

# Life of Christ Christian Academy



## PARENT / STUDENT HANDBOOK 2021-2022

Founded in 1997 by:  
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### **Notice of Nondiscriminatory Policy as to Students**

LCCA is a non-profit organization. We do not discriminate on the basis of race, creed, sex, color or religious origin.

## **MISSION STATEMENT**

At Life of Christ Christian Academy, we believe that every child can learn and therefore should be offered the best possible education afforded to him or her. Since every child is an individual, we will use a Learning Styles-based education program in order to meet each child's needs and work with each child at his or her individual pace of process in the learning process.

Life of Christ Christian Academy provides an innovative and alternative curriculum, which meets the individual needs of students through Learning Styles-based education and Christian teaching. To prepare children to live in the culturally diverse adult-world; and to produce good citizens, who respect themselves and others and have the ability to make moral decisions.

## **SCHOOL PHILOSOPHY**

Every child can learn. It is our job as educators to teach children in the way that they learn best.

Life of Christ Christian Academy (LCCA) offers a uniquely innovative and positive approach to educating students, using a Learning Styles and Multiple Intelligence based curriculum in a home school environment.

Learning Styles and Multiple Intelligences based curriculums teach each student in the way he/she learns best, rather than teaching all students the same way. Learning Styles and Multiple Intelligences has been used in schools throughout the United States. Research has proven that Learning Styles and Multiple Intelligences curriculums have positive effects on student's performances, grades, standardized test scores and attitudes toward school.

## **SCHOOL PRAYER**

Dear God, use me as an instrument of peace.  
Speak through me with words of faith, hope and love.  
Guide my actions and words help me to be kind and loving towards others  
God is love.... no judging.  
God is love.... no resentment.  
God is love.... all patience.  
God is love.... all powerful.  
God is love.... all supply.

# SCHOOL CALENDAR

## AUGUST

7 Virtual Orientation  
17-28 Staff Development  
31 First Day Students (Physical/Virtual) Report

## SEPTEMBER

7 Labor Day (No School)

## NOVEMBER

25-27 Thanksgiving Break (No School)

## DECEMBER

21-1 Jan Winter Break (No School)

## JANUARY

4 Return to School  
14-15 Mid-Term Exam  
18 MLK Day (No School)  
22 Report Card Conferences

## FEBRUARY

6 100<sup>th</sup> Day of School Celebration  
15-19 Spring Break (No School)

## APRIL

1-5 Easter Break (No School)

## JUNE

2 Last Day of School  
4 Report Card Conferences

*\*PLEASE NOTE SCHEDULE MAY CHANGE\**

# GENERAL INFORMATION

## Arrival and Dismissal

School Begins at 8:00 a.m. Arrival time begins at 7:30 a.m. Please arrive on time each morning. Students arriving at 8:10 a.m. are tardy. All students are responsible for work missed.

Dismissal is at 3:30 p.m. Please be prompt in picking up students. Students remaining after 3:45p.m. are signed into after-care. After care begins at 3:45 p.m. and ends at 5:00 p.m.

Once a Pre-K or Elementary level students arrives at school he/she may not leave campus before dismissal time unless signed out by a parent or guardian.

## After Care / Before Care

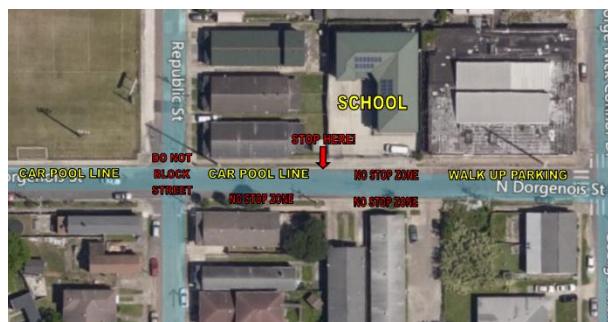
Students earliest arrival is at 7:30am. After care begins at 3:45p.m. and ends at 5:00p.m.

## Carpool

For the safety of our students please follow the guideline below for afternoon dismissal and morning arrival. Rules:

- Carpool lane will be to the far left side of Dorgenois St.
- The carpool line will start at the walk through gate.
- Do not pass the gate and pull or park directly in front of the school.
- Do not pull or park across the street from the school.
- We do not want students crossing the street.
- If carpool lane overflows to the previous block on Dorgenois St. Do not block the cross street.

If you would like to walk up with a student for drop off or pick up, please DO park on the far left side of Dorgenois St. right pass the school gate. Park on the side of the tan brick building and safely use the sidewalk.



## Uniforms

**All Students:** Life of Christ Christian Academy students are required to wear the official school uniform with school patch. Uniforms must be worn neat and clean in good condition. All students must wear their shirts tucked into pants and skirts throughout the school day. No shorts are allowed. Hair must be properly groomed.

**Girls:** No hair beads, excessive ornaments or color/dyes. Girls may only wear simple jewelry to school. Skirts must be worn no shorter than two-inches above the knee.

### Elementary (K-5)

Hunter Green Shirt  
Khaki Pants or Skirt/Skort

### Middle School (6-8)

Powder Yellow Shirt  
Khaki Pants or Skirt/Skort

### High School (9-12)

White Shirt  
Khaki Pants or Skirt/Skort

**Boys:** Boys may not wear earrings. Hair should be properly kept up.

### Elementary (K-5)

Hunter Green Shirt  
Khaki Pants

### Middle School (6-8)

Powder Yellow Shirt  
Khaki Pants

### High School (9-12)

White Shirt  
Khaki Pants

## Lunch

- **Hot School Lunch:** We do not participate in any government funded lunch program, however hot lunch will be provided daily by the school.
- **Bag Lunch:** Students are allowed to bring bag lunch.
- **Off Campus Lunch:** High School students may leave campus for lunch if parent or guardian gives written permission by signing the ***Off Campus Lunch Form***.

### Requirements for Off-Campus Lunch

\*I understand that my student must have a LCCA School ID card.

\*I understand that my child must have passed all classes in the most recent grading cycle.

\*I understand that my student must have a satisfactory discipline record.

\*I understand this form must be completed in order to process the student's off-campus lunch request.

### **Rules for Off-Campus Lunch Pass**

1. Students leaving campus for off-campus lunch must be back by the required time.
2. Student can only leave campus during his/her regular scheduled lunch period.
3. Each student must be in possession of his/her student ID that indicates administrative approval to leave campus. Students without student ID will be required to remain on campus.
4. Students exercising off-campus lunch privileges are subject to the rules of student conduct as applicable to the regular school day. As a result, students who commit disciplinary infractions while at lunch will be disciplined by the school.
5. Being tardy or failing to return from off-campus lunch may result in revocation of student off-campus privileges.
6. Littering on public or private property will result in the revocation of off-campus privileges and disciplinary action.
7. Initial Student ID are free for the 2021-2022 school year. A processing fee of \$10.00 will be charged for replacement student ID.

### **Dress Down Fridays**

Students are allowed to pay \$2.00 to wear regular clothes on Fridays. No shorts allowed and clothes must not be revealing or have any inappropriate photos or words on them.

### **Transportation**

The school does not offer any transportation; however, we do have reliable van services that our students have used for years. Contact the office for more information.

# ENROLLMENT

## Enrollment Process

1. Call the school for a pre-enrollment conversation about your schooling needs.
2. Set up an appointment for you and your child(ren) to meet with Mrs. Frilot and visit the school.
3. Fill out the registration paperwork and pay the registration fee.
4. Provide us with the documents below to complete student file:
  - Tuition Agreement
  - Previous School Records (Report Cards, Testing Scores)
  - Birth Certificate (copy)
  - Social Security Card (copy)
  - Schedule of Immunization Records (original copy)

## Students Files

Students files must be kept updated. If there is a change in address, guardianship, any medical or contact information please let the school know as soon as possible.

## Tuition and Fees

### Registration

Registration Fees are non-refundable and are due at the time of registration.

<u>Elementary/Middle</u>		<u>High School</u>	
Application	\$300	Application	\$400
Technology	\$200	Technology	\$200
Supply	\$100	Supply	\$100
Family	\$100	Family	\$100
	<u>\$700</u>		<u>\$800</u>

### Tuition

<u>\$5,800 Total</u>	
10 months	\$580 monthly
9 months	\$644 monthly
8 months	\$725 monthly

## Payments

Tuition payments are collected on the 1<sup>st</sup> of each month or as stated on the ***Tuition Contract***.

Acceptable forms of payment are cash, check, Cash App and money order. Payments must be made directly to the school's office.

Parents, please be aware that you are responsible for any financial obligation that you may have toward the school. Whether it is for registration, tuition, other services or replacement of materials. Parents who owe any amounts to the school must make final payments prior to the last two (2) weeks of school.

**Final report card, transcripts or promotional certificates will not be released if all financial obligations are not resolved. Seniors will not be allowed to participate in the graduation ceremony. No expectations!**

If at any time you are having problems making a payment, please make an appointment to speak to the school president.

## Scholarships

We are participates in Louisiana Scholarship Program, ACE and the Arete scholarship program. For more information on eligibility and enrollment please visit the Department of Education online.

## Tuition Credits

Eligible full time employees may receive a 30% discount off their child(rens) registration and tuition fees. Part time employees may receive a 10% tuition discount.

## Re-Admission

A formerly enrolled student who chooses to withdraw from LCCA must reapply following normal admissions procedures of the school and be in good standing financial standing with the school.



# ACADEMICS

## Grading System

**A= Excellent Achievement:** Consistently applies skills and concepts; completes all work in a timely fashion; quality of work, exams, quizzes and project is exceptional.

**B= Good Achievement:** Usually applies skills and concepts; completes most work in a timely fashion; quality of work, exams, quizzes and project is good.

**C= Satisfactory Achievement:** Usually applies skills and concepts; completes most work in a timely fashion; quality of work, exams, quizzes and project is acceptable.

**I= Incomplete:** Doesn't apply skills and concepts; does not complete most work in a timely fashion; quality of work, exams, quizzes and project is poor.

**NG = No Grade:** Doesn't apply skills and concepts; does not complete most work in a timely fashion; quality of work, exams, quizzes and project is unacceptable.

## Grading Scale

**A= 100-90**

**B= 90-80**

**C= 79-70**

**D= 69-60**

## Homework

Students are expected to complete all class work before the end of the school day. Student with incomplete class assignments may be required to complete their work at home. Homework assignments are given to reinforce what has been taught in the classroom. Often, students' homework assignments will be reading or work on research papers or weekly projects.

## Online Grading Portal

LCCA uses an online program called Edmodo.com. Edmodo can be used online or downloaded through your cellular app store. Each student and parents are required to have an online account. Student accounts are setup in school at the beginning of the year. Students and parents are responsible for creating profiles and passwords. Virtual classrooms, grades, class test scores, homework and classwork assignments are all accessed through Edmodo.

## **Virtual Classroom**

Virtual classes will be accessed through Edmodo.com. Video links to individual Skype.com meetings are available for each class. These can be accessed on desktop, and laptops or by downloading the Edmodo and Skype apps on a tablet or smart phone.

For step by step instructions please see the ***Virtual Learning Instructions*** document.

## **Report Cards/progress reports**

Students will receive a Report Card at Mid-term and Final semesters. Grades for academic work will be determined based on multiple criteria because many factors must be considered. Each student will be evaluated based on mastery of skills. Criteria use will include: participation, class work, homework, tests, quizzes, projects and presentations. There will be a consistent school policy for weighing specific areas of the criteria. However, teachers will have the freedom to assign various weights for other areas such as projects and presentations.

## **Testing (Standardize, LEAP)**

Standardized tests given at LCCA include Stanford test and LEAP testing for scholarship students.

## **Make Up Work**

When a student misses class/school, he/she may access homework assignments from Edmodo. For extended absences, parents may call office and request to pick up school work. Make-up work for full credit is permitted only for excused absences. Immediately upon return from an absence, the student must arrange with the instructors to complete the work. Additional time may be allowed for extended absences. Make-up work for unexcused absences is at the discretion of the teacher.

## **Parent/Teacher Conferences**

Teachers can be easily accessed through Edmodo, email or by calling the schools office. If you would like to schedule a parent/teacher conference, please schedule it through the office.

## **Catapult Learning Title I**

LCCA offers the federal funded Catapult Learning program. Catapult is dedicated to providing education solutions that generate demonstrable academic achievement and better life outcomes for students, regardless of the learning obstacles or other challenges they face. Teachers and parents can recommend students to the program.

## Graduation Requirements

Louisiana High School Diplomas requires 23 credits.

<b>English</b> (Must include English I and II)	4	<b>Health Education</b>	2
<b>Math</b> (Must include Algebra I or Integrated Math I)	4	<b>Foreign Language</b>	2
<b>Science</b> (Must include Biology)	4	<b>Arts</b>	1
<b>Social Studies</b> (Must include US History and Civics)	4		

For any LCCA student to participate in graduation exercises, he/she must meet the minimum requirements for graduation as set forth by the Louisiana State Department of Education. Students who do not meet the minimum graduation credit requirements by the time of graduation must plan to attend summer school to earn needed credit in specific course(s). Only seniors who have met all graduation requirements may participate in the ceremony. No senior will be allowed to participate in any graduation ceremonies until all financial commitments have been settled. In addition, no transcripts or other student records will be transmitted to educational institutions, prospective employers, or other third parties until all financial commitments have been settled at LCCA. LCCA works in accordance with the Louisiana Department of Education.

## Course of Study

### MATH COURSES

**Algebra I part 1 (1/2 credit)** This course is a study of basic operations with signed numbers, monomials, and polynomials. Also includes formulas and equations.

**Algebra I part 2 (1/2 credit)** This course is a study of inequalities, graphing, exponents, roots, quadratic equations, and algebraic fractions.

**Geometry (1 credit)** This course is a study of the properties points, lines, planes, and angles; polygons and triangles; circles; solids.

**Financial Math (1 credit)** This course is a review of basic skills and principles along with a study of various business math topics such as income, maintaining a checking account, interest, credit, investments and insurance, discounts, and markups.

**Algebra II (1 credit)** This course is a study of algebraic functions, ratios, proportions, logarithms, variations, progressions, theorems, matrices, determinants, inequalities, permutations, and probability.

**Advanced Math (1 credit)** This course is a study of Functions, Triangle Trigonometry, Rational and Radical Functions and Statistics.

**Introduction to Business (1 credit)** This course is an introduction to basic economic theories and principles. It will emphasize the individual's role as wage earner, consumer and citizen. It will include the wide use of credit, insurance, investments, communication, transportation, the government's role in our economy, labor, world trade career planning and job seeking. This course also introduces the student to the concept of entrepreneurship. Students will assess their own traits, research opportunities and develop a business plan.

**Pre-Calculus (1 credit)** Students will receive a background knowledge of calculus. Topics in the course including linear, quadratic, polynomial, logarithmic, exponential and trigonometric functions, properties and applications of functions; inequalities; and analytic geometry.

**Probability and Statistics (1 credit)** Introductory courses will provide students with a basic knowledge of probability and statistics for data analysis and decision making. Topics in the course including summarizing and graphing data: statistics for describing exploring and comparing data; probability; probability distributions; normal probability distributions; estimates and sample sizes; and correlations and regression.

### SCIENCE COURSES

**Physical Science (1 credit)** This course is a study of matter and energy: their nature and the relationships between them. Lab orientated. The role of atomic structure in chemical and nuclear reactions is explained. Emphasizes problem-solving skills and discusses the relationship between science, technology, and the environment. Also, topics such as water, chemistry of building materials, fuels, natural and synthetic rubbers and plastics, energy in relation to motion and forces, machines, sound, light, electricity, and magnetism will be discussed.

**Biology I (1 credit)** This course is a study of the characteristics of life, the chemistry of cells, and the links between life and energy. Included are discussions on evolution, ecosystems, heredity, and adaptation. Also covers human body systems and activities. Lab orientated.

**Chemistry (1 credit)** This course presents a study of the structure and reactions of matter. Elemental symbols, chemical reactions, and role of energy in those reactions will be discussed. Also covered will be organic and nuclear chemistry. Lab orientated.

**Biology II (1 credit)** This course is an advanced study of characteristics of life, chemistry of cells, and the links between life and energy. Lab orientated. Additionally, advanced discussion of evolution, ecosystems, heredity, and adaptation as well as advanced studying of the human body systems and activities.

**Environmental Science (1 credit)** This course is designed to help students understand how the Earth works as a whole. By the end of the course, students should have a grasp of the Earth's unique properties, limits and resources, and of human impact, past and present. While there are no prerequisites for this course, it helps to have some knowledge of geology, biology, chemistry and algebra.

**Anatomy and Physiology (1 credit)** Students will learn about anatomical features and physiological principles and the terminology associated with each body system and issues about various medical problems associated with normal and pathological conditions.

## HISTORY COURSES

**American History (1 credit)** This course is a study of people, events, and sociopolitical forces that have shaped America, from its discovery to the present. It attempts to show how American history affects today's event and global conditions.

**World History (1 credit)** This course is a study of global history with attention focused on important facts and significant concepts. Includes considerable discussion of recent world affairs, and the past is viewed in terms of current forces and problems.

**Civics (1 credit)** This course is a study of history that covers the rights, freedoms and responsibilities of all American citizens. Students will review the root of American government – its branches; the Constitution and Bill of Rights; the roles of federal, state and local governments; political parties and elections. Student will discuss the relationships between America and other nations.

**World Geography (1 credit)** This course will show the physical environment of human beings and the means they use to supply their political and economic needs. It includes the study of maps, charts, graphs, and pictures of the main areas of the world.

**Economics (1 credit)** This course will compare and contrast the economic systems that people use in various parts of the world. Discusses the function of money, the law of supply and demand, and the role of banks and government within capitalist economics.

**Western Civilization (1 credit)** This course is a study of general introductions of civilization. It will trace the development, diffusion and impact of world cultures, peoples and events upon Western Civilization. It will include (but not limited to) Mesopotamia, Ancient Egypt, Ancient Greece, Ancient Rome and the Roman Empire, the Byzantines, the Muslim & Ottoman Empires, the Middle Ages/Medieval Europe, the Renaissance, and the Reformation. Focusing on humanities-based, viewing the culture, art, architecture, engineering, music, philosophy, religious, political and military institutions, and literature.

## ENGLISH COURSES

**English I (1 credit)** This course presents the fundamentals of English for effective communication. Capitalization, punctuation, grammar, and spelling are covered, with an aim toward writing clearer sentences.

**English II (1 credit)** This course explains how to avoid grammatical errors when writing sentences and paragraphs, how to make words work for you, and how to improve your image by using the right word in the right place.

**English III (1 credit)** This course will develop writing skills by emphasizing sentence structure, paragraphs, letters and journal writing. Also, emphasized will be extensive writing techniques, styles and research.

**English IV (1 credit)** This course covers the reading of various short stories, nonfiction, poetry, and drama. It will give students a deeper appreciation of the relationship between literature and life, and of the pleasures and benefits of reading.

**Advanced Literature (1 credit)** This course includes a study of literary terms, structural elements of genres and interpreting selected works to read more effectively for both knowledge and enjoyment.

**Law Studies (1 credit)** Students will be introduced to the legal system and the skills associated with being a lawyer. Students will receive instruction on legal transactions and methods; legal reasoning, writing and research. Discussions will be held on cultural perspectives, street law, legal ethics and court proceedings.

## ELECTIVES

**Art Survey (1 credit)** This course is a study of basic art fundamentals. Studies in various art forms are presented.

**Keyboarding (1/2 credit)** This course will emphasize learning appropriate keyboarding techniques with the use of specialized software to develop speed accuracy in keyboarding.

**Computer Applications (1/2 credit)** This course will emphasize learning basic word processing function in Microsoft Word to format documents. Also instruction in Excel and PowerPoint are presented.

**Reading I (1 credit)** This course is a study of techniques applicable to any type of reading. Also includes; reviewing, predicting, scanning, finding the main idea, and drawing conclusions. Discuss how to determine word meanings by examining context clues, and differentiating fact from opinion to identify bias. Also covers poetry and fiction.

**Reading II (1 credit)** This course will emphasize the techniques for improving reading skills and techniques which include reading speed and comprehension.

**Psychology (1 credit)** This course provides an introduction to the roots and the development of modern psychology. Students will discuss the state of consciousness, and theories of intelligence, development, and personality. Also, students will review gender roles, stress, psychology disorders, and social factors that affect people in groups.

**Spiritual Development I (1 credit)** This course provides an indebt study of the Old Testament.

**Spiritual Development II (1 credit)** This course provides an indebt study of the New Testament.

**Spiritual Development III (1 credit)** This course provides an indebt study of the Gospels.

**Spiritual Development IV (1 credit)** This course provides an indebt study of the Book of Revelations.

## HEALTH & PHYSICAL EDUCATION COURSES

**Health (1/2 credit)** This course covers the forms and functions of the muscular, cardio respiratory and skeletal systems. Students will discuss the role of energy and mechanisms for transferring it to exercise. Students will be shown how to adapt exercise programs for those with special needs, and how to prevent and treat injuries. Also an emphasis on the details of proper nutrition will be presented.

**Physical Education I (1/2 credit)** This course will demonstrate the importance being physically healthy through the introduction of various team and individual sports. Also, techniques of a few sports will be emphasized.

**Physical Education II (1 credit)** This course will demonstrate the importance being physically healthy through various team and individual sports. Also, techniques of each sport will be emphasized.

**Physical Education III (1 credit)** This course will demonstrate the importance being physically healthy through various team and individual sports. Also, techniques of each sport will be emphasized.

**Physical Education IV (1 credit)** This course will demonstrate the importance being physically healthy through various team and individual sports. Also, techniques of each sport will be emphasized.

## FOREIGN LANGUAGE

**Spanish I (1 credit)** This course covers the details of Spanish vocabulary and grammar, and improves fluency through listening. It enables learning and using languages.

**Spanish II (1 credit)** This course includes articulate speaking, active reading, and comprehensive listening in Spanish.

**French I (1 credit)** This course covers the details of French vocabulary and grammar, and improves fluency through listening. It enables learning and using languages.

**French II (1 credit)** This course includes articulate speaking, active reading, and comprehensive listening in French.

**Mandarin I** A basic introduction to Mandarin grammar vocabulary and pronunciations to build a foundation.

**Mandarin II** This course is designed to build on the foundation of Chinese language, strengthening pounds and tones of words and developing reading and writing characteristics.

## **ATTENDANCE POLICY**

Prompt and regular attendance at school is essential for the school year. We request that you call the school each day your child is absent. Absences cause a child to lag behind in the lessons scheduled. The student is responsible for schoolwork covered during the period of his/her absence. Upon return to school, a written excuse signed by parents must be submitted to the office.

A student absent for five (5) consecutive school days, or absent due to a contagious disease, must present a doctor's certificate stating that the child may return to school. If a student is tardy three (3) times, this is converted to one absence. Students with excessive absences or chronic tardiness during the school year may be held back in their current grade. If a student is absent for a cumulative fourteen (14) days, it is at the discretion of the school to promote the student.

## **DISCIPLINARY POLICY**

### **Personal Behavior**

- Good discipline originates in the home. The parent is the first teacher of the child and is expected to develop in him/her good behavior habits and proper attitudes towards school.
- Discipline has been defined as the systematic development and training of the child's physical, social, intellectual, moral and spiritual capacities through guided instruction and controlled self-activity.
- Moral discipline is defined as the habit of always acting in conformity with right reason. The aim of moral discipline is the power of self-control in all aspects of life. Experience shows that with authoritative guidance and discipline, any child can develop a sound character, responsibility and citizenship. A positive self-image is important to the education of any student. Therefore, it is imperative that children are disciplined in a positive and consistent manner.

The goal of any disciplinary measures to have the student:

- Take responsibility for his/her action.
- Demonstrate Godly sorrow for his/her actions.
- Understand the proper attitude and behavior
- Demonstrate repentance by restitution to those who hurt or offended.
- Receive forgiveness and cleansing from God.
- Be restored in relationship to those who have been wronged.
- Students who do not exhibit the expected behaviors and do not respond to correction from the teachers or other members of the staff will be referred to the school disciplinarian/counselor.



## **Academic Behavior**

Cheating, plagiarism and falsification are serious academic violations. These violations will result in a zero (0) grade on the test and/or assignment. Parents will be notified, and the appropriate consequence assigned. Plagiarism is stealing by presenting another's words as one's own. It is a serious offense and it is the student's responsibility to avoid plagiarizing by proper use of quotation marks and source citation to give credit to the original write. Teachers are expected to assist students in understanding correct use of internet and print materials, when too-close paraphrasing becomes plagiarism, and the correct method of source citation.

## **Bullying Policy**

LCCA recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students LCCA prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful.

## **Fighting Policy**

Any student who initiates any form of a physical altercations will be subject to the following punishments:

- 3-day suspension followed by a Parent-Teacher Conference until student can return.
- 5-day suspension followed by a Parent-Teacher Conference until student can return.
- Expulsion decided by Principal.

## **Respect Policy**

Students are expected to be respectful to their peers, teachers, staff and any school visitors. If a student is verbally, shows any gestures or characteristics of disrespect they will be subject to disciplinary actions.

## **Alcohol and Drug Policy**

Any student who has consumed or used any amount of a controlled substance, drugs, or intoxicants, including alcohol, will be considered to be under the influence. Any student who has possession or control of any intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action.

## **Cell Phone Policy**

For the purposes of this policy, a personal electronic device is any device that emits an audible signal, vibrates, displays any message or video image, or is otherwise capable of sending, receiving, emitting, photographing, recording, storing or displaying any type of audio or visual communication, files, or data.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic policy, violating school conduct rules, harassing or bullying staff or students, to disrupt the learning environment, the view pornographic, vulgar, or inappropriate content, to post derogatory content on social media sites, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable be reported to the NOPD.

In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone.

Cell phones can be taken away for the day by teachers and parents for misuse of devices. Unauthorized use is subject to disciplinary actions.

## **Internet Policy**

LCCA student's internet access is provided for educational purposes. The school's internet is to be used in a responsible, efficient, ethical, and legal manner.

## **Damage to property**

Students are responsible for any damage they may cause to school property or other students/faculty property.

## **Disciplinary Actions**

The president/principal will consider the following when deciding upon the appropriate disciplinary action to be administered.

- Type and severity of offense
- Prior disciplinary record
- Attitude of student
- Willingness to make restitution
- Mitigating circumstances

## **OTHER INFORMATION**

### **Gum/Food Candy**

NO food, gum, sunflower seeds, candy or drinks will be allowed in class during school hours. Students may only eat or drink during specified break/lunch times. Class projects/parties that require food items will be the only exception.

### **Medicine**

Louisiana state law prohibits the dispensation of medication of any kind to students. Therefore, if your child(ren) requires medication at any time, you must send a note with permission and instructions to the office staff with pre-measured dose(s) of the child (ren)'s medication.

### **Illness/Injury**

If a student becomes ill or sustains a serious injury during the school day, necessary action will be taken and a parent will be contacted. If a parent/guardian cannot be reached, someone from the child's emergency contact list will be contacted.

Due to Covid-19, any students or faculty showing symptoms of the virus without a recent positive test will be sent home.

### **Early Dismissal**

Early Dismissal days' end at 12 noon. Lunch is not served during these day. Please be prompt in picking students up on time.

### **Checking Out Students**

Once a student arrives on campus he/she must sign out through the school office before leaving campus. Students who leave campus before the end of the school day must be signed out by a parent, guardian, or person authorized by the parent to do so.

In effort to lessen class disruptions and make our classrooms more conducive to learning, students must not be checked out after 3:15 pm for non-emergencies.

### **Visitors on Campus**

LCCA has an open door policy but visitors are required to check in at the main office. This includes parents, family, alumni, and students from other schools.

## **Field Trips**

Field trips are provided for teaching and learning experiences. Field trip privileges may be lost by individual students due to disciplinary action. Students who lose field trip privileges will remain at school under the supervision of a teacher and do assigned work on the day of the field trip; the student is not excused from being at school.

## **Emergency Closures**

In the event the school would have to close due to weather or other serious conditions beyond our control, we will broadcast this information on local news stations and also contact parents via phone and/or email. This will be the easiest way for us to communicate with parents during emergencies and to provide you with important information. Please keep cell phone numbers current with the school office.

## **Obligation to report to CPS**

All LCCA staff has a legal obligation to report any acts of suspected abuse or neglect of children to the appropriate state agency. We will cooperate with any state official(s) conducting such an investigation

## **Student Pregnancy**

Should pregnancy occur, every possible measure should be taken to encourage counseling, healthcare, continued education and direction to help each. Likewise, the school will work on an individual basis with any student who fathers a child, and with his family. Pregnant students are not allowed to attend classes on campus. If a student is to become pregnant they must notify the President for next academic steps. If allowed, an educational plan will be developed by the student, administrator and the student's parents/guardians.

## **Withdrawal or Transfer**

If a student is being transferred or withdrawn from school, please contact the school office a withdrawal/transfer form can be properly filled out. Parents must provide the new school with our information so they can request an official copy of grades and other academic and/or behavioral information.