



# **LITTLE ROCK CHRISTIAN ACADEMY ELEMENTARY PARENT/STUDENT HANDBOOK**

**2012-2013**

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Membership in & Accreditation by:  
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# INTRODUCTION

## MISSION STATEMENT

To serve families, churches and the community by providing a K<sup>4</sup>-12<sup>th</sup> grade education, characterized by excellence in the pursuit of truth from a Christ-centered worldview.

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

## STRATEGIC GOALS

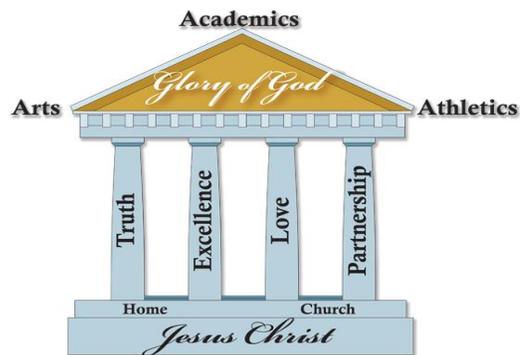
In 2007, the Board of Trust established two strategic goals as an extension of our mission statement.

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

These goals form our educational philosophy as do our official core values.

## CORE VALUES

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



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

- John 1
- Colossians 2:3

**Truth – “Thy Word is truth” (John 17)**

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

**Excellence – “Whatsoever is ... excellent”**

- Psalm 90:17
- Colossians 3:23-24
- Genesis 1:4
- Ephesians 5:1
- 1 Corinthians 12:31

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

- 1 Corinthians 12:31
- Colossians 3:14

**Partnership (with home and church)**

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

**EDUCATIONAL PHILOSOPHY**

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

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

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

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

The educational experience is void without the love of Christ demonstrated in authentic community and service. Love always considers the best interest of the other.

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

In terms of our philosophy of learning, we believe:

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

In 2008, we decided to define “excellence” as educators. Nine lead LRCA educators were charged with the task of defining excellence in the classroom. Their findings concluded that excellence in the classroom has four primary pillars:

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

## **BIBLICAL WORLDVIEW**

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

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

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

## **EDUCATIONAL OUTCOMES**

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

- Love and follow Christ.
- Be equipped to thrive in a college of choice.

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

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

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

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

## **NON-DISCRIMINATORY POLICY**

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

## **DOCTRINAL STATEMENT**

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

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

### **DOCTRINAL DIFFERENCES: (Three-Tiered Policy)**

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

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

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

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

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

### **AUTHORITY STRUCTURE**

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

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

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

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

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

## **ACADEMIC INFORMATION**

### **ACADEMIC SERVICE LIMITS**

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

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

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

If, with reasonable modification and accommodation, a student remains more than two levels below grade level by 5<sup>th</sup> grade in two academic areas and exhibits consistently failing grades in two or more subject areas, the parent will be responsible for finding appropriate placement for the student other than Little Rock Christian Academy. Referrals on additional resources are available upon request through the principal's or learner service's office.

## COMMUNICATION OF STUDENT PROGRESS

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

- **Notes for Kindergarten Parents:** Kindergarten students need to have a safety pin on the outside of their backpacks. The teachers and parents pin notes on the backpacks as a systematic method of daily communication.
- **Steno Pads/Student Planners:** Students in first through fourth grades(1-4) are required to keep a steno pad, while fifth grade (5) students are required to maintain a student planner. These will provide parents and teachers a systematic method of daily communication. Parents are to check them daily for notes from the teachers.
- **Parent/Teacher Conferences:** These are scheduled early in the year to give opportunity for evaluation of student progress and to establish a good working relationship between teacher and parent (see the school calendar for specific dates). Additional conferences may be scheduled at the request of the parent or the teacher.
- **Teacher Newsletters:** Classroom newsletters will be sent home via e-mail weekly.
- **School Webpage and RenWeb (Parents Web):** Much general information can be found on the school's website [www.littlerockchristian.com](http://www.littlerockchristian.com). Specific information about a class assignment and grades can be found on RENWEB Parent Portal which is accessible through the LRCA website parent tab.
- **Communications by E-Mail:** Much of the information about the school year is communicated to parents by e-mail. Please make sure that your e-mail addresses are accurate (contact the Business Office with any changes or inform them if you cannot receive information through e-mail).

## GRADING SCALE

### PreK - Kindergarten

S	Some of the time
N	Not at this time
*	Not introduced at this time

### Grade 1

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## Grades 2 - 5

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

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

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

## HOMework

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

The average student should complete the assigned work within the following time frames, depending on the student's ability, work habits, class difficulty, and student goals. Typically, homework assignments will be approximately ten minutes per grade level (i.e. 10 minutes for first grade, 20 minutes for second grade, etc.)

Both home and school have responsibilities with respect to homework. We want to encourage family time and church participation. We also encourage parents to plan homework slots (of grade level appropriate length) into regular afternoon or evening schedules. Homework will be avoided on Wednesday nights; if work is due on Thursday, it will normally be assigned by Monday or Tuesday so a student can work ahead.

## PROMOTION/RETENTION

A goal of our school is to minimize the need for retention. Strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and school combined with vigorous intervention efforts will always be made to reduce the potential for retention. A student who is experiencing academic difficulty, particularly in the critical areas of reading and math, may be required to repeat the year if it is determined that he/she is very likely not to experience success in the next grade. This decision will be made with input from the teacher, parent(s) and administration by evaluating the child's academic performance, work habits, and achievement test scores. Summer school or a tutoring program may be required for students with poor grades. If a student is experiencing significant academic difficulty by the end of the first semester, parents will be

notified. For kindergarten and first grade, the student's maturity will be a consideration. Unless there is significant improvement, the student may be retained or the parent may be asked to withdraw the student.

## **RENWEB**

RenWeb's Parents Web is a private and secure website that allows you to see complete information specific to your child. You will need an internet-capable computer to view information such as: attendance, daily grades, progress report.

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

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

## **REPORT CARDS AND PROGRESS REPORTS**

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

## **SERVICE LEARNING PROJECT**

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

## **STANDARDIZED TESTING**

Elementary students annually take the NWEA-MAP test. A student's performance on the test is an important indicator of the student's academic progress. In order to allow the student to perform to the best of his or her abilities during the achievement test, please consider the following:

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

## **SUMMER SCHOOL**

LRCA offers a variety of summer school courses and camps. There are academic and extracurricular options for students in grades kindergarten to grade 5. Summer offerings will be published and made available in the early spring of each year. Availability will be contingent on enrollment.

# ATTENDANCE

## ABSENCES

It is important that a student be at school every day. Time missed from class can never be fully made up, and we want to emphasize the importance of regular attendance. Students missing more than 10 days in a semester are considered ineligible for credit in that class or grade. Extenuating circumstances and home study plans must receive prior approval from school administration.

We recognize the need for children to stay at home if they are sick. If a child is absent due to illness, parents should call the school office between 7:45 a.m. and 8:30 a.m. Scheduled doctor visits are excused with a note.

Because of the importance of classroom interaction and activities, we may not be able to accommodate a student with a chronic illness and excessive absences.

## CHECK-IN & CHECK-OUT PROCEDURES

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

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

## EXCUSED/UNEXCUSED ABSENCES

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

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

While giving parents freedom, we discourage absences for such reasons listed below and encourage them to be scheduled outside of school hours:

- Vacations
- Hair appointments
- Shopping
- Ball games

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

## **LEAVING CAMPUS**

When a student needs to leave the campus during normal school hours, parents/guardians must come to the elementary school office to check the student out. The office will then contact the classroom teacher who will arrange to bring the child to the office.

## **MAKE-UP WORK**

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

## **REPORTING AN ABSENCE**

Our primary concern is the safety and best interest of the student. In the event that a student needs to be absent, parents must call the school office between 7:45 a.m. and 8:30 a.m. to notify the school. If a family knows of an absence ahead of time, the parent should notify the teacher.

## **STUDENT WITHDRAWAL**

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

## **TARDINESS**

Tardies will be communicated by the classroom teacher who may remind parents of the importance of timely arrival at school for all students. Tardies will also be reported to the office and kept in the student's attendance record. School administration will contact parents if tardies continue to be a problem. Excessive tardies and/or absences could jeopardize current or future enrollment in school.

## **DISCIPLINE AND STUDENT CONDUCT**

### **BIBLICAL DISCIPLINE**

1. The Biblical use of the term, discipline, derives its meaning from the word *disciple*, which means to teach/train a person over an extended period of time. The discipline of young people is a process which utilizes the various circumstances of life to guide the individual into making right choices that are in agreement with the teaching of Scripture and honoring to God (Prov. 22:6).

2. God's laws and His discipline are positive gifts of love that enable people to make right choices; to be happy and successful (Joshua 1:8). Discipline leads to right living (Hebrews 12:11), which in turn provides the only true basis for happiness (Matthew 5:1-16).
3. Obedience to parents and those in authority is a fundamental precept for children to follow as they come to recognize the responsibility and role they play in the school community as well as the community at large (Deut. 6:7; Eph. 6:1-3; Heb. 13:17).
4. The underlying attitude of teachers and parents must be a caring concern for the child. Christ is the best example of love in action when it comes to discipline (Heb. 12:5-6). From a practical standpoint, it has been proven that young people learn best when their trust and affection make them want to please the person representing authority.
5. The end goal of all discipline should be for students to become *self-disciplined* individuals. As students mature, the outward, teacher-imposed discipline should become inward, self-imposed discipline (Heb. 12:11).

## DISCIPLINE OBJECTIVES

1. To develop and maintain the optimum **environment for learning**.
2. To **encourage** behavior that is acceptable and venerable.
3. To **correct** behavior that is disruptive to the learning environment.
4. To **train** students in behavior patterns that will be helpful to them individually and to the school community in achieving and supporting the commonly held goals of spiritual, intellectual, physical, and social development.
5. **To address conduct, in school or outside the school, that adversely affects the mission** of Little Rock Christian Academy. This discipline policy applies to students while they are on campus, on school operated/rented vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that impairs the testimony of the school cannot be ignored. Therefore, offenses outside the school will be considered as to their severity and impact on the school's reputation and appropriate school consequences will be applied.

## DISCIPLINE PROCEDURES

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

- a. For an “on-campus/official school activity” matter, LRCA-imposed discipline would be decided by the school with an after-the-decision hearing opportunity for the parents.
- b. For any “off-campus/unofficial school activity” matter, and LRCA-imposed discipline would be decided by the parents with an after-the-decision evaluation by the Head of School (or a discipline committee, if such were to be established by the Head of School). If the Head of School determined that the discipline chosen by the parents satisfied all legitimate school objectives, then the discipline would be accepted by LRCA, and would be complete. Else, the Head of School would be able to take further action following existing school policies.

## CAUSES FOR DISCIPLINE

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

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

## SEVERE OFFENSES

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

## ASSAULT AND BATTERY

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

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

## **BULLYING**

### **WE DO NOT TOLERATE BULLYING IN OUR SCHOOL COMMUNITY**

Jesus tells us that the greatest commandments are to love God and love others (Matthew 22:36-40, Mark 12:29-31, Luke 10:25-28). Jesus also reminds us that people will know we are his disciples by our love for one another (John 13:34-35). Our primary task is to challenge students to love. There is no room for bullying or similar actions at Little Rock Christian, but rather devotion to love each other. This compels us to **protect and support victims, strongly discipline abuse of power**, and help all students and parents be a part of creating an atmosphere of care which is free from intimidation, harassment, harm or threat.

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

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

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

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

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

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

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

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

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

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

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

The building principal or designee will be responsible to follow up on reports to determine the need for disciplinary action. If the bullying incident is substantiated, the building principal or designee will require a meeting between the principal or designee, alleged victim and family, and the alleged bully and family within twenty-four hours, with the goal of using partnership to change behavior and encourage reconciliation.

The most likely consequence for verified bullying will be suspension and/or expulsion depending on the severity and circumstances surrounding the incident. Repeated instances of bullying or retaliation will result in expulsion. Other compensation or consequences may also be applied.

## **CHILD ABUSE AND NEGLECT**

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

## **FIREARMS, WEAPONS, CONTRABAND**

- A student should **not possess**, handle, or transmit any object which can be considered a weapon or dangerous instrument while on school property and at school-sponsored events. Examples of dangerous instruments include, but are not limited to, pocket knives, pellet guns, paint ball guns, etc. If something like a sword is needed for a historical exhibit, it must be checked in with administration.
- **Alluding to Weapons** - Any reference to having a weapon at school by any student will be interpreted as truth. Any comments which can be taken as threats will bring severe consequences.
- **Contraband** – Many items have no business on a school campus and some are expressly prohibited. Students should not bring significant sums of money to school. Absolutely no fireworks or skateboards are allowed at any time on school property.

## **IMMORAL CONDUCT**

(including but not limited to immoral sexual misconduct)

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

## **INTEMPERATE CONDUCT (UNLAWFUL)**

- **Alcohol** – A student is to follow the law regarding the use of alcohol. The illegal use of, possession of, or buying and selling of alcoholic beverages will not be tolerated by LRCA. This includes the consumption of alcohol at a private event where the provision of alcohol to a minor would be illegal.
- **Tobacco** - The use of cigarettes or any other tobacco products at school or at school-sponsored events is not permitted. Outside of school, a student is to follow the law regarding the use of tobacco. The law requires a person to be 18 years old to possess or use tobacco (A.C.A. 5-27-227).
- **Drugs** - The use of, the possession of, and/or the buying and selling of drugs and other controlled substances by students (absent a valid prescription) will not be tolerated by Little Rock Christian.

## **FORMS OF DISCIPLINE**

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

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

- **Counseling** -- Discipline includes simply meeting with a student for counseling.
- **Admonishment** or warning -- Admonishment is usually, but not necessarily, warranted for a less-serious first-offense.
- **Suspension**  
In-school suspension - student is detained from class and sent to a supervised room/office for the designated time of suspension. He/she will be given all daily assignments and will take make up tests at the teacher's convenience. No absence will be recorded. A student may not participate in any extra-curricular activity during a suspension which is normally at least a full 24 hour period of class and school activity time.  
Out-of-school suspension( for more serious offenses.) The decision to suspend a student will be made by the principal. The student will be expected to complete all assigned work at the teacher's convenience. Administration will determine the academic consequences of the suspension. The student will not be re-admitted without a parent conference. During any suspension the student may not be involved in any extra-curricular and/or co-curricular activities such as athletics, cheerleading, field trips, etc. Suspensions may be issued immediately for extreme disobedience or rebellious attitude. This will be counted as absence.
- **Expulsion**-- considered the ultimate deterrent of inappropriate behavior. The decision to expel a student will be determined by the administration and reported to the Board of Trust. Note: It will be the school's policy **not to re-admit** a previously expelled student except under extraordinary mitigating circumstances. Parents who seek re-admission shall request such by letter to the school should they feel that new evidence or a changed attitude, sustained over a period of time, warrants such consideration.

## **PARTNERSHIP BETWEEN HOME AND SCHOOL**

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

- Make contact. Take time to meet every teacher at the beginning at the beginning of the school year.
- Participate in the educational process. Maintain on-going, open lines of communication with teachers. Agree when you can and agree to disagree when you can't. Do not communicate via the student if there is any conflict or question present.
- Work toward a high level of trust and respect. This takes time and effort, but when problems arise, it helps to trust the adult you are working with on behalf of the child.

It is important that these relationships are courteous and that issues are resolved promptly.

The following steps are an application of the biblical model in Matthew 18.

- Meet privately with the person to seek the resolution; with a spirit of reconciliation look for the BEST way to resolve the issue, not for having one's own way.
- If unresolved, then contact the principal who will work to facilitate communication and resolve the problem.
- If still unresolved, the problem may be brought before other school leadership.

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

## **DRESS CODE**

### **DRESS CODE PHILOSOPHY**

The intent of a dress code at Little Rock Christian Academy is to place emphasis on the attitude and character development of the student rather than on external appearance. "Young men, in the same way be submissive to those who are older. All of you clothe yourselves with humility toward one another because God opposes the proud but gives grace to the humble" (I Peter 5:5). In addition, such character traits as: obedience, respect, cooperation, self-discipline, and humility find application as students work with the teachers and staff to support the dress code. While school officials recognize the challenge for parents of interpreting the dress code in conjunction with current trends within the fashion industry, the safest course of action would be to ask the following questions:

- Is it neat and does it fit appropriately for school?
- Is it modest? (I Peter 3:3-4)
- Does it promote appropriate attitude and behavior fit for God?( Romans 13:14)
- Is it non-offensive? (I John 2:15-17)

The administration is given the authority to interpret and enforce the dress code. Exceptions to the dress code may be made for special days or rewards.

### **DRESS CODE VIOLATION**

Students will be reminded as the year begins what the required dress is and any ways in which they may not be meeting the code. The following response will normally occur in the case of dress code violations:

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

### **REQUIRED FIELD TRIP UNIFORM**

The required shirt is a short sleeved green polo shirt with LRCA's emblem and name embroidered on it. This shirt, purchased from the Warrior Wear Store, is required for field trips and other designated days such as class programs. It may also be worn any day to school. Tennis shoes are to be worn on P.E. days and as part of the field trip uniform. Uniform pieces are to be in good condition, free from rips, holes, and tears. Pants, shorts, and jeans are expected to be worn at the waist without being oversized or too tight. Knit pants are not appropriate. Shirts are expected to be tucked in and fit correctly without being oversized, too tight, or worn as jackets. All shirts should have a collar.

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

## DRESS CODE - BOYS

**Shorts** – elastic waist or belt loop styles, navy or khaki (tan or stone), no more than 2” above the knee

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

**Jeans** – elastic waist or belt loop styles, blue wash denim

**Oxford Cloth Button Down** – short or long sleeved, light blue or white (no emblems)

**Polo Style Shirts** – short or long sleeved, white, navy, or field trip shirt (with collar and placket)  
LRCA emblem ONLY

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

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

**Shoes** - closed toe, neat, and clean any color

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

**Sweatshirts** – worn inside or outside the building, solid navy or white – no emblems

**Sweaters** – worn inside or outside the building, solid navy or white – no emblems

**Outerwear** - Coats, jackets, sweatshirts, hats (only worn outside the building) any style and color

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

## DRESS CODE – GIRLS

**Shorts** – elastic waist or belt loop styles, navy or khaki (tan or stone), no more than 2” above the knee

**Pants** – elastic waist or belt loop styles, navy or khaki (tan or stone, also includes corduroy), regular or capri length

**Jeans** – elastic waist or belt loop styles, blue wash denim (regular or capri length, neutral stitching) no embellishments

**Jumpers** – K4-4th graders - may be worn with a white Peter Pan collared short or long sleeved shirt school (no more than 2” above the knee), navy, khaki (tan or stone) or school specific plaid

**Polo Style Dress** – K4-4th graders – short or long sleeved, with collar and placket (no more than 2” above the knee), navy – no emblems

**Skirts and Skorts** – elastic waist or belt loop styles (no more than 2” above the knee), navy, khaki (tan or stone) or school-specific plaid

**Bloomers/Shorts** – worn under jumpers, skirts, or dresses (should not be seen below the hemline navy, khaki (tan or stone) or white

**Oxford Cloth Button Down** – short or long sleeved, light blue or white - no emblems

**Polo Style Shirts** – short or long sleeved, (with collar and placket), white, navy, or field trip shirt  
no emblems unless LRCA emblem

**Turtlenecks and Under Shirts** – short or long sleeved , (may be worn only under a uniform shirt – for example Under Armor), solid navy or white

**Belts** - must be worn with belt loops (no ribbons, scarves, or other items worn as belts), any style and color

**Shoes** - closed toe, neat, and clean, any color

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

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

**Accessories** – hats, scarves, and gloves (only worn outside the building), any style and color

**Sweatshirts** – worn inside or outside the building, any LRCA sweatshirt or solid navy or white – no emblems

**Sweaters** – worn inside or outside the building, solid navy or white – no emblems other than LRCA

**Outerwear** - coats, jackets, sweatshirts, hats (only worn outside the building), any style and color

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

The **administration has the final word on a student’s dress for all school events** and reserves the right to change any of the dress code rules during the school year and to provide guidelines for events. Any exceptions must be approved ahead of time by administration.

## **EMERGENCY PROCEDURES**

### **SAFETY AND SECURITY**

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

### **SCHOOL CLOSING**

In case of inclement weather, announcements will be made as early as possible on local radio, TV, NEWS internet WEATHER pages as well as the LRCA website home page. Families will also receive a call from our parent alert system, an automated system that will activate to communicate critical information to school families.

### **SECURITY ON CAMPUS**

Security officers rotate throughout the campus during normal hours of operation. Surveillance cameras are continually monitoring our classroom buildings, parking areas, gates and grounds. The elementary building is locked at 6:30 p.m. daily.

### **TORNADO/FIRE/EARTHQUAKE/INTRUDER DRILLS**

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

## **FINANCIAL INFORMATION**

## **ACCIDENT INSURANCE**

LRCA carries a student accident insurance policy on its students. This coverage is known as secondary coverage, meaning the parent's own insurance is primary. The student accident insurance covers students participating or attending any regularly scheduled activity of the school, supervised by a school representative. Claim forms and additional information are available in the Business Office.

## **FINANCIAL ASSISTANCE POLICY**

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

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

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

## **FINES/DEBTS**

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

## **LOSS/DAMAGE TO SCHOOL PROPERTY**

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

## **RETURNED CHECKS**

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

## **TUITION PAYMENTS**

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

1. Payments under the monthly billing plan are due on the 5<sup>th</sup> or on the 20<sup>th</sup> - depending on the draft option you have selected. Payments under the 3-Pay plan are due on July 1, November 1 and March 1. Annual payments are due July 1.

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

## **GENERAL SCHOOL INFORMATION**

### **ADVERTISING/POSTERS/ANOUNCEMENTS**

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

### **AFTER SCHOOL CARE (ASC) PROGRAM**

The mission of our After School Care (ASC) program is to provide safe and convenient care for single and working parents of 3-year-olds through 5<sup>th</sup> grade students enrolled in our school. Drop-ins will not be permitted without a confirmed reservation with the secretary in the EL office.

### **ARRIVAL PROCEDURES**

Students may arrive at the school between 7:30 a.m. and 8:10 a.m. School starts at 8:10. Students will be provided with supervision if they arrive after 7:30 a.m. Students who arrival after 8:15 will need to check in to the office before going to class.

## **BIRTHDAYS**

Birthday celebrations/snacks can be coordinated with the individual classroom teacher. No personal party invitations should be distributed at school. Please contact your classroom teacher for specific recommendations.

## **BUILDING/FACILITY USAGE**

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

## **CALENDAR**

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

## **CAMPUS STORE**

Our Warrior Wear Store (located in the athletic building next to Warrior Field) is open during the school year on Monday, Wednesday and Friday from 7:45 a.m. – 10:00 a.m. and on Tuesday, Thursday from 2:00 p.m. – 4:00 p.m. Regulation uniforms for individual team sports are ordered through the Athletic Office but spirit wear and LRCA field trip shirts are available for purchase from the Warrior Wear Store.

## **CELL PHONES /ELECTRONIC DEVICES**

In the elementary grades, there will be no use of personal appliances except for approved and designated use of readers during school hours. Electronic equipment of any kind that is brought to school must be kept in the student's backpack. Students who elect to bring them to school do so at their own risk. The school takes no responsibility for any loss or damage to the items, or in investigating the circumstances regarding loss or damage. Electronic devices, including but not limited to cell phones, pagers, CD players, headphones, MP3 players, Gameboys, etc., may not be seen or heard from the time the student enters the school through dismissal. Any such equipment seen or heard during these times will be kept at the office until returned to the parents of the owner. Repeated violations will result in loss of privilege of bring the device to school and/or the school confiscating the device without returning it to the owner. Misuse may result in confiscation of the device for extended time periods, detention, or suspension.

## **CHANGES TO POLICY**

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

## **CHAPEL**

The students, faculty and staff of LRCA, as a community of believers, set aside time each week to acknowledge and worship God. We worship in many ways including prayer, music, scripture reading,

drama, confession and testimony from students, faculty and friends within the community. This experience together is a way to be unified under the same banner of Christ's love. Parents are always welcome to attend. Chapel information is available in the Elementary office.

## **CLASSROOM VISITATION**

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

## **DIRECTORY & PERSONAL DATA**

The school directory is for **school use only**. It is printed and available for purchase through the PTF at the beginning of the school year. Business use, solicitation and other mass communication from the directory is prohibited. Parents not desiring to have their family information in the directory should contact the registrar's office before the first week of school. Parent should also notify the school immediately if there is a change in home, work or phone number information.

## **DISMISSAL PROTOCOL**

Any parent with *special* custody arrangements must have updated paperwork on file in the elementary office.

All parents complete the "Emergency Contact" form either in the admissions or re-enrollment process. This will provide the office with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this information.

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

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

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

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

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

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

## **DISMISSAL TIPS**

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

- Late is better than early. Students are dismissed from class at 3:05 p.m. Parking is permitted in the Athletic Building adjacent lot. Do not park in any parking space unless you are going into the school; do not block parking spaces for those who need them.

- To promote safety, students may be picked up at the awning only. Remember that your child's safety is our priority. These procedures have been developed based on child safety rather than driver convenience.

## **DIVORCED/SEPARATED PARENT INVOLVEMENT**

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

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

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

- **Progress Reports and Student Records** (separated/divorced parent guidance)  
Both parents have the right to receive progress reports and review student records of their minor children. If the parents are separated or divorced, progress reports will be sent to the custodial parent with the expectation that he/she will share the report with the non-custodial parent. The school will send copies of the progress report to the non-custodial parent only if that parent provides us with current contact information. It is the parent's responsibility to keep us informed of any changes in their contact information in a timely manner.

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

**Participation in Parent and Teacher Conferences** (separated/divorced parent guidance)  
Both parents are welcome, and encouraged, to participate in parent and teacher conferences, discipline meetings or hearings, Learner Services meetings, and any other conference called by school personnel regarding the student's education. If the parents are separated or divorced, the custodial parent is expected to share scheduling information with the non-custodial parent.

The school will provide scheduling information to the non-custodial parent only if it receives a written request to do so.

- **Educational Decisions** (separated/divorced parent guidance)  
In the event the parents are unable to agree with one another on decisions regarding their student's educational program, including but not limited to, placement, participation in extracurricular activities, and consent to evaluation and services, the custodial parent's decision will be binding on both parents unless a court order requires otherwise.
- **Visitation with the Student during School Hours** (separated/divorced parent guidance)  
Generally both parents have the right to attend school programs open to parents and patrons, volunteer in the child's classroom, or visit the child at the school, or otherwise be in the school setting. The parent's right is not negated solely by the fact that he/she is the non-custodial parent. Such visitation will be limited only if the school has received a copy of a court order specifically restricting the parent's access to the child by: 1) denying the parent's visitation rights or 2) requiring supervision of the parent's visitation with the child. The school does not have the responsibility to supervise visitation between a parent and his/her child and, thus, will not allow parent access in the school setting.

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

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

- **Release of Student to Someone other than Custodial Parent** (separated/divorced parent guidance)  
Only the custodial parent has the right to authorize removal of the child from school property during school hours. If the custodial parent desires that the student be removed by another individual, he/she must inform the school in writing that he/she is authorizing such party to remove the student. Such authorization shall be assumed to be generally applicable, unless the custodial parent specifies that it is limited to a specific date and time. Permission to pick up students information is readily available in RenWeb to all authorized office personnel. It is important that parents keep us informed of any changes immediately so that we can have the most accurate information on file at all times.
- If the non-custodial parent seeks to remove the child from school, and the custodial parent has not consented, the following steps should be followed:
  - The principal or designee will meet with the non-custodial parent and, in his/her presence, telephone the custodial parent and explain the request. If the custodial parent agrees, the student will be released and the records will reflect that the permission was granted orally. In the event the custodial parent cannot be reached, the principal may make a decision based upon all relevant information available to him/her.

- If the custodial parent objects to the removal, the principal or designee may allow a visit between the non-custodial parent and student, with the child remaining in the office area for the visit and then returning to class. The non-custodial parent will not be allowed to leave the office area with the student.
- If the principal or designee has reason to believe that a possible abduction of the child may occur at the school or the parent is disruptive, the head of school and/or local law enforcement officials will be immediately notified.

## **DRIVING/PARKING ON CAMPUS**

Parking areas are designated for students, faculty and staff. Visitors may park in any designated parking lot and then check in with a school office; there is designated visitor parking in front of the Welcome Center. At no time should a driver move or drive around a green fence to enter a “No Parking” area. **All drivers are prohibited from using cell phones in moving traffic on campus. The speed limit on campus is 15mph.**

## **EXTRACURRICULAR PHILOSOPHY**

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

Participation is the key for extracurricular activities at the elementary level. We set goals of excellence but don’t assume anything about skill levels. We encourage all students with an interest to participate and, with certain activities, simply structure it to include every student in a grade.

## **FIELD TRIPS**

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

## **FOOD, DRINK, GUM**

Student snack and drink policies are set by the individual classroom teacher.

## **LOST AND FOUND**

Lost articles, including books, clothing, valuables, etc., may be reclaimed in the school office before or after school only. Items in Lost & Found that are not labeled with student's name will be sorted and distributed to areas of need at the end of each semester. Lost items will not be held over the summer months.

## **LUNCH/FOOD SERVICES**

Student will have 25 minutes for lunch in the cafeteria. A nutritionally balanced lunch program is provided daily by Valley Food Services. Parents wishing to purchase hot lunch must open a prepayment account through [www.mealpayplus.com](http://www.mealpayplus.com). For questions regarding food service, parents can call 975-3446 or email [littlerockchristian@valleyinc.com](mailto:littlerockchristian@valleyinc.com). Parents are invited to share lunch with their child in the cafeteria. Sign in and get a visitor's pass at the Elementary office, then meet your child in the cafeteria.

Although we discourage doing so due to the disruption to students' school day and relatively short time allotted, children may be taken off-campus for lunch with the parent. Parents must sign out the student at the beginning of the student's lunch period. Unfortunately, tardies must be assigned to any student who returns late from lunch. Please plan off-campus birthday lunches and other such celebrations for non-school hours.

## **MESSAGES**

Parents may occasionally need to leave messages or deliveries from home for children. This is carried out through the school office, to minimize distractions in the classroom. Calls should be received by 2:00 p.m. to allow time to distribute messages by afternoon dismissal. **Students will not be dismissed from class to receive phone calls.** Any urgent messages will be delivered immediately with the appropriate directions. Please make every effort to use this service only when absolutely necessary. Whenever possible plans for after school arrangements should be made in the morning before the student leaves for school.

## **PERSONAL PROPERTY**

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

## **PETS ON CAMPUS**

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

## **PHOTOGRAPHY/VIDEO RIGHTS**

LRCA may take, use, reuse, edit, publish and republish video and still imagery of a student (or in which a student may be included in whole or in part) with permission from the parent/guardian.

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

## **RECESS/INCLEMENT WEATHER POLICY**

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

## **RECORDS REQUEST**

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

- No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with LRCA.
- Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all materials that are incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the administration. Such request will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the Principal so that proper explanation can be given.
- In order to receive records (i.e. transcripts, end-of-year records, withdrawal/transfer records), a parent or guardian will need to email the registrar to fill out a records request form. Records will be mailed or can be picked up five (5) business days after the request. Once the Registrar has fulfilled the request and sent records, a confirmation email will be sent to the parents stating when the records were sent and who they were sent to. All records sent will also be documented in the student's permanent file on RenWeb.
- In the event a parent has a concern about their student's grade they are encouraged to begin by contacting the teacher directly and making an inquiry. After the teacher has researched the grade in question they will contact the parent with the information. If a grade change is made, the teacher will contact the registrar and the corrected record will be verified for accuracy and a new copy will be provided to the parents. In the event the parents do not feel the question is resolved, they are asked to then contact the principal for further discussion.
- There will be no release of a student's personal records or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following: staff members who have legitimate educational interest, the school that the student is transferring to, court or law enforcement officials (if LRCA is given a subpoena or court order), certain federal, state or local authorities performing functions required by law.
- For the transferring of student records to another school, parental permission is no longer required by authorized school personnel (Family Educational Rights and Privacy Act Final Rule on Educational Records. Federal Register, June 1976 Vol. 41 No. 118 page 24673)

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

## **SALES**

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

## **TRANSPORTATION FOR SCHOOL-SPONSORED ACTIVITIES**

All transportation for school sponsored activities such as field trips, class parties, and sporting events will be provided by the school or designated parent vehicle. Transportation arrangements made outside

of the stated policy must receive administrative approval with proper documentation on file in the school office and parental approval.

Kindergarten-First Grade Transportation Policy Statement: Any kindergarten or first grade student age 6 or under (unless weighing 60 pounds or more) should be transported by school bus or mini-bus for any off-campus event sponsored by the school. When parents are providing private transportation of students for school sponsored trips, each student's parent must provide a safety seat in order to meet the requirements set forth by the State of Arkansas in the Child Protection Safety Act of 1995.

## **VISITORS ON CAMPUS**

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

Little Rock Christian is a "closed" campus. This means that the only visitors allowed are parents, guardians, emergency family contacts or pastors (with parental permission). Exceptions are made for potential students and their families touring or "shadowing" and for LRCA high school graduates (in good standing and with administrative approval). Local friends, relatives, out of town guests may not visit the campus – including lunch or other non-public events – such as dances, dinners, and other private events. Any exception must be made by the Principal.

## **WARRIOR SPORTS**

All boys and girls in 4<sup>th</sup> and 5<sup>th</sup> grade may participate in the Warrior basketball program. All boys in 5<sup>th</sup> grade may participate in Warrior football and all girls in 5<sup>th</sup> grade may participate in cheerleading. The teams are coached by volunteer parents and supervised by the LRCA Athletic Director.

# **HEALTH AND MEDICAL POLICIES**

## **COMMUNICABLE CHILDHOOD DISEASES**

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

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

## HEAD LICE

The parents/guardians of students found to have head lice or eggs (nits) will be asked to pick up their child at school. They will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse of designee shall examine the student to make sure that they are **FREE OF BOTH LICE AND NITS**. Screenings may be conducted as needed at any time.

## IMMUNIZATION RECORDS

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

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

## MEDICAL EMERGENCY PREPAREDNESS

At the beginning of each school year, all parents must complete the "Medical Emergency Information Form" that will be sent home from the classroom teacher. The medical form includes the name and phone number of the doctor to be notified, as well as, allergies and conditions that will help us better care for your child. The demographic form includes the names, addresses, and phone numbers of the parents and an alternate person to be notified if the parents cannot be reached. *Note: It is the responsibility of the parent to see that this information is on file and kept current.* In case of serious illness or injury, this information may be relied on and used before consultation with the family can occur. The family will be contacted by phone, and the parents will be requested to come to the school to pick up the student as necessary.

## MEDICATIONS

Students may not have medicines in their possession. This includes over-the-counter and prescribed medicines. All medication must be administered by the school nurse or her designee.

No prescription medication will be dispensed by LRCA personnel without a consent form signed by parent/guardian and by your physician/dentist. The authorization slip must be completed prior to sending any medication to school. These slips can be obtained from the school office. The following procedure must be followed in requesting the assistance of school personnel to give medication.

- An authorization slip must be filled out completely and must include the name of medication, dosage, time and duration of medication.
- The student should bring the medication enclosed in a container that is labeled with the student's name, name of the medication, the dosage, the time to be given, and the physician's name.

## PICK-UP PROCEDURE FOR STUDENT ILLNESS

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

## PROCEDURES FOR CONTACTING A PARENT

A parent is ALWAYS called in these circumstances:

- Fever of 100 degrees or above
- Vomiting/suspected illness
- Laceration needing stitches
- Asthmatic inhaler use of more than 3 times in one day
- Student is found or becomes unconscious (head injury/book sugar/diabetes/ or unknown cause)
- Head injury with abnormal physical/neurological/behavior assessment
- Accident with no positive visuals to see extent of injury (i.e. broken limb, head injury, genital injury)
- More than 3 visits to nurse’s office in a day with no obvious symptoms
- Several episodes of diarrhea
- Child indication that parent requested a phone call if earlier symptoms did not improve
- Skin lesion suspected of staph infection
- Head lice
- Request from teacher to call home
- Difficulty breathing or pulse oximeter reading of 95 or less
- Obtain permission for dispensing an over the counter medication (if no form on file)
- Foreign object in eye, ear, nose, etc. either with or without evidence of damage.

## SCHEDULES

### SCHOOL HOURS

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

<u>Grades</u>	<u>Begins</u>	<u>Ends</u>
3s & K4	8:10 AM	11:45 AM
K5 Half-day	8:10 AM	11:45 AM
K-5 <sup>th</sup> Grade	8:10 AM	3:05 PM (actual time of pick-up)
6 <sup>th</sup> -12 <sup>th</sup> Grade	8:10 AM	3:10 PM (actual time of dismissal)

### EXTENDED CARE HOURS

(3 yr. olds – K5 Half-day)

Monday – Friday (available on the days your child attends class)

11:45 a.m. to 3:00 p.m.

### AFTER SCHOOL CARE

(3 yr. olds - 5th grade)

Monday - Friday

3:00 p.m. to 6:00 p.m.

All 3-year-olds through 5<sup>th</sup> grade students not picked up in the carpool line by 3:30 will be sent to After School Care, and parents will be billed accordingly. Elementary students will not be allowed to wait with middle school or high school students and **are not permitted to wait** with an older sibling at an afterschool practice or activity.