



# MIDDLE SCHOOL PARENT/STUDENT HANDBOOK

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Junior High: (501) 975-3415

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*Membership in & Accreditation by:*

*Arkansas Non-Public Schools Accrediting Association (A.N.S.A.A.) North  
Central Association on Accreditation & School Improvement (Advanced)  
Council on Educational Standards & Accountability (CESA)  
Southern Association of Independent Schools (SAIS)*

# INTRODUCTION

To serve families, churches and the community by providing a K4-12th grade education, characterized by excellence in the pursuit of truth from a Christ-centered worldview.

In others words, our primary business is providing an excellent, Christ-centered education, especially in preparation for the college experience. Excellence (Gr., *arête*) can be defined as one's fulfillment of purpose, one's fulfillment of potential. A second definition is more qualitative, as in the highest of standards and achievement. A third dimension, often overlooked, comes forth from the Pauline literature of the New Testament. In 1 Corinthians 12:31, Paul speaks of a "still more excellent way." This way is, namely, the love of Christ. Woven together, fulfillment of purpose, highest standards and biblical love create a fabric of excellence that is rare and precious. We are in constant pursuit of that aspiration and reality.

## STRATEGIC GOALS

In 2007, the Board of Trust established two strategic goals as an extension of our mission statement.

1. LRCA seeks to be a pre-eminent K4-12 academic institution that offers an excellent college-preparatory curriculum while serving the greatest portion of the body of Christ reasonably possible within our community.
2. LRCA, above all else, must uncompromisingly teach and model the truth of the person of Christ. These goals form our educational philosophy as do our official core values.

## KEY EXCERPTS ... LRCA CHRISTIAN COMMUNITY STATEMENT

*To assure that we are like-minded in the LRCA joint-venture approach to discipling LRCA students, our Christian community beliefs are set forth in full in the LRCA Christian Community Statement which is to be read together with the LRCA Doctrinal Statement, the LRCA Mission Statement, the LRCA Core Values Statement, the LRCA Educational Philosophy Statement, and any other policies or statements adopted or approved by the LRCA Board of Trust.*

*These documents are available here.*

## LRCA Mission Fit

LRCA is available to parents fully convinced that the LRCA philosophy of Christian education matches their own philosophy as to how they want to disciple their children. LRCA is looking for mission fit between school and parents and, thus, asks parents seeking student admission about Christian belief; agreement with the LRCA Doctrinal Statement and church membership. LRCA desires to come alongside the family to help the family provide a vibrant, college-preparatory, learning environment for the student who wants to learn and the family who wants their children to practice the Christ-centered world view. LRCA staff prayerfully considers admission, continued enrollment, and re-enrollment in light of our perception of mission alignment between parents and school as co-disciplers.

LRCA admission is open for the student of any parent (or legal guardian) who agrees:

1. that it is the responsibility of a parent to teach his or her child a biblical world view (Deuteronomy 6:1-9, Psalm 78:5-6, Proverbs 22:6),
2. that the primary responsibility for discipling a child remains with the parents (Ephesians 6:4),
3. that a parent (or legal guardian) and LRCA, as co-disciplers, should be teaching and modeling the same truth and agrees to allow his or her child to be educated and influenced in an intentionally Christian environment that presents biblical truth from LRCA's interpretation of the historical orthodox Christian teaching of the Bible regarding both faith and practice.

Continued enrollment at LRCA is contingent upon this same understanding and support.

## LRCA Consequential Faith Objective

LRCA believes that consequential faith is modeled more than taught and that parents who desire consequential faith for their children need to introduce them to a way to live and not just a way to believe.

## LRCA Christian Community

To assure that we are like-minded in our joint-venture approach to discipling LRCA students, LRCA has set forth our beliefs and practices in writing.

## LRCA Christian Community Expression

Our LRCA Christian community exercises and expresses its Christian beliefs and mission and purposes in various ways, including: our status as a Christian community, our activities as a Christian community, and our standards as a Christian community. There can be no exhaustive list of what conduct and lifestyle the LRCA Christian community desires of LRCA Christian community representatives and participants, but the following is offered as a guideline: Required by the Law and Required by the Bible. All conduct prohibited by the law and all conduct proscribed by the historical orthodox Christian church as unbiblical is outside the boundaries of LRCA Christian community orthopraxy. Alcohol use laws are an example of the law. Sexual conduct and for marriage are an example of biblical rules.

## The LRCA Christian Community “Religious Organization”

LRCA will, as a religious organization, exercise its prerogative to neither commence nor continue an appointment, employment, admission, enrollment, or other category of LRCA Christian community representation or participation if it is believed by LRCA that so doing will cause confusion about, conflict with, or compromise of the LRCA Christian community’s mission to disciple LRCA students by providing a distinctly Christian education from a Christ-centered worldview.

## Roles and Expectations for LRCA Community Participants (Student and Parent [or Legal Guardian] Participants)

LRCA asks that at least one parent (or legal guardian) of each student be a devoted follower of the Lord Jesus Christ as demonstrated in testimony, lifestyle choices and conduct, to adhere the LRCA Doctrinal Statement, and to be an active member of a local denomination of the historical Christian church. Each participating parent or student is either a co-discipler or the one being disciplined. Co-disciplers and the one being disciplined are expected to abide by applicable LRCA Christian community standards, manifest respect for the beliefs shared in common by the LRCA Christian community, and be fully supportive of the LRCA Christian community mission in word and conduct.

## What does this mean in practice? Two examples:

- **Belief Systems outside the Circle of Orthodoxy Embraced by Historical Christian Church.** The doctrinal beliefs of the LRCA Christian community are those within the circle of orthodoxy embraced by the historical Christian church. It is the belief of LRCA that the admission of a child of a parent who adheres to a faith tradition outside the circle of orthodoxy embraced by the historical Christian church would create confusion in LRCA’s mission to teach LRCA students the truth as stated in our LRCA Doctrinal Statement. Consequently, admission will be denied when LRCA determines that the doctrine of another faith system (e.g. Mormonism, Jehovah’s Witnesses) does not align with the doctrine of the LRCA Christian community.
- **Human Sexuality and Marriage.** LRCA stands firmly upon the truth claims and moral foundations of Christianity, as expressed in the Bible as understood by the historical orthodox Christian church. This includes but is not limited to the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God’s design. Parents (or legal guardians) who choose to enroll their children at LRCA are agreeing to support the biblical values and the relevant Christian positions regarding faith and practice embraced by the historical orthodox Christian church as it has interpreted the Bible and the teachings of the Lord Jesus Christ.

## LRCA Mission Fit Recap

Selecting the distinct philosophy of discipleship espoused by LRCA is an important decision. We want parents to be able to make an informed choice. Thus, we are providing this summary explanation of our Christian Community Statement. Please know that we prayerfully consider admission, continued enrollment, and re-enrollment in light of our perception of mission alignment between parents and school as co-disciplers. We invite you to explore whether the mission of our school aligns with your mission for discipling your children. Our prayer is that you discover God's perfect will for your family as you pursue this most critical parental duty.

*To view full version of the Christian Community Statement please go to page 54*

## CORE VALUES

In fact, our educational philosophy rests upon and is derived from our five institutional core values: Jesus Christ, Truth, Excellence, Love and Partnership. On these core values, we will build our future for "God is builder of everything." (Hebrews 3:4)

Jesus Christ, the incarnation and source of all truth, wisdom (the ability to discern between truth and untruth) and knowledge.

- John 1
- Colossians 2:3

Truth – "Thy Word is truth" (John 17)

- Proverbs 2:1-7
- 2 Timothy 3:15-16
- Psalm 25:5
- John 1:17, 8:32, 14:6, 16:3

Excellence – "Whatsoever is ... excellent"

- Psalm 90:17

- Colossians 3:23-24
- Genesis 1:4
- Ephesians 5:1
- 1 Corinthians 12:31

Love – Without love, we are nothing (1 Corinthians 13)

- 1 Corinthians 12:31
- Colossians 3:14

Partnership (with home and church)

- Proverbs 2:2
- Deuteronomy 6:4-8
- Proverbs 22:6

## EDUCATIONAL PHILOSOPHY

First and foremost, we are a school – a Christ-centered educational community in pursuit of truth, wisdom, and knowledge with a focus on preparation for higher education.

As a Christian school, we are an extension of Christ's church and the Christian home. Christian schools are stronger and wiser in partnership with the Christian home and local churches. At LRCA, we refer to this partnership as the golden triangle. It is the responsibility of the golden triangle to challenge students to maturity as Jesus, Himself, was challenged: "and Jesus grew in stature and wisdom and in favor with God and man." (Luke 2:52)

The agents of instruction are parents assisted by professional servant educators who know Christ intimately.

A strong education balances the artistic, athletic and academic pursuits to the glory of God and liberates all to serve others wholeheartedly.

The educational experience is void without the love of Christ demonstrated in authentic community

and service. Love always considers the best interest of the other.

Across our spectrum of learners, “differences are a gift.” Not everyone learns in the same way, nor do all have the same ability. Accordingly, we aim to maximize challenge, maximize support and maximize potential of those we admit through selective admissions based on our mission and strategic goals and those students to whom we annually commit.

In terms of our philosophy of learning, we believe:

- Learning is a relentless, lifelong pursuit.
- Every student’s potential can be maximized to the glory of God.
- Research informs our practice/methodologies.
- There is a core knowledge base that is essential to master in order to be fully educated. This content base should be incrementally acquired and meaningfully understood via effective teaching practices. Beyond the core, critical-thinking skills are an intentional overlay of our curriculum.
  - o Pedagogically, our educational leadership and teachers hold the following best practices in high regard and are guided by the respective research of Understanding by Design (curriculum design), Differentiated Instruction (informed best practice), The LRCA Excellence Project (standards of instruction), and Professional Learning Community (school as learning organization).
  - o In other words, well-designed curriculum (constructed with the end in mind), learner- centered instruction, proven, effective teaching methodologies, and an attitude of life-long learning add up to authentic learning and a well-educated child.
    - Our local learning algorithm is: “Understanding by Design” + “Differentiated Instruction” + “The Excellence Project” + “Professional Learning Community” = Learning.

LRCA is committed to excellence. Excellence in the classroom has four primary pillars:

- Organizing content knowledge for student learning (planning)
- Creating an environment for student learning
- Teaching for student learning
- Teacher professionalism

## BIBLICAL WORLDVIEW

Where does the integration of faith and learning come into play at LRCA? Inculcating a dynamic biblical worldview is a central aspiration and a core competency of LRCA. Through a planned process of developing an authentic biblical worldview, LRCA trains up the next generation of transformation agents as students of all ages encounter and engage the culture of 21st century America and an increasingly globalized world. Our worldview presuppositions are:

- “All truth is God’s truth.”
- Everything is theological.
- All truth relates to real life.
- The classroom is a laboratory for life.

As Christ-followers, we need not hide from culture. Perfect love casts out fear. Empowered by the Holy Spirit, we are free and trained to engage and influence the culture for Jesus Christ.

## EDUCATIONAL OUTCOMES

To what end do we educate? From over 750 survey inputs, we generated a database of student outcome descriptors. Organized into nine categories, our stakeholders are looking for a LRCA graduate to:

- Love and follow Christ.
- Be equipped to thrive in a college of choice.
- Maintain an appetite for learning.
- Be able to engage a post-modern society.
- Be disciplined for the responsibilities of life.
- Think wisely.
- Be grounded in biblical truth.
- Serve others with gladness and love.
- Be prepared to pursue a God-directed vocation.

Every day, we are faced with the question of "How will we achieve our desired outcomes?" In macro terms, we can expect to achieve our global outcomes by loving to learn and learning to love under the spirit-filled tutelage of a living example, consistently pointing to truth and love as manifest in the person of Jesus Christ and the legacy of the Judeo-Christian Scriptures.

Our teachers are asked to be the embodiment of their curriculum, including biblical worldview. In parallel ways, we can expect to achieve academic outcomes by successfully following the curriculum map, always responsive to the feedback of effective assessment.

In conclusion, Christ-centered, biblically-grounded, free inquiry into culture and creation (2 Timothy 3:16) is a good thing and a mark of a healthy, secure school. It is a classical, liberal education in the truest sense of the phrase. To that end, we labor as bondservants of Jesus Christ.

## NON-DISCRIMINATORY POLICY

Little Rock Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

## DOCTRINAL STATEMENT

1. We believe that the Bible, consisting of 66 books of the Old and New Testaments, verbally inspired, free from error in doctrine, fact and ethic, and inerrant in the original writings, is the Word of God and the only infallible and authoritative rule of faith and practice.
2. We believe in the Holy Trinity, one God eternally existent in three persons--Father, Son, and Holy Spirit--the same in substance, equal in power and glory.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of God the Father, and His personal and physical return in power and glory.
4. We believe that God created man in His own image but that through sin, man brought upon himself and his posterity not only physical death, but also spiritual death which is separation from God; that all human beings by physical birth possess a sinful nature.
5. We believe that the salvation of lost and sinful man is a free gift of God's grace apart from works, based solely

upon Christ's vicarious and atoning death, effected by the regenerating work of the Holy Spirit, and received by trusting in Christ's finished work on the cross, and that this salvation is eternally secured to all believers.

6. We believe in the present ministry of the Holy Spirit, by Whose indwelling upon salvation the Christian is enabled to live a godly life; that it is incumbent upon every believer to walk worthy of his calling-to walk after the Spirit and not after the flesh.
7. We believe in the resurrection of the body of both the saved and the lost-they that are saved to the resurrection of life everlasting and they that are lost to the resurrection of eternal damnation.
8. We believe in the spiritual unity of believers in the Lord Jesus Christ.

## DOCTRINAL DIFFERENCES: (THREE-TIERED POLICY)

As a non-denominational, broadly evangelical Christian school, Little Rock Christian Academy contains within its walls a spectrum of doctrinal views and ecclesiastical practices that correspond to the diversity of the local Body of Christ. The school seeks a harmonious balance in its representation of such differences in the classroom, and it does so by reference to a three-tiered board policy:

First, all members of the Board of Trust and all employees of the schools subscribe annually to the Doctrinal Statement of LRCA. Since the Doctrinal Statement expresses the core essentials of the Christian faith, all instruction, student interaction and internal curricula operate within the theological boundary of the statement. Correspondingly, the Board of Trust, through the Head of School, ensures that essential doctrinal elements of the Christian faith not explicitly contained in the Doctrinal Statement are nonetheless protected in a manner consistent with the Board of Trust's determination of settled evangelical orthodoxy. It is the school's certain function to affirm unreservedly in the lives of its students the irreducible tenets of our biblical Christian faith.

Secondly, the school recognizes that – outside the essentials of evangelical orthodoxy – the Body of Christ incorporates a significant diversity of viewpoints on some doctrinal issues. Since LRCA does not take a formal position on issues of Christian doctrine outside the scope of its Doctrinal Statement, it is appropriate that the faculty instruct the student in the origins and implications of specific doctrinal differences, without maintaining or implying that any one denominational view represents a preferred position.

Thirdly, the school also recognizes that – perhaps even more broadly than doctrinal differences – the families of the local Christian community employ a broad variety of specific faith practices, many of which have grown from the distinctive subculture of the individual churches. The school and its employees do not offer opinions on the propriety of ecclesiastical practices, particularly where those opinions have the potential to divide and not unify the Body of Christ. It may occasionally be appropriate to link a particular practice to a specific doctrinal point, but that representation ought never to become an expression of preference or a critique of one Christian practice relative to another.

In all, the school seeks, first, to minister to families and their churches by affirming and deepening a student's faith in our essential and commonly-held Christian doctrines, and secondly, to illumine the student's understanding of doctrinal and ecclesiastical differences in a manner that affirms the unity of the Body of Christ.

## AUTHORITY STRUCTURE

Little Rock Christian Academy is a 501(c)3 not-for-profit organization with a self-perpetuating board structure. In accordance with the school charter, the Board of Trust is the final authority for the school and elects successor trustees from among parents and others who evidence spiritual maturity and committed support for the school and its mission.

The Board delegates to the Head of School and other administrative staff, authority and responsibility for operation of the school, while maintaining policy oversight and final authority for directional leadership. Trustees stay informed and active in school matters but exercise their authority in most cases through administrative implementation of policy determined by the Board of Trust.

While authority of the Board rests corporately in its policy decisions, rather than in any single member, each Trustee is involved and interested in school affairs. In this role, each Trustee works to maintain awareness and communication with a cross section of the school community.

If parents have questions or concerns with school personnel or with actions at particular levels of school operation, these should be addressed in accordance with Matthew 18 procedures detailed in the discipline section of this handbook. A question or concern may end up involving the Head of School or the Board of Trust if other involved individuals have been addressed and resolution has not been reached. Contact can certainly be made directly with the Head of School or the Chairman of the Board of Trust for questions or concerns about overall school direction.

In practical terms, parents should bring most questions to the teacher, coach or other school staff members directly involved and seek clarity, resolution, and strong relationship. If questions remain, the principal at that division level would normally be the next person to contact. We gratefully experience fruitful resolution of most questions in this way.

## ACADEMIC INFORMATION

### ACADEMIC SERVICE LIMITS

Little Rock Christian Academy offers a college preparatory education designed to prepare future leaders who are college bound with a Christian worldview and strong academic foundation for college success. We are able to make reasonable accommodations for those with mild learning differences within the scope and boundaries of current available resources.

Teachers are asked to teach to diverse learning styles and accommodate a range of ability levels. They are also willing to meet with students by appointment to provide additional assistance when needed. They receive professional development each school year relevant to the needs of their students. LRCA is not responsible for hiring additional personnel or to require existing personnel to perform duties beyond the scope and training of their position.

It is the responsibility of the parent to inform in writing all teachers and administrators of any handicapping conditions their child is experiencing that require modifications and accommodations prior to the beginning of each school year in order to be ready for the student on the 1<sup>st</sup> day of school.

If, with reasonable modification and accommodation, a student remains more than two levels below grade level in two academic areas and exhibits consistently failing grades in two or more subject areas, the parent will be responsible for finding appropriate placement for the student other than Little Rock Christian Academy. Referrals on additional resources are available upon request through the principal's or learner service's office.

### COMMUNICATION OF STUDENT PROGRESS

We believe learning encompasses much more than what is taught in the classroom, and that a coordinated effort between the home and school is the key to success. Therefore, communication with parents is a major priority at Little Rock Christian Academy. Teachers are charged with the responsibility of keeping parents informed of student progress. Parents are responsible to give support to the teaching-learning process, and to contact the teacher when questions or problems arise. Although the following methods have been instituted as means with which to keep lines of communication open, communication between the home and school is not restricted to these methods.

Constructive parent feedback is always welcome.

- D Student Planners: Students in 5<sup>th</sup> and 6<sup>th</sup> grade are required to maintain a student planner. These will provide parents and teachers a systematic method of daily communication. Parents are to check them daily for notes from the teachers.
- D Parent/Teacher Conferences: These are scheduled early in the year to give opportunity for evaluation of student progress and to establish a good working relationship between teacher and parent (see the school calendar for specific dates). Additional conferences may be scheduled at the request of the parent or the teacher.
- D School Webpage and RenWeb (Parents Web): General information can be found on the school's website [www.littlerockchristian.com](http://www.littlerockchristian.com). Specific information about a class assignments and grades can be found on RENWEB Parent Portal which is accessible through the LRCA website parent tab.
- D Communications by E-Mail: Much of the information about the school year is communicated to parents by e-mail. Please make sure that your e-mail addresses are accurate. Contact the Registrar with any changes or inform them if you cannot receive information through e-mail.
- D Meeting with Teacher: Often a face-to-face meeting helps resolve questions and concerns better than an email discussion. While email is useful, a meeting is preferred to resolve concerns or communicate essential information.

## GRADING SCALE

### Grades 5-6

#### Academic

#### Conduct:

A+	97	-	100	C	73	-	76	
A	93	-	96	C-	70	-	72	S - Satisfactory
A-	90	-	92	D+	67	-	69	N - Needs Improvement
B+	87	-	89	D	63	-	66	U - Unacceptable
B	83	-	86	D-	60	-	62	
B-	80	-	82	F	59 and lower			
C+	77	-	79					

(Percentage grades will be rounded up or down to determine letter grades)

Incomplete = "I" The grade of "Incomplete" is given for work not completed before grades are issued. This work must be made up within two weeks of the time grades are issued. Work not made up within this "grace" period automatically becomes a "zero." "Incomplete" grades will be replaced with the appropriate grades after the two week "grace" period has expired. An exception to this may be granted for an extended illness.

## HOMEWORK

Quantity of homework will vary depending on the course, the time of the grading period, and the student's abilities and goals. If a student seems to spend an excessive amount of time on homework, investigate these possibilities first: student procrastination with long-range assignments (e.g. projects, notebooks, book reports, etc.), improper use of study time at school, or inefficient study habits at home. If none of these seem to apply and the homework amount is frequently excessive, then please consult with the teacher.

The average student should complete the assigned work within the following time frames, depending on the student's ability, work habits, class difficulty, and student goals. Typically, homework assignments will be approximately ten minutes per grade level. (i.e. 60 minutes for 6<sup>th</sup> grade)

Both home and school have responsibilities with respect to homework. We want to encourage family time and church participation. We also encourage parents to plan homework slots (of grade level appropriate length) into regular afternoon or evening schedules.

#### PROMOTION/RETENTION

A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. Mastering foundational concepts in math and language arts is critical to a student's future academic success. At semester, a student with a 65% average in the areas of both math and language arts will be placed on academic probation. Academic probation will include closer accountability toward student achievement. Students will be assigned a mentor to help ensure progress and individualized plans may be written. Parents will be notified if a student is placed on academic probation by the middle school assistant principal. If it is determined that a 5th grade student is not likely to experience success in the next grade level, retention may be required. This decision will be made with input from the teacher(s), parent(s), and administration by evaluating the child's academic performance, work habits, and achievement test scores. Students in 6th grade must maintain a 65% in both math and language arts. Not maintaining a passing average in both math and language arts will result in retention of 6th grade. Foundations for these areas are a must for students to find success in upper school.

#### RENWEB

RenWeb's Parents Web is a private and secure website that allows you to see information specific to your child. You can view information such as: attendance, daily grades, and report cards.

It is the responsibility of each student's parents to update contact information and student medical information as soon as there is a change. Correct information will assure that important mailings from the school will be delivered promptly and correctly, emails received as intended, and that school officials have access to current information, should an emergency arise.

Lesson plans are subject to change; good teachers adjust plans daily according to student learning. Lesson plans and assignments on RenWeb help parents see the general flow of class, but students still need to be responsible to write down specific assignments as given in class.

To log on to RenWeb for the first time, find the RenWeb page by clicking on the "Parent" section of the LRCA homepage. Click the First-time Users tab and enter an email address that is on file with the school. A password will be emailed to that address which will allow you to log on under the Parent tab.

#### REPORT CARDS

Student grades are available for viewing on RenWeb. Parents are encouraged to view these grades on a regular basis and stay apprised of their child's progress in each subject area.

## SERVICE LEARNING PROJECT

Serving others is a way of life at LRCA and allows students to live out the good news of Jesus. "Service Learning" is defined as an educational method by which students learn and develop through active participation in service that is conducted in and meets the needs of a community. Service learning helps students develop their gifts and passions for the building of the body of Christ and the community (*Galatians 6:10*). It models the example of Christ, one of servant-leadership.

## STANDARDIZED TESTING

Middle School students annually take the Iowa Basic Skills standardized tests. A student's performance on the test is an important indicator of the student's academic progress. In order to allow the student to perform to the best of his or her abilities during the achievement test, please consider the following:

- Limit the number of after school activities
- Provide a healthy breakfast
- Require bedtimes that allow the student to be rested in the morning
- Provide needed materials: # 2 pencils, calculators, and rulers
- Please do not plan on being away from school at this time

## SUMMER PROGRAMS

LRCA offers a variety of summer school courses and camps. There are academic and extracurricular options for students in grades K4 through grade 6. Summer offerings will be published and made available in the early spring of each year. Availability will be contingent on enrollment.

# ATTENDANCE

## ABSENCES

Attendance is an educational issue. Daily school attendance is necessary and expected. Time missed from class can never be fully made up, and it is to the student's advantage to be in class every day. All absences (including physician appointments, illness, college visits, and volunteer work) count towards the total number of allowed absences. School-sponsored activities will not count against the student's total absences.

Some middle school classes follow the A/B block schedule of JH and HS. Students who miss more than six days in a block schedule class during the semester may not receive credit for that class. For classes that meet every day, students who miss more than ten days in a semester may not receive credit for that class.

We recognize that an extenuating circumstance may occur. A student whose attendance has otherwise been regular may ask to extend the maximum number of absent days by submitting a brief letter appealing for credit. Include in this letter the reasons for the absences and an explanation of any extenuating circumstances. You can e-mail the letter directly to the Assistant Principal, LeAnn Murry. Appeals will be reviewed by the Ed Team by appointment only. Even with accepted extenuating circumstances, there will be times when a student is not able to receive credit due to the nature of the class and work missed.

## CHECK-IN & CHECK-OUT PROCEDURES

Any student arriving late to school must first check-in through the school office. Middle school students are considered tardy if they check-in after 8:15 a.m. Excessive absences or tardies may endanger your child's enrollment for the current or following year.

Prior arrangements must be made through the school office for students who are leaving during the school day. Either a phone call to the office or a note from home to the secretary is required. The parent(s) should come to the office to sign for the child, and the office will then send for the child. Unplanned "check-outs" should only be for emergencies because they disrupt classroom learning.

## EXCUSED/UNEXCUSED ABSENCES

The distinction between excused and unexcused absences relates only to making up work. Absences, except school-supervised activities, must be excused to make up work. All absences count toward the maximum of 10 per class each semester. LRCA gives parents freedom to make good choices for their children in excusing an absence to make up work. While we respect a parent's decision, normal and appropriate reasons for having an absence excused to make up work include:

- Medical or dental appointments
- Temporary or extended illness
- Injury
- Family emergency

Students in suspension, "skipping" class, removed from class for behavior, and other similar reasons will not normally be allowed to make up work; any exceptions will be determined by the administration according to the individual situation.

## MAKE-UP WORK

In middle school, it is the responsibility of the student to make arrangements for missed school work due to an absence. If it is a planned absence, the student should make arrangements with the teacher prior to the day of the student's absence. Students have roughly the time equal to the absence times two to complete make-up work. For example, if a student misses one day, he has two additional school days to make up work. Work that builds, such as math, should be done more quickly. If it is not completed within the designated time, the student will normally be given a zero. Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work. Daily assignments may be picked up in the school office at the end of the school day if the parent has called in advance to request them.

## REPORTING AN ABSENCE

Our primary concern is the safety and best interest of the student. In the event that a student needs to be absent, parents must call or email the school office between 7:45 a.m. and 8:30 a.m. to notify the school. Please consult with your child's teacher regarding make-up work.

Because of the nature of extra-curricular activities and the extra absences which naturally occur, students must maintain a good attendance record in order to participate in extra-curricular activities. To participate in an extracurricular activity, a student must attend over half of the school day.

## STUDENT WITHDRAWAL

Parents considering withdrawing a student from school should contact the business office to pick up a withdrawal form. Textbooks and library books must be returned and any outstanding payments and fines must be paid. A final bill or refund will then be prepared.

## TARDINESS

Tardies will be reported and kept in the student's attendance record. School administration will contact parents if tardies become excessive. Excessive tardies could jeopardize current or future enrollment in school.

## DISCIPLINE AND STUDENT CONDUCT

### BIBLICAL DISCIPLINE

1. The Biblical use of the term, discipline, derives its meaning from the word *disciple*, which means to teach/train a person over an extended period of time. The discipline of young people is a process which utilizes the various circumstances of life to guide the individual into making right choices that are in agreement with the teaching of Scripture and honoring to God (*Proverbs 22:6*).
2. God's laws and His discipline are positive gifts of love that enable people to make right choices; to be happy and successful (*Joshua 1:8*). Discipline leads to right living (*Hebrews 12:11*), which in turn provides the only true basis for happiness (*Matthew 5:1-16*).
3. Obedience to parents and those in authority is a fundamental precept for children to follow as they come to recognize the responsibility and role they play in the school community as well as the community at large (*Deuteronomy 6:7; Ephesians 6:1-3; Hebrews 13:17*).
4. The underlying attitude of teachers and parents must be a caring concern for the child. Christ is the best example of love in action when it comes to discipline (*Hebrews 12:5-6*). From a practical standpoint, it has been proven that young people learn best when their trust and affection make them want to please the person representing authority.
5. The end goal of all discipline should be for students to become *self-disciplined* individuals. As students mature, the outward, teacher-imposed discipline should become inward, self-imposed discipline (*Hebrews 12:11*).

### DISCIPLINE OBJECTIVES

1. To develop and maintain the optimum environment for learning.
2. To encourage behavior that is acceptable and venerable.
3. To correct behavior that is disruptive to the learning environment.
4. To train students in behavior patterns that will be helpful to them individually and to the school community in achieving and supporting the commonly held goals of spiritual, intellectual, physical, and social development.
5. To address conduct, *in school or outside the school*, that adversely affects the mission of Little Rock Christian Academy. This discipline policy applies to students while they are on campus, on school operated/rented vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. It is at the discretion of the Head of School (or disciplinary committee) in communication with the parents, to determine if disciplinary measures will be taken as a result of off-

campus, unofficial events that involve LRCA students engaging in an illegal activity, or in which the reputation of the school is put at risk.

## DISCIPLINE PROCEDURES

6. Because of their position and daily contact with the students, teachers assume the majority of the day-to-day responsibility for maintaining discipline at school. Teachers organize and administer their own classrooms, the halls, and playgrounds so that an orderly, safe, and positive environment exists in which learning may take place.
7. Each teacher will have classroom rules in addition to the school's general rules. Basic rules involve respect of people, things, authority, and learning.
8. Problems that for whatever reason are not able to be resolved in the classroom are referred to the appropriate administrator. Administration (as approved by the Head of School) may impose discipline for any reason that is rationally related to the accomplishment of a legitimate school objective. Disciplinary decisions are imposed in a manner that is uniformly applied to all students, similarly situated. In other words, there is a rational basis for differences in the discipline of different students.
9. Before a disciplinary decision that removes a child from a class or student activity becomes final, the parent will be notified.

## CAUSES FOR DISCIPLINE

It is not possible to list all reasons for using discipline; however, examples of unacceptable behavior include (without limitation):

- D Misrepresentation or dishonesty
- D Disrespect to a teacher or other school official
- D Cheating, plagiarism
  - o Honor is important in the life of a student, as students truly stand for right as opposed to wrong. Any form of cheating is serious.
  - o When a student submits the work of others as his/her own, then deception has occurred, violating the development of honesty and truthfulness.
  - o Consequences for cheating or plagiarism will range from a zero on a test, quiz, paper or project to possible suspension from school. Multiple offenses will carry progressively more serious consequences.
- D Stealing
- D Swearing, using obscenities
- D Skipping class or school
- D Leaving campus without permission
- D Defiance -- open, bold disobedience of authority
- D Rebellious conduct – passive or aggressive
- D Insubordination, including the failure or refusal to follow the legal order given a student by a teacher or school administrator
- D Negligent, reckless, knowing or intentional abuse or destruction of school property
- D Any conduct, acts or omission by the student that interferes with or impairs a student's ability
  - to properly and effectively function as a school student
- D Excessive absences or tardies
- D Being out of dress code
- D Disturbing, disrupting class

## SEVERE OFFENSES

Severe breaches of conduct such as the ones listed below will normally result in more severe discipline action ranging from suspension to expulsion. Students will be held accountable for these offenses and subsequent reprisals whether in elementary, middle or high school divisions.

## ASSAULT AND BATTERY

A student shall not cause or attempt physical or emotional assault (causing fear of harm) or battery (offensive or harmful touching) to a school employee, a fellow student or any other individual.

D Alluding to Assault – Any comments or communication which can be taken as threats of any form of assault or battery will bring severe consequences.

## BULLYING

Our Philosophy:

Jesus tells us that the greatest commandments are to love God and love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are his disciples by our love for one another (John 13:34-35). Therefore, we desire for all of our students to love one another, with Christ as our greatest example. At Little Rock Christian Academy, we believe bullying is defined by repeated, aggressive behavior that targets an individual with the intent to hurt or gain power over that individual. When students exhibit this type of behavior, we pledge to partner with our families to resolve conflict and prepare a way for lasting growth of character. The ultimate goal of our policies and sanctions are to achieve repentance and reconciliation between all individuals involved.

Defining Types of Bullying:

Definition of terms

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of (a) physical harm to a student or school employee or damage to the student’s or school employee’s property; (b) substantial interference with a student’s education or with a school employee’s role in education; (c) a hostile educational environment for one or more students or school employees due to the severity, persistence or pervasiveness of the act; or (d) substantial disruption of the orderly operation of the school or educational environment. (Arkansas code 6-18-514)

“Electronic Act” means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communication device, or computer.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person’s constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other’s performance in the school environment.

“Substantial disruption” means without limitation that any one or more of the following occur as a result of bullying:

- D Necessary cessation of instruction or educational activities;
- D Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- D Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment; or
- D An electronic act that results in the cessation or interference of the orderly operation of the school environment.

Examples of “bullying” may include but are not limited to a pattern of behavior involving one or more of the following:

- D Sarcastic “compliments” about another student’s personal appearance;
- D Pointed questions intended to embarrass or humiliate;
- D Mocking, taunting or belittling;
- D Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person;
- D Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;

- D Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- D Blocking access to school property or facilities;
- D Deliberate physical contact or injury to person or property;
- D Stealing or hiding books or belongings; and/or
- D Threats of harm to student(s), possessions, or others.

Students who engage in bullying while (a) at school, on school property, on school trips, in school vehicles, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school, or (b) by an electronic act that results in the substantial disruption of the orderly operation of the school or educational environment are subject to disciplinary action, with the potentiality of suspension or expulsion.

#### Reporting an Incident:

School employees who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall immediately report the incident to the building principal or designee. The person or persons who file a complaint will not be subject to retaliation or reprisal in any form.

Students or parents who witness bullying or have reliable information that a pupil has been the victim of bullying, as defined in this policy and including a single action which if allowed to continue would constitute bullying, shall report the incident to the building principal or designee as soon as possible, and never later than twenty-four hours after the incident; while later reports are welcome, follow up and discipline are hampered by longer time periods. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates to the student providing the information. Intentional false reports intended to harm will be treated as a major offense for discipline.

#### Process:

The building principal or designee will be responsible to follow up on reports to determine the need for disciplinary action, with the goal of using partnership to change behavior and encourage reconciliation. Leadership will investigate claims of misbehavior, adjudicate, and determine appropriate sanctions as necessary.

#### CHILD ABUSE AND NEGLECT

In accord with AR state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make a report to the proper authorities for their investigation and review.

#### FIREARMS, WEAPONS, CONTRABAND

D A student should not possess, handle, or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include, but are not limited to, pocket knives, pellet guns, paint ball guns, etc. If something like a sword is needed for a historical exhibit, it must be checked in with administration.

D Alluding to Weapons - Any reference to having a weapon at school by any student will be interpreted as truth. Any comments which can be taken as threats will bring severe consequences.

D            Contraband – Many items have no business on a school campus and some are expressly prohibited. Students should not bring significant sums of money to school. Absolutely no fireworks or skateboards are allowed at any time on school property.

## IMMORAL CONDUCT

(including but not limited to immoral sexual misconduct)

D            Sexual Immorality - Students are expected to maintain the Biblical standards in relationships and physical intimacy including “avoiding the appearance of evil.”

D            Sexting - Sexting is the act of sending sexually explicit or suggestive messages, photos, audio, or images via a cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or viewing photos, messages, audio, images, or e-mails that contain sexually explicit or suggestive content using school property, during school hours or in association with any school activity, or at any time where the subject matter involves any student or employee of the school, to be a violation of this policy. Any such violation may result in school discipline, up to and including expulsion and/or the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

## DRUG AND ALCOHOL POLICY

Little Rock Christian Academy is resolved to have a drug and alcohol free student body. Our reasons are simple: we know students who use substances are developing poor coping skills, we know it affects all areas of their lives, and we know what the development of these habits can lead them towards in the present and future. We want something better for our students! Little Rock Christian Academy works with families to support a drug and alcohol free culture through prevention education and disciplinary action, the goal of which is to identify students struggling under the influence of illegal substances and direct them to the support they need to recover.

D            Alcohol – Drinking alcohol while under the age of 21 is illegal. The sale, giving away, or other disposition of intoxicating liquor to a minor is a crime. Public intoxication is against the law. It is illegal to consume any alcoholic beverage in any public place or on any highway or street. Possession or use of alcohol in any form is prohibited on school property or at any school event, trip, or function. Illegally using, buying, selling, possessing, storing, or distributing alcohol, or assisting another to do so, will not be tolerated by LRCA on or off school grounds.

D            Tobacco – Outside of school, a student is to follow the law regarding the use of tobacco, meaning you must be 18 to possess or use it (A.C.A. 5-27-227). All student use of cigarettes, dip, chew, e-cigarettes, vaporizers, or any other tobacco product is prohibited while on school property or at school-sponsored events, trips, or functions.

D            Illegal Drugs – All illegal drug use violates school policy. This includes the use, purchase, sale, possession, storage, manufacture, or distribution of prohibited drugs or drug paraphernalia. Use of any other substance resembling the foregoing or used for a similar purpose, or assisting another to do so, will not be tolerated by LRCA on or off school grounds.

## FORMS OF DISCIPLINE

After meeting with a student to determine the nature or severity of a problem, the administration will seek to work closely with parents to assure a consistent and thorough application of discipline. Students who have not responded to correction and are adversely affecting the learning environment will be removed from Little Rock Christian Academy. Should a student desire to rejoin Little Rock Christian Academy, he/she must reapply through the Admissions Office.

Typical administrative actions include, but are not limited to the following:

D Counseling - Discipline includes simply meeting with a student for counseling.

D Admonishment or warning - Admonishment is usually, but not necessarily, warranted for a less-serious first-offense.

D Suspension

In-school suspension - The student is detained from class and sent to a supervised room/office for the designated time of suspension. He/She will be given all daily assignments and will take make up tests at the teacher's convenience. No absence will be recorded. A student may not participate in any extra-curricular activity during a suspension which is normally at least a full 24-hour period of class and school activity time.

Out-of-school suspension (for more serious offenses) - The decision to suspend a student will be made by the principal. The student will be expected to complete all assigned work at the teacher's convenience. Administration will determine the academic consequences of the suspension. The student will not be re-admitted without a parent conference.

During any suspension the student may not be involved in any extra-curricular and/or co-curricular activities such as athletics, cheerleading, field trips, etc. Suspensions may be issued immediately for extreme disobedience or rebellious attitude. This will be counted as an absence.

D Expulsion – Expulsion is considered the ultimate deterrent of inappropriate behavior. The decision to expel a student will be determined by the administration and reported to the Board of Trust. Note: It will be the school's policy not to re-admit a previously expelled student except under extraordinary mitigating circumstances. For re-admittance, there must be a one-year history at another school, recommendation from that school's principal, and in some cases mandated counseling. Parents who seek re-admission shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

## PARTNERSHIP BETWEEN HOME AND SCHOOL

A healthy partnership between the home and school is never more evident than when dealing with disciplinary problems at school. Conversely, an unhealthy partnership makes it difficult when dealing with a particular problem behavior because the home and school cannot agree on either its cause or remedy. Therefore, it is incumbent on teacher and parents to be very active in the following three practices:

D Make contact. Take time to meet every teacher at the beginning of the school year.

D Participate in the educational process. Maintain on-going, open lines of communication with teachers. Agree when you can and agree to disagree when you cannot. Do not communicate via the student if there is any conflict or question present.

D Work toward a high level of trust and respect. This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.

It is important that these relationships are courteous and that issues are resolved promptly. The following steps are an application of the biblical model in Matthew 18.

D Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the BEST way to resolve the issue, not for having one's own way.

D If unresolved, then contact the principal who will work to facilitate communication and resolve the problem.

D If still unresolved, the problem may be brought before other school leadership.

The principle underlying this procedure is clear: Solve each concern privately with the persons directly involved at the lowest level possible, moving the matter up the chain of command to the level where it is finally resolved.

# DRESS CODE

## DRESS CODE PHILOSOPHY

The intent of a dress code at Little Rock Christian Academy is to place emphasis on the attitude and character development of the student rather than on external appearance. The administration is given the authority to interpret and enforce the dress code.

## DRESS CODE VIOLATION

Students will be reminded throughout the year the required dress code. The following response will normally occur in the case of dress code violations:

- Parents will be contacted.
- Students will obtain a change of clothes before returning to class.

## NO UNIFORM DAYS

Grades 5 and 6 will have occasional, pre-announced "No Uniform Days". Appropriate school wear includes no holes in jeans, no tight fitting clothing, no undershirts, no short shorts or short skirts, no pajamas or scrubs, no tank tops or spaghetti straps, no hats, no inappropriate messages, labels, or symbols. Just like on uniform days, bare midribs

or revealing tops are unacceptable.

## WARRIOR WEAR DAYS

Fridays are designated as Warrior Wear days. Students may wear a Warrior shirt with uniform bottoms. Warrior shirts should follow the same guidelines as shirts for no uniform days. Boys or girls may choose to wear a Warrior jersey over a shirt.

## 5th/6th GRADE DRESS CODE GUIDELINES

General: All clothing must be modest and appropriate for school. Modest means the clothing is loose fitting and covers the body according to directions and in a manner that does not show the student's torso.

Enforcement: School administration has the final word for student appearance for all school events and reserves the right to change any of the dress code at any time.

Required Uniform: The required shirt is the gray middle school t-shirt. This shirt, purchased from the Warrior Wear Store, can be worn on Friday. It is required for field trips and other designated days.

Pants, shorts, and jeans: Uniform pieces are to be in good condition, free from rips, holes, frays, bleached areas, and tears. Pants, shorts, and jeans are expected to be worn at the waist without being oversized or too tight. Knit pants, form fitting pants, jeggings, sleeping pants, athletic pants, scrubs, or similar wear are not appropriate.

Shirts: Uniform pieces are expected to fit correctly, without being oversized, too tight, or worn as jackets, and be in good condition, free from rips, holes, and tears. All shirts should have a collar. If a shirt has an emblem other than the LRCA emblem, it must be no larger than a half-dollar. Either an undershirt or an outer-shirt must be tucked in. If an undershirt is not worn, the outer shirt must be tucked in.

Hoodies, hooded jackets, and sweatshirts: Hoodies, hooded jackets, and sweatshirts may have no logo other than LRCA.

## Boys

Shorts – elastic waist or belt loop styles no more than 2" above the knee  
navy or khaki (tan or stone) blue washed hemmed denim

Pants – elastic waist or belt loop styles  
navy or khaki (tan or stone)  
(also includes corduroy)

Jeans – neutral stitching without embellishments  
blue wash denim

Oxford Style Cloth Button Down – short or long sleeved  
any solid color

Polo Style Shirts – short or long sleeved (with collar and placket)  
any solid color

Turtlenecks and Under Shirts – short or long sleeved  
any solid color (may be worn only under a uniform shirt – for example  
Under Armor)

Belts - must be worn with belt loops  
any style and color

Shoes - closed toe, neat, and clean  
any color

Socks – to be worn at all times  
any style and color

Sweatshirts and Sweaters– worn inside the building  
any LRCA sweatshirt or any solid  
or outside the building over a uniform shirt color

Outerwear – worn outside the building over uniform any style and color for example, coats, jackets, raincoats and hats

Hair – trimmed off the collar, out of eyes, and conservative style  
natural color (no mohawks). Certain ethnic distinctions will be considered  
when in line with a student's heritage.

Other – Head coverings of any type should not be  
No long chains or earrings worn inside the building including hats, visors and hoods.  
No visible tattoos or body piercings are permitted.

## Girls

Shorts – no more than 2" above the knee  
navy or khaki (tan or stone), or Blue wash hemmed denim

Pants – regular or capri length, also includes  
navy or khaki (tan or stone) corduroy

Jeans – regular or capri length with neutral  
blue wash denim  
no embellishments

Skirts and Skorts– no more than 1" above the knee  
navy or khaki (tan or stone) (No jumpers or dresses)

Bloomers/Shorts – must be worn under skirts navy, khaki  
(tan or stone), or white (should not be seen below the hem line)

Oxford Style Cloth Button Down – short or long sleeved  
any solid color

Polo Style Shirts – short or long sleeved  
any solid color  
(with collar and placket, and at least 2 buttons)  
should not plunge at neckline

Turtlenecks and Under Shirts – short or long sleeved  
any solid color  
(may be worn only under a uniform shirt – for example  
Under Armor)

Belts - must be worn with belt loops (ribbons and  
any style and color scarves may be worn as belts)

Shoes - closed toe, neat, and clean  
any color

Socks – to be worn at all times any style and color

Leg wear – tights and ankle length leggings  
solid navy or white (to be worn under a skirt or skort)

Sweatshirts and Sweaters - worn inside the building  
any LRCA sweatshirt or any or outside the building over a uniform shirt  
solid color sweater

Outerwear – worn outside the building over uniform  
any style and color for example, coat, jackets, raincoats, and hats

Hair – neat, out of eyes, and conservative style  
natural color, Certain ethnic distinctions will be considered when in line with  
a student’s heritage.

Other – Head coverings of any type should not be  
no long chains or earrings worn inside the building including hats, visors and hoods.  
No visible tattoos or body piercings are permitted,  
except for ears on females with no more than two earrings per ear.

Leg wear – tights and ankle length leggings (to be worn under a skirt  
or skirt) solid navy or white

Sweatshirts and Sweaters - worn inside the building any LRCA sweatshirt or any  
or outside the building over a uniform shirt solid color sweater  
Outerwear – worn outside the building over uniform any style or color for example, coat, jackets,  
raincoats, and hats

Hair – neat, out of eyes, and conservative style natural color, Certain ethnic distinctions will  
be considered when in line with  
a student’s heritage.

Other – Head coverings of any type should not be no long chains or earrings worn inside the  
building including hats, visors and hoods.  
No visible tattoos or body piercings are permitted, except for ears on females with no more than two earrings per  
ear.

## EMERGENCY PROCEDURES

### SAFETY AND SECURITY

Security at LRCA is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to create a safe learning environment. The CFO is charged with the responsibility of overseeing this important aspect of our school. A comprehensive Crisis Management Plan is available in the LRCA business office.

### SCHOOL CLOSING

In case of school closing, announcements will be made as early as possible on local radio, TV, NEWS internet WEATHER pages as well as the LRCA website home page. Families will also receive a call from our parent alert system, an automated system that will activate to communicate critical information to school families. In the event of inclement weather which results in the cancellation of school, LRCA will use “Cyber Days” in accordance with ANSAA guidelines to make up these lost days of school.

### SECURITY ON CAMPUS

Security officers rotate throughout the campus during normal hours of operation. Surveillance cameras are continually monitoring our classroom buildings, parking areas, gates and grounds.

### TORNADO/FIRE/EARTHQUAKE/INTRUDER DRILLS

Students are instructed regularly in safety drill procedures. These periodic drills are important to the safety of all, and must be carried out in a serious and thoughtful manner. All students are expected to fully cooperate.

# FINANCIAL INFORMATION

## ACCIDENT INSURANCE

LRCA carries a student accident insurance policy on its students. This coverage is known as secondary coverage, meaning the parent's own insurance is primary. The student accident insurance covers students participating or attending any regularly scheduled activity of the school, supervised by a school representative. Claim forms and additional information may be requested through the Executive Assistant to the Head of School.

## FINANCIAL ASSISTANCE POLICY

Application for need-based assistance is to be made independent of the admission process with an independent third party processor as selected by LRCA. The LRCA business office requires receipt of payment of application fee and registration fee before qualification for assistance is complete. All applications for financial assistance will be processed without respect to race, color, and national and ethnic origin.

Reported income information is to be completed for the most recent tax year ended. Income amounts reported are verified by the third party processor through examination of income tax returns and/or other verifiable documents.

The third party processor will calculate individual award rates. The aggregate funds available for financial aid are determined by the LRCA Board of Trust during the budget process for the respective school year.

## FINES/DEBTS

Students may be subject to accumulating fines during the course of the school year. Fines for overdue library books, damaged and lost textbooks, damage to school property, after care fees, can accumulate. The Business Office will hold all school records and reports until all financial obligations have been cleared. Delinquent tuition payments can also result in the holding of student report cards and/or records.

## LOSS/DAMAGE TO SCHOOL PROPERTY

Students will be assessed the replacement cost of lost books. Charges will also be made for damaged books. Damage to personal and school property resulting from unsatisfactory conduct on the part of a student must be paid for by the student. The Principal will decide who has financial responsibility for damaged school property.

## RETURNED CHECKS

Returned checks will automatically be put through for deposit again during the next scheduled deposit. If the check is returned for a third time, parents will be contacted for cash or money order replacement. A fee may be charged for any check return occurrence. Non-payment of returned checks may result in a report card being withheld until payment is settled.

## TUITION PAYMENTS

Tuition can be paid over an 11-month period (July – May), annually (July), or 3-Pay (July, November, March). The monthly payment option requires use of an automated bank draft. All fees are due at the time they are billed.

1. Payments under the monthly billing plan are due on the 5<sup>th</sup> or on the 20<sup>th</sup> - depending on the draft option you have selected. Payments under the 3-Pay plan are due on July 1, November 1 and March 1. Annual payments are due July 1.
2. Payments received after the due date will be assessed a \$20.00 late fee. Returned checks or drafts will be assessed the late fee (\$20.00) plus a \$25.00 returned check fee.
3. If an annual or 3-pay account is paid late, any associated discounts will be reversed and the additional amount will be due.
4. Families with delinquent accounts will not receive report cards, transcripts, or diplomas.
5. A delinquent account is defined as an account with a past due balance and no associated payment plan/arrangement.
6. All payment plans/arrangements must be approved by Little Rock Christian Academy, must be in writing, and must be signed by the parent/guardian.
7. Payment plans are for tuition only – all fees are due when billed.
8. A returned draft or check will void any payment plan in place and the account will be considered to be delinquent.
9. Students whose parents/guardians have an outstanding account balance from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment plan is in place.
10. At each new semester, students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to return to classes or participate in extracurricular activities until the account is brought to a current status or a payment plan is put in place.
11. All payments received are applied to the oldest outstanding balance.
12. Payments for tuition and fees should be brought to the Business Office located in the Welcome Center. Payments should NOT be delivered to the school office.
13. No payment for tuition and fees should be sent to the school with students.
14. Families will be billed for damaged or missing school property, including text books.

## GENERAL SCHOOL INFORMATION

### ADVERTISING/POSTERS/ANNOUNCEMENTS

Information on non-school activities must be approved by the administration before it will be made available to the school community. Approved items may be placed in school offices but may not be sent or mailed home. Posters may not be placed around the campus without prior approval from the school office.

### AFTER SCHOOL CARE (ASC) PROGRAM

The mission of our After School Care (ASC) program is to provide safe and convenient care for single and working parents of 3-year-olds through 8<sup>th</sup> grade students enrolled in our school. After Care for students grades 5 – 8 is a supervised study hall located in the Middle School Cafeteria from 3:30 – 6:00 p.m. For their safety, 5<sup>th</sup> through 8<sup>th</sup> grade students who stay after 3:40 p.m. must be in a school sponsored activity or attend the supervised study hall. All students must be picked up no later than 6:00 p.m. A late fee is applied after that point. For additional information or questions about ASC, please contact Andrea Trieschmann.

### ARRIVAL PROCEDURES

Students may arrive at the school between 7:40 a.m. and 8:15 a.m. School starts at 8:15 a.m. Students will be provided with supervision if they arrive after 7:40 a.m.

## BIRTHDAYS

No personal party invitations should be distributed at school.

## BUILDING/FACILITY USAGE

In order to be good stewards of both facilities and programs, it is understood that use of any/all LRCA facilities be reserved and approved prior to use. In addition, all events/programs will be considered a part of the school's program unless otherwise noted and therefore overseen by Little Rock Christian Academy faculty/staff personnel. All reservations are recorded on the school calendar. Requests for use of the middle school facilities may be requested through the Executive Assistant to the Head of School.

## CALENDAR

The school calendar is approved annually by the Board of Trust and Head of School. Questions concerning the scheduling of events should be directed to the Head of School's office.

## CAMPUS STORE

Our Warrior Wear Store (located in the athletic building next to Warrior Field) is open during the school year, Monday through Friday from 7:45 a.m. – 3:30 p.m. Regulation uniforms for individual team sports are ordered through the Athletic Office, but spirit wear is available for purchase from the Warrior Wear Store.

## CELL PHONES/SMART WATCHES/ELECTRONIC DEVICES

In the middle grades, there will be no use of personal devices except for approved and designated use of readers and tablets during school hours. Electronic equipment of any kind that is brought to school must be kept in the student's backpack. Students who elect to bring them to school do so at their own risk. The school takes no responsibility for any loss or damage to the items, or in investigating the circumstances regarding loss or damage. Electronic devices, including but not limited to cell phones, smart watches, headphones, MP3 players, gaming devices, etc., may not be seen or heard from the time the student enters the school through dismissal. Any such equipment seen or heard during these times will be kept at the office until the end of the day. Repeated violations will result in loss of privilege of bringing the device to school.

## CHANGES TO POLICY

LRCA Board of Trust reserves the right, in its sole discretion, to alter, amend, repeal, any policy, or to adopt new policies when, it determines it to be in the best interest of LRCA, following written notice to all Parent/Guardians by the Head of School.

## CHAPEL

The students, faculty and staff of LRCA, as a community of believers, set aside time each week to acknowledge and worship God. We worship in many ways including prayer, music, scripture reading, drama, confession and testimony from students, faculty and friends within the community. This experience together is a way to be unified under the same banner of Christ's love. Parents are always welcome to attend.

## CLASSROOM VISITATION

Parents are always welcome to observe their child's classroom. Please check in with the office before your visit.

## COMPUTER NETWORK/ACCEPTABLE USE

### Little Rock Christian Student Acceptable Use Guidelines

*Please read the following carefully. Violations of the Acceptable Use Guidelines may cause a student's access privileges to be revoked, disciplinary action and/or appropriate legal action may be taken.*

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain

policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any class- room disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair. Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the con- figuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do. Students are responsible for ensuring that any computers or computing devices, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files.

Students are permitted to connect to the school network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.

#### Safety Issues:

- Any on-line communication should always be at the direction and with the supervision of a teacher.
- Never provide last name, address, telephone number, or school name online.
- Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
- Never send a photo of yourself or anyone else.
- Never arrange a face-to-face meeting with someone you met on-line.
- Never open attachments or files from unknown senders.
- Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

- Accessing, sending, creating or posting materials or communications that are:
- Damaging to another person's reputation,
- Abusive,
- Obscene,
- Sexually oriented,
- Threatening or demeaning to another person,
- Contrary to the school's policy on harassment,
- Harassing, or Illegal
- Using the network for financial gain or advertising.
- Posting or plagiarizing work created by another person without their consent.
- Posting anonymous or forging electronic mail messages.
- Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
- Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
- Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
- Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
- Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
- Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
- 
- Using or attempting to use the password or account of another person or utilizing a computer while logged

- on under another user's account.
- Using the school's computers or network while access privileges have been suspended.
- Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.
- Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
- Attempting to vandalize, disconnect or disassemble any network or computer component.
- Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
- Providing another student with user account information or passwords.
- Connecting to or installing any computer hardware, components, or software which are not school system property to or in the school's technology resources without prior approval of the school technology supervisory personnel. Students are permitted to connect to the school network via the secure wireless connection provided by the school system, but all access must be in accordance with this Acceptable Use Policy. Students are NOT permitted to use their own computing devices to access the Internet via personal Wi-Fi accounts or by any manner other than connecting through the secure wireless connection provided by the school system.
- Bringing on premises any computer, disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
- Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
- Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
- Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger

## DISMISSAL PROTOCOL

Any parent with *special* custody arrangements must have updated paperwork on file in the middle school office. All parents complete the "Emergency Contact" form either in the admissions or re-enrollment process. This will provide the office with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this information.

If a person comes to the front desk to pick-up a student, the office checks RenWeb for approved persons. If the person is approved, the student is released to that person.

If the person seeking to pick-up the student is not approved in RenWeb, the parent is contacted after which the student is released to that person. If the parent is unreachable, the student is not to be released.

If another LRCA parent seeks to pick-up a student other than their own and they are not approved in RenWeb, that student's parent will be contacted for an approval, making the release decision be that of the parent's. If the parent is unreachable, the student is not to be released.

At car line, if a person walks up at dismissal and seeks to pick-up a student, that person will be directed by a teacher to visit the office for the proper verifications as depicted above.

Parents/guardians should call the middle school office if pick-up instructions change. Once a parent informs the office, changing who will pick-up their student, the office will notify the teacher.

Students not picked-up after school will be taken to After School Care.

## DISMISSAL TIPS

To make the car pool pick-up progress with safety and ease, remember:

- D Students are dismissed from class at 3:10 p.m. Do not park in any parking space unless you are going into the school; do not block parking spaces for those who need them.
- D Be Alert! When cars are stopped, children are moving.
- D Remember that your child's safety is our priority. These procedures have been developed based on child safety rather than driver convenience.

## DIVORCED/SEPARATED PARENT INVOLVEMENT

The Board of Trust recognizes that while the parents of some students may be divorced or estranged, both have a right to be informed of and involved in their child's educational process. The Board also recognizes that parents who are estranged or divorced may disagree regarding the education of the child, and/or may attempt to limit one another's access to their child. Despite such estrangement, both parents are welcomed and encouraged to participate in the child's education, to the extent appropriate.

Parents are presumed to have joint custody of the student, absent a court order or written agreement between the parents denying or limiting custody for either parent. For the school's purpose, the parent with whom the student resides is presumed to be the custodial parent. If estranged or divorced parents both claim to be the custodial parent, asserting that the student is residing with both parents, enrollment records will be examined. The parent who enrolled the student will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided to the school.

A parent will only be prevented from participating in his/her child's education if a court order (e.g., divorce decree, custody order, or restraining order) specifically denies visitation rights. If one parent desires that the school comply with such an order, he/she has the obligation to present a copy of the signed order to the building principal. Additionally, the school may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school, or otherwise participating in school-sponsored activities, if he or she disrupts the educational process or his/her presence is detrimental to the morals, health, safety, academic learning, or discipline of the student(s).

### D Student Records (separated/divorced parent guidance)

- Both parents have the right to review their minor student's records. However, if the custodial parent advises the school, in writing, to delete the minor child's address from student records supplied to the non-custodial parent, and the custodial parent has provided us with legal documentation that they have sole rights to the student records, the records will then be adjusted according to the requests of the custodial parent.

### D Participation in Parent and Teacher Conferences (separated/divorced parent guidance)

- Both parents are welcome, and encouraged, to participate in parent and teacher conferences, discipline meetings or hearings, Learner Services meetings, and any other conference called by school personnel regarding the student's education. If the parents are separated or divorced, the custodial parent is expected to share scheduling information with the non-custodial parent. The school will provide scheduling information to the non-custodial parent only if it receives a written request to do so.

### D Educational Decisions (separated/divorced parent guidance)

- In the event the parents are unable to agree with one another on decisions regarding their student's educational program, including but not limited to, placement, participation in extracurricular activities, and consent to evaluation and services, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.

D Visitation with the Student during School Hours (separated/divorced parent guidance) Generally both parents have the right to attend school programs open to parents and patrons, volunteer in the child's classroom, or visit the child at the school, or otherwise be in the school setting. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent's access to the child by: 1) denying the parent's visitation rights or 2) requiring supervision of the parent's visitation with the child. The school does not have the respon-

sibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

When visiting the school, all parents are required to comply with all school policies and not take any action which disrupts the educational process. All parents visiting the school must check-in with the school offices before proceeding to a classroom or other area of the school. If a parent takes any action which the administrator considers to be inappropriate or disruptive to the educational process, he/she may be requested to leave and prohibited from returning.

If a parent wants to visit with his/her child privately, the administrator shall have the authority to grant or deny the request, and, if granted, to determine the place and time of such visit to ensure minimal disruption to the student's participation in class.

**D Release of Student to Someone other than Custodial Parent (separated/divorced parent guidance)** Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires that the student be removed by another individual, he/she must inform the school in writing that he/she is authorizing such party to remove the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time. Permission to pick up students information is readily available in RenWeb to all authorized office personnel. It is important that parents keep us informed of any changes immediately so that we can have the most accurate information on file at all times.

**D** If the non-custodial parent seeks to remove the child from school, and the custodial parent has not consented, the following steps should be followed:

- o The principal or designee will meet with the non-custodial parent and, in his/her presence, telephone the custodial parent and explain the request. If the custodial parent agrees, the student will be released and the records will reflect that the permission was granted orally. In the event the custodial parent cannot be reached, the principal may make a decision based upon all relevant information available to him/her.
- o If the custodial parent objects to the removal, the principal or designee may allow a visit between the non-custodial parent and student, with the child remaining in the office area for the visit and then returning to class. The non-custodial parent will not be allowed to leave the office area with the student.
- o If the principal or designee has reason to believe that a possible abduction of the child may occur at the school or the parent is disruptive, the head of school and/or local law enforcement officials will be immediately notified.

## DRIVING/PARKING ON CAMPUS

Parking areas are designated for students, faculty and staff. Visitors may park in any designated parking lot and then check in with a school office; there is designated visitor parking in front of the Welcome Center. At no time should a driver move or drive around a green fence to enter a "No Parking" area.

All drivers are prohibited from using cell phones in moving traffic on campus. The speed limit on campus is 15mph.

## EXTRACURRICULAR PHILOSOPHY

Extracurricular activities are an important part of the school experience and student development for all grades. Extracurricular activities include athletics, spirit squads, performing arts, and other activities sponsored by the school and related to the school program but taking place after school hours. Appropriate use of that 'developmental tool' varies with age, however. Academics remain the priority for a student's time and attention. Choices about extracurricular participation should be made by parent and child together, keeping academic priorities in mind. In certain cases, the school may limit a student's participation in line with this priority.

Participation is the key for extracurricular activities at the middle school level. We set goals of excellence but don't

assume anything about skill levels. We encourage all students with an interest to participate and, with certain activities, simply structure it to include every student in a grade.

#### FIELD TRIPS

Education is not limited to the classroom. In order to enrich the school curriculum, field trips have been planned to give students firsthand information about the subject being studied. Because field trips are designed as an extension of the classroom, we ask that the experience be limited to classroom students and their parents. We request that siblings not attend, so parents and their child can experience unique learning opportunities together.

To earn the right to attend a field trip, a student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of his/her Principal, may choose not to take any student who has demonstrated a lack of self-discipline and may be potentially disruptive influence on a trip.

Parents will be provided with all information concerning the trip and adequate chaperones will be required. Permission slips are required for students to attend field trips. Field trips will be made by school bus under the auspices of an LRCA teacher and the school. A student may ride in a car to or from a field trip with his/her parent only.

#### FOOD, DRINK, GUM

Student snack and drink policies are set by the individual classroom teacher. Chewing gum is not permitted unless there is an exception made by the classroom teacher for special occasions.

#### LOCKERS

Each student is assigned a locker. These lockers are property of the school and may be inspected by school officials at any time to maintain health and safety or to investigate suspected storage of dangerous, unauthorized or illegal items. Locker contents are subject to search by Administration designee at any time, with or without reason. LRCA cannot be responsible for theft or damage to items stored in student lockers. Students are urged to leave valuables at home.

#### LOST AND FOUND

Items in Lost & Found that are not labeled with student's name will be sorted and distributed to areas of need at the end of every quarter. Lost items will not be held over the summer months.

#### LUNCH/FOOD SERVICES

A nutritionally balanced lunch program is provided daily by Sprouts. Students wishing to purchase hot lunch must open a prepayment account through [www.mealpayplus.com](http://www.mealpayplus.com). For questions regarding food service, parents can call 975-3446 or email [sprouts@littlerockchristian.com](mailto:sprouts@littlerockchristian.com).

Although we discourage doing so due to the disruption to students' school day and relatively short time allotted, children may be taken off-campus for lunch with the parent. Parents must sign out the student at the beginning of the student's lunch period.

## MESSAGES

Parents may occasionally need to leave messages or deliveries for students. This is carried out through the school office, to minimize distractions in the classroom. Calls should be received by 2:00 p.m. to allow time to distribute messages by afternoon dismissal. Students will not be dismissed from class to receive phone calls.

Any urgent messages will be delivered immediately with the appropriate directions. Please make every effort to use this service only when absolutely necessary. Whenever possible, plans for after school arrangements should be made in the morning before the student leaves for school.

## PERSONAL PROPERTY

LRCA will not assume responsibility for lost or stolen personal items and damage to personal vehicles. Valuables (jewelry, electronics, music or athletic equipment, etc.) should be insured through a homeowner's policy. We highly discourage students from carrying large amounts of cash (over \$20) and from bringing expensive personal items, jewelry, collectibles, to school.

## PETS ON CAMPUS

No pets, such as dogs or cats, are permitted on campus without permission. This includes, but is not limited to, outdoor events, sporting events, and "show and tell" (in classroom, at recess, etc.)

## PHOTOGRAPHY/VIDEO RIGHTS

LRCA may take, use, reuse, edit, publish and republish video and still imagery of a student (or in which a student may be included in whole or in part) unless the parent/guardian has requested their student not be published.

LRCA has final approval on the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied. Videos/stills will be for LRCA use only.

## PUBLIC DISPLAYS OF AFFECTION

There should be no public displays of affection at school or school functions. Public displays of affection make others uncomfortable and are not appropriate for school. This includes hand-holding, long hugs, etc.

## RECESS/INCLEMENT WEATHER POLICY

Other than during inclement weather, outdoor recess will be held daily. Students should dress appropriately for the current day's weather conditions. Inclement weather recess will be held in the classroom.

## RECORDS REQUEST

LRCA maintains complete records, including a cumulative academic record, for each student. All materials in these records are treated confidentially and are available only according to the following policy:

D No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with LRCA.

D Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Principal so that proper explanation can be given.

D In order to receive records (i.e. transcripts, end-of-year records, withdrawal/transfer records), a parent or guardian will need to email the registrar to fill out a records request form. Records will be mailed or can be picked up five (5) business days after the request. Once the Registrar has fulfilled the request and sent records, a confirma-

tion email will be sent to the parents stating when and to whom the records were sent. All records sent will also be documented in the student's permanent file on RenWeb.

D In the event a parent has a concern about their student's grade they are encouraged to begin by contacting the teacher directly and making an inquiry. After the teacher has researched the grade in question, they will contact the parent with the information. If a grade change is made, the teacher will contact the registrar and the corrected record will be verified for accuracy and a new copy will be provided to the parents. In the event the parents do not feel the question is resolved, they are asked to then contact the principal for further discussion.

D There will be no release of a student's personal records or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following: staff members who have legitimate educational interest, the school that the student is transferring to, court or law enforcement officials (if LRCA is given a subpoena or court order), certain federal, state or local authorities performing functions required by law.

D For the transferring of student records to another school, parental permission is no longer required by authorized school personnel (Family Educational Rights and Privacy Act Final Rule on Educational Records. Federal Register, June 1976 Vol. 41 No. 118 page 24673)

In preparing for summer camps and vacations, requests for copies of immunization records and/or physicals need to be made at least two (2) weeks in advance. Because of the registrar's year-end commitments, please make these requests prior to the end of May.

## SALES

Students (and their parents) are only permitted to sell items at school which are directly related to school sponsored activities after administrative approval has been granted. Sales associated with church or community projects are not permitted.

## TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES

All transportation for school sponsored activities such as field trips, class parties, and sporting events will be provided by the school. Transportation arrangements made outside of the stated policy must receive administrative approval with proper documentation on file in the school office and parental approval.

## VISITORS ON CAMPUS

Any visitor on campus must check in with the school office and receive a Visitor's Pass. This also applies to parents who are scheduled to go to a classroom or to have lunch in the cafeteria with their child. To insure the safety of our students and staff, any unauthorized visitors will be promptly escorted off school grounds and the police will be called.

Little Rock Christian Academy is a "closed" campus. This means that the only visitors allowed are parents, guardians, alumni in good standing, emergency family contacts or pastors (with parental permission).

Exceptions are made for potential students and their families touring or "shadowing" and for LRCA high school graduates (in good standing and with administrative approval). Local friends, relatives, out of town guests may not visit the campus – including lunch or other non-public events – such as dances, dinners, and other private events. Any exception must be made by the Principal.

## WARRIOR SPORTS

All boys and girls in middle school may participate in the Warrior basketball program. All boys in middle school may participate in Warrior football, and all girls in middle school may participate in cheerleading and volleyball. The teams are coached by volunteer parents and supervised by the LRCA Athletic Director.

# HEALTH AND MEDICAL POLICIES

## COMMUNICABLE CHILDHOOD DISEASES

Upon having the following illnesses, a child must have written consent from either a physician or the Health Department to return to school or be subject to school office approval for re-admittance:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping Cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink Eye
11. Fifth Disease
12. Shingles

## HEAD LICE

The parents/guardians of students found to have head lice or eggs (nits) will be asked to pick up their child at school. They will be given information concerning the eradication and control of head lice.

Before students may be readmitted following an absence due to head lice, the school nurse or designee shall examine the student to make sure that they are **FREE OF BOTH LICE AND NITS**. Screenings may be conducted as needed at any time.

## IMMUNIZATION RECORDS

Students enrolling in Little Rock Christian Academy must provide immunization records documenting the following:

- 5 DPT, 4 OPV, 2 MMR, HEP B (3 shots), Varicella
- Additional Immunization Laws: DT booster (10 years after last DPT)

## POLICIES FOR NURSES ADMINISTERING MEDICATION

- A. A provider order is required for all prescription medications to be given by school nurse. An accurate and current prescription bottle label is sufficient for order.
- B. Student Health Forms for all over-the-counter medications that are readily available in school nurses office. This is required for all students, and expires yearly. The Student Health Forms must be filled out before any medication can be administered to a student.
- C. All medications must be in original container if brought to or kept in nurse's office.
- D. Prescription medications are to be labeled with the student's legal name, date prescription was filled, ordering providers name, name of medication, dose, route, and frequency.
- E. All medication will be given according to labeling directions on the container. Deviations from label directions will require a written provider order.
- F. Procedure for administering and documenting medications for field trips or other off campus activities: No scheduled medications will be given during field trips or extracurricular activities. Parents are responsible for making own arrangements.
- G. Medication administration is documented at the time of administration via RenWeb.

- H. When additional (refill) prescription medication is brought in and received, med count is confirmed by 2 RN's, documented and email to parent contact.
- I. Receipt of medications: Parents are required to hand deliver any medication the student is to receive while at school to the nurse. This includes over the counter medications, as well as prescription.
- J. Security of medications: All oral over-the-counter medications are stored in a locked cabinet in the nurse's office. Additional security is provided for Schedule II medications.
- K. Access to medication in the absence of school nurse: No student can personally access any medication at any time. Over-the-counter medications can be administered by trained staff in the absence of a school nurse. School nurses are responsible for identifying qualified persons to be trained to administer medications in the nurse's absence. All medications can be administered by a licensed substitute nurse.
- L. Accountability of methods for controlled substances. (Refer to Policy H.) In addition to previous stated policy, all controlled substances will be counted at the time of delivery, in the presence of the parent.
- M. New Medication administration: The initial dose of a new medication must be given by parent/guardian outside the school facility. A twenty-four-hour dose period is required for observation and safety, before school nurse can administer a new medication to student. A twenty-four-hour dose period is not necessary in the dose adjustment of a preexisting medication.
- N. Reports to parents/guardians in regards to medication administration: Parents will be notified when over the counter medication is given via the Ren Web system in the format of an email.
  - a. Parents will be contacted for prior approval for permission to administer cold/allergy medication. A nurse assessment must be done before any cold/allergy med given.
  - b. There will not be any cough medication in the nurse offices.
  - c. Please keep students at home when large or multiple doses of medications are required to be administered mid-day for sore throats, colds, flu symptoms or similar illnesses.
  - d. Do not send cough, cold, homeopathic, ointments, or drops to be given at school. Any doses that are prescribed 3xday can be given before school, after school and at bedtime.
- O. Parents/guardians are encouraged to administer medication at home whenever possible.
  - a. Demands for school nurses are high in the morning; please administer morning doses at home. Please do not use the nurse office for the sake of convenience or to settle differences in associated in the administration of the medication.
- P. Disposal of unused medication: Unused prescription medication needs to be picked up by a parent or guardian. If not picked up by the last day of school, the medication will be destroyed—documented by 2 RN's.

#### PICK-UP PROCEDURE FOR STUDENT ILLNESS

If a student has a fever (100 or above), he/she should not be at school. If a student becomes ill at school, the nurse will determine the appropriate responses, including rest in nurse's office or a call to parents to pick the child up. If this is necessary, we ask that parents get their child as soon as possible. Students need to be fever-free (below 100) for 24 hours before returning to school.

#### PROCEDURES FOR CONTACTING A PARENT

A parent is ALWAYS called in these circumstances:

- Fever of 100 degrees or above

- Vomiting/suspected illness
- Laceration needing stitches
- Asthmatic inhaler use of more than 3 times in one day
- Student is found or becomes unconscious (head injury/blood sugar/diabetes/ or unknown cause)
- Head injury with abnormal physical/neurological/behavior assessment
- Accident with no positive visuals to see extent of injury (i.e. broken limb, head injury, genital injury )
- More than 3 visits to nurse's office in a day with no obvious symptoms
- Diarrhea, resulting in change of clothing. Diarrhea, more than 1 episode.
- Child indication that parent requested a phone call if earlier symptoms did not improve
- Skin lesion suspected of staph infection
- Head lice
- Request from teacher to call home
- Difficulty breathing or pulse oximeter reading of 95 or less
- Foreign object in eye, ear, nose, etc. either with or without evidence of damage

**SCHOOL HOURS**

**SCHOOL HOURS**

Teachers are on campus thirty (30) minutes before classes and remain on campus (30) minutes after school is dismissed. There will be personnel on duty at 7:40 a.m. to allow early drop-off if necessary. Office hours are 7:40 a.m.-3:45 p.m. (school and administration offices). Student hours are:

Grades	Begins	Ends
3s, K4, K5 Half-day	8:00 AM	11:45 AM
K - 4 <sup>th</sup> Grade 5 <sup>th</sup> - 8 <sup>th</sup> Grade 9 <sup>th</sup> - 12 <sup>th</sup> Grade	8:00 AM 8:15 AM 8:15 AM	3:00 PM (actual time of pick-up) 3:10 PM (actual time of dismissal) 3:15 PM (actual time of dismissal)

**AFTER SCHOOL CARE**

(5<sup>th</sup> - 8<sup>th</sup> grade) Monday - Friday 3:40 p.m. - 6:00 p.m.

All 5<sup>th</sup> - 6<sup>th</sup> grade students not picked up in the carpool line by 3:40 p.m., will be sent to After School Care, and parents will be billed accordingly. Middle school students will not be allowed to wait with junior high, or high school students and are not permitted to wait with an older sibling at an afterschool practice or activity.

# FINANCIAL POLICIES

1. Little Rock Christian Academy uses the FACTS Tuition Management System for our student billing processes including tuition for the school year. It will be necessary for each of our families to set up a student billing account with FACTS. LRCA offers several tuition payment plan options:
  - A. Annual – full tuition due July 1
  - B. Two-Pay – two equal installments due July 1 and March 1
  - C. Three-Pay – three equal installments due July 1, November 1 and March 1
  - D. Monthly Bank Draft (11 months) – eleven equal installments (July – May).
  - E. Monthly Bank Draft (12 months) – twelve equal installments (July – June).Parents may choose either the 5th or 20th as their bank draft date. Enrollment is not complete until account information is received. Account information must be updated annually.
2. It will be necessary for all LRCA families to maintain bank draft or debit/credit card information on file for incidental charges.
3. It is the family's responsibility to review their financial records and school communications in a timely manner to ensure payments clear as scheduled. Families are expected to report suspected errors as soon as possible.
4. Registration Fees are due at the time of enrollment and will be paid directly through the online enrollment process. All other fees and incidental charges not related to tuition are due by the 20th of the month in which they are billed unless otherwise stated.
5. Fees and other charges outstanding after the 20th of the month will be considered past due.
6. Fees for new students are due within 10 days of acceptance notification and must be paid before attendance can be permitted.
7. Payments for tuition, fees, and other charges may be paid online via bank draft, e-check, or debit/credit card. Manual checks should be brought to the Business Office in the Welcome Center. Payments should not be sent to the individual school offices.
8. Payments for tuition, fees, and other charges should not be sent to the school with students.
9. Returned payments will be charged a return fee of \$30 per item by FACTS Tuition Management.
10. All accounts with charges outstanding 60 or more days will be assessed a monthly financing fee equal to one half percent of outstanding charges.
11. Accounts with charges outstanding 60 or more days without an approved payment arrangement are considered delinquent.
12. Families with delinquent accounts will not receive report cards, transcripts, or diplomas.
13. Alternate payment arrangement must be approved by Little Rock Christian Academy's business office. Payment plan proposals must be in writing, include a detailed schedule of payment dates and amounts, and be signed by those financially responsible.
14. Payment plans are for tuition only – all fees/other charges must be paid as billed.
15. It is the parent's/guardian's responsibility to maintain contact with the school regarding payment plans.
16. A returned bank draft or check will void any payment plan in place and the account will be considered delinquent.
17. Little Rock Christian Academy is required to follow the rules of the Arkansas Activities Association (AAA) regarding past due balances as they relate to athletic participation. AAA guidelines state "schools shall remove any student from athletic eligibility whose accounts with the school are 60 days overdue."
18. Students whose parents/guardians have an outstanding balance from a previous school year will not be permitted to reenroll for the next school year until that obligation is paid in full or a business office approved payment plan is in place.
19. Should a student not be allowed to return at a new semester or at any time during the year for failing grades, disciplinary or partnering reasons then the tuition is to be prorated based on the dismissal date and any payments made in advance may be refunded.
20. Accounts must be in good standing for students to participate in commencement ceremonies.
21. The Business Office will only discuss account information with those people identified in our system as financially responsible for the account.
22. Families will be billed for damaged or missing school property including textbooks, athletic uniforms, etc.
23. In the event LRCA determines it must modify or change its method of delivery of services due to conditions outside of its control including weather conditions, health, safety, operational or financial, the school may notify families of such modification or change and the tuition plan option as selected by the family will stay in full effect for the school year.

**NON-DISCRIMINATORY ADMISSIONS POLICY:** LRCA is committed to providing equal educational opportunities for students without regard to race, color, national or ethnic origin. It does not unlawfully discriminate in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic or other School administered programs. As a private religious institution, however, LRCA reserves the right to deny admission to any applicant whose academic preparation, character or personal conduct is determined to be inconsistent with the purposes and objectives of the School.