Legacy Christian Academy Handbook

Legacy Christian Academy
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Legacy Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to LCA students. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Legacy Christian Academy.

Revised August 2026

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 (LCA) 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, and it is imperative that it continue. Please set an alarm on your phone and pray daily at 1pm wherever you are for the Christian school board, administration, teachers, staff, volunteers, parents, students and future students.

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, the Alpha-Omega Life Ministries, is the authority over the CSB. *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).*

POLICIES AND PROCEDURES **(This process may take five to seven workdays.)**

1. Admission Policy and Procedures for New Students

A. Parents/Guardians call and set up a tour at LCA.
B. The student is screened for about one hour. The cost is $25, cash or check. Parents are contacted later with the screening results.
C. Parents/Guardians complete the registration packet online.
D. A Family Interview will be held between student, parents/guardians, administrator and possibly the teacher(s). This is to go over the school handbook. The Payment Contract and the Parent Covenant are usually signed at this time.
E. The registration fee is paid in full. **All fees are non-refundable and non-transferable.** (This is usually done at the Family Interview.)
F. Before school begins, student records are to be turned into the school office through the family portal and include a certified copy of the student's birth certificate, immunization records, required proof of physical, dental, and eye examinations, and parent signature giving Legacy Christian

Academy (LCA) permission to contact previous day cares and /or schools the child has attended.

G. LCA receives and evaluates previous achievement test scores and report cards. Previously attended daycare and/or school (administrators, teachers, psychologists, etc.) will be contacted and interviewed about the child's progress, abilities, disabilities and behavior while in their care (see ** below).

H. 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. This process may take five to seven workdays. After review and approval, admission is accepted and the child will be allowed to attend LCA.

NOTE: All new students are on academic and behavior probation for the first thirty days.

** Legacy Christian Academy does not have specialized programs or assistance available for students with physical, behavioral or learning disabilities that require special attention and resources. Therefore, if after school begins, the staff of the school, through testing or observation, notes that your child needs specialized 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.

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

I. Legacy Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to LCA students. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Legacy Christian Academy.

J. LCA closes registration to new elementary students for the 4th 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

In 2023, LCA entered into an agreement with the FACTS company.

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, monthly, or bi-monthly. Tuition and before/after school care payments are due on the 1st of each month and are late if paid after the 5th.

<u>All families must sign up for automatic withdrawal from your bank account. Payments can be made with cash or check 10 days PRIOR to due date with a $10.00 admin fee.</u>

<u>*LATE CHARGE---</u>** A late charge of **$25.00** will be assessed to your account if any payment is returned for insufficient funds on your automatic withdraw during **1st – 5th depending on what was chosen during your FACTS enrollment.**

<u>DISHONORED PAYMENT--</u> FACTS charges a $30.00 NSF fee for returned payments. 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.

If your account remains unpaid after **30** calendar days, you will receive a warning letter 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. If a student is withdrawn or dismissed, the tuition for that month WILL NOT be refunded. Any tuition paid for 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 Calendar

Legacy Christian Academy follows a traditional school schedule with regular breaks and holidays. *Please refer to the monthly calendar on our website for accurate dates and closings but know that the school calendar is subject to change.*

The school day begins at 8:30 a.m. for all students and dismisses at 3:30 p.m. Part time preschool and kindergarten dismiss at noon. Tutoring is Tuesday, Wednesday, and Thursday after school until 4:10PM for 1-4th graders and 4:15PM for 5-8th graders.

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 online. The items listed are to be purchased at your expense. These items can be dropped off at school before the first day of school. **Before bringing items to school, clearly label markers, crayons, notebooks, folders, and scissors with his/her name on them**. Community items such as paper towels do NOT need to be labeled. **LCA shall not be responsible for lost, stolen or broken items.

5. Morning Arrival

A. Parents drop students off and students walk into the appropriate building.
B. **PRESCHOOL STUDENTS ONLY:** Parents are required to walk their child(ren) into the school building and sign in their child when they arrive and sign them out at dismissal.
C. Students are not permitted to come to the classroom prior to 8:20 a.m.
If a student arrives at school before 8:20 a.m., he/she will automatically be placed in before-school care at a charge of $5.00 PER HALF HOUR.

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, or
F. Family trips when **excused by the principal in advance.**

The parents or guardian should email or call the school office by 10am any time a student is absent. If no email is sent and no call received, the student will be marked "Unexcused Absence" in which the student could receive 59% for all grades taken that day. All work missed must be made up, and it is the responsibility of the student to get 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 are tardy because of a doctor, dentist or other appointment are considered excused (unforeseen and/or uncontrollable). If a child is tardy 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 59% 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 Legacy Christian Academy 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 *five 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 closing time (5:30PM), there will be an additional charge of **$5.00 for the first 5 minutes** and then $1 per minute until the child is picked up.

9. End of Day Dismissal Form

A Dismissal Authorization Form for **EACH CHILD MUST** be filed online 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 (7 a.m.-8:20 a.m.; 3:30-5:30 p.m.)

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 into this program by a parent in the morning and signed out by a parent in the afternoon. Any student whose parents are on school premises is 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 and text on Remind will be sent out as soon as a decision has been made. For noon dismissal day(s) LCA does NOT have after-care and late pick-up fees will apply at the time of dismissal. LCA DOES have after care on 2:00 p.m. dismissal days.

12. In-home Visitations

Teachers are required to make an in-home visit to get to know families better. Your child's teacher will contact you to set this up.

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:

100-90=A; 89-80=B; 79-70=C; 69-60=D; 59 & 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. Homework will be appropriate for age/grade level and content.

If homework is not done:

-student's work will be graded as is and the grade taken

-student will not participate in that day's special (PE, music, art, library). They will have a study hall to finish the work

-if a student has the following number of lates in one week, they will miss specials on Friday afternoons. This includes missing a field trip by remaining at home or special event that may take place on a Friday afternoon

1st- 4th- four late homework assignments in a week

5th- 6th- three late homework assignments in a week

7th- 8th- two late homework assignments in a week

In addition, if late homework becomes chronic (3 consecutive or nonconsecutive weeks), a student can be mandated to stay in the classroom Tuesday – Thursday for study hall until 4:15pm.

14. Report Cards/Testing

PLEASE MAKE SURE THE OFFICE HAS YOUR CURRENT EMAIL ADDRESS.

A. First and third quarter grades are emailed to parents. The second quarter grades are shown at Parent-Teacher Conferences in January to parents and then emailed home.

B. Midterms are emailed in the middle of each quarter.

C. Final report cards are emailed before June 5th *or 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 1-8th grades.

E. The school administrator reviews all test grades for all students.

15. Honor Roll

At LCA, students who are in 5th through 8th 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 5th 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. School-wide conferences will be mid-November. 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*

Legacy expects students to participate in the pledges to the Bible, Christian flag, and American flag every day.

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

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 Legacy Christian Academy 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 into the teacher within 2 school days of the suspension; the highest possible grade received for work for that day will be 59%. All suspensions are given at the discretion of the administration according to the guidelines listed above.

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 Legacy Christian Academy School Board meeting by contacting the office one week prior to the meeting in writing and 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.

ALL STUDENTS ARE EXPECTED TO RIDE THE BUS FOR FIELD TRIPS. If a parent chooses to have their child ride in a vehicle other than the bus with all other staff and students, the parent MUST send that request in writing prior to the day of the field trip, via email or hardcopy to the office. The parent will get the child from the classroom BEFORE THE CLASS LEAVES THE ROOM FOR THE FIELD TRIP, as teachers are NOT responsible for getting the child on any vehicle besides the bus. The child will then spend **the day** riding in the vehicle with the parent. *The school will not be responsible for the transportation of that student for the entire day.*

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, even if accompanied by an adult.

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.

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, except for fingernail polish (girls only) and clear lip balm.
4. Hair coloring by any student that is not a ***natural hair coloring such as green, blue, or red; and no hats in the building for boys.***
5. Flip-flops or loose-fitting shoes such as Crocs.
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.

We are 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 violations will be handled the same way as late homework assignments and will lead to detentions.

Elementary Dress Code
Girls:
- Dresses or skirts, covering from neck to knee–no backless or midriff dresses for any reason
- Pants or capris that are blue, brown, khaki or black –NO SHORTS FOR ANY REASON
- Long or short sleeve polo shirts without advertising, unless it is a LCA logo
- Button up collared shirts or school shirts

- Sweaters or sweatshirts with a collared shirt, tucked in underneath
- All shirts must be tucked in with a belt
- Tennis shoes or soft-soled shoes
- Hair out of eyes
- No visible piercings but ears
- No other 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 has belt loops on it. Please do not cut off belt loops. All shirts are to be tucked in, whether on a skirt or pants

Boys:

- Pants or cargo shorts, that are blue, brown, khaki or black
- Long or short sleeve polo shirts without advertising, unless it is a LCA logo
- Button up collared shirts or school shirts
- Sweaters or sweatshirts with a collared shirt tucked in underneath
- All shirts must be tucked in with a belt
- Tennis shoes or soft-soled shoes
- Hair out of eyes
- Boys are not allowed to wear earrings
- 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 has belt loops on it. Please do not cut off belt loops. All shirts are to be tucked in, whether on shorts or pants

21. Health Policies

A. Medical Examination, Immunizations and Birth Certificate

When a child is accepted for admission, LCA requires a health history to be completed **by the child's physician before October 15th. Immunization history is optional.** Students entering kindergarten, 2nd or 6th grade are required by the State of Illinois to have a dental exam. Physical exams for students entering kindergarten, 2nd and 6th 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 **a copy of the child's original birth certificate is on file in the office.**

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. If 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.

Student Hygiene and Odor Policy

All students are expected to arrive at school clean, well-groomed, and free from strong or disruptive odors. This includes, but is not limited to:

- **The smell of marijuana or any illegal substances**
- **Strong perfumes, colognes, or scented body sprays**
- **Any other odors that may be considered distracting, offensive, or harmful to others**

Strong fragrances can trigger serious allergic reactions or health issues for other students and staff. Students who arrive at school smelling of any scents listed above will be immediately removed from class, and a parent or guardian will be required to pick them up. Further action, including suspension or notification of authorities, may follow based on the circumstances and school policy.

This school is committed to maintaining a safe, respectful, and distraction-free learning environment. Thank you for your cooperation in helping us uphold these standards.

C. Medication
Parents must complete the Medication Permission Sheet; **all medication will remain in the school office along with the medication permission sheet.** *Children are not allowed to keep any medications outside the school office.* Teachers of 1st through 8th grade students may keep their cough drops in the classroom, but only when necessary.

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.

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 inside at the discretion of the teacher or administrator. Students are expected to be dressed for the weather on PE days as they, too, will go outside.

22. Morning Snack, Lunch and Water

Here are the acceptable morning snack items at LCA: cheese, meat sticks, other **proteins**, fresh or

dried fruit (NO fruit cups), veggies, veggie sticks. *No granola bars.* If you are uncertain, please ask your child's teacher.

Please remember to DAILY send nutritious lunch items with your child.

The following rules will apply during the lunch period:

1. **Soda and candy are not permissible.** This includes fast food lunches!
2. Hot lunches are to be prepaid online the Wednesday before that week's Friday hot lunch. *A student that has not ordered on the previous Wednesday or before will not have hot lunch that Friday.*
3. Microwaves are available for student use for up to only 1 minute: NO COOKING.
4. Good table manners. Students are expected to obey at lunch.
5. **Students are to bring all necessary items, such as napkins, silverware, etc**
6. If LCA provides a disposable water bottle for your child, your account will be charged .50¢.

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 required to participate in all programs. Check the school calendar for the time and date. All families are invited to attend.

An offering is collected in December 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 PTF (Parent-Teacher Fellowship) coordinates this party, which is held before lunch on or around Valentine's Day.

Teachers do not pass out birthday party invitations.

25. Any Devices Connected to the Internet

No elementary student is to have a cell phone or ANY smart device with them at school for any reason. If

a parent deems it necessary for an elementary student to have a device at school, it is to be **left in the office before the child enters 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. Birthday Snacks (No parties during school, please!)

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*. We do NOT have birthday parties at LCA.

Teachers do not pass out birthday party invitations.

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 texting teachers outside of school hours 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.

33. LCA Non-Discrimination Statement

Legacy Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to LCA students. We do not discriminate based on sex, race, color, national or ethnic origin in the administration of our educational policies, admissions procedures, tuition assistance awards, and other school administered programs. We do, however, reserve the right to deny admission to any individual who cannot benefit

from enrollment based on past academic achievement, disqualifying disability, or whose personal lifestyle is not in harmony with the stated philosophy and purpose of Legacy Christian Academy.

34. Sex Offender Registry

To protect all Legacy Christian Academy families and staff, we must follow the letter of the law concerning the Sex Offender Registry. Therefore, anyone whose name is on the sex offender registry must stay five hundred feet off school property. No one on that list can attend field trips, programs, conferences or any other Legacy-sponsored events.

35. Visitor Protocol

To help ensure the safety and security of all students and staff at Legacy Christian Academy, all visitors must sign in at the front desk upon arrival during school hours. Visitors are required to leave a photo ID, which will be returned when they sign out. While on school or church property, visitors must wear a yellow visitor name badge that is visible at all times.

36. Security Camera System Policy

Security cameras at LCA are for the safety of all involved and the complete policy is available upon request from the office. In compliance with the law, recorded information will be available for use as necessary by appropriate school officials, and/or law enforcement personnel. Security camera recordings are viewable by authorized designees only in accordance with the security camera system policy.