

# Legacy Christian Academy Handbook



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## Mission Statement

Our mission is to reach out to children and their families and offer them the love of Christ. We desire every child in our program to come to a saving knowledge of Jesus Christ and to accept Him as their personal Lord and Savior.

*“Apply your heart to instruction and your ears to words of knowledge.” Proverbs 23:12*

Legacy Christian Academy is a member of the Association of Christian Schools International.

## Statement of Purpose

Legacy Christian Academy exists to provide a Biblically based, well-rounded, quality education in a loving environment for all people. According to *Matthew 28:18-20 Jesus is the ultimate authority*. We are here to make disciples of all nations, through the teaching of our students and the partnership with the home.

## Parent Prayer Time

LCA was started through the commitment of prayer by a few faithful families. For this school to continue to be blessed by God we must continue to be committed to prayer. We ask all parents to pray daily for the Christian school board, administration, teachers, staff, volunteers, parents, students and future students. *The students and staff spend time in prayer daily at 1:00 p.m. and we ask you to join us during this time, wherever you may be.*

## LCA – A Board-Run School

LCA partners with a child’s parents and church to train that child “in the way that he should go.” (Prov. 22:6). Even so, the authority in the school building begins in the classroom with the teacher having authority, given by God, parents, and ministers, over the students. The principal is in authority over the students and staff. The Legacy Christian Academy Board (LCAB) is the authority over the principal. The governing board of the Alpha-Omega Life Ministries is in authority over the LCAB. *The highest authority at LCA is God, Himself.* His Word is the authority used in every situation, as “*All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.*” (2 Tim. 3:16). Therefore, *LCA is a board-run school.*

## POLICIES AND PROCEDURES

### 1. Admission Policy and Procedures

1) Parents/Guardians submit a completed registration packet, including a certified copy of the student’s birth certificate, immunization records, required proof of physical and dental and eye examinations, and their signature giving Legacy Christian Academy (LCA) permission to contact previous day cares and /or schools the child has attended.

2) Registration fees must be paid in full. **All fees are non-refundable and non-transferable.**

3) LCA receives and evaluates previous achievement test scores and report cards.

4) Previously attended day care and/or school (administrators, teachers, psychologists, etc.) is

contacted and interviewed about the child's progress, abilities, disabilities and behavior while in their care. If a student has been referred for **Special Needs testing** for behavior or academics, or the student currently has an **IEP**, that student is on mandatory probation for behavior or academics. This means **for the first thirty school days** that student will be given the school rules and reminded to follow them just as any other student; the student is to follow all disciplinary procedures. At the end of the thirty days, if not before, there will be a Parent/Teacher conference. The student may be asked to attend. The three options at the conference are:

- a. The student is doing well and can continue in the current class and grade.
- b. The student is not doing well and will be put back in the grade previously attended.
- c. The student will be asked to leave LCA. We hope that parents understand the need for this drastic measure when considering the needs of the other students in the classroom.

5) A family interview will be held between student, parents/guardians, administrator, and possibly the teacher(s). The interview process shall be for all new students as well as most pre-school or elementary siblings of existing families.

Findings through the registration packet, previous day care/school recommendations, test results and the family interview will be reviewed to see if LCA is the school for the child. If so, and both parties are in agreement, the Parent Covenant and other relevant papers will be signed. This process may take five to seven work days. Admission is accepted and the child will be allowed to attend LCA.

6) If the student is not accepted by LCA, admission will be rejected, and the child will not attend LCA.

7) Legacy Christian Academy does not have specialized programs or assistance available for students with physical, behavioral or learning disabilities. These conditions require special attention, resources and facilities for the student's proper development and education. Therefore, if, even after school begins, the staff of the school, through testing or observation, notes that your child needs special care, attention or programs, we will appreciate your understanding in the removal of your child from LCA into another, more suitably equipped educational environment. The administrator of LCA makes this decision after consulting with the child's current teacher. The school reserves the right to suspend further services immediately.

8) LCA follows a racially nondiscriminatory policy showing that we currently enroll students of racial minority groups in meaningful numbers.

9) LCA closes registration to new elementary students for the 4<sup>th</sup> quarter of the current school year unless a student is transferring from a school that uses the A Beka curriculum.

## **2. Tuition Payment Policy and Payment Contract**

The Registration Form, Parent-School Covenant and Payment Contract, all signed by the parents, acknowledge the parents' acceptance of school policies and financial obligations to LCA.

Tuition payments may be paid yearly, by semester, or monthly. Tuition and before/after school care payments are due on the 1<sup>st</sup> of each month, and is late if paid after the 5<sup>th</sup>. Make checks payable to LCA.

Payments can be made online or brought into the office.

**\*\*\*LATE CHARGE---** A late charge of **\$25.00** will be assessed to your account if any payment is not received within **5** days from the payment due date.

**DISHONORED PAYMENT--** A returned check fee of **\$20.00** will be assessed to your account for any checks returned to your bank unpaid. Returned checks will not be re-deposited. Delinquent automatic deduction accounts may incur multiple fees if we unsuccessfully attempt withdrawals for both current and past due amounts. Your bank may impose additional fees.

**NOTE:** For tuition and before/after school care fees which are 5 calendar days past due, you will receive by mail, a late notice with a \$25.00 late fee applied to your account. If your account remains unpaid after 30 calendar days, you will receive a warning letter by mail that your child will be dismissed from Legacy Christian Academy if the amount due is not received 50 days from the original due date.

Your child may be reinstated into LCA when all fees are paid in full. *A student may be re-enrolled for the following year only if all tuition and fees from the prior year have been paid in full.*

If you withdraw the student prior to the end of our school year or choose not to return to LCA for the following school year and there is a balance owed on your account, the records of the child will not be released until all outstanding balances have been paid in full. In the event that a student is withdrawn or dismissed, the tuition for that month WILL NOT be refunded. Any tuition paid by the semester or in a yearly payment in excess of the amount for the final month required by this shall be refunded by LCA.

We have tried to state our tuition policy clearly. Please know that the Legacy Christian Academy Board is a Christ-centered, loving body of people who understand that unexpected, temporary financial setbacks do occur. If payment cannot be made when due, please contact the school bookkeeper. Teachers at LCA **DO NOT** handle finances or payments.

### 3. School Calendars

Legacy Christian Academy follows a traditional school schedule with regular breaks and holidays. The yearly calendar, given out at the beginning of the year, **is subject to change.** Please refer to the monthly calendar on RenWeb for more accurate dates and closings.

The school day begins at 8:30 a.m. for all students and dismisses at 3:40 p.m. Part time preschool and kindergarten dismiss at noon.

### 4. School Supplies & Personal Belongings

The cost of book rental and consumable materials is included in the registration fee. A list of student supplies by class is available. The items listed are to be purchased at your expense. These items need to be brought with your child on the first day of school and **clearly labeled with his/her name on them.** If a child is withdrawn and parents want school purchased materials, there will be an additional charge for those items.

Students are expected to be responsible for their personal belongings. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost, stolen or broken items. Please put your child's name or initials on all supplies and outerwear.

## 5. Morning Arrival

- A. Parents are to park in the parking lot across the street from the front entrance of the school or drop their child off at the James Street side entrance. Parents are NOT to drop their child off at the front door of the school, nor wait in the street to pick up a child at the front door.
- B. Students are to come in the building quietly and proceed directly to their classrooms
- C. Students are not permitted to come to the classroom prior to 8:20 a.m.  
If a student is in the building before 8:20 a.m., he/she will automatically be placed in before school care at a charge of **\$5.00 PER HALF HOUR.**
- D. **PRESCHOOL ONLY:** Individuals are required to sign in their child when they arrive and sign them out at dismissal.

## 6. Attendance

Excused absences will consist of the following:

- A. Personal illness or injury.
- B. Death in the family.
- C. Court appearance.
- D. Medical or dental appointments.
- E. Family emergencies
- F. Family trips when **excused by the principal in advance.**

The parents or guardian shall email or call the school office any time a student is absent by 10am. If no email is sent and no call received, the student will be marked "Unexcused Absence" in which the student could receive 68% of all grades taken that day. All work missed must be made up. It is the responsibility of the student to contact the teacher regarding make-up work. One day for each day absent will be allowed for the child to complete and return make-up work.

Any student that misses 20 school days because of financial, academic, and/or behavioral situations will **not be passed to the next grade level for the coming school year.**

Any illness causing absence of three days or more will require a note from the child's doctor upon the child's return to school.

Any child unable to attend school for health reasons will not be allowed to attend after school care or evening school functions.

## 7. Tardiness

Students are allowed in their classrooms **between 8:20 a.m. and 8:30 a.m.** with school beginning promptly at 8:30 a.m. Students arriving after 8:30 a.m. are tardy. The teacher will keep track of the number of tardies. Students who arrive after 10:00 a.m. because of a doctor, dentist or other appointment are considered an excused (unforeseen and/or uncontrollable) tardy. If a child arrives after 10:00 a.m. for any reason other than those stated above, he/she has an unexcused tardy. On the fifth **unexcused tardy**

in each grading period, the child involved will receive no more than a 68% for all grades taken on that day although all work must be completed. For two nine-week periods of 9 or more unexcused tardies, the School Board will be notified and a decision regarding disciplinary action, up to and including possible expulsion, will be forthcoming. The student can then be reinstated only through School Board action.

## 8. Late Pick-up Fees

For a full-time student remaining ten minutes after dismissal, he/she will automatically be placed in after-school care. There will be an additional charge of **\$5.00 PER HALF HOUR**, which will be added to the student's account. If students are not picked up by **6:00 p.m.**, there will be an additional charge of **\$5.00 per 5 minutes**, beginning with the first five minutes, **6:00 to 6:05 p.m.**

## 9. End of Day Dismissal Form

A Dismissal Authorization Form for **EACH CHILD** must be provided, stating who may pick up the child from school. This form **MUST** be on file on or before the first day of school. LCA will only release students to parents or other individuals designated on the form. Contact the office for changes.

## 10. Before/After Care

Students in the program are to stay with the group and not be in any other part of the school building/premises during Before/After Care. **No student is ever purposely left alone** inside or outside the building. Every student is to be signed in this program by a parent in the morning and signed out by a parent in the afternoon. no matter what the age of the student. Any student whose parents are on school premises are to be with their parents and not join Before/After Care as they will be charged for his/her time in the program. Students can be dismissed from the Before/After Care program for poor behavior.

## 11. Bad Weather & Early Dismissal

Channels 2, 4 and 5 will report a closing and a school-wide email will be sent out as soon as a decision has been made.

On any noon dismissal day(s) LCA does NOT have after care and late pick-up fees will apply. LCA DOES have after care on 2:00 p.m. dismissal days.

## 12. In-home Visitations

Teachers are required to do an in-home visit to get to know our families better.

## 13. Course of Study

Our desire is to provide our students with a course of study that will enable them to move onto higher levels of education with confidence and competence.

Grading will be based on the following:

100-93=A; 92-85=B; 84-77=C; 76-69=D; 68 & below=F

Legacy Christian Academy homework guidelines support homework that is meaningful to the child, relevant to the curriculum and of reasonable quantity. We believe that homework is important for each child because it:

\*\*Encourages formation of independent study habits, self-discipline and acceptance of responsibility for assignments.

\*\*Reinforces and expands concepts and skills, such as spelling, arithmetic facts and vocabulary.

\*\*May become a natural consequence when class time is used unproductively and work is not completed during allotted school time.

\*\*Allows the parent to see and understand the type of work his/her child is doing in class.

Homework will be appropriate for age/grade level and content.

Students who do not get their homework done will serve a detention after school until 4:30 p.m. There is a \$5 charge.

1<sup>st</sup> - 4<sup>th</sup> - 4 assignments in a week

5<sup>th</sup> - 6<sup>th</sup> - 3 assignments in a week

7<sup>th</sup> - 8<sup>th</sup> - 2 assignments in a week

If this is not a punishment that produces change, a student may be mandated to stay in the classroom Tuesday – Thursday for study hall until 4:30pm.

## 14. Report Cards/Testing

**PLEASE MAKE SURE THE OFFICE HAS YOUR CURRENT EMAIL ADDRESS.**

- A. First and third quarter grades are emailed to parents and high school students. The second quarter grades are shown at Parent-Teacher Conferences in January to those who attend.
- B. Midterms are emailed in the middle of each quarter.
- C. Final report cards are emailed before June 5<sup>th</sup> *after all fees owed to the school are paid in full.*  
Student records will be held until all fees are paid.
- D. Elementary Testing is done in the spring for 3<sup>rd</sup> and 4<sup>th</sup> grades.
- E. The school administrator reviews all test grades for all students.

## 15. Honor Roll

At LCA students who are in 5<sup>th</sup> through 8<sup>th</sup> grade and who have straight A's will receive High Honors recognition at the end of each quarter. Students who have an equal number of A's and B's or more A's than B's will receive Honors recognition. Students below 5<sup>th</sup> grade are not eligible for Honor Roll.

## 16. Parent/Teacher Conferences

Conferences between parents and teachers lead to a better understanding at school and at home. These conferences are designed to give the parents a verbal progress report, discuss any concerns and answer any questions. Conferences will be at the end of the second quarter in January. Additional conferences may be scheduled after school hours, upon request.

## 17. Discipline Policy

*Proverbs 10:17 "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."*

Legacy Christian Academy adheres to the expectations and guidelines set forth in the Bible as behaviors that are *"true, noble, right, pure, lovely, admirable, excellent or praiseworthy."* *Philippians 4:8*

LCA uses a school-wide discipline policy that each classroom adheres to consisting of four rules:

1. Face the front.
2. Leave your seat when given permission.
3. Talk when given permission.
4. Respect others and their property.

If students choose to disobey, the teacher will handle the situation in the classroom according to the classroom policies that have been approved by the administration.

If disobedience continues, the student will be sent to the administrator. A more severe punishment will then be discussed and given. If the misbehavior continues, parents will be notified and stronger action will need to be taken by the parents.

There are certain behaviors which LCA considers intolerable and for which it has developed a zero tolerance policy. These offenses are as follows:

- A. Fighting or threatening to fight.
- B. Gross disrespect of school staff or other students. This may include, but not be limited to, the use of obscenities towards others, willful disobedience of staff members, sexual harassment, etc.
- C. Destruction and/or damage of school/ property.
- D. Possession, use, or distribution of illegal drugs or alcohol.
- E. Possession of any weapons, real or fake.
- F. Any circumstantial evidence of any of the things listed above gives the administration the right to suspend a student. A hearing may be held with the Christian School Board concerning the suspension.

**The consequence of any of these offenses is suspension. The length of suspension will be determined by the administration based on the seriousness of the offense, prior discipline record, and the student's attitude.**

All work and homework are to be completed and turned in to the teacher; the highest possible grade received for work for that day will be 68%. All suspensions are given at the discretions of the administration according to the guidelines listed above.

*"He who scorns instruction will pay for it, but he who respects a command is rewarded."* *Proverbs 13:13*

## 18. Grievance Resolution

If you have any questions about your child's class, first talk to your child's teacher, as according to Matthew 18. If you're not satisfied, talk to the principal. If your issues remain unresolved, you may ask to be added to the agenda at the next regularly scheduled board meeting by contacting the office one week prior to the meeting in writing, stating what you want to discuss with the School Board. You will be given 5 minutes to present your discussion.

## 19. Field Trips

LCA recognizes the importance of off-campus educational experiences, so we schedule field trips during the school year.

To participate, a child must have a signed Field Trip Permission Form on file at the school. Parents are invited and needed to assist with these worthwhile and exciting experiences. For family members, the cost for riding the bus will be \$3.00 per person/\$10 per family per trip. All fees must be paid prior to the field trip. During field trips, students are to wear their Legacy Christian Academy shirt or another red shirt. **Parents and students are asked not to purchase any food, drinks, or souvenirs during a field trip unless they are willing to purchase for all students.** All students are expected to stay with the group during field trips. Students DO NOT bring cell phones on LCA field trips. See # 25, **Cell Phone** policy in this booklet.

Teachers will have an itinerary for field trips that all are expected to follow for the safety of our students. Please remember that these field trips are for educational purposes not for a family vacation. Therefore, **all students are asked to stay with their teacher** during the field trip while under the direction of an adult, even a parent.

## 20. Preferred Campus Wear

*"So whether you eat or drink or whatever you do, do it all for the glory of God." 1 Corinthians 10:31*

### Preschool Dress Code

Children should be dressed casually in clothes that are easily washed and in which they can readily manage themselves.

### Elementary Dress Code

Girls:

- Dresses or skirts, covering from neck to knee
- Pants or capris that are blue, brown, khaki or black
- Long or short sleeve polo shirts without advertising, unless it is a school logo
- Button up shirts or school shirts
- Shirts tucked in with a belt
- Sweaters or sweatshirts with a collared shirt, tucked in underneath
- Tennis shoes or soft-soled shoes
- Hair out of eyes

- No visible piercings outside of ears.
- No visible tattoos may be added while attending LCA.
- If your child's clothing has belt loops they must wear a belt. If it does not, they are exempt that day from wearing a belt. HOWEVER, the LCAB would appreciate clothing purchased that have belt loops on it. Please do not cut off belt loops. All shirts are to be tucked in, whether on a skirt, shorts, or pants.

Boys:

- Pants or Bermuda shorts, that are blue, brown, khaki or black
- Long or short sleeve polo shirts without advertising, unless it is a school logo
- Button up shirts or school shirts
- Shirts tucked in with a belt
- Sweaters or sweatshirts with a shirt tucked in underneath
- Tennis shoes or soft-soled shoes
- Hair out of eyes
- No visible piercings.
- No visible tattoos may be added while attending LCA.
- If your child's clothing has belt loops they must wear a belt. If it does not, they are exempt that day from wearing a belt. HOWEVER, the LCAB would appreciate clothing purchased that have belt loops on it. Please do not cut off belt loops. All shirts are to be tucked in, whether on a skirt, shorts, or pants.

The following items are **NOT** acceptable at Legacy Christian Academy or school related activities:

1. Items of clothing with drug or alcohol advertising symbols, crude sayings, rock group advertising symbols, skulls, or cult-symbols.
2. Faded clothes or clothes with holes in them.
3. Make-up, with the exception of fingernail polish (girls only) and clear lip balm.
4. Hair coloring by any student and no hats in the building for boys.
5. Flip-flops or loose-fitting shoes.
6. Short shorts, short skirts, muscle shirts, spaghetti strap shirts, or midriff shirts.
7. Boys are not allowed to wear earrings.
8. No displaying gang colors, flashing gang signs or any other type of demonstration of gang affiliation.
9. Other issues that may arise.

Please remember that we are trying to emulate Christ. Modesty is the rule of thumb. A student will be given a school shirt to wear over the offensive clothing and/or parents will be called.

Repeated dress code violation will be handled the same way as late homework assignments and will lead to detentions.

## 21. Health Policies

### A. Medical Examination, Immunizations and Birth Certificate

When a child is accepted for admission, LCA requires a health and immunization history to be completed **by the child's physician**, and an eye exam **to be completed by an optometrist**. Students entering kindergarten, 2<sup>nd</sup> or 6<sup>th</sup> grade are required by the State of Illinois to have a dental exam. Physical exams along with current immunizations for students entering kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade are to be done prior to the first day of school.

Elementary students should have physical and dental exams already on file from their previous school. **NO STUDENT** will be allowed to begin school unless these exams are on file with LCA as **well as a copy of the child's original birth certificate**.

## **B. Illness**

**A child with a fever should remain at home for 24 hours after the temperature returns to normal without medication.** Parents shall notify the teacher of any communicable disease that might pose a significant risk to the health or safety of the other children in the school.

Parents are requested to refrain from bringing their child to school when he/she is showing one or more of the following symptoms within a 24-hour period before the school day begins:

- Elevated temperature
- Vomiting
- Diarrhea
- Red throat
- Reddened eyes
- Continuous sneezing or coughing because of a cold or allergies

When a child develops symptoms of illness during the school day the parent is notified at once. In the event that the parent cannot be contacted, the office will notify the individual designated as the emergency contact on the child's enrollment application to pick the child up.

## **C. Medication**

Parents must complete the Medication Permission Sheet *before* medication will be administered, including prescription medication, Tylenol, cough syrup, cough drops, Tums, etc. For the safety of your child as well as others, **all medication will remain in the school office along with the medication permission sheet**. Children are not allowed to have any medications outside the office.

## **D. Parental Consent Form**

A consent form is to be signed by the parents and returned to school before the first day of class to give an appropriate school representative authority, when needed, to have a child medically treated. In such circumstances, a diligent effort will be made to contact parents, guardian, or other designated individuals as noted on the enrollment application.

## **E. Outside Play**

Our program is planned to include some outdoor activities each day, so unless it is raining, we will go outside. PLEASE HAVE YOUR CHILD WEAR A HAT, GLOVES, COAT, AND SCARF IN THE WINTER. Students may be kept in if the temperature or wind chill goes below 15 degrees, at the discretion of the

teacher or administrator. Students in 5<sup>th</sup> – 8<sup>th</sup> grade PE are also expected to be dressed for the weather on PE days as they, too, will go outside.

## 22. Lunch

Please remember to send nutritious lunch items with your child. **Soda and candy are not permissible.**

The following rules will apply during the lunch period:

1. The Lord's Prayer is said once everyone is seated.
2. The lunch room is quiet until students are finished eating, and then may talk at the discretion of the lunch monitor.
3. Lunches, drinks and snacks to be purchased at school are to be prepaid in the office.
4. There is not a microwave available for students.
5. Students should exhibit good table manners.
6. **Students are to bring all necessary items, such as napkins, silverware, etc.** Lunches need to be self-preserving.
7. Punishment is given at lunch for disobedience.
8. If a parent chooses to bring his/her child fast food for lunch, there is no soda or candy.

## 23. Promotion – Graduation – Retention

Students who have completed all courses of study for their grade level and have received recommendation from the teacher and administrator will be promoted to the next grade or receive a certificate of graduation. Students whose class work, testing, and evaluations do not show satisfactory work will not be promoted to the next grade level. Teachers who feel they have a student in jeopardy of retention will notify the administrator, parents, and student in advance of the end of the school year through weekly grade slips, midterms, report cards, and conferences. The decision to retain a student should not be a surprise to any party involved.

## 24. Programs and Parties

There are four programs throughout the school year:

**Thanksgiving**-focusing on our Christian heritage.

**Christmas**-focusing on the only gift this world needs—**Jesus**.

**Easter**-focusing on the death, burial, resurrection, and ascension of Christ.

**Grandparents Day**-this coincides with our Valentine's Day parties and LCA dismisses at noon.

All students are expected to participate in all programs. Programs last approximately one hour during the evening. Check the school calendar for the time and date. All families are invited to attend.

An offering is collected at all programs. The Christmas program offering is for staff bonuses. Please let your teacher and all the staff at LCA know how much you appreciate them by donating generously towards this offering. All monetary donations to LCA are tax deductible.

The only party LCA has is the **Valentine's Day Party**. The teacher coordinates this party, which is held the last hour of the day on or around Valentine's Day. *Parents will need help with this*, so please volunteer.

## **25. Cell Phones**

No elementary student is to have a cell phone or other texting device with them at school for any reason. If a parent deems it necessary for an elementary student to have a phone at school, they are to be left in the office before entering the classroom. If a cell phone is found on a student at any time, it will be taken to the office. Parents will be notified, and the cell phone will be given **ONLY** to parents to be taken home. If there is an emergency, please contact the school office.

## **26. Birthdays**

Parents should consult with their child's teacher in advance of the child's birthday if they want to send in a *special treat, along with the necessary paper products*.

## **27. Liability Insurance**

Legacy Christian Academy has adequate liability insurance as required by the State of Illinois.

## **28. Asbestos Inspection**

An asbestos inspection has been performed at this location and the report can be viewed at LCA during school hours or a copy can be made for you for a \$50.00 fee.

## **29. Suspected Child Abuse**

The teachers and staff of Legacy Christian Academy are mandated by law to report any suspected child abuse or neglect as required by the Abused & Neglected Child Reporting Act.

## **30. Parent/Guardian Responsibilities**

It is our policy at LCA to work together with parents for the further spiritual and academic education of each student. Because of this policy, there are certain expectations for parents of students that attend LCA, such as not using abusive language on school premises, or during field trips; not calling teachers at home except for extreme emergencies; and not harassing teachers, staff or students at LCA.

## **31. Termination of Services**

LCA has the right to terminate the provision of education services upon material violation of any of the provisions listed in this handbook by students or their parents or guardians. In the event of termination of educational services by LCA, tuition will not be prorated for that month.

## **32. Handbook Changes**

The school reserves the right to change the handbook without written public notice for the betterment of LCA.