will be promptly dismissed from Lehigh Christian Academy for their behavior is a negative influence on others.**

## **Appendix “C”**

### **Policy on Bullying and Teasing**

As Christians, God commands us to treat others with kindness and respect. It is important that all students feel safe from physical and emotional threats. LCA recognizes that bullying of students has a negative effect on the educational environment and strives to offer all students an educational environment free from bullying.

Bullying shall mean unwelcome and intentional electronic, verbal, written, or physical acts or a series of acts directed at a student by another student that takes place in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school, including during the time spent traveling to and from those activities. These are acts or a series of acts which are severe, persistent, and pervasive, and has the intent and/or effect of:

1. Physically harming a student;
2. Damaging, extorting or taking a student’s personal property;
3. Placing a student in reasonable fear of physical harm; or
4. Creating an intimidating or hostile environment (shunning, spreading rumors, mocking, belittling, cyberbullying\*).

Bullying may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Some examples of bullying are as follows, but are not limited to:

Physical: hitting, kicking, spitting, pushing, stealing, and/or damaging personal belongings, sexual acts, and invasion of one’s personal space in an aggressive manner.

Verbal/Written: taunting, malicious teasing, name-calling, making threats, phone and/or internet, and sexual innuendo/remarks.

Emotional: spreading rumors, shunning, manipulating social relationships, or environment, engaging in social exclusion, extortion, ridiculing, and intimidating.

Electronic: verbal, written, and/or emotional bullying as defined above through electronic means.

\*Cyberbullying – communication or image transmission by means of an electronic device, telephone, wireless phone, or other wireless communication device, or computer. Including but not limited to email, instant messaging, or personal profile websites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of LCA by sending or posting inappropriate or derogatory messages, pictures, images, or website postings. All forms of cyberbullying are unacceptable and, to the

extent that such actions are disruptive to the educational process of LCA, offenders shall be the subjects of appropriate discipline.

LCA encourages all students and parents/guardians who become aware of any acts of bullying to immediately report that conduct. Students are encouraged to report acts of bullying to their teachers, Head of School, assistant principal, or other school employees or volunteers supervising school-sponsored activities. Parents/Guardians may contact the Head of School or assistant principal to report acts of bullying.

The Board directs employees who observe or become aware of an act of bullying to take immediate, appropriate steps to investigate and intervene and to report the bullying to the administration, when necessary. Corrective action shall be taken when allegations of bullying are verified.

LCA is authorized to complete an impartial, thorough investigation of the bullying brought to their attention by students, parents/guardians, or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees; a review of student records; and other reasonable efforts to better understand the facts surrounding a reported incident. The incident will be documented by the administration, and a copy of the report will be placed in the files of all students involved.

All discipline will be appropriate to his/her age and severity of offense. Any discipline given will be progressive in nature and may include but not limited to counseling within the school, a parent/guardian conference, detention, suspension, expulsion.

### **Policy on Threats of Violence**

LCA has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a credible weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school property or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, and/or purse.

If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration and board, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all



cases in which the student was “just joking.” If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor’s opinion, does not present a threat of danger.

## **Appendix “D”**

### **Attendance Policy**

It is required that students who are enrolled in Lehigh Christian Academy attend school regularly in accordance with the Pennsylvania School Code of 1949.

#### **Pennsylvania School Code of 1949**

Student absences are generally governed under the definition and authority of Section 1329 of the Pennsylvania School code of 1949. This section permits student absences to be considered excused in cases of illness, quarantines, recovery from an accident, required court appearance, death in the family, or any “other urgent reason: justifying a temporary absence.” Absences covered under Section 1329 must be directly related to the child’s inability to attend school due to the reasons cited above and not merely for the convenience of the family.

Requests by parents to have their children excused from school for educational/vacation trips must therefore be evaluated under the authority of Regulations of the School Board of Education, Chapter 11, Pupil Attendance, Section 11.26 “Education Tours, Not School Sponsored.”

“Upon receipt of a written request form from the parents of the pupils involved, pupils may be excused from school attendance to participate in an education tour or trip provided during the school term at the expense of the parents when such tour or trip is so evaluated by the district superintendent and pupil participants therein are subject to directions and supervision of an adult personage acceptable to the district superintendent and to the parents of the pupils concerned.”

It shall be the policy of Lehigh Christian Academy to consider the effectiveness of the education program for the child who is repeatedly absent from school. The administration is authorized to take action in accordance with the policy if efforts by the staff and parents cannot rectify the pattern of absence.

#### **Attendance Policy of Lehigh Christian Academy**

The educational program at Lehigh Christian Academy is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

Attendance shall be required of all students during the time that school is in session. The administration may excuse a student for temporary absence when there is satisfactory evidence of a physical or other urgent condition that may reasonably excuse the student’s absence.

The following conditions are reasonable excuses for absence from school:

- Illness
- Quarantine

- Death in the family
- Other reasons at the discretion of the administration

After three (3) days of consecutive absence, the child may be required to have a physician's excuse to return to school. All students are expected to return a written excuse note signed by the parent (guardian) stating the reason for the student's absence from school. The excuse must be specific about the absence. The failure of any student to return such an excuse note within three (3) school days of his/her return to school may result in the days of absence being classified "unexcused/illegal" at the discretion of the administration.

Excessive absenteeism, as determined by the administration may require a doctor's excuse. Notification of absences in excess of ten (10) days will be made via letter. After fifteen (15) school days of absence, a parent conference may be requested.

Students who request to be excused from school for educational tours and trips must obtain a request form from the website or the school office. (See sample form on Page 29.) This form must be submitted at least five (5) days prior to a planned trip or vacation for approval by the administrator. After approval is granted, it is the parent/student's responsibility to obtain the required school assignments that will be missed during the time away from school.

### **Emergency Absences**

There may be unusual circumstances that require a student to be excused for a portion of the school day, a full day, or days. If this happens, permission for pupil absence must be approved by the administration. The parent must send a written request to the school as soon as possible.

A student may be granted an "**emergency absence**" for the following reasons:

- Illness in the immediate family
- Funerals
- Dental and doctor appointments
- Court appearance
- Other reasons at the discretion of the administration

### **Tardiness**

A student arriving after the opening of school at 8:30 a.m. (unless there is an announced delay) will be marked 'tardy'. Students arriving late or leaving early are not eligible for perfect attendance. The following is the policy of Lehigh Christian Academy regarding tardiness:

- After three (3) 'tardies', a letter will be sent to the parents.
- Six (6) 'tardies' will count as ONE (1) unexcused absence.

### **Unexcused Absences**

Absences that are not due to sickness or an emergency are classified as unexcused. Three (3) unexcused absences are cause for legal action. The parent will receive a written notice of violation of the Compulsory Attendance Law and Section 1333 of the Pennsylvania School Code.

Students who miss tests, exams, classes, etc., for unexcused absences will be given a zero grade for that activity. Students shall not be permitted to make up work.

Unexcused absences will be given for the following: visiting away from home, shopping, doing schoolwork, oversleeping, car trouble, missing the bus, and other reasons as deemed by the administration.

### **Early Dismissals**

No student is allowed to leave school during the day without permission. A note from the parent stating the reason for early dismissal and the time the student expects to leave should be given to the teacher either the day before or the morning of the day of the appointment. Parents must come into the school to pick up their child. Early dismissals should be limited to only necessary appointments that cannot be scheduled except during school hours. Early dismissals will count as a 'tardy,' and the student is not eligible for perfect attendance.

### **Educational Tours and Trips, Non-School Sponsored**

Upon receipt of a written request form from the parents/guardians of pupils involved, pupils may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parents/guardians when such tours or trips are so approved by the administration. **A SPECIAL FORM MUST BE USED FOR APPROVAL OF SUCH TOURS AND TRIPS** (See Page 29).

To clarify absences under this category, the following policy for educational tours and trips, non-school sponsored, is established:

1. Educational tours and trips will be considered for approval if it can be determined that such tours and trips will be of equally rewarding education significance to the students. In order for the administration to make such a determination, the parent(s)/guardian(s) shall provide a written request on the proper form that would indicate the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
2. Unless an emergency arises, such requests shall be made to the administration **AT LEAST FIVE (5) SCHOOL DAYS PRIOR TO THE REQUESTED TRIP.**
3. **Unless some unusual family circumstances exist, such tours or trips shall NOT be approved during the FIRST and LAST WEEK of the school term or during standardized testing weeks.**
4. Trips not approved beforehand may be considered illegal. Parent(s)/Guardian(s) will be notified, in writing, of any unapproved trips. Any parent(s)/guardians of a

- student who fails to comply with Section 1333 of the Compulsory Attendance Requirements of the School Laws of Pennsylvania may be reported to the 'home' school district.
5. Students will have the number of days missed, up to a maximum of five (5) days to complete all work once they have returned to school. Please be aware that potential struggles may be experienced when students are absent from school for extended periods of time. Assignments forwarded by teachers before an educational tour or trip may not be exactly the same as those given in the classroom while your child is away.
  6. It is not the intention of this policy to grant excused absences for tours and trips to local points of interest, attendance at sporting events, hunting or fishing trips, or shopping trips, etc.
  7. During the school year, a student will be permitted to take up to a cumulative total of ten (10) school days for educational trip(s) and receive an excused absence, provided the parent(s)/guardians(s) comply with the policy requirements.
  8. The following will be taken into consideration by the administration in granting permission for the trip:
    - a. The student's academic standing;
    - b. The student's attendance record;
    - c. The effect the days of absence will have on the student's educational welfare;
    - d. Exceptionality of the request.

Forms can be downloaded from the LCA website or obtained from the office.

## Request for Educational Tours and Trips (Submitted to the Administrator five days in advance.)

This form should be used to request an absence for your child. If more than one child is involved, please indicate the names of all children.

Name of Student _____	Grade _____
Name of Student _____	Grade _____
Name of Student _____	Grade _____
Name of Student _____	Grade _____

Dates of Absence: From \_\_\_\_\_ to \_\_\_\_\_

Number of days absent from school \_\_\_\_\_

Brief description of the trip (including the location) \_\_\_\_\_  
\_\_\_\_\_

Educational value of the trip/reason for taking the tour/trip during school time:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

THE STUDENT IS RESPONSIBLE FOR ALL WORK MISSED.  
You will be notified if this educational tour or trip will not be an excused absence.



For Office Use Only

Date application received \_\_\_\_\_

Number of absences to date: \_\_\_\_\_ Excused \_\_\_\_\_ Unexcused \_\_\_\_\_

Approved

Conference Requested

Denied

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

## Student Assignments/Educational Tour or Trip Grades K-4

\*This form must be given by the parent to the teacher prior to the tour or trip.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Tour or Trip: From \_\_\_\_\_ to \_\_\_\_\_

**Bible:**

**Math:**

**English:**

**Reading:**

**Spelling:**

**Science:**

**Social Studies:**

**Spanish:**

Students will have the number of days missed, up to a maximum of five (5) days to complete all graded work once they have returned to school. Please be aware that potential struggles may be experienced when students are absent from school for extended periods of time. Assignments forwarded by teachers before an educational tour or trip may not be exactly the same as those given in the classroom while your child is away, but the work should be completed and given to the teacher on the first day back.

## Student Assignments/Educational Tour or Trip Grade Five/Middle School

\*This form must be given by the student to each subject teacher prior to the tour or trip.

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Tour or Trip: From \_\_\_\_\_ to \_\_\_\_\_

**Bible:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Math:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Language Arts:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Science:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Social Studies:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Spanish:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Library:** Teacher's Signature \_\_\_\_\_  
Assignments:

**Computer:** Teacher's Signature \_\_\_\_\_  
Assignments:

Students will have the number of days missed, up to a maximum of five (5) days to complete all graded work once they have returned to school. Please be aware that potential struggles may be experienced when students are absent from school for extended periods of time. Assignments forwarded by teachers before an educational tour or trip may not be exactly the same as those given in the classroom while your child is away, but the work should be completed and given to the teacher on the first day back.



## **Appendix “E”**

### **Health Services**

TO: All Parents/Guardians

FROM: Salisbury Township School District Health Services

RE: Medication Procedure

It is very important that you do not send \*medications to school for your child unless it is absolutely necessary.

If your child has recovered from an illness but is still on medication, it may be spaced around the school schedule; i.e., before school, after school, and at bedtime.

If your child has a chronic condition and needs medication during school hours routinely, or on an “as needed” basis, **the form on Page 34 must be completed. Please note that the physician/legal prescriber and parent portions must BOTH be completed prior to school personnel dispensing any medication.**

It is your child’s responsibility to come to the health room at the appropriate time to receive his/her medication. However, if they fail to come, we will make all reasonable attempts to find them.

**IMPORTANT:** All medication **MUST** be delivered to the school **by the parent**, unless the drug is an asthma inhaler, over the counter medication, or an antibiotic, which may be brought to the health room by the student. The prescriptive medicine must be in a **labeled prescription bottle, or original container if non-prescriptive**. The label must contain the CHILD’S NAME, the NAME of the PRESCRIBED DRUG, the TIME and DOSE to be given, the LEGAL PRESCRIBER’S NAME, and the PHARMACY name. The parent must retrieve any remaining medication at year-end. If not retrieved, the medication will be disposed of after two (2) weeks.

**IF THE DOSAGE IS CHANGED AT ANY TIME, NEW FORMS MUST BE COMPLETED BY THE PARENT AND PHYSICIAN/PRESCRIBER. THIS ORDER IS VALID FOR ONE SCHOOL YEAR ONLY.**

The parent/guardian must be aware of the amount of medication in school and deliver a new supply as needed. The nurse will also try to notify you when refills are needed.

\*MEDICATION: any PRESCRIPTIVE OR NON-PRESCRIPTIVE DRUG as defined by law as a controlled substance, chemical, abused substance or **MEDICATION** (aspirin, Advil, eye drops, Tums, etc.).

**SALISBURY TOWNSHIP SCHOOL DISTRICT HEALTH SERVICES  
AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

**FOR THE PHYSICIAN/LEGAL PRESCRIBER**

\_\_\_\_\_ must receive medication prescribed by me for the following condition \_\_\_\_\_  
\_\_\_\_\_

This medication must be given during school hours in order to maintain sufficient health and participation in the school program.

Medication \_\_\_\_\_  
Prescribed SCHOOL dosage \_\_\_\_\_  
Time to be given in school \_\_\_\_\_  
Duration period \_\_\_\_\_  
Possible side effects \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician/Legal Prescriber's Signature

**THIS ORDER IS VALID FOR ONE SCHOOL YEAR ONLY**

**FOR THE PARENT OR GUARDIAN:**

\_\_\_\_\_ must receive the following medication during school hours in order to maintain sufficient health and participation in the school program.

Medication \_\_\_\_\_  
Prescribed SCHOOL dosage \_\_\_\_\_  
Time to be given in school \_\_\_\_\_

I authorize the administration of the medication ordered by the prescriber above by the school nurse or other authorized personnel of Lehigh Christian Academy. I authorize LCA and the above named prescriber to exchange health related information in regards to the care of my child. I agree to deliver the medication to the school health room unless it is an asthma inhaler, antibiotic, or over the counter medication which my child may deliver to the health room upon arrival to school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

**Lehigh Christian Academy  
School Health Services**

The information contained on this page was obtained from our school nurse, who is from the Salisbury Township School District. We need to meet the expectations of our nurse and in accordance with state guidelines.

**Immunizations  
2016-2017**

To attend kindergarten your child will need:

- 4 doses of Tetanus vaccine\* \*1 dose on or after the 4th birthday
- 4 doses of Diphtheria vaccine\*
- 3 doses of Polio vaccine
- 2 doses of Measles vaccine
- 2 doses of Mumps vaccine
- 1 dose of Rubella (German measles)
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella (chickenpox) vaccine or a history of the disease

To attend seventh grade your child will need:

- 1 dose of Tetanus, Diphtheria, Acellular Pertussis (Tdap) (if more than five years has elapsed since last tetanus immunization)
- 1 dose of Meningococcal Conjugate Vaccine (MCV)

\*\*These requirements allow for medical reasons and religious beliefs. If your child is exempt from immunizations, he/she may be removed from school during an outbreak.

**Communicable Diseases**

<b>Disease</b>	<b><u>Period of Exclusion from School</u></b>
Chicken Pox	Five days from the last crop of vesicles, and/or all vesicles are dry and crusted. No physician note is needed for re-entry; however, the student will be checked upon re-entry.
Conjunctivitis (pinkeye)	24 hours after initiation of therapy, no visible crusts or drainage and judged non-infectious by the family physician with a note from the doctor permitting re-entry.
Impetigo, Scabies Ringworm	Until treated and judged non-infectious by family physician. Must return with a note from doctor permitting re-entry.
Pediculosis (lice)	Until treated with an appropriate shampoo, and all nits (eggs) are removed. Prior to re-entry to the classroom, the student must be examined by a school staff member.

Scarlet Fever and  
Strep Throat Infection

Not less than 7 days from onset, if not under a physician's care, or 24 hours after initiation of antibiotic therapy if under the care of a physician.

**A student may be excluded for any other illness that may possibly be communicable/contagious.**

### **Illness**

If a child becomes ill while at school, it may be necessary that someone comes for him/her. Please make sure that your emergency numbers are kept up to date with the school office. If the parent cannot be reached, a friend or relative will be contacted in case of an emergency during the school day. The parents will be the first point of contact; however, if there is no answer, the friend or relative designated will then be called.

### **Medications**

**Please follow the guidelines on Page 34 for medication/treatment procedures. Please note that students cannot bring any medications to school except for inhalers and epipens. Parents MUST bring ALL other medications to the school.**

### **Health Examinations and Screenings**

**Vision/Height/Weight** screening is conducted in grades kindergarten through 8th grade.

**Hearing** screening is provided to children in kindergarten, 1st through 3rd and 7th grade.

**Physical examinations** are required in kindergarten and 6th grade.

**Dental examinations** are required in kindergarten, 3rd and 7th grade.

**Scoliosis** screening is required for 6th and 7th grade.

## APPENDIX “F”

### Before Care/After Care Registration

#### **Before Care**

The program begins at 6:45 a.m. and runs until 7:45 a.m. on school days. Before-care will not be open on non-school days, vacation days or snow days. For one-hour delays, before care will open at 7:45 and two-hour delays, 8:45 a.m.

The cost is \$8.00 per day for the first child in each family (regardless of arrival time). Any additional children in the same family will be charged \$4.00 each. Full-time and part-time children must be prepaid a week in advance. Children who are registered for full-time or part-time will be billed accordingly. There will be no credits for days your child is not in the before-care program. We will be staffing the program according to the number of students registered.

Children who arrive prior to 7:45 a.m. will automatically go to before-care. The costs as listed above will apply. The parent/guardian is expected to pay for this service at the time of arrival.

The program will be adequately staffed, so you can be assured that your children will be spending their before-school time in a healthy, safe environment. Time will be given for a breakfast of cereal for those arriving before 7:15 a.m..

If you have any questions about the program, please call the school office at (610) 776-7301.

LEHIGH CHRISTIAN ACADEMY  
BEFORE CARE REGISTRATION FORM

Family Name: \_\_\_\_\_

Child's Name:

\_\_\_\_\_ (\$8.00) Grade: \_\_\_\_\_

\_\_\_\_\_ (\$ 4.00) Grade: \_\_\_\_\_

\_\_\_\_\_ (\$ 4.00) Grade: \_\_\_\_\_

\_\_\_\_\_ (\$ 4.00) Grade: \_\_\_\_\_

Care Needed:

\* Full time - Payable one week in advance

\* Part time - Payable one week in advance

If part-time, what days?

\*Monday      \*Tuesday      \*Wednesday      \*Thursday      \*Friday

There will be no credits for days your child is not in the before-care program.

\* As Needed - 24 hr. notice preferred - Payable on that day, with note sent to school

Planned arrival time (approx.): \_\_\_\_\_ AM

Full-time and part-time children must be prepaid a week in advance.

I have read and agreed to the terms of the before-care. Please enroll my child/children as indicated above.

Return to:

Lehigh Christian Academy  
1151 S. Cedar Crest Boulevard  
Allentown, PA 18103

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**AFTER-CARE**

The program begins at 3:45 p.m. and runs until 6:00 p.m. on school days. After-care will not be open on non-school days, early dismissals, or snow days. The following are also exceptions to this program:

## Early Closings:

Monday, September 12, 2016	Close at 5:15 p.m.	Back to School Night
Thursday, November 3, 2017	Close at 5:15 p.m.	Holly & Ivy Set-up
Friday, December 2, 2016	Close at 5:15 p.m.	Christmas Concert
Thursday, March 30, 2017	Close at 5:15 p.m.	Open House
Friday, May 12, 2017	Close at 5:15 p.m.	Spring Concert/Art Show
Friday, May 19, 2017	Close at 5:15 p.m.	Drama Production
Thursday, June 6, 2017	Close at 5:15 p.m.	Last Day of After-Care, Graduation Night

## NO After-Care

Monday, November 21, 2016  
 Tuesday, November 22, 2016  
 Thursday, December 22, 2016  
 Wednesday, April 12, 2017  
 Wednesday, June 7, 2017

The cost is \$10.00 per day for the first child in each family (regardless of pickup time). Any additional children in the same family will be charged \$5.00 each. Full-time and part-time children must be prepaid a week in advance. Children who are registered for full-time or part-time will be billed accordingly. There will be no credits for days your child is not in the after-care program. We will be staffing the program according to the number of students registered.

**Children not picked up by 3:45 will automatically go to after-care, there will be no exceptions. The costs as listed above will apply. The parent/guardian is expected to pay for this service at the time of pickup.**

**An additional fee of \$5.00 per each five minute interval will be charged for those students who are not picked up by 6:00 p.m. This fee is payable when the child is picked up.**

The program will be adequately staffed, so you can be assured that your children will be spending their after-school time in a healthy, safe environment. Time will be given for snack, homework, and play. We, however, are not a tutoring service, and we cannot guarantee that all homework and study will be completed. If you have any questions about the program, please call the school office at (610) 776-7301.

A registration form must be submitted for enrollment in the after-care program.

LEHIGH CHRISTIAN ACADEMY  
AFTER-CARE REGISTRATION

**Family Name:**

child's name:

_____	(\$10.00)	Grade: _____
_____	(\$ 5.00)	Grade: _____
_____	(\$ 5.00)	Grade: _____
_____	(\$ 5.00)	Grade: _____

**Care Needed:** Q Full time - Payable one week in advance  
 Q Part time - Payable one week in advance  
**If part-time, what days?** Q Mon Q Tues Q Wed Q Thurs Q Fri  
**There will be no credits for days your child is not in the after-care program.**  
 Q As Needed - 24 hr. notice preferred - Payable with note sent to school

**Planned pick-up time (approx.):** \_\_\_\_\_ p.m.

In order to avoid an additional fee of \$5.00 per each five minutes late, students must be **picked up by 6:00 p.m.** This late fee is payable when the child is picked up. Full-time and part-time children must be prepaid a week in advance.

I have read and agreed to the terms of the after-care. Please enroll my child/children as indicated above.

Return to: Lehigh Christian Academy  
1151 S. Cedar Crest Boulevard  
Allentown, PA 18103

\_\_\_\_\_ Date

\_\_\_\_\_ Parent's Signature



**APPENDIX “G”**

<b>Chapel Attire</b>		
	<b>BOYS</b>	<b>GIRLS</b>
<b>Slacks</b>	Navy Blue Comparable color, fit and style to Flynn O’Hara. NO lo-rise; NO denim or jeans; NO cargo pants; NO corduroy	
<b>**Jumper or Skirt, Vest (Optional)</b>	<i>X</i>	<i>Flynn O’Hara Uniform Plaid Flynn O’Hara Uniform Navy Blue (Jumpers K-5; Skirts 5-8) KNEE LENGTH</i>
<b>Shorts</b>	Navy Blue Shorts (Only those from Flynn O’Hara) as per Weekly Words	
<b>Shirts</b>	White collared button-down shirt (tucked in) or white collared polo shirt (Only top button may be unbuttoned.)	
<b>**Tie (Optional)</b>	<i>Flynn O’Hara Uniform Plaid</i>	<i>X</i>
<b>Optional</b>	Navy Blue Sweater; Navy Blue Sweatshirt (LCA logo-optional)	
<b>Daily Attire</b>		
	<b>BOYS</b>	<b>GIRLS</b>
<b>Slacks</b>	Navy Blue, Khaki Comparable color, fit and style to Flynn O’Hara. NO lo-rise; NO denim or jeans; NO cargo pants; NO corduroy	
<b>**Jumper, Skirt, Vest</b>	<i>X</i>	<i>See Chapel Attire (Optional)</i>
<b>Shirts with collars</b>	White, Light Blue, Navy Blue, Crimson Red, Hunter Green (Dress or Peter Pan collared, polo, turtleneck) (Long or short sleeve) (Girl’s NO Form-fitting tops) (Only the top button may be unbuttoned.) Layered shirts must be in school uniform colors (solid colors only)	
<b>Sweatshirts</b>	Plain Navy Blue (cannot be worn on gym days, NO logos of any type) Grey with LCA Logo	
<b>**Shorts</b>	ONLY Flynn O’Hara--Navy Blue, Khaki Must be mid-thigh or longer (Shorts may be worn as per information given in <i>Weekly Words</i> .)	
<b>Sweaters</b>	Navy Blue, White (Cardigan, Crew Neck, Vest)	
<b>Shoes</b>	Sneakers (neat and clean)-NO “Heelies” Any shoelaces must be tied. NO clogs; CROCS with a back strap are acceptable Sandals must be of a substantial construction; NO flip-flops (K-8) <b><u>Grades K-4 sandals must have a back strap and be worn with socks.</u></b>	
<b>Leggings/Stocking</b>	<i>X</i>	Optional: Opaque Black or Navy Blue

**Please note that the administration and staff may determine the appropriateness of all attire. This includes modesty, neatness and cleanliness.**

**Dress Down Day Attire**

(NOT acceptable for Chapel Days or gym days)

**Please NOTE: NO Skinny jeans, leggings, or Jeggings can be worn without a knee length tunic top.**

<b>Slacks</b>	Jeans, khakis, cargo, sweats, capris. (Must fit appropriately and NOT have any rips or holes; NO lo-rise)
<b>Shorts</b>	Uniform shorts or shorts need to be mid-thigh or longer.
<b>T-Shirts</b>	Must be able to be tucked in. Must not have offensive pictures or words. No sleeveless shirts or ‘tank’ tops may be worn.

**Physical Education Attire**

<b>Shorts</b>	Hunter Green **Gym shorts with the LCA logo may be worn in school without wearing sweatpants as a cover up. Shorts without the logo <u>MUST</u> be worn with sweatpants in school. Shorts must be mid-thigh or longer. NO writing allowed except for LCA logo.
<b>Sweatpants</b>	Hunter Green, Grey (LCA logo-optional)
<b>Sweatshirts</b>	Hunter Green, Grey (LCA logo-optional)
<b>T-Shirts</b>	Solid Colored CREW-NECK, or COLLARED Shirts in Hunter Green, Grey. NO form-fitting shirts.
<b>Shoes</b>	Sneakers are <u>required</u> . NO “Heelies” Shoelaces must be tied. NO Crocs or Clogs.

\*\*The following items can only be purchased through the uniform company or swap shop: shorts and LCA logo gym shorts. Optional items that may be purchased are ties, skirts, vests and jumpers.  
Slacks and all other items may be purchased elsewhere but MUST have a comparable color, fit and style similar to those available at Flynn O’Hara.  
The administration reserves the right to make judgments on questionable issues and may revise this policy as necessary to maintain the goal of encouraging students to dress neatly and modestly for the glory of God.

**Hair**

Hair must be of a conventional style, a natural hair color, and an appropriate length. The staff must be able to see the student’s eyes and hair cannot obstruct the vision of the student. The appropriateness of style, color and length will be determined by the administration and staff.

**Other**

**It is the policy of LCA that students should not call unwarranted attention to themselves.** Therefore, the following must be observed:  
-earrings are permitted for female students only  
-real or temporary tattoos are prohibited  
-nose rings and body piercings are not permitted.

## **Appendix “H”**

### **Purpose of Interscholastic Athletics**

#### **Purpose of Interscholastic Athletics at LCA**

Through team sports, coaches, parents, and athletes are provided abundant and unique opportunities for application of the many Christian principles taught in the school. Athletics serve as a critical place to instill these Biblical principles and integrate God’s word into our actions through this application. Athletics also provide the opportunity to be “in the world” and yet be of Christ and to be a testimony to those around us.

To this end the Interscholastic Athletics Program at LCA has the following goals:

1. Allow others to see Christ in our school through its’ athletes;
2. Provide a vivid testimony to our community of Christian athletics rather than athletics in a Christian world; and
3. Teach our student-athletes Biblical principles through valuable and unique scriptural applications.

#### **Standards for Athletes**

##### **Conduct:**

The athletes will:

1. Exhibit a Christ-like attitude toward coaches, teammates, opposing teams, fans, and officials.
2. Exhibit the spiritual principles of teamwork, respect for authority, glorification of Christ with our bodies, proper motivation, fellowship, perseverance, sacrifice, and sportsmanship as described in the LCA Interscholastic Athletics Program Manual.
3. Play should be fair and consistent with the rules of the sport.
4. Will not use foul or abusive language.
5. Will wear modest and appropriate attire to practices.

##### **Responsibilities:**

The athletes must:

1. Wear the defined uniform and safety equipment required for the sport by the school and/or league. Uniforms are to be worn for games only!
2. Maintain uniforms in good repair, clean uniforms prior to returning, and return full uniform within one (1) week of season completion. Athletes/parents may be charged for lost or damaged articles.
3. Attend **all** practices unless excused by the coach. Failure to attend three (3) practices in a season without proper excuse will result in removal from the team.
4. Behave properly at practice, cooperate with the coach, and fully participate in all practice activities. Repeated behavioral problems, failure to cooperate, or lack of full participation that is deemed disruptive or detrimental to the team will result in dismissal from the team.

5. Assist coaches in cleaning up practice/game sites and putting equipment away.
6. Change clothes only in locker rooms or other designated private areas.
7. Pass on communications from the coaches to parents concerning transportation, game schedules, practices, etc. **(Parents, please pick up students promptly after games/practices.)** Players not picked up at the end of practices will be placed in after care, and parents will need to make payment at pick-up.
8. Do not use audio equipment, e.g., CD players, tape players, Ipods, cell phones, etc., during practices or games.
9. Obey school bus rules as found in the LCA athletic handbook when riding on the bus to and from games or practices.
10. Students in the middle school program (grades six through eight) that meet the academic eligibility and league eligibility requirements listed below may participate in the athletic program.
  - a. Overall average of C and no more than one F or two D's on a progress report or report card.

**Failure to conduct yourself consistent with the standards above will result in corrective action up to and including dismissal from the team and prohibition from other athletic events.**

# **Appendix "I"**

## **Reading Review Request**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Title of Text Being Questioned: \_\_\_\_\_

Author of Text Being Questioned: \_\_\_\_\_

Text is a \_\_\_\_\_ Library/Resource Center Book  
\_\_\_\_\_ Regular Textbook  
\_\_\_\_\_ Assigned Reading (assigned by \_\_\_\_\_)  
\_\_\_\_\_ Other (explain) \_\_\_\_\_  
\_\_\_\_\_

Please state the problems which you see with the text. Try to point out an example.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What action would you recommend that the school take?

- \_\_\_\_\_ Remove the text from the program
- \_\_\_\_\_ Allow the text to be used only with parental consent.
- \_\_\_\_\_ Restrict the text to older students.
- \_\_\_\_\_ Do not use this text with my child. Provide an alternative activity for my child.

I have read the LCA policy concerning library and reading assignments. \_\_\_yes \_\_\_ no

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to: Lehigh Christian Academy  
1151 S. Cedar Crest Boulevard  
Allentown, PA 18103

## **Appendix “J”**

### **Security Procedures**

In a joint effort with Cedar Crest Bible Fellowship Church to provide security for our students and staff, we have instituted the following procedures for entering the building.

1. After 8:30 a.m. all LCA parents, students, and visitors will be required to enter the building through the LCA office entrance (Door #3) on the Cedar Crest Boulevard side of the building.
2. No student, staff person, or parent already authorized to be in the building will be allowed to open the door for anyone wishing to enter. They will, instead, direct the person to the correct entrance.
3. All who are entering will be issued a visitor name tag and lanyard and will be required to sign in and out.

## **Appendix “K”**

### **Middle School Policies**

A Middle School handbook will be given to each middle school student the first day of classes.

#### **Algebra I Requirements for Eighth Grade**

Algebra I is offered in eighth grade. There are certain criteria required for students to take Algebra I. These requirements are:

➤ **Achievement Test Scores**

The student should achieve in the 8<sup>th</sup> stanine or higher to be considered for this class.

➤ **Academic Average**

The student should achieve a 93% or higher to be considered for this class.

➤ **Algebra Readiness Tests**

○ **Part I Basic Skills Test**

The student should achieve a 90% or higher on this section of the test.

○ **Part II Algebra Concept-Readiness Test**

The student should achieve an 85% or higher on this section of the test.

➤ **Cognitive Skills Index**

The student should achieve a CSI of 116 or higher. (This takes in account that 100 is the average score with a standard deviation of 16.)

➤ **Other Indicators**

The student has:

- Completed homework and other assessment tools, such as projects successfully;
- Developed organizational skills and the good study habits necessary for advanced placement;
- Maintained a positive attitude towards mathematics; and
- Attended school regularly.

➤ **Teacher Recommendation**

The current mathematics teacher and /or Algebra teacher must recommend this placement.

#### **Requirements for Students requesting to take Algebra I in 7th Grade:**

➤ **ALL of the Requirements for taking Algebra I in 8th Grade must be met.**

➤ In addition:

- **A signature page must accompany a written formal letter requesting that a student be considered for acceptance into the Algebra I class.**
- **The student and parents agree:**
  - To maintain the high academic standards of Algebra I.
  - To provide additional help at home as needed.
  - To complete any material that needs to be finished for any other subject that is missed in order to attend Algebra I classes.

- Algebra II will be taken as an online course in eighth grade at the expense of the parents, but monitored by Lehigh Christian Academy Administration.
- A signature page must accompany a written formal letter requesting that a student be considered for acceptance into the Algebra I class.

### **Washington DC Trip**

The class trip to Washington, DC is part of the eighth grade educational program at Lehigh Christian Academy and is scheduled for the Wednesday through Friday before Memorial Day.

To participate in this educational experience, eighth grade students will be participating in class fundraisers. A portion of the money raised for this trip through sales is eligible to be counted toward the Parental Involvement Fee.

You may opt not to participate in the fundraisers, but you will need to send in the appropriate fees as per the fundraising schedule. If you choose not to participate and a 'cash' payment is made, this payment will be considered a direct payment towards the trip and will not be included as part of the P.I.F.

If you desire to go along as a chaperone (provided that there is space), you are responsible to pay as per the payment schedule. Any adult chaperoning this trip must obtain police and child abuse clearances. Forms are available at the main office. These should be applied for as soon as possible, and a copy must be in the school office by the end of December prior to the trip.

Any student who is in danger of failing eighth grade may be excluded from the class trip. Also, any student whose financial obligation to the school is not current will be in danger of not attending the class trip.

Any money paid for this trip is non-refundable due to our commitments with the bus company and its vendors.

### **Middle School Dress Code Additions**

We will follow the dress code as stated in the parent handbook. There will be the following additions for middle school:

- No excessive make-up will be allowed. This includes the excessive use of black eyeliner and eye shadow.
- Hair must be of a conventional style and a natural color. Hair should not obstruct the vision of the student and be an appropriate length.
- Graduation Dress:



- a. Eight Grade Gentlemen: Dress shirts and tie. Dress slacks are required or eighth grade gentlemen may wear a suit with a dress shirt and tie. Dress shoes are required.
- b. Sixth and Seventh Grade Gentlemen: White dress shirts and ties. Navy blue dress slacks are required.
- c. Eighth Grade Ladies: Dress length **MUST** be to the knees, with **NO** slits that go more than three inches above the knees. Dresses must have a cap sleeve. Dresses with thin straps **MUST** be worn with a jacket to the reception. **Pictures of the student in the dress must be brought in to the administration by the Friday before the DC trip.**
- d. Sixth and Seventh Grade Ladies: White blouse and navy blue dress slacks are required. A colorful scarf may be worn.

## **Appendix “L”**

### **Families Undergoing Separation, Divorce, or Custody Proceedings**

While LCA does not condone divorce, it must recognize that breakdowns in family relationships do occur. LCA stands ready to support the Church in its efforts to effect reconciliation. It particularly aims to provide as much help and stability as possible to the child, who always is a victim, and often is a weapon, in the breakdown of a marriage.

In the absence of a court action terminating or suspending parental rights, LCA will attempt to cooperate as fully as possible with each parent, whether custodial or non-custodial. Information and opportunities which will be provided, upon request, to the non-custodial parent include, but are not limited to: academic information (including copies of report cards, standardized test results, etc.); notice of and right to attend school activities, conferences with teachers and administrators. LCA reserves the right to schedule separate conferences with parents.

In the case of attendance at school activities, parents must remember the school goal of providing maximum stability to the child. Any parent (custodial or non-custodial) who acts in such a way as to disturb this stability may be barred from future activities.

No student may be taken from school during the school day without the written request of the custodial parent, approved by the appropriate administrator.

In the absence of a court action terminating or suspending parental rights, the school must permit a non-custodial parent, upon proof of identity, to pick up a child after school. Parents must remember the goal of stability for the child; the child should not be used as a weapon against the other parent. The school requests that no pick-ups be made without the consent of the custodial parent. The school may refuse to dismiss a child to a parent if it has cause to be concerned for the safety or well being of the child.

All school parents will be required to subscribe to this policy and agree to abide by it, as a condition of enrollment. Non-custodial parents must subscribe to this policy, and agree to abide by it, as a condition of enrollment to receiving the rights and opportunities listed above.

## **Appendix “M”**

### **Hot Lunch**

LCA offers its' students a daily lunch program. The lunch program is not run as a fundraiser for the school but as a service to the students of LCA. The catering service provides a lunch that meets state and federal lunch requirements. There are occasions when a hot lunch during the month is a fundraiser, and those are noted by “LCA” at the top of that day’s menu.

A calendar listing the lunch offerings for each day is emailed home and posted on our webpage three weeks prior to the month you are ordering. You will have one week to return your order and payment to the school to be able to participate in the following months’ lunch program.

Example: October’s calendar will be emailed home/posted on our webpage the second week of September and will be due back as listed. Please follow the directions carefully on the order form and accompany each order with a check made out to LCA. (Please no cash.) If you are ordering for more than one student in a family, you must fill out a separate order form for each student, but you may send in one check for the total of all the orders.

Milk is not provided with the lunch but is available for purchase by prior arrangement with the school office.

We will try our best to inform you in advance of certain days when your child should not order hot lunch for the following month due to a scheduled field trip, etc., however, if your child orders lunch on a day when they will not be able to receive it due to a field trip or illness, etc., you may send a note in or call the school by 9:00 a.m., stating that you would like to have a sibling have the lunch or that you will be picking it up. Lunches may not be held until the following day due to a lack of storage space. Vouchers (refunds) will only be given for snow days when the school is closed for the entire day or due to an error of the school.

If a student forgets their lunch, we will try our best to provide something for them to eat. Please note that you will receive a ‘bill’ for \$1.00 for the items provided to your student for lunch.

There is a school store available for grades 3-8 at lunch time. Snacks and candy are available for purchase. Candy purchases will be limited to two items daily. Most items will be 100 calorie count or less.

## **Appendix “N”**

### **Volunteer Versus Visitor Definitions**

- ★ Volunteering
  - Defined as:
    - A person who is responsible for the welfare of a child and/or has direct routine contact with children (provides a service in lieu of a parent)
  - Examples:
    - Field trip, lunch room monitors, drama helpers, book fair helper, etc.; any position in the school building where you receive PIF.
  - Will NEED clearances:  
*(can be found at <http://lcamustangs.org/parent-news/volunteer-clearances>)*
    - PA State Police Criminal Record Check
    - PA Child Abuse History Certification
    - Affidavit **OR** FBI Fingerprinting through the Dept. of Education
  
- ★ Visiting
  - Defined as:
    - Guest who observes a school function without direct, routine contact with children
  - Examples:
    - Graduation, concerts, sports events, and plays
  - Will NOT need clearances

*Adapted from Frequently Asked Questions on Department of Education Webpage*