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LEHIGH CHRISTIAN ACADEMY

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PROVIDING A QUALITY EDUCATION THAT IS CHRIST-CENTERED

# **High School Handbook 2023-2024**

LCA has received accreditation from the Middle States Association of Colleges and Schools (May 1983, May 1993, April 2007, April 2014, May 2021) and the Association of Christian Schools International (December 1983, June 1993, April 2007, April 2014, May 2021)

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# Welcome to LCA

Our mission is to provide a quality education that is Christ-centered. Our vision is to see our students become lifelong learners who are intellectually and spiritually equipped with a Biblical worldview. We look forward to partnering with you to this end.

A top priority for us is clear and consistent communication between the school and home. This handbook is one way we can communicate as it provides helpful information about procedures and policies at LCA, as well as topics concerning daily life at school. Please read through it as a family and use it as a reference throughout the year.

## Speaking the Truth in Love

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

Ephesians 4:15 is LCA's school verse. This verse is our emphasis for each school year. The students will memorize the school verse at the beginning of each school year. To encourage each of us to "speak the truth in love," faculty and staff will continually refer to this verse throughout each year. Parents are also encouraged to use this verse at home to strengthen the connection of God's Word in all aspects of life.

## School Governance

Lehigh Christian Academy operates under an independent school board with the guidance of our host church, Cedar Crest Bible Fellowship Church. The board of directors sets policy, makes corporate commitments, and issues staff contracts.

The head of school, as the appointed executive and delegate of the board of directors, establishes procedures and puts board policy into effect.

### **Our Commitment to You and Expectations of You**

*Revised 8/28/2023*

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The LCA board, faculty, and staff believe that parents are commanded by God to oversee the education of their children. LCA is committed to partnering with parents in that education. The board has selected several key areas they want to commit to you, and areas they want you to commit to us.

### **Lehigh Christian Academy Board and Staff Commit to:**

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

### **Lehigh Christian Academy Board and Staff Expects You to:**

- understand that we are a Christian School, not just a private or non-public school. Our decisions are based on Biblical principles.
- willingly support the LCA's philosophy as well as policies and procedures including discipline as described in this handbook.
- be supportive of the teachers and staff. This includes checking with the teacher to get the entire story whenever it may appear that there are difficulties and employing the principles of Matthew 18 to resolve any conflicts.
- support the philosophy and ministry of the school, both in their conversations with their children and others and by appropriate attendance of school functions.
- attend conferences when scheduled so that the teacher and the parents can share progress and work together for the education of the child.
- pray faithfully for the LCA staff.
- be fully involved in the education of your child(ren) as well as their spiritual, social, and emotional growth.
- work closely with the staff and administration to deal with any academic or behavior concerns.
- keep all financial commitments to the school.

## **Academics**

It is LCA's mission to provide our students with a quality education that is Christ-centered. It is our vision to see our students become lifelong learners who are intellectually and spiritually equipped with a Biblical worldview. In an effort to fulfill our mission and vision and to prepare your child for college/career, LCA currently offers the required and elective classes described below. Classes are not limited to this list as we are continually growing our program.

### **Graduation Requirements (Classes of 2023, 2024, 2025)**

In order to graduate from Lehigh Christian Academy High School, a student must earn 23 units of credit in the following required subjects:

- 4.0 credits in Bible (1 credit per year of attendance)
- 4.0 credits in English (1 credit per year of attendance)
- 3.0 credits in Social Studies
- 3.0 credits in Science
- 3.0 credits in Mathematics
- 2.0 credits in Foreign Language
- 1.0 credit in Physical Education
- 3.0 credits in Humanities

### **Graduation Requirements (Classes of 2026 and beyond)**

In order to graduate from Lehigh Christian Academy High School, a student must earn 24.5 units of credit in the following required subjects:

- 4.0 credits in Bible (1 credit per year of attendance)
- 4.0 credits in English (1 credit per year of attendance)
- 3.0 credits in Social Studies
- 3.0 credits in Science
- 3.0 credits in Mathematics
- 2.0 credits in Foreign Language
- 1.0 credit in Physical Education
- 0.5 credit in Health Education
- 3.0 credits in Humanities
- 1.0 credit in either another math, science, or social studies

### **Promotion Requirements**

Promotion from grade to grade is based on passing the core subjects of English and Math as well as the accumulated minimum number of credits as listed as follows.

- End of 9th grade - 5 credits plus three electives
- End of 10th grade - 11 credits plus three electives
- End of 11th grade - 18 credits plus three electives

## Course Selections

**English** – 4 credits from: English 1, English 2, American Literature, American Literature Honors, British Literature, British Literature Honors

**Mathematics** – 3 credits from: Algebra 1, Geometry, Algebra 2, Math Applications, Precalculus, Calculus

**Social Studies** – 3 credits from: American History, World History, Systems of Government

**Science** – 3 credits from: Biology, Chemistry, Anatomy & Physiology, Environmental/Physical Science, Forensic Science

**Bible** – 4 credits from: Old Testament, New Testament, Biblical Worldview Part 1, Biblical Worldview Part 2

**Foreign Language** – 2 credits from: Spanish 1, Spanish 2,

**Humanities\*** – 3 credits from: Choir, Orchestra, Yearbook, Future Educators, Theater, Fine Arts Intro, Fine Arts 1, American Masters of Art, European Masters of Art, Praise Band, Personal Finance, Business Management and Leadership, Woodworking, Food studies, Fitness, Musical Theater, Theater Production

**Physical Education & Health** – 1 credit (1.5 credits for the class of 2025 and beyond)

The school holds the right to place a student in the appropriate class depending on a student's grades. Some colleges and their majors require the completion of additional courses. Please consult the catalog of your college of choice to see if this applies to you. In addition when scheduling classes, administration reserves the right to place students in classes to avoid more than two study halls per day. This coincides with the school policy which limits students to two study halls per day.

\* Some electives require a lab fee for the purchase of supplies. Please see the guidance counselor for the list of those fees.

## Course Drop Policy

Students may drop a course if it is not required and if the annual required minimum number of credits and electives is still met. Here are the rules for dropping a class:

### Core Courses:

- Without penalty or transcript record if it is dropped within the first 14 full school days after the beginning of a course.
- Without penalty but with transcript record if it is dropped within the first 10 full school days of any quarter after the first quarter. The transcript will show a WP or WF (withdrawn passing or withdrawn failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- With penalty and transcript record if it is dropped after the first 14 full school days for the first quarter and 10 days after any other quarter. It will be listed as WF. An F grade will

be used for that course to calculate eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

### **Elective Courses:**

- Without penalty or transcript record if it is dropped within the first 2 class periods the elective course meets after the beginning of a course.
- Without penalty but with transcript record if it is dropped within the first 2 class periods the elective course meets for any quarter after the first quarter. The transcript will show a WP or WF (withdrawn passing or withdrawn failing) depending upon the cumulative course average up to the most recently completed quarter. No credit is given for an incomplete course.
- With penalty and transcript record if it is dropped after the first 2 class periods the elective course meets for any quarter. It will be listed as WF. An F grade will be used for that course to calculate eligibility and honor roll status for the quarter in which the course was dropped. No credit will be given for the course.

Credits earned outside the normal school-day/school-year must be approved by the secondary principal. Forms are available and required when applying for this request. Participating in some type of summer school program may be used to make up credits needed for graduation.

### **Credit Recovery**

If a student's final average for the year is an F, he/she will be required to retake the course. Students may take the required course through an online organization that is approved by LCA, their local school district or a community college. Credit recovery grades below 83% will not be accepted for credit. Students will be placed on academic probation if students fail the credit recovery course more than two times. This will be at the parent's expense.

### **Dual Enrollment**

#### **Purpose:**

The purpose of this arrangement is to provide students at Lehigh Christian Academy with the ability to gain college credits while in high school. These college credits may transfer to an institution of higher education upon graduation. This arrangement may be for academic and/or elective courses, which will supplement the Christ-centered education students are already receiving.

#### **Prerequisites:**

Students seeking to enter the dual enrollment program must meet the following prerequisites:

- The student must maintain an overall GPA of 3.0 or higher in his/her previous year of school.



- The student must have a reliable mode of transportation to and from all courses on the campus of Lehigh Carbon Community College. Otherwise, the student must take a course that is online.
- The student must have a letter of recommendation from a former teacher to be accepted into the dual enrollment program.

## **Requirements:**

### General Requirements

- All core classes offered by LCA must be taken at LCA.
- Dual enrollment classes in the core subjects can be taken in addition to the LCA core classes and will be counted as an elective.
- All students will be enrolled in the dual enrollment class period and required to complete work assigned by the LCA instructor.

Students seeking to enter the dual enrollment program must meet the following requirements:

- Sophomores: for electives only, one course per year during the Spring semester only
  - Signature on parent permission form indicating parent permission to take the course.
  - Signature on guidance permission form indicating the student has talked with the school counselor about the course and the counselor feels it would be a good fit.
  - Signature on the teacher permission form indicating that the student has talked with a corresponding Lehigh Christian Academy teacher in the field of choice and the teacher feels the student has enough background knowledge to succeed in the course.
  - All permission forms must be on file with the guidance department before the start of the course.
- Juniors: for electives or languages only; up to two courses per year (one Fall semester and one Spring semester)
  - Signature on parent permission form indicating parent permission to take the course.
  - Signature on guidance permission form indicating the student has talked with the school counselor about the course and the counselor feels it would be a good fit.
  - Signature on the teacher permission form indicating that the student has talked with a corresponding Lehigh Christian Academy teacher in the field of choice and the teacher feels the student has enough background knowledge to succeed in the course.
  - All permission forms must be on file with the guidance department before the start of the course.
- Seniors: any course at the discretion of the school; up to four courses per year (any semester, Fall or Spring)
  - Signature on parent permission form indicating parent permission to take the course.

- Signature on guidance permission form indicating the student has talked with the school counselor about the course and the counselor feels it would be a good fit.
- Signature on the teacher permission form indicating that the student has talked with a corresponding Lehigh Christian Academy teacher in the field of choice and the teacher feels the student has enough background knowledge to succeed in the course.
- All permission forms must be on file with the guidance department before the start of the course.

### **Academic Co-op:**

Students who desire to complete an academic co-op program within their school district must meet the following criteria:

- Senior status
- Maintained 3.0 or higher GPA, throughout their highschool career.
- Students are required to take no less than 50% of scheduled LCA courses.
- Tuition is no less than 50% plus administrative fees.
- Program must be through an accredited educational institution.
- Requests to participate in the academic co-op must be made at the time of re-enrollment.
- Subject to yearly review with administrative and board approval and working within the LCA school schedule.

### **School Relationships:**

By agreeing to participate in a dual enrollment relationship with Lehigh Carbon Community College, the student and parent agree to the following stipulations:

- Lehigh Christian Academy has the right to contact Lehigh Carbon Community College and its professors for the academic progress for students
  - This includes but is not limited to:
    - Mid-term grades
    - Final grades
- Lehigh Christian Academy administration has the right to pre-approve any courses taken
- Lehigh Christian Academy has the right to use a 3:1 credit conversion
  - 3 college credits translates to 1 high school credit
- Although Lehigh Christian Academy facilitates the dual enrollment relationship, the arrangement is with the student and his/her parent(s) and Lehigh Carbon Community College.
  - This applies to the course(s), fees, access, and academic requirements.
- Lehigh Christian Academy reserves the right to assign the grade that corresponds to the grade that is assigned by Lehigh Carbon Community College.
  - Any questions about the grade received will be directed to the Lehigh Carbon Community College liaison. No exceptions will be made.

- This includes but is not limited to Withdrawal Passing, Withdrawal Failing, and any other grade assigned by Lehigh Carbon Community College.

## **Expectations for Honors Track**

In order to be accepted into an honors class, the student must meet all of the following requirements:

- teacher recommendation
- final grade of 93 in the prerequisite college prep class
- parent permission
- agree to and sign the honors contract on the first day of class

In order to remain in the honors track, the student must maintain an 83 average in their current honors class. Students will be in honors for the year if accepted. A student may not drop to the college prep class mid year.

## **Valedictorian and Salutatorian Eligibility**

Valedictorian and salutatorian eligibility is based upon the student's freshman, sophomore, junior and first three quarters of his/her senior year. Transfer students may be eligible if they are enrolled for seven consecutive quarters beginning his/her junior year.

## **Academic Probation**

All students who have a weighted grade point average of below 1.33 based on quarterly grades will be placed on academic probation. Students who are on academic probation for more than two (2) quarters in a school year or students who end the school year with lower than a 1.67 GPA will be subject to administrative review regarding their admission status at Lehigh Christian Academy. Students who fail more than two core subjects at the end of the school year, will also be placed on academic probation. Continued academic probation constitutes reason for dismissal from Lehigh Christian Academy.

Students on academic probation are not eligible to participate in student government, senior privilege, athletics, or other extracurricular activities not covered in the section on eligibility. Curricular activities and their extensions such as choir concerts, choir tours, field trips, etc. are not subject to eligibility requirements.

# **Athletics**

**\*\*Please see the Athletics Handbook\*\***

# Attendance Policy

A primary goal of education is for every child in the Commonwealth to graduate from high school ready for college or employment regardless of their individual background or circumstance. Truancy is a barrier to the achievement of that goal and is often a precursor to a student's decision to dropout.

It is required that students who are enrolled in Lehigh Christian Academy attend school regularly in accordance with the Pennsylvania School Code of 1949. School attendance is a legal requirement not a parental option. The compulsory attendance and truancy laws in Pennsylvania, have been amended via Act 138 of 2016 (Act 138), Act 39 of 2018 (Act 39), and Act 16 of 2019 (Act 16).

Each non-public school must establish an attendance policy designed to accurately determine when a child who is enrolled in the non-public school has an unexcused absence. A non-public school's attendance policy may differ from the policy of the school district in which the child resides, but must comply with compulsory attendance laws. However, a non-public school's attendance policy may contain additional criteria for determining when a student is determined to be deemed truant or habitually truant. A non-public school's attendance policy must also detail the actions of the non-public school. (sections 1327, 1327.1, and 1330 of Pennsylvania's Public School Code (School Code)

Non-public schools must coordinate with and report students' unexcused absences to the relevant resident school district(s) throughout the school year.

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

Attendance shall be required of all students during the time that school is in session.

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. An absence is lawful when a student is dismissed during school hours by a certified school nurse, registered nurse, licensed practical nurse or a school administrator or designee or if the student is absent to obtain professional health care or therapy care service rendered by a licensed practitioner in the healing arts.

Additionally, non-public schools should consider illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as lawful absences. An absence that requires a student to leave school for the purposes of attending court hearings related to their involvement with a county children and youth agency or juvenile probation may not be categorized as unlawful.

Students must arrive by 11:30 a.m. with an approved excuse for tardiness in order to participate in extracurricular activities.

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

Excessive absenteeism, as determined by the administration, will require a doctor's excuse. Notification of absences in excess of ten (10) days will be made via letter. After fifteen (15) school days of absence, a parent conference may be requested. Over twenty (20) absences must be reported to the local school district of residence.

### **Cumulative, Consecutive Lawful Absences**

Students who are absent from a school for 10 consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the absence is legal or compulsory attendance prosecution may be pursued.

### **Reports of Attendance in Schools and Non-public Schools**

Every administrator in a non-public school is required to report at once to the superintendent, attendance officer, home and school visitor, or secretary of the board of school directors of the child's district of residence cases when a child of compulsory school age withdraws from school or has been absent three days, or their equivalent, without a lawful excuse, if the student is of compulsory school age.

### **Truant and Habitually Truant Students**

#### **Definitions:**

A child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

Every administrator in a non-public school is required to timely report unexcused absences of three days or their equivalent (i.e., when a student is truant) to the appropriate person(s) (superintendent, attendance officer, home and school visitor, or secretary of the board of school

directors of the student's district of residence) in a timely manner. Because non-public school employees are not authorized to exercise police powers, including law enforcement powers for filing citations, making arrests, and inspecting places of employment, non-public schools must coordinate with and report students' unexcused absences to the student's relevant resident school district(s) throughout the school year so that the district may properly enforce the attendance and truancy requirements.

This reporting practice is intended to alert and actively engage all stakeholders involved with the child about the child's unlawful absences and to create an appropriate and early response to this problem.

### **Implementation in Non-public Schools**

For a student enrolled in a non-public school, the student's school district of residence remains responsible for complying with the authorities and obligations related to enforcing compulsory attendance laws. However, non-public schools do retain certain responsibilities for ensuring that students and parents/guardians comply with compulsory attendance laws, and that truancy prevention and elimination efforts required by those laws are implemented.

As a non-public school we have developed this attendance policy that addresses monitoring student attendance and accurately tracking and reporting excused and unexcused absences; providing timely and clear notification to the person in parental relation to the student concerning accumulated unexcused absences. If needed Lehigh Christian Academy will institute a School Attendance Improvement Plan for students. This may include working with the student's resident school district for referral of the student to a school-based or community-based attendance improvement program or county child and youth agency for the filing of a truancy citation.

The policy of LCA provides for timely and accurate communication and collaboration with a student's resident school district so that powers and responsibilities are properly exercised under the authority granted to the district by the General Assembly. Once attendance is reported to the local school district, their employees have additional powers, including law enforcement powers for filing citations and making arrests as warranted by the absences.

### **Responding to Unlawful Absences**

Habitual truancy negatively impacts a child's school performance and increases the likelihood of juvenile delinquency, according to Pennsylvania's compulsory attendance and truancy laws. An intensive and timely response to truancy is critical. As a non-public school, we should not wait until a child has missed an excessive number of days before initiating a response.

Lehigh Christian Academy and the local school districts are responsible for enforcing compulsory attendance laws. For a student enrolled in LCA, the student's school district of

residence remains responsible for complying with the authorities and obligations related to enforcing compulsory attendance laws and we must continually report unexcused absences to resident school districts throughout the school year to allow districts to properly enforce attendance and truancy requirements.

Lehigh Christian Academy will notify the person in parental relation to a child after each unexcused absence, and will notify, in writing, the person in parental relation to the child within ten school days of the child's third unexcused absence. The parental notice must contain a description of the consequences that will follow if the child becomes habitually truant. If the child continues to incur additional unexcused absences after Lehigh Christian Academy has issued the notice, the school must offer the student and parent(s) a School Attendance Improvement Plan.

For a student enrolled in Lehigh Christian Academy, the student's school district of residence remains responsible for complying with the authorities and obligations related to enforcing compulsory attendance laws; however, we must cooperate with students' school district of residence by providing necessary documentation for the truancy filings, and attending the hearings to provide testimony, if necessary. As a non-public school we may participate in proceedings in person, by phone conferencing, by video conferencing, or other electronic means.

## **Emergency Absences**

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

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

## **Tardiness**

A high school student arriving after the opening of school at 8:15 a.m. (unless there is an announced delay) will be marked ‘tardy’. Elementary students arriving after 8:30 a.m. (unless there is an announced delay) will be marked ‘tardy’. Students arriving late or leaving early are not eligible for perfect attendance. LCA’s policy is that after three (3) unexcused ‘tardies’, a letter will be sent to the parents. Six (6) unexcused ‘tardies’ will count as ONE (1) unexcused absence.

## **Illegal/Unexcused Absences**

Absences that are not due to sickness or an emergency are classified as unexcused. Three (3) unexcused absences are cause for legal action. The parent will receive a written notice of violation of the Compulsory Attendance Law and Section 1333 of the Pennsylvania School Code. An absence is considered illegal if a note is not received from a parent within three days after the absence. After three (3) unexcused absences, Lehigh Christian Academy MUST file a report with the student's local school district.

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

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

### **Excessive Absences**

After three (3) days of being absent in a row, a doctor's excuse is required. After a student has accumulated fifteen (15) absences in a school year, a doctor's note will be required for EACH day a student is absent thereafter. All absences over twenty (20) may be considered illegal and a zero will be received for any graded assignment on that day. Absences over twenty (20) will be reported to the local school district of residence.

### **Early Leave (Dismissed before 2:45 p.m.)**

No student is allowed to leave school during the day without permission. Parents must call in or email the attendance office stating the reason for early dismissal and the time the student expects to leave. This should be given to the attendance office either the day before or the morning of the day of the appointment. Please make changes prior to 2:45 p.m. on the day of the appointment. Early dismissals should be limited to only necessary appointments that cannot be scheduled except during school hours. All students must be signed out at the main office. A meeting may be scheduled with the parents if a student is leaving early for greater than 10 times per quarter.

Students will not be able to be picked up for early leave from 2:45 p.m. - 3:15 p.m. due to the larger population of the school. Students will be dismissed starting at 3:15 p.m. from their designated dismissal spot.

### **Seniors Late Start or Early Leave Policy**

Seniors have the privilege of leaving if the last period is a study hall. A permission slip must be on file with the attendance office. Seniors' attendance records will not be affected by this early leave policy. Seniors also have the option for a late start if the first period is a study hall. A permission slip must be on file with the attendance office. Seniors' attendance will not be affected. Seniors may only have a late start or early leave. They may not have both. *Please note that the administration reserves the right to revoke this privilege at any time.*



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

Upon receipt of a written request form from the parents/guardians of students involved, students may be excused from school attendance to participate in an educational tour or trip during the school term at the expense of the parents/guardians when such tours or trips are so approved by the administration. They may not exceed ten (10) school days. Please submit all requests on the form provided in Appendix A.

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

1. Educational tours and trips will be considered for approval if it can be determined that such tours and trips will be of equally rewarding educational significance to the students. In order for the administration to make such a determination, the parent(s)/guardian(s) shall provide a written request on the proper form (Appendix A) that indicates the days to be missed, the destination of the tour or trip, and the reason why the tour or trip could not be taken on days when school is not in session.
2. Such requests shall be made to the administration at least (5) school days prior to the requested trip. Please note that such trips will not be approved the first or last week of the school year or during standardized testing weeks.
3. Trips not approved beforehand may be considered illegal. Parent(s)/guardian(s) will be notified. Any parent(s)/guardians of a student who fails to comply with Section 1333 of the Compulsory Attendance Requirements of the School Laws of Pennsylvania may be reported to the local school district of residence.
4. Students will have the number of days missed, up to a maximum of five (5) days to complete all work once they have returned to school. Please be aware that potential struggles may be experienced when students are absent from school for extended periods of time.
5. The following will be taken into consideration by the administration in granting permission for the trip:
  - The student's academic standing;
  - The student's attendance record;
  - The effect the days of absence will have on the student's educational welfare;
  - Exceptionality of the request.

## **Other Absences**

Schoolwork must take precedence for each student at Lehigh Christian Academy. Exceptions for special events in which the student is involved outside of school (e.g., concerts, recitals, plays, competitions, etc.) may be worked out ahead of time. Students that are requesting to be excused from daily school activities for dancing lessons, gymnastics, swimming lessons, sporting events, etc. will be handled on an individual basis. Please contact the secondary principal at

[aceneth.franco@lcamustangs.org](mailto:aceneth.franco@lcamustangs.org) with these requests. Students may not be excused if their academic performance is jeopardized.

We realize that sometimes there might be another reason for a student to be absent due to a family emergency or matter. Please contact the secondary principal at [aceneth.franco@lcamustangs.org](mailto:aceneth.franco@lcamustangs.org) if this occurs.

Students in the High School must attend required musical performances, like the Christmas and spring concerts, if they are enrolled in any of the musical courses. Requests to be excused from any of these activities must be submitted to the administration at least two days prior to the event. Please realize that even if requests for excuses are granted, failure to attend the required musical activities could impact their academic grade in music.

## **Building, Grounds, and Equipment**

Students are expected to care for the facilities which we are using. Any student who writes on, breaks, or defaces any school (or church) property is responsible to replace the broken or damaged item.

The school will not assume responsibility for the carelessness of a student. No student is to add or delete anything from any bulletin board or whiteboard without teacher or administrative approval. Students are to keep their feet off of walls and furniture.

## **Chromebook Policy**

LCA provides a Chromebook to each student in grades 9-12. The integration of Chromebooks in the classroom is very exciting and, if utilized correctly, creates stimulating opportunities for an LCA student. Before a Chromebook can be issued, the student will be required to return a completed Chromebook Check Out Agreement and Chromebook Insurance Policy (even if you choose not to take advantage of it).

In addition to the information provided on the Check Out Agreement, the rules below are to help you understand LCA's expectations and the student's responsibility for the Chromebooks.

- Students may login to their school accounts only on their Chromebooks.

- Chromebooks may be used for school work only. They may not be used for other purposes such as perusing the Internet, utilizing any form of social media, participating in chats/messaging, engaging in unrelated media, or doing anything not directly related to class work without permission from a teacher, as stated in the Technology Acceptable Use Policy. If at any time a student is found using their Chromebook inappropriately, disciplinary action will ensue.
- Students are responsible for any damages/repairs of their Chromebook due to misuse, irresponsibility or carelessness. Insurance may be purchased for the Chromebook that will cover non-malicious breakage. (See below)
- Students may not remove the LCA identifying labels. A \$5.00 fee for replacement labels will be charged.
- Students should not put any additional stickers, labels, or write on their Chromebook.
- Students should not let other students use their Chromebook.
- Chromebooks should be charged every evening, and brought back to school fully charged the next day.
- Students are required to purchase a sleeve or case to keep their Chromebook protected. A backpack with a laptop pocket for transporting the Chromebook is highly recommended.
- Students are responsible for their Chromebook chargers. The cost for a replacement charger is not covered by the insurance policy (approx. \$25).
- Both Chromebooks and chargers must be returned to LCA at the end of the school year in fully working condition.

### **Chromebook Insurance Policy**

We understand that there will be accidental breakages to a students' Chromebooks. To help protect your student and the student's issued Chromebook, LCA has initiated a Chromebook Insurance Policy. This policy is designed to help cover the repair of any accidental damage to your student's Chromebook. You can elect to participate in the Chromebook Insurance Policy for \$35 per school year. This policy will cover the initial Chromebook assigned (specific serial number). If any damage occurs to the Chromebook, the student/parent will be responsible for a \$35 deductible that will be used to cover any necessary repairs and/or replacements. If damages are deemed to be excessive or have been caused by intentional misuse or abuse, the student/parent will be responsible for the actual replacement cost of the Chromebook (current market value, up to \$275).

Please note: insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook. Insurance also does not cover lost, stolen or intentionally damaged Chromebook chargers.

You have the option to waive this insurance policy for your student's Chromebook. If the insurance policy is waived, the student/parent will be responsible for the actual cost of all

repairs and labor required to bring the Chromebook back to fully operational condition (minimal cost of \$50.00, up to the replacement cost of \$275). Full replacement cost also applies to any Chromebook or Chromebook charger that is lost, stolen, or intentionally damaged.

## Community Events

We strongly encourage at least one parent to attend the following important events throughout the school year.

1. Orientation if applicable (end of August)
2. Back to School Night (early September)
3. Christmas program (early December)
4. Open House (spring)
5. Spring concert
6. Race for Education (spring)
7. Other events announced throughout the year

Students must adhere to the LCA dress code that is outlined in the dress code policy unless otherwise directed by the faculty and/or administration.

## Concerns and Problems

We recognize that concerns may arise during the course of the year. The Lord says in Matthew 18:15, “If your brother sins against you, go and show him his fault, just between the two of you.” If something is wrong, we want to make it right. Please come to us. Here is a suggested procedure to follow:

1. Support the school in the student’s presence.
2. Contact the teacher or other staff member with whom the problem arose.
3. If it is more than a simple misunderstanding, arrange an appointment to discuss it with the teacher.
4. If you do not get satisfaction from the teacher, go to the principal.
5. If you do not get satisfaction from the principal, go to the head of school.

6. If you do not get satisfaction from the head of school, go to the chairman of the board of directors.

We really do want to take care of any problem that a student is having. Addressing concerns in this manner will expedite that process. Scriptural results demand Scriptural procedures. Please remember that your student has more than one teacher. We ask that you direct all communication to the appropriate teacher. If you need to discuss the matter with all the teachers, please contact your child's homeroom teacher to make arrangements.

## Differences of Opinion

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

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

## Discipline Policy

### **Philosophy of Shepherding a Child's Heart**

Scripture tells us that it is primarily the parents' responsibility to teach and discipline their children. We desire to partner with you to discipline your child by addressing heart issues rather than just external behavior. Our goal is to correct, build up, encourage, and train in ways pleasing to God (Hebrews 13:20-21). We know that children are made for a relationship with God. The things that they say and do are a reflection of what is in their hearts, and any corrections must be done by looking at the "heart issues". Discipline will be administered with love, patience, and consistency as we strive to shepherd your child's heart. We may use rewards

to encourage and consequences when needed. We will use Scripture to help your child understand his/her own heart issues.

## Core Values

In order to be as consistent as possible with discipline, LCA has adopted seven core values by which to set our standard of student expectations.

Core Value	Student Expectations
<p><b>Motivation:</b> All attitudes, actions, and thoughts will bring glory to God. (Colossians 3:17, 23, Ephesians 6:5-8)</p>	<p>Students’ attitudes, actions, and thoughts will bring glory to God.</p>
<p><b>Character:</b> Take ownership of your actions by being reasonable.</p> <ol style="list-style-type: none"> <li>1. Follow through with your commitments (Matthew 5:37)</li> <li>2. Integrity- what/who are you when no one’s watching? (Daniel 6:4-5)</li> <li>3. Be responsible to repair relationships</li> <li>4. Hold others accountable</li> <li>5. Look to take initiative</li> </ol>	<p>Students will take ownership of their actions by being a person of character. The student:</p> <ol style="list-style-type: none"> <li>1. Will be honest, therefore not lie.</li> <li>2. Will be honest, therefore not cheat. This includes but is not limited to plagiarism.</li> <li>3. Will be content with what he/she has, therefore not steal.</li> <li>4. Will be responsible, therefore not damage or destroy school or another’s property.</li> <li>5. Will not cut class, detention, or leave school property without permission.</li> <li>6. Will be held responsible for actions done outside of school whether it is bullying by social media, criminal/illegal activity, sexual activity, or any other activity which hinders the Gospel, school’s reputation, or creates a negative or disruptive atmosphere.</li> </ol>
<p><b>Respect:</b> Submit to authority with first time obedience and a good attitude. (Romans 13:1-5)</p>	<p>Students will submit to authority with first time obedience and a good attitude. The student:</p> <ol style="list-style-type: none"> <li>1. Will obey promptly and cheerfully. Requests from teachers should not have to be repeated.</li> <li>2. Will be respectful and submit towards the authority.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Will not disrupt class.</li> <li>4. Will resolve any conflicts after class by speaking to the teacher privately, respectfully, and directly.</li> </ol>
<p><b>Conviction:</b> Stand up for what is right even if you're standing alone. (Romans 12)</p> <ol style="list-style-type: none"> <li>1. Confront in love those in sin (Matthew 5:23-24, Galatians 6:1-2)</li> <li>2. Don't give in to peer pressure, but create positive peer pressure (Daniel 3:17-18)</li> </ol>	<p>Students will stand up for what is right even if they're standing alone. The student:</p> <ol style="list-style-type: none"> <li>1. Will lovingly confront other students to help with their weaknesses or sins.</li> <li>2. Will separate himself/herself from wrong or sinful actions.</li> </ol>
<p><b>Service:</b> Look to serve expecting nothing in return. (Philippians 2:3-5)</p>	<p>Students will look to serve expecting nothing in return. The student:</p> <ol style="list-style-type: none"> <li>1. Will place others needs before his/her own.</li> <li>2. Will actively seek to help others.</li> </ol>
<p><b>Encouragement:</b> Build others up by having your speech be positive, encouraging, and uplifting. (Ephesians 4:29)</p>	<p>Students will build others up by having their speech be positive, encouraging, and uplifting. The student:</p> <ol style="list-style-type: none"> <li>1. Will encourage through words and deeds.</li> <li>2. Will not fight, harass, bully, or use profanity, including using the Lord's name in vain.</li> <li>3. Will not mock or behave in a demeaning manner towards others.</li> <li>4. Will not stir up dissension by gossiping or threatening anyone.</li> </ol>
<p><b>Purity:</b> Hold true that we are created in a beautiful and purposeful way to bring glory to God in everything. (Psalm 139:13-14)</p>	<p>Students will hold true that they are created in a beautiful and purposeful way to bring glory to God in everything (e.g. to remain sexually pure until marriage). (Psalm 139:13-14) The student:</p> <ol style="list-style-type: none"> <li>1. Will agree to use restrooms, locker rooms, and changing facilities conforming to his/her biological sex.</li> <li>2. Will dress in conformance with his/her biological sex.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Will abstain from intimate sexual conduct outside the marital union of one man and one woman.</li> <li>4. Will not bring any inappropriate or obscene material to school.</li> <li>5. Will not demonstrate acts of intimacy with one another.</li> <li>6. Will not participate in inappropriate use of technology for obscene material.</li> <li>7. Will not openly display homosexual actions or intentions either in school or out of school.</li> </ol>
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### **Consequences for Violating Core Values**

“Above all else, guard your heart, for it is the wellspring of life.” Proverbs 4:23. LCA has established several steps (outlined below) to be taken when a student violates one of the core values. For any offense not listed, the administration has the right to assign consequences.

### **Steps Your Teachers and the Administration Will Be Taking**

1. We will speak to the student in private and warn him/her about behaviors.
2. We will speak with the student again and inform his/her parents if behaviors continue. Appropriate consequences will be given.
3. Students will meet with an administrator and additional consequences for behaviors will be given.
4. If no change in student behavior occurs, students will meet with an administrator, teachers, and parents. Students will be placed on behavioral probation.
5. If, after all these warnings, the behavior continues, the last step will be expulsion (dismissal from school).

### **Consequences**

#### **Detention(s):**

Detentions are scheduled daily from 3:00 p.m. to 3:45 p.m. Students must be on time, and must remain in school dress code while serving detention. The student will not be permitted to talk or communicate in any way, nor will they be permitted to eat or drink. The student will also not be permitted to work on homework or sleep during detention.

Students will be notified in writing at least 24 hours prior to the detention. Parents will be contacted with a phone call of pending detentions at least 24 hours prior to the scheduled detention. The teacher will follow up with an email to the parents if they were not available on the phone.



A detention will be rescheduled one time and only at the request of a parent. However, detentions will not be rescheduled due to rehearsals and/or sports practices. If a student has detention on a game day, the student will be asked to sit out for one quarter of the game. If a student has detention on a theater practice day, the theater teacher will issue a consequence. If a student has accumulated 12 detentions in a quarter, they will not be allowed to attend special events (dances, retreats, trips, etc.).

\*After 3 served detentions for the same offense, parents will be called in for a meeting

\*After 3 additional detentions for the same offense (6 in total)- full day in-school suspension

### **Suspension(s):**

The administration may assign a suspension as the appropriate consequence. The duration of the suspension and whether it will be served as an in-school suspension and/or an out-of-school suspension will be determined by the administration depending upon the severity of the offense. Parents of a suspended student will be informed by email/phone/letter and may be asked to come to school for a conference before the student will be allowed to return to school. Students who receive an out of school suspension will receive a zero for all work completed during the suspension.

### **Disciplinary Probation:**

Probation gives the student an opportunity to correct his/her problem. Students, once placed upon probation, will remain on probation until released by the administration. If a student does not meet the terms of probation, he/she will be expelled. Administration will meet at the end of an academic year to determine the student's probationary status or dismissal.

### **Administrative Decision Concerning Dismissal**

A student completing an academic year may not be allowed to return for the following year due to an administrative decision, regardless if the student was placed upon probation or not. There may be times the administration will choose not to allow a student to return for various discipline issues, a negative impact upon the student body, or a combination of a poor attitude and poor academics. A student who has been dismissed will be considered for readmission after a minimum of one year from the time of dismissal and can only re-enter during a new academic year.

### **Expulsion:**

A student will be expelled from Lehigh Christian Academy for failing to meet the stated expectations and/or a single incident (extreme and grievous infraction) as determined by the administration.

An expelled student will not be able to re-enroll during that same school year, but could be considered for readmission after a minimum of one year from the time of expulsion. He/she can

only re-enter during a new academic year (August) and upon the approval of the board policies under the Biblical principles of repentance and restoration.

## **Conflict Resolution**

Conflict will happen. Conflict helps us learn much about ourselves and our own selfishness. In the midst of conflict we must follow principles from Matthew 18:15-17. Admonishment, confrontation, reconciliation and forgiveness may take time. This is a monumental task to attempt to address the heart of each person, including the student and the teacher.

There will be times when the teacher will need to discipline the child publicly just to address the behavior. When the teacher speaks to the student about something he/she is doing wrong, the student is to never talk back or argue with the teacher. The teacher will try to be as fair as possible. However, teachers are human and can make mistakes. If the student feels that a teacher has made a mistake or the student has something to say to the teacher, the teacher will be willing to discuss anything, or “hear you out”, after class or after school. If this has not resolved the situation, please contact the principal.

## **Threats of Violence and/or Bringing Weapons to School**

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

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

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was “just joking.” If circumstances warrant, the school may conduct further investigation and may notify the appropriate authorities. The school will require students in this

circumstance to obtain counseling, at family expense, from a Christian counselor or another professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

### **Physical Contact With Intent to Harm**

Any physical contact with the intent to harm is defined but not limited to the following actions: punching, slapping, biting, kicking, and gouging another person with the intent to cause bodily harm in anger or revenge.

LCA faculty and staff will separate students and move any bystanders to another location. They will call the police and inform the principal immediately. The student(s) involved will not be allowed back into school until the police investigate and report back to the administration. Upon that report, the student who has been found to have instigated the physical altercation and found by the police to have the intent to harm will be expelled from LCA. The administration and board reserve the right to suspend and/or expel other students who may have been involved.

### **Bullying and Teasing**

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

Bullying means unwelcome and intentional electronic, verbal, written, or physical acts (or series of acts) directed at a student by another student that takes place in the school, on the school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school, including during the time spent traveling to and from those activities. These are acts which are severe, persistent, and pervasive. Students are to refrain from **persistent** threats, teasing, bullying, or intimidation. These behaviors would include but not be limited to:

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

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

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

- **Verbal/Written:** taunting, malicious teasing, name-calling, making threats, and/or sexual innuendo/remarks by phone and/or internet
- **Emotional:** spreading rumors, shunning, manipulating social relationships or the environment, and/or engaging in social exclusion, extortion, ridiculing, and intimidating
- **Electronic:** verbal, written, and/or emotional bullying as defined above through electronic means
- **Cyberbullying:** communication or image transmission by means of an electronic device, telephone, wireless phone, other wireless communication device, and/or computer (i.e. This includes, but is not limited to, email, instant messaging, or personal profile websites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of LCA by sending or posting inappropriate or derogatory messages, pictures, images, or website postings. All forms of cyberbullying are unacceptable, to the extent that such actions are disruptive to the educational process of LCA, and offenders should be the subjects of appropriate discipline.)

LCA encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students are encouraged to report acts of bullying to their teachers, principal, guidance counselor, other school employees, or volunteers supervising school-sponsored activities. Parents/Guardians may contact the head of school or the building principal to report acts of bullying. The board directs any employee who observes or becomes aware of an act of bullying to take immediate, appropriate steps to investigate, intervene, and report the bullying to the administration when necessary. Corrective action should be taken when allegations of bullying are verified. All intervention must be documented by the employee and shared with the principal.

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

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

# Public Displays of Affection

LCA does not promote dating between high school students. Therefore, students will be shepherded in the way that calls all to a life of purity when it comes to relationships.

Furthermore, the Bible teaches that anything outside of marriage, as defined as a covenant between one man and one woman, is a sin. Any display of affection that appears to promote any type of relationship outside of this bond, opposite sex or same sex relationship, is in violation of the LCA Core Value of purity and will be subject to our Discipline Policy.

## Dress Code

The Bible directs Christians to do "*all to the glory of God*" (I Corinthians 10:31). In today's society this has special reference to the fact that God may be honored, or dishonored, by our personal dress and grooming. The Christian is to have regard for things that are "*pure. . . commendable. . . of excellence . . . and worthy of praise*" (Philippians 4:8).

Lehigh Christian Academy believes that these principles have a practical application to the dress and grooming of students. God is glorified when we dress and conduct ourselves in good taste and with modesty. We recognize that conforming to dress standards does not make a person a Christian or even more "spiritual." However, disciplined effort in keeping all rules does have a maturing effect upon the Christian if his attitude remains proper and pride does not develop.

All students are expected to conform to the dress code from the first day of school as outlined in this section, and on all school field trips, unless otherwise specified. A student's conformity to the dress code is primarily the responsibility of the home. It must be recognized that a dress code cannot address every area. For that reason, the administration reserves the privilege of interpreting the principles and specifics of the dress code. If there is a question regarding the appropriateness of clothing, the student will be sent to the Head Teacher to be checked. Students may need to call home for a change of clothes.

### Daily Attire for Girls

#### Top:

Polo shirt - navy, evergreen, red, or white (school logo optional)  
White collared blouse or dress shirt  
Any shirts purchased from the LCA spirit wear sales

**Bottom:**

Plain front chino pants - navy, light khaki, or black  
Uniform style chino shorts - navy, light khaki, or black  
A-line skirt or box pleat skirt - navy, light khaki, or hunter/classic navy plaid (must be purchased from Lands' End)\*

*\* Skirts should be no more than 2 inches above the knee when standing.*

**2nd Layer:**

Sweaters or sweatshirts - plain hunter green, navy, or gray sweaters or sweatshirts (school logo optional)  
Any LCA spirit wear sweatshirt

**Shoes:**

Students must wear closed toe shoes or sneakers. No Crocs allowed.

**Hair:**

Girls should have neatly kept hair that is away from their face, natural in color, and reflects their biological gender.

**Accessories:**

Girls may wear simple jewelry that is not a distraction, including earrings.  
No hats, bandanas, or scarves may be worn in the building.

**Daily Attire for Boys**

**Top:**

Polo shirt - navy, evergreen, red, or white (school logo optional)  
White collared dress shirt  
Any shirts purchased from the LCA spirit wear sales

**Bottom:**

Plain front chino pants - navy, light khaki, or black  
Uniform style chino shorts - navy, light khaki, or black

**2nd Layer:**

Sweaters or sweatshirts - plain hunter green, navy, or gray sweaters or sweatshirts (school logo optional)  
Any LCA spirit wear sweatshirt

**Shoes:**

Students must wear closed toe shoes or sneakers. No Crocs allowed.

**Hair:**

Students should have neatly kept hair that is natural in color and reflects their biological gender. Boys' hair should be kept neatly away from their face and should be kept above the shoulders.

**Accessories:**

No hats, bandanas, or scarves may be worn in the building.  
Boys may not wear earrings or have painted nails.

**Gym Attire for Boys and Girls****Top:**

Gray LCA gym shirt (purchased from Lands' End - logo required)  
Any t-shirt purchased from the LCA spirit wear sales

**Bottom:**

Evergreen mesh shorts with embroidered academic logo (purchased from Lands' End) OR  
Evergreen mesh shorts with mustang logo purchased from LCA spirit wear sales  
Solid evergreen or gray sweatpants (logo optional from Lands' End)  
Any sweatpants purchased from the LCA spirit wear sales

**2nd Layer:**

Plain hunter green or gray sweatshirts (school logo optional)  
Any LCA spirit wear sweatshirt

**Shoes:**

Sneakers are required for gym class.

**Dress Down Days for Boys and Girls**

Students must adhere to the LCA dress code standards of modesty, neatness, and cleanliness. Shorts should be mid thigh or longer. Pants should be neat with no rips or tears. No sleeveless dresses or shirts should be worn without a jacket or sweater on top. Shirts should be able to be tucked in (no inappropriate words or logos).\*

*\* Students may not dress down on Wednesdays or the class gym day. The administration and staff may determine the appropriateness of all attire.*

# Drug and Alcohol Policy

Lehigh Christian Academy seeks to ensure the health and well-being of all students and staff. Therefore, Lehigh Christian Academy staff and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on campus or as part of any school sponsored activity. All staff and students are subject to this policy and applicable federal, state, and local laws related to this matter.

## **Legal Sanctions Under Local, State and Federal Law**

There are federal, state and local statutes making it unlawful to manufacture, distribute, dispense, deliver or sell controlled substances. Lehigh Christian Academy will enforce all Pennsylvania state laws dealing with purchase, possession, and consumption of alcohol by minors.

## **Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs**

Lehigh Christian Academy will work with staff, students and families to provide referral services for confidential counseling for staff and students having drug and alcohol related problems. The cost of any outside professional services is at the responsibility of the individual concerned or his insurance carrier.

## **Drug and Alcohol-Abuse Education Programs**

Information on drug and alcohol abuse education programs can be obtained from the administration.

## **Penalties and Sanctions**

Appropriate action shall be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act as implemented by this policy by a staff member or student of the school shall be reported to the administration. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or more of the following: (1) Recommendation for professional counseling, (2) Warning/Reprimand, (3) Probation, (4) Mandatory participation in, and satisfactory completion of, a drug and alcohol abuse program or a rehabilitation program, (5) Suspension, (6) Expulsion, (7) Referral for prosecution, or (8) Other appropriate disciplinary actions, (9) Any related state mandated consequences.



# Entrance/Parking

Admittance to LCA during school hours is at entrance #3. Look for the door to the left of the pillared doors marked “LCA Entrance”. Please use the doorbell located at the single door. Visitors to the school will be asked to sign in and out, as well as wear a visitor’s name tag while in the building. Photo ID may be required when entering the school.

The pillared doors are to be used by students arriving before 8:15 a.m. Parents dropping children off after 8:15 a.m. must use this entrance as well. Please use the parking area located closest to entrance #3. When entering the parking lot, turn right at the split, then right again into the visitor parking area.

## Families Undergoing Separation, Divorce, or Custody Proceedings

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

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

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

No student may be taken from school during the school day without the written request of the custodial parent and approval from the appropriate administrator.

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

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

## Health Services

The information contained on this page was obtained from our school nurse who is from the Salisbury Township School District (please see [Appendix B](#) for a letter from our nurse). We need to meet the expectations of our nurse and be in accordance with state guidelines.

### Communicable Diseases and Period of Exclusion from School

Chicken Pox	Five days from the last crop of vesicles and/or all vesicles are dry and crusted. No physician's note is needed for re-entry, however the student will be checked upon re-entry.
Conjunctivitis (pinkeye)	24 hours after initiation of therapy, no visible crusts or drainage, and judged non-infectious by the family physician with a note from the doctor permitting re-entry.
Impetigo, Scabies Ringworm	Until treated and judged non-infectious by the family physician. Must return with a note from the doctor permitting re-entry.
Pediculosis (lice)	Until treated with an appropriate shampoo and all nits (eggs) are removed. Prior to re-entry to the classroom, the student must be examined by a school staff member.
Scarlet Fever and Strep Throat Infection	Not less than 7 days from onset if not under a physician's care, or 24 hours after initiation of antibiotic therapy if under the care of a physician.

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

## **Illness**

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

In order for the student to return to school, he/she must be fever-free for 24 hours without fever-reducing aid.

## **Medications**

Please follow the guidelines (Appendix B) for medication/treatment procedures. Please note that students cannot bring any medications to school except for inhalers and epipens. Parents must bring all other medications to the school.

## **Health Examinations and Screenings**

Vision/height/weight screening is conducted in kindergarten through 12th grade. Hearing screening is provided to children in kindergarten, 1st through 3rd, and 7th grade. Physical examinations are required in kindergarten, 6th, and 11th grade. Dental examinations are required in kindergarten, 3rd, and 7th grade. Scoliosis screening is required for 6th and 7th grade.

## **Excuses from Physical Education**

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

# Homework

Homework is an important part of each student's educational process. It helps teachers determine how well the lessons and material are being understood by their students. It gives students another opportunity to review and master the class material. It also gives parents a chance to see what their child is learning in school.

At LCA, homework assignments may be given any day of the week. We do, however, try to minimize homework assignments on Wednesday evenings to encourage our young people to be in their churches. The amount of homework may vary by child and day. We take into account the student's ability level and personality. Both of these things will affect the time it takes the student to complete his/her work. Incomplete or late homework will likely have consequences such as points off a grade.

Students can be excused from homework on the same basis as school attendance (i.e. for sickness or death in the family). In these cases, any homework can be made up by the student in the number of days equivalent to the number of days absent, but not to exceed five (5) days.

## **Make-Up Work**

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

## **Make-up Tests or Quizzes**

Students absent for quizzes and tests shall make up the test within an amount of time equal to the number of days of absence, but not to exceed five days. For example, if John was absent one day, Monday, and he had a test, he should be ready to take the test on the day he returns, Tuesday. Any tests, projects, or quizzes not made up within five days of the initial due dates will receive a zero as the grade.

## **Extra Credit and Reinforcement Work**

1. If the class, as a whole, does not achieve a desired goal on any given test, the teacher may opt to retest the class. Retests may replace the grade of the original test, or the two scores may be averaged together for a final grade.
2. Extra work or retesting, when offered, will be available for the whole class and may be counted as extra credit.

3. Extra credit will be given by points at the discretion of the individual teachers.
4. Extra credit will be offered to all students, not just those with low grades.
5. Retesting or other extra assignments are left totally to the discretion of the teacher.
6. Graded reinforcement work may be given to students who need extra practice, but it will count as an extra graded homework assignment, not as extra credit.
7. Extra credit is not intended to replace your first responsibility, which is to study for all tests and quizzes and to complete projects on time.

## Library Policy

LCA has a library for the purpose of providing a flexible space with a wide and inclusive range of resources to support learning and teaching throughout our school whether it be to check out a good book to read or research for an assignment. Although instruction is offered to our students in grades k-4, the doors are open for the use of all students.

Although LCA is very careful about screening what comes into our library, there may be times when you may not agree with the content of the materials. Any student, parent, or pastor who has cause to question a book or reading assignment should request, complete, and return a reading review request (Appendix E). This will be reviewed by the head of school, teacher, and librarian who will take appropriate action. All materials should be used in accordance with the LCA philosophy of training students to serve the Lord in the world in which we live.

We do expect our students to be good stewards of our library property. For that reason, books should be returned on time and in good repair. Fines are given for late and damaged materials. Fines are five cents per day for all overdue materials, excluding weekends, holidays, sick days, cancellations, and planned days off from school. A one-day grace period will be given. During this time, items may be returned without fines.

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

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

# Lockers

Each student will be given a locker. They are responsible to keep their lockers clean. Nothing may be taped or glued in the lockers. Magnets may be used to post things in the lockers. Only pictures of family, friends, and pets may be displayed.

All food must be wrapped and covered. Food must be removed daily from the lockers. Teachers may periodically check lockers.

# Lunch Program

Lunch is provided by MCF Catering four days a week. Ordering and payment is made through the caterer's website. Links for ordering are sent out through weekly emails. Students will need a packed lunch every Wednesday.

Milk can be ordered daily when prior arrangements are made with the school office.

We are unable to provide lunches for those who forget their lunches. Cheese or peanut butter crackers may be available for purchase..

Remember that glass containers or bottles, knives, soda, and/or other carbonated beverages are not allowed unless purchased in school. Fast food lunches are strongly discouraged.

Students are not permitted to have 'delivered on premises' meals by outside vendors. We also discourage dropping off fast food at lunch-time since it can be a distraction for our staff and students.

# Non-discrimination Policy

As part of our effort to improve the codification of our policies, we hereby continue to affirm our commitment to our policy, procedure, and practice (all of which have been affirmed and acted

upon continually since the inception of the school) of admission and treatment of students on an equal basis without regard to race, color, or national origin.

## Parent Involvement Fee

What you pay in tuition does not fully cover the cost of educating your child at LCA. Tuition has been deliberately set low in order to make LCA's education available to as many families as possible. The gap between tuition and cost must be closed. For this reason, LCA has a *Parent Involvement Fee*, or PIF.

The program includes an involvement fee of \$400 per family with a student in grades pre-k -12. Each family can eliminate or reduce this fee through a combination of direct selling and volunteer service. The entire profit from your sales is credited to the direct selling portion of your fee. You must "work off" \$150 of the annual fee in service. The remaining \$250 can be "worked off" in selling. The entire fee can, however, be worked off through service involvement alone.

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

## Plagiarism & Cheating

There are different definitions and examples of plagiarism and cheating. Webster defines plagiarism as: "The act of plagiarizing: the copying of another person's ideas, text, or other creative work, and presenting it as one's own, especially without permission. Even if it's not illegal, plagiarism is usually frowned upon."

### Consequences

- A detention will be issued.
- A zero will be given initially.
- Students will be given an opportunity to do the assignment, test, quiz, etc. over within two days and will receive no more than a 50%.

- Students who are found to have helped another student to plagiarize or cheat will be given consequences.

### **Examples of Plagiarism and Cheating**

- Passing off someone else's work as your own.
- Taking credit for something that is not your work.
- Not citing sources when using direct language from someone's work—including website information.
- Paraphrasing (not quoting) information without citing a source.
- Exchanging class information with other students, such as copying tests or graded homework.
- Putting your name on group work that you did not participate in.
- No cutting and pasting
- No writing on hands, cheat sheets, use of study guides during exams, etc).

### **Ways to Avoid Plagiarism and Cheating**

- Always do your own work. Do not copy or submit work that is not your own, such as graded homework or tests.
- Make sure you understand the assignment so you are not tempted to talk about it or cheat.
- Always complete and submit your work before discussing a test or homework assignment with anyone else. If you get ideas from others, you must cite them as a source.
- Always cite your sources and have a bibliography, even when paraphrasing information. Keep a list of sources that you use so that you are always prepared to create your bibliography and cite sources.
- Always be a fully participating group member. If you feel like someone is not fully participating in your group, make sure that you tell the teacher before the project is due.
- Complete your assignments early so that you are not tempted to cheat or plagiarize.

## **Portable Electronics Policy**

High school students may maintain possession of their cell phones as long as this privilege is not abused. Any other portable electronic device(s) should be kept in their locker or backpack.

- Cell phones *must* be put on silent mode by 8:15 a.m. Cell phones and smart watches must be kept in the backpack at all times. Cell phones may only be taken out of the backpack and/or used at the discretion of the teacher.
- No cell phone may be shared with an elementary or middle school student at any time.
- Failure to comply with this policy will result in the loss of electronic privileges.

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- Any portable electronic device seen or heard during the day will be confiscated, at which time a parent must come to school to claim it.
- Device usage is a privilege at LCA, not a right.
- Students may not use earbuds except at the discretion of the teacher for a special project.

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

## **Pregnancy and Abortion Policy**

### **Foundational Principles**

The unmarried student who willingly engages in sexual intercourse has committed an act that is reserved for marriage by Biblical standards and is a consenting party to sin and the consequences thereof.

The school desires that the student body understand that there are serious consequences to sinful behavior. It is proper that the school community respond in ways that are Biblical: forgiving sin and seeking to restore a repentant sinner to fellowship.

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself or you may be tempted. Carry each other's burdens, and in this way you will fulfill the law of Christ." (Galatians 6:1-2)

A student who becomes pregnant as a result of rape is the innocent victim of violence. She will retain all her rights and privileges as an LCA student and be treated with all the deference, compassion and care accorded a believer who is suffering the consequences of the sins of another.

### **Pregnancy**

If an LCA student engages in premarital sex which results in pregnancy, he or she will not be permitted to continue as a regular day student.

If the student demonstrates true repentance, including a written commitment to abstain from premarital sex, he or she will be offered the opportunity to finish the current school year under a formal probationary plan under the following conditions.

1. A choice of homebound instruction as agreed upon by administration and parents or continuing in-person at LCA upon approval of the board.

2. Regular Bible study with an administrator or approved LCA faculty member. A meeting with the student, parents/guardians, administration, and board chair to determine the future plans of enrollment at LCA.

Attendance at school functions, events, and activities, including but not limited to graduation, prom, athletics, and class trips, will be addressed in the probationary plan with input from administration, parents/guardians, and board.

## **Abortion**

Abortion is in conflict with the Biblical principles of the sanctity of human life. Assisting someone in obtaining an abortion is considered a serious act and is cause for the student to be placed on disciplinary probation for the remainder of the school year.

A student who is found to have had an abortion falls under the category of having parented a child and will be dismissed from the school.

If the student demonstrates true repentance, including a written commitment to abstaining from premarital sex, he or she will be offered the opportunity to finish the current academic semester at home if it proves feasible for homebound instruction to be offered through the school's Guidance Center. Students who are under homebound instruction may visit the school by appointment only.

The family or families may receive assistance from the administration in planning the future education of the student(s) after that semester has ended. No professional personnel at LCA are permitted to function as the supervisor of that non-LCA program.

The student(s) involved shall be allowed the privilege of applying to re-enter the school. At least one full semester shall have passed before readmission. The student would be re-interviewed and subject to new- student probation if readmitted.

If the student is re-enrolled under these terms and completes the requirements for graduation, he or she would be permitted to participate in graduation.

# **Report Cards/Grading**

Report cards are issued on a quarterly basis for grades 1-12. At the end of the first three nine-week quarters, you will receive by email a report card listing letter and/or numerical grades for each subject. The final report card will be mailed to you once all fees and/or fines are paid.

## Honor Rolls

LCA recognizes students who excel academically. All of a student's courses are averaged together according to grade and units of credit on the 4-point scale.

- 3.0 average will qualify a student for the Honor Roll
- 3.67 average will qualify a student for High Honors.
- 4.0 average will qualify a student for Principal's Honor Roll.

## Midterms and Finals

All high school students will be given a midterm assessment in core subjects and may be given a midterm assessment in electives as determined by the teacher. The midterm will be factored into the final grade at the end of the year.

Students may be exempt from a final under the following criteria.

- Maintain an average of 93% or higher in the subject and received no lower than 84% in any of the four quarters for that subject.
- Parent permission given to the teacher agreeing to the student being exempt from the final.

## Midterm and Final Calculation into the Final Grade

- If the student is not exempt from the final, the midterm and final grades will be averaged together and will be weighted as 10% of the final grade with the formula listed below.
- If the student is exempt from the final, the midterm will be counted as the full 10% of the grade.

## Final Grades

Grades are determined according to the following formula:

$$\begin{aligned} \text{Final Grade:} & & 22.5\% (0.9 \times 4 \text{ Quarters}) \\ & & 10\% (0.1 \times \text{Midterm/Final Exam}) \end{aligned}$$

## Weighted Grading

A system of weighted grading will be used for determining grade point average and class rank for use on college applications.

Letter Grade	Number Grade	College Prep (1)	Honors (2)*
A+	100	4.00	4.50
A	94-99	4.00	4.50
A-	93	3.67	4.17
B+	91, 92	3.33	3.83
B	86-90	3.00	3.50
B-	84, 85	2.67	3.17

C+	82, 83	2.33	2.83
C	76-81	2.00	2.50
C-	75, 74	1.67	2.17
D+	73	1.33	1.83
D	70-72	1.00	1.50
D-	69	0.67	1.17
F	0-68	0.00	0.00

Level 2 courses add .5 points to Honors Classes. The difficulty level of these classes is higher than the College Prep and they require more work. No points are added for an F.

Level 1 courses have no weight factor,

### **Incompletes**

An “incomplete” will be given for work not completed for excused reasons. That work must be completed within two weeks of report card day. After two weeks, zeroes will be assigned for work not done, and the overall grade will be averaged.

## **Safe2Say**

See it. Report it. The Safe2Say app is set up for students to anonymously report something they see. It is linked to a Crisis Center, and they will notified the LCA crisis team of what the situation might be. Tips are analyzed for severity. Intentionally submitting a false tip to the system is a misdemeanor criminal offense. If founded, students will be held to LCA Discipline Code. We ask that students and parents prayerfully consider all information before submitting the tip.

LCA faculty and staff will not disclose any information about the identity, background, or discipline measures in regards to any matter reported.

# School Cancellations

We have instituted several communication systems to let you know about cancellations, late starts, and early dismissals of school or school events. For our communication to be effective, it is essential that we have current email addresses and phone (home and cell) numbers registered in our RenWeb system. Parent alerts are sent via texting, voicemail, and email. You may also check local radio or TV stations for school closings.

Please remember that LCA is not a self-contained school district and we must make a school closing decision for a circle that is about 40 miles in diameter. Decisions are based on safety for all of our constituents.

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

If your school district has an early dismissal, your child will come home early on the school district bus even if LCA remains open.

## School Wide Rules

The purpose of LCA is to partner with parents in guiding students in the pursuit of excellence through Christ in all areas of life, including self-discipline. LCA carries out its role in the process by ensuring a stable, encouraging, and educational environment through a framework of school expectations. All of the following expectations are considered “house rules” and will be enforced with less immediate consequences than violations of the core values listed previously.

### **Building, Grounds and Equipment**

Students are expected to care for the facilities which we are using. Any student found writing on walls, desks or other school (or church) property will be disciplined. Any student who breaks or defaces any school (or church) is responsible to replace the broken or damaged item.

No student is to add or delete anything from any bulletin board or whiteboard without teacher or administrative approval. Students are to keep their feet off of walls and furniture.

## **Communication**

Please remember that your child has more than one teacher. We ask that you direct all communication to the appropriate teacher. If you need to discuss something with all of the teachers, please contact your child's homeroom teacher and a conference will be scheduled.

## **Fire Drills**

During a fire drill, all class activities are to be stopped, windows and doors are to be closed, and students are to walk quickly to the nearest exit in an orderly manner. There is to be no talking during a fire drill.

## **Fundraisers**

High school students are asked to participate in the fundraisers held by the school. Each class will participate in other fundraisers to cover the cost of their class trips. These fundraisers will be explained in detail either at Parent Orientation or through emails. Students will need to participate in these activities and/or pay in full for the trip(s). Students who do not go on the trip will be required to be in school for the days the class is away.

## **Late to Homeroom**

Students must be in their homeroom by 8:15 to be considered on time. If they are not in their homeroom, they will be marked absent. Any student that comes in after 8:15 must report to the Main Office and also then stop by the Aide's office. Acceptable excuses for being tardy would include: busing problems or medical appointments. A doctor/dentist excuse note would need to be given to the Aide's office.

## **Study Halls**

Students are to proceed promptly to the location of their study hall. They are to remain in that study hall unless they have a hall pass from a teacher to see him/her during that assigned period. Cell phones may not be used during the study hall period unless permission is granted by the assigned teacher.

# **Security Procedures**

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

1. After 8:15 a.m. all LCA High School parents, students, and visitors will be required to enter the building through the LCA office entrance (door #3) on the Cedar Crest Boulevard side of the building.

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2. No student, staff person, or parent already authorized to be in the building will be allowed to open the door for anyone wishing to enter at any other door. They will, instead, direct the person to the correct entrance.
3. All who are entering will be issued a visitor name tag and will be required to sign in and out.

## Service Projects

“You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love. For the entire law is fulfilled in keeping this one command: “Love your neighbor as yourself.” -Galatians 5:13-14

The LCA way promotes leadership, community, and academic standards for students to strive toward. Service is part of the community standard where we look to serve expecting nothing in return. Reflection and Relationship are also demonstrated through the acts of service in our community. We believe that all our students need to show Christ through their actions.

In addition to their academic requirements, high school students will have to complete 25 hours of service per school year. These service hours must be done outside of the school building. Each grade level will have a service teacher coordinator which will verify the hours conducted. At the end of their service time, students will be asked to reflect on their experience in a 1 page report.

Cumulative Service hours based on entry into LCA HS Program with completion by graduation

Entering as Freshman: 100 hours

Entering as Sophomore: 75 hours

Entering as Junior: 50 hours

Entering as Senior: 25 hours

## Sexual Harassment

Lehigh Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

## **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance or of creating an intimidating, hostile or offensive educational environment.
3. Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through this school.

## **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this Policy are the following:

1. Unwanted sexual advances or propositions
2. Offering academic benefits in exchange for sexual favors
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes
6. Verbal abuse of a sexual nature such as graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations in any form of communication (i.e. written, oral, and/or any electronic platform)
7. Physical conduct such as touching, assaulting, impeding, or blocking movements

## **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited.

## **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited.

## **What to do if You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.



## **Where to Report Sexual Harassment**

Any incident of alleged sexual harassment should be reported to any member of the faculty or administration.

## **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **Procedure for Investigation of the Complaint and for Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administration. The head of school will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

# **Snacks, Beverages, Gum, and Candy**

Snacks may be consumed only during the time specified by the teachers. It must be finished or put away by the time specified or the teacher may ask you to throw it away. The students take full responsibility for the snack around school materials of any type. If a student abuses the privilege, they will lose it.

Other food-related rules to follow:

- Chewing gum and candy is not allowed, unless by special permission. Candy may be eaten at lunch time only.
- Permission for breath mints, cough drops, and throat lozenges is at the discretion of the faculty.

- The only drink allowed during the day is water. Students may carry a water bottle with them. Carbonated water or seltzer is not permitted.
- One soda may be purchased at lunch and one during a p.m. study hall at the discretion of the teacher in charge. No soda/carbonated beverage in the a.m.
- If a student brings a beverage other than water to school with them in the morning, it must be finished by 8:15 a.m. It may NOT be taken to their first period class.

## **Student Council**

Student Council gives students the opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. LCA's student council are the spiritual leaders of our school as well. They have the opportunity to influence the spiritual climate of our school. The student council is composed of representatives from each secondary grade who desire to serve God by serving our student body. Students wanting to run for office will need to complete a petition and have it signed by classmates and their parents. They will also need to give a brief speech to their classmates.

## **Cars on Campus/Student Drivers for Lehigh Christian Academy Policy & Form**

### **Permit Application Process & Procedure for Submitting the Student Application**

- Students who have obtained a valid Driver's license will be allowed to park on campus in the designated student parking area with a permit and application.
- Students must purchase a parking permit and fill out the student parking permit application. Parking permits can be obtained in the school office. Payment for the permit can be made in the form of a check payable to LCA or cash in the amount of \$5.00. Students need to pay this fee one time per year. The student parking permit application must be completed yearly. Replacement tags are \$5.00 and must be obtained within 2 school days.
- Parking permits will be distributed by the office to all eligible seniors and juniors who have dropped off or mailed in their application materials prior to the beginning of the

school year, upon receiving his/her license, or later enrollments. This is governed by availability in the lot and eligibility based upon academic and disciplinary reasons.

- The student parking application form must be filled out completely and a hard copy must be turned in. A permit will not be given if the form is incomplete in any way.
- A copy of the Vehicle Registration form must accompany the application.
- A copy of proof of insurance must accompany the application.
- A copy of the student's Driver's License must accompany the application. Permits will not be sold to students without a valid Driver's License (No exceptions).

## **Permit Expectations for Students**

Parking permits are required for any student parking on campus.

- Driving and parking on the LCA campus is a privilege. Failure to adhere to LCA expectations will result in the loss of driving privileges on campus and repeat offenders and/or illegally parked cars are subject to immediate tow at the owner's expense. All students driving and parking on campus must follow all regulations as stated below:
  1. Students are not allowed to park in fire lanes, faculty/staff reserved parking spots, and are not allowed to park in non-designated parking areas. Students must park in the student parking area. Drivers will observe a 5 mph speed limit on campus and littering or loitering is prohibited anywhere on campus.
  2. All students driving a car to school must display the parking pass on the rearview mirror with the logo facing out and must register with the Main Office. Vehicles will be checked for valid permits.
  3. Students that drive a vehicle to school other than the vehicles listed on the student application must report the vehicle information to the Main Office immediately upon arrival to school.
  4. The location of your parking space and/or traffic is not an excuse for arriving late to school. Plan ahead for these issues. Parking is a privilege and can be revoked at any time by administration.
  5. Drivers are required to park in their respective student area and carpoolers can walk to the entrance.
  6. The parking lot is not accessible to students during the school day without permission from administration.
  7. Student drivers may not drive other non-sibling students unless notes from both students' parents are given to the main office.
  8. Written parent permission from both parents must be on file to allow a student to ride in another student's vehicle after an event to avoid liability on the part of LCA.
  9. Parking permits are non-transferable.
  10. Parents are responsible to contact the school for any transportation changes for the student driver's siblings.

## **Insurance & Liability for Property Damage & Injury:**

Students are required to comply with the insurance and liability laws governing motor vehicles in the State of Pennsylvania. Lehigh Christian Academy is not responsible in the case of accidents involving a student or students using their own vehicles for transportation, or for students traveling with other students, to and from school. Lehigh Christian Academy is not responsible or liable for damages or loss to any vehicle or its contents while on campus.

## **Student Driver Discipline**

Safe driving is required by all student drivers traveling to and from school. Verified incidents of moving violations, reckless or unlawful driving will result in the loss of driving privileges for a designated period as established by the administration. Students violating driving privileges will be sanctioned as follows:

1. Leaving out of turn: The parking lot dismissal was designed to allow buses to get students home on time and to avoid accidents in the parking lot. Students failing to comply will receive a 2 week suspension of their privileges.
2. Driving off campus without permission during the school day
  - 1<sup>st</sup> offense – Loss of driving/parking privileges for 45 days and 1 day suspension
  - 2<sup>nd</sup> offense – Loss of driving/parking privileges for 90 days and 1 day suspension
  - 3<sup>rd</sup> offense – Loss of driving/parking privileges for the remainder of the school year and 1 day suspension.
3. Reckless or unlawful driving (On campus and in the vicinity of LCA)
  - 1<sup>st</sup> offense – Loss of driving/parking privileges for 45 days and 1 day suspension
  - 2<sup>nd</sup> offense – Loss of driving/parking privileges for 90 days and 1 day suspension
  - 3<sup>rd</sup> offense – Loss of driving/parking privileges for the remainder of the school year and 1 day suspension

Driving offenses can be carried to the next school year. Hence, a loss of driving/parking privileges for 45 days could be carried to the next school year. A loss of privileges for the remainder of the school year would be calculated for a minimum loss of 45 days if occurring during the 4<sup>th</sup> marking period.

The following behaviors will result in loss of driving privileges: (The length of the loss of driving privileges will be determined by the offense committed by the student.)

1. Six unexcused tardies to school (per marking period). Automatic driving/parking permit suspension for the remainder of the quarter.
2. Frequent detentions
3. Excessive suspensions
4. Leaving school property without permission
5. Reckless or unlawful driving on campus or in the vicinity of LCA.

By registering and/or parking a motor vehicle on the property of Lehigh Christian Academy, you are consenting to the possibility of a search of the vehicle based upon reasonable suspicion by the administration. The purpose is to prevent the use of the vehicle for illegal acts and to protect the safety and welfare of students and staff.

Eligible students who drive registered vehicles to school shall not be permitted to use, or allow the use of, their vehicles during the school day for any purpose unless permission is first obtained from the administration. Violators will face two days of suspension and possible suspension of driving privileges.

Any student who is a passenger may also be subject to disciplinary procedures. Students must secure permission from administration for using their cars during the school day, other than to leave for home at the end of the school day.

Student drivers who are involved in after school sports practices and games with starting times later than 3:30 p.m. may leave at dismissal time and return to campus with written parent permission on file with the main office, the athletic director, and secondary principal's permission. Parents should contact the secondary principal at [aceneth.franco@lcamustangs.org](mailto:aceneth.franco@lcamustangs.org).

Student drivers who are involved in sports are to use the school transportation to away games. They may leave their cars parked in the school lot until the bus returns. If only one-way transportation is available, parents need to give written permission for the student to drive to the game. No other student, except siblings, will be allowed to drive down to the game with the student driver.

Written parent permission must also be on file to allow a student to ride in another student's vehicle after an event, or even after school to avoid liability on the part of LCA. Parents should contact the secondary principal at [aceneth.franco@lcamustangs.org](mailto:aceneth.franco@lcamustangs.org) for permission to drive with another student.

Any student smoking/vaping in a vehicle while on school property will result in disciplinary action, including the loss of driving privileges for the operator of the vehicle.

Eligible students who drive registered vehicles to school shall immediately park their vehicles in the assigned spaces upon arrival at school and proceed to enter the school. There shall be no loitering in the parking lot or sitting in parked vehicles before, during, or after school hours. Once drivers enter the school parking lot in the morning, they may not leave. Students may only leave early for reasons given in the attendance policy.

Students who drive or park on the lot during the school day and who do not have parking permits, will face disciplinary action including the loss of future parking privileges.

# Students Recording Other Students and Staff

Lehigh Christian Academy, in accordance with the laws established in the Commonwealth of Pennsylvania, has adopted the following policy regarding the recording of other students and staff by a student at LCA.

## **Students Recording Students**

Students may not record other students without their permission.

Videos that show any type of hurtful words or acts of violence will not be tolerated. Such words and actions will be considered cyberbullying according to school policies and state laws.

Some situations students record at school are physical and verbal altercations between other students. In the case that such recordings are made, school administration may use such recordings to identify attackers and take corrective action.

## **Students Recording Teachers**

Students may not use their cell phones to record teachers during class without the written permission of the teacher.

Students who were unable to attend, have difficulty taking quick notes, or those who simply wish to review the material that was discussed may only record a teacher with the written permission of said teacher. This permission must be acquired before the taping and must be approved by the administration of Lehigh Christian Academy.

Additionally, such school-authorized recordings will only be used for academic purposes and will not be distributed to those outside of LCA.

## **Student Consequences**

Any video material placed on the internet without the permission of the student(s) and/or staff of Lehigh Christian Academy will be subject to discipline procedures in school. Such activities will also be reported to the Salisbury Police Department according to the Statutes listed below.

## **Summary of Statute(s) in the Commonwealth of Pennsylvania**

It is unlawful to record either an in-person conversation or electronic communication without the consent of all parties. 18 Pa. Cons. Stat. Ann. § 5704

**In-Person Conversations:**

It is unlawful to record an “oral communication,” which is defined as “any oral communication uttered by a person possessing an expectation that such communication is not subject to interception under circumstances justifying such expectation” without first obtaining the consent of all parties engaged in the conversation. 18 Pa. Cons. Stat. Ann. § 5702.

**Electronic Communications:**

It is unlawful to record any telephone communication without first obtaining the consent of the participants to the communication. And because the provision of the statute dealing with wireless communications applies to “any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature,” consent likewise is required to disclose the contents of text messages sent between wireless devices. *Id.*

**Criminal Penalties:**

Illegally recording an in-person conversation or electronic communication is a felony offense. 18 Pa. Cons. Stat. Ann. § 5703

## Tobacco Policy

Act 112 of 2002 prohibits the sale of tobacco to minors under 18 in Pennsylvania. In accordance with this law Lehigh Christian Academy has set the following policy:

The use of tobacco and products containing nicotine is prohibited in the school building and on the school campus during the school day and during all school-sponsored activities (for example, practices, field trips, athletic events, etc.) by any student, regardless of age. Use of these products is also prohibited while riding the buses. Tobacco users will receive consequences as set by the discipline code. These consequences can include: detentions, suspensions and/or probation for an extended time period.

This policy also includes the use of electronic cigarettes and/or vapes.

## Textbook Policy

Textbooks are to be handled carefully. All textbooks must be covered with book covers. Contact paper is not to be used without the permission of the teacher. Book covers should not be taped directly to the book. Pencils, pens, excessive amounts of loose paper, or turned corners of pages are not to be used in any books as bookmarks, as they damage the binding of books.

Book covers or notebooks with objectionable pictures, such as television stars, movie stars, or rock personalities, will not be permitted. Students must keep notebooks and book covers in neat condition.

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

### **Textbook Fines**

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

## **Transportation of Students**

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

### **Cars: Drop off Your Children**

When dropping off your student in the morning, please go left when entering the parking lot and follow the driveway around the building to the chapel entrance. Drop off will be at this entrance, door #3 for the start of the school year. Drop off begins at 7:45 a.m. A staff member will be stationed outside to assist you or answer any questions you might have.

If you drop your student off after 8:15 a.m., please bring them to the school office, door #3. If you must come into the building, please park your car in the lot. Please do not get out of your car or park your car to block traffic in our arrival lane.

### **Cars: Pick up Your Children**

When picking up your student, please announce your arrival by using the PikMyKid app. High School students will be released at door #5 (back lot by the activity center) at 3:15 p.m. dismissal. Please proceed to the left to the activity center lot. You may park in this lot and



students will be dismissed to walk out to you. If the student has younger siblings in the school, they may wait by the door #3 to be dismissed as a family.

If you have not arrived by 3:25 p.m. to the activity center parking lot, the students will be sent to the main office area (door #3). You may park in the LCA designated area for the student to walk to you, or you may come to the main office and pick him/her up.

Students will not be able to be picked up for early leave from 2:45 p.m. - 3:15 p.m. due to the larger population of the school. Students will be dismissed starting at 3:15 p.m. from their designated dismissal spot.

### **Final Reminders**

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

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

### **School District Buses**

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

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

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

The office staff does its very best to get phone messages to students and teachers, but they should not be held accountable for any last-minute changes in a student's busing. All transportation changes must be made prior to 2:15 p.m.

### **Bus Authority**

The Pennsylvania School Code and the Pennsylvania Department of Education Regulations grant public school boards authority to adopt and enforce reasonable rules and regulations as the board may deem necessary and proper regarding the management of its school affairs and the conduct and deportment of all employees and students attending the district schools, including the time necessarily spent in coming to and returning from school.

### **Video/Audio Surveillance**

The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies, and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil, and/or criminal matters.

Video/Audio recorders may be placed in any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.

The video/audio media is intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/Audio media is not intended for general viewing by a student, employee, parent/guardian, or the public and shall not be made available for general viewing purposes. *Refer to policy # 810.2 (Revised in HB 7/2/2018)*

## **Tuition Policy**

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

A full semesters' payment is required for each semester in which a student is enrolled and is due whether or not the student remains in school for the entire semester. Payments may be made monthly. Exceptions to this policy are subject to board approval. Student records will not be released until all financial obligations are met, including the parental involvement fee, library fines, and textbook fines.

## **Volunteer Versus Visitor Definitions**

**Volunteering** is defined as a person who is responsible for the welfare of a child and/or has direct routine contact with children (i.e. provides a service in lieu of a parent). Examples of volunteering are field trip chaperones, lunchroom monitors, drama helpers, and book fair helpers, etc. It is any position in the school building where you receive PIF. All volunteers need the following clearances:

- PA State Police Criminal Record Check
- PA Child Abuse History Certification
- Affidavit OR FBI Fingerprinting through the Dept. of Education
- **Note:** information about obtaining these clearances can be found by calling the main office at 610-776-7301 or using the following link:

<https://docs.google.com/document/d/1crnuZP58IUlCsy1HLwDjCh3Xp1YzxOMn/edit?usp=sharing&ouid=107948340449099170046&rtpof=true&sd=true>

**Visiting** is defined as a guest who observes a school function without direct, routine contact with children. Examples of visiting are attending graduation, concerts, sports events, and plays, ect. Clearances are not required for visitors. *(Adapted from frequently asked questions on the Department of Education webpage)*

## Appendix A: Request for Educational Trips/Tours

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

### PARENTAL REQUEST FOR ABSENCE DUE TO FAMILY TRIP OR TOUR (Submitted to the administrator five days in advance.)

**Dates of absence:** from \_\_\_\_\_ to \_\_\_\_\_

**Name of student:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Name of student:** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Name of student:** \_\_\_\_\_ **Grade** \_\_\_\_\_

Name of student: \_\_\_\_\_ Grade \_\_\_\_\_

Location of Trip: \_\_\_\_\_

Brief description of the trip including educational value:

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

***I UNDERSTAND MY STUDENT IS RESPONSIBLE FOR ALL WORK MISSED.***

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*

----- OFFICE USE ONLY -----  
-

DATE OF APPLICATION RECEIVED \_\_\_\_\_

TOTAL NUMBER OF ABSENCES TO DATE: \_\_\_\_\_ EXCUSED \_\_\_\_\_ UNEXCUSED \_\_\_\_\_

APPROVED \_\_\_\_\_ CONFERENCE REQUESTED \_\_\_\_\_ DENIED \_\_\_\_\_

\_\_\_\_\_  
*Administrator Signature*

\_\_\_\_\_  
*Date*

## **Appendix B: Health Services**

TO: All Parents/Guardians

FROM: Salisbury Township School District Health Services

RE: Medication Procedure

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

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

If your child has a chronic condition and needs medication during school hours routinely, or on an “as needed” basis, **the form on Page 50 must be completed. Please note that the physician/legal prescriber and parent portions must BOTH be completed prior to school personnel dispensing any medication.**

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

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

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

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

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

## **LEHIGH CHRISTIAN ACADEMY AUTHORIZATION FOR MEDICATION DURING SCHOOL HOURS**

### **FOR THE PHYSICIAN / LEGAL PRESCRIBER:**

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

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

MEDICATION: \_\_\_\_\_

PRESCRIBED SCHOOL DOSAGE: \_\_\_\_\_

TIME TO BE ADMINISTERED: \_\_\_\_\_

DURATION: \_\_\_\_\_

POSSIBLE SIDE EFFECTS: \_\_\_\_\_

PHYSICIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SELF-ADMINISTRATION OF INHALED MEDICATION or EPI-PEN ONLY:**

Do you recommend that the student carry and self-administer this medication without direct supervision, if needed?      YES \_\_\_\_\_      NO \_\_\_\_\_

PHYSICIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR THE PARENT OR GUARDIAN:**

I authorize the medication named above to be administered by the school nurse, authorized personnel of LCA, or my child (if indicated above). I authorize LCA and the above-named prescriber to exchange health-related information regarding the care of my child and the administration of this medication. I agree to deliver the medication to the school health room unless it is an asthma inhaler, antibiotic, or OTC medication that my child may deliver to the health room upon arrival to school.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lehigh Christian Academy  
1151 S. Cedar Crest Blvd.  
Allentown, PA 18103  
Phone: 610-776-7301  
Fax: 610-776-1417**

## **Appendix C: Reading Review Request**

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

Title of text being questioned: \_\_\_\_\_

Author of text being questioned: \_\_\_\_\_

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

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

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What action would you recommend that the school take?

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

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

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

## Appendix D: Student Parking Permit Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Date of Birth (month/date/year): \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Siblings (Name & Grade) that may be transported with the student drive:

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### Vehicle Information (Primary Vehicle)

Make of Vehicle/Model of Vehicle/Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

License Plate # / State: \_\_\_\_\_

Vehicle Owner's Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

**Vehicle Information (Secondary Vehicle)**

Make of Vehicle/Model of Vehicle/Year:

\_\_\_\_\_

Vehicle Color: \_\_\_\_\_

License Plate # / State: \_\_\_\_\_

Vehicle Owner's Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

**As parent/guardian** I give permission for \_\_\_\_\_ to drive to and from school and park at an on-campus designated parking location approved by Lehigh Christian Academy. I hereby release Lehigh Christian Academy, Cedar Crest Bible Fellowship Church, and their officers, agents, and employees, from any claim, demand, or liability which may arise as a result of or incidental to any action concerning driving, riding, or parking as outlined by the above policy. I attest that all laws and regulations concerning insurance and liability governing motor vehicles in the State of Pennsylvania are in compliance. I acknowledge that Lehigh Christian Academy is not an insurer of the motor vehicle or its contents and that all actions are taken at the risk of the parent(s)/guardian(s) and student(s).

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(mm/dd/yyyy)

**\*\* Please attach a copy of your valid driver's license & vehicle registration to this form\*\***

**Student's First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_  
*Please Print* *Please Print*

**Signature Page**  
**Lehigh Christian Academy**  
**High School Handbook**  
**2023-2024**



**We have read the High School Handbook for 2023-2024 and will adhere to the policies as stated in this handbook.**

\_\_\_\_\_  
*Father/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Mother/Guardian Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**This page must be signed and returned to the class advisor by September 15, 2023.**