

Legacy Christian Academy of Bowling Green

2022-2023 Parent and K4-6th Grade Student Handbook



LEGACY

Christian Academy
of Bowling Green

Founded 2020

OUR MISSION

Building a Legacy of Leaders for Christ.

“But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.” Isaiah 40:31

This handbook is to be read, and the Agreement Page must be signed by the parent or guardian and be returned to the school upon enrollment. Your signature indicates that you and your child understand and will abide by the Statement of Faith, regulations and policies presented in this handbook.

1807 Cave Mill Road Bowling Green, KY 42104
www.legacychristianacademybg.com (270) 781-9077

Table of Contents

SECTION ONE: Overview of the Ministry of Legacy Christian Academy

Introduction

Purpose of the Parent Handbook.....	5
Mission Statement.....	5
Vision Statement.....	5
General Information about LCA.....	5
The Legacy Academy Story.....	5
Academy Insignia.....	6
Philosophy of Christian Education.....	6
Expected Student Outcomes.....	7
Statement of Faith.....	7
Doctrinal Statement.....	8
Marriage, Gender, and Human Sexuality Statement.....	8
Sanctity of Life Statement	9
Summary of the Christian Faith.....	9
Authority to Interpret the Statement of Faith	9
L.e.g.a.c.y. Core Values	10
Accreditation and Affiliations	10
Non-discrimination Policy	10
Leadership and Governance.....	10

SECTION TWO: Admissions and Financials

Admissions.....	11
Requirements.....	11
Transfers.....	12
Student Placement.....	12
Updating Contact Information	12
Reenrollment.....	12
Financial.....	12
Tuition and Fees.....	12
Delinquent Accounts.....	13
Returned Check Policy.....	13
Student Withdrawal.....	13
Gifts and Memorials.....	13
Fundraising.....	13

SECTION THREE: Academics

Academics.....	14
Departments.....	14
Grading Scale.....	14
Homework.....	14
Report Cards/Progress Reports.....	15
School Make-Up Days.....	15
Honor Roll.....	15
Annual Spring Testing.....	15
Promotion/Retention.....	15
Library.....	16

SECTION FOUR: Student Activities

Athletics	16
Conduct at Athletic Event Attendees.....	17
Chapel	17
Community Service/Missions.....	17
Health Services.....	17
Health/Sick Policy.....	18
Medications.....	18
School Day Injury Policy.....	19
Allergies.....	19
Use of Tobacco Products Policy.....	19
P.E. Excuses.....	19
Student Activities.....	19
Field Trips.....	19
Carpool.....	19

SECTION FIVE: Students Policies and Procedures

Hours of Operation.....	19
Attendance Policies	20
Drop Off and Pickup Procedures.....	20
School Dismissal.....	21
Extended Care.....	21
Absent/Tardy	21
Excused Absences.....	21
Early Dismissal.....	22
Perfect Attendance.....	22
Make up Work.....	22
Custody Documentation.....	22
School Closing.....	23
Conduct.....	23
General Conduct.....	23
Bullying, Harassment, and Intimidation.....	25
Cyber Bullying.....	25
Disciplinary Action.....	25
Types of Infractions.....	26
Forms of Discipline.....	26
Cell Phone And Smart Watch Policy.....	27
Technology Policy.....	27
Student Visitors.....	29
Zero Tolerance.....	29
Dress Code.....	29
General Guideline.....	29
Other Dress Code Items.....	31

SECTION SIX: Parent Involvement

Parent Ministry.....	32
Parent-Teacher Organization.....	32
Parent-Teacher Communication.....	33
Parent-Teacher Conferences.....	33
Parental Visits.....	33

Records Review Policy.....	33
Revisions to Handbook.....	34

SECTION SEVEN: Emergency Policy and Procedures

Safety.....	34
School Search.....	34
Fire/Disaster Drill.....	34
School Day Injury & Insurance Policy.....	34

SECTION EIGHT: General Policies and Procedures

Miscellaneous Policies.	35
Faculty	35
Lost and Found	35
Lunch	35
Textbooks	35
Housekeeping	35
Fundraising Policy	36
Fundraising Guidelines	36
Fundraising Procedures	37
Sex Education Policy	37
Driving-Transport Policy.....	37
Grievance Resolution.....	38
Acceptable Use Policy-Technology Guidelines.....	39
LCABG Handbook Disclosure.....	44

Signature Page

Agreement Statement by Parents.....	44
-------------------------------------	----

SECTION ONE
Overview of the ministry of Legacy Christian Academy

Welcome to Legacy Christian Academy of Bowling Green

Thank you for enrolling your child in a school that is committed to providing a distinctively Christian educational environment where curriculum, instruction, and methodology proceed from the Holy Word of God (Proverbs 22:6; 2 Timothy 3:16). We are happy that you are a part of Legacy Christian Academy of Bowling Green. Our mission is to partner with parents in building a legacy of leaders for Christ. The policies and procedures contained in this handbook have been prepared to help you and your child become an integral part of this school. All students are expected to know and follow the regulations in this handbook. These guidelines have been designed with their best interest in mind. May God’s blessings be yours for a successful and rewarding school year.

Purpose of this Handbook

The ministry of Legacy Christian Academy of Bowling Green exists to assist parents (Deuteronomy 6 and Psalm 78) in training up their children in a distinctively Christian educational environment. We are committed to do so by providing a caring, devoted, qualified staff who are devoted to the purpose of training children in Godly character and discipline, employing such curriculum and instructional materials that accomplish that goal. Legacy Christian Academy of Bowling Green exists to serve you and your family.

Legacy Christian Academy of Bowling Green is dedicated to helping each child discover and develop his or her full potential in Christ through Biblical training, academic mastery, spiritual growth, and physical development. Through training and developing a Biblical Worldview in each of our students, we endeavor to train a generation to change their world by building a legacy of leaders for Christ (Proverbs 22:6; 2 Timothy 3:16).

Mission Statement: Building a Legacy of Leaders for Christ.

The mission of Legacy Christian Academy is to “build a legacy of leaders for Christ” by providing a Christian education that encourages commitment to Jesus Christ, academic excellence, high moral character, and service to others.

Vision Statement

LCABG will partner with parents to cultivate a welcoming and nurturing environment that produces academic excellence and fully devoted followers of Christ.

General Information about LCA

The Legacy Christian Academy Story

In March 2020, a discussion between Bowling Green Christian Academy and Anchored Christian School ensued that led to the consolidation and creation of Legacy Christian Academy of Bowling Green (LCA) in June 2020. As an independent K-12 Christian school, LCA is led by a seven-member Board of Directors.

In the Fall of 2020, Legacy Christian Academy offered its first classes. Located at 1807 Cave Mill Road, Bowling Green and in partnership with Glendale at Cave Mill, Legacy Christian Academy offers Kindergarten through 12th grade.

We are proud to help build a legacy of champions for Christ through education and extracurricular success at Legacy Christian Academy. Our prayer is to attain the highest standard possible, which is to love the Lord our God with all our hearts and minds.

Academy Insignia (See the official Branding Guide of LCA)

School Motto: “Building a Legacy of Leaders for Christ”

Colors: Red, Navy Blue, and White

Logo and Mascot: The Crest and Eagle (Isaiah 40:31)



The Legacy Christian Academy logo and font are to be used only in accordance with LCA policies. No other logos or fonts are to represent LCA without permission of the Administrator or Board of Directors.

Academy Verse: Isaiah 40:31

But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint.

Philosophy of Christian Education

It is the conviction of Legacy Christian Academy that children should be “trained up in the way that they should go” (Proverbs 22:6). Further, we hold that God entrusted parents and churches with the critical responsibility of providing biblical instruction for the next generation. The role of the Christian school is to join parents and churches by creating an academic environment that addresses the spiritual, intellectual, emotional, social, and physical development of the child. In order to accomplish that goal, Legacy Christian Academy embraces the following educational components:

1. God is the author of all truth and has revealed Himself through His Word, the Bible. Thus, the Scriptures provide the foundation for all knowledge and living. We affirm that God’s truth is universal in scope and that truth may not be divided into secular and sacred arenas. LCA believes that only when biblical truth is consistently applied and naturally integrated into the curriculum, will students have a true understanding of themselves and the created world around them. LCA helps students make sense of the universe and their place in it by filtering their learning through the truth contained in God’s word.

2. Each student is a unique creation of God and possesses intrinsic value. A Christian education shall lead the student to become productive, Christ-honoring citizens who seek to advance the Gospel of Christ to all people.
3. Legacy Christian Academy is a partner with parents and churches in the education of the student. As such, the school functions in cooperation with the parents to nurture the development of the child. The school desires to instill a sense of honor for the home and church in the student.
4. As stewards of the truth of God, a Christian school education shall epitomize honest investigation in all disciplines from a biblical worldview, excellence in instruction at every grade, hard work, critical thinking, and the highest integrity in our personal lives and corporate operations for the glory of God.
5. Teachers serve as models of morality and a Christian lifestyle. As such, they will seek to incorporate biblical truth and prayer into daily instruction. Jesus instructed his disciples “to love the Lord your God with all your heart, soul, mind and strength” (Matthew 22:37).

Note: In all instances, the word “parent” is the equivalent to “legal guardian” when applicable.

Expected Student Outcomes

Legacy Christian Academy strives to help students:

1. Grow Academically
 - a. Develop effective written and verbal communication skills
 - b. Engage in critical thinking and creative problem solving
 - c. Develop life skills such as time management, financial planning, and goal setting
 - d. Become well prepared in all academic disciplines with a strong foundational Biblical-Worldview
 - e. Acquire responsible use and navigation of technology
2. Develop Spiritually
 - a. Understand how to enter a relationship with Jesus Christ
 - b. Study God's Word and apply it to their lives
 - c. Live a life that reflects integrity, humility, and respect
 - d. Instill the school's "Legacy Values" and live a life of service
3. Engage Relationally:

Embrace their unique God-given talents and gifts for God’s glory and honor, and use them to reach their classmates, the community, and the world with the Gospel of Jesus Christ.

Statement of Faith

Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

(Source: The Association of Christian Schools International ACSI)

Marriage, Gender, and Human Sexuality Statement

In accordance with our view of the Bible as the supreme and final authority on all matters pertaining to faith and life, we believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians

6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27). (Also see Doctrinal Statement items #8 & #9)

Sanctity of Life Statement

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

Further, we believe that, as a Christian ministry, we are responsible for the spiritual and physical wellbeing of the minors in our care and that we have a duty to properly instruct and diligently protect them. (Psalm 127:3-5; Matthew 10:42; Matthew 19:14).

Further, we believe that every person must be afforded compassion, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the Legacy Christian.

Summary of the Christian Faith

We believe that the greatest commandments are (1) to love God and (2) to love our neighbors as ourselves. (Matthew 22:36-40). We believe that we should demonstrate love toward fellow believers, those who are not believers, those who actively oppose us or our faith or doctrine, and those who engage in actions contrary to Biblical teaching. We believe that we should deal with those who oppose us graciously, gently, patiently and humbly. We believe that the Scriptures forbid the taking of revenge and the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. (Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; Philippians 2:2-4). We also believe that love and truth complement rather than conflict with one another. (Ephesians 4:15).

Authority to Interpret the Statement of Faith

The statement of faith and core values of LCABG does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of LCABG's faith, doctrine, practice, policy, and discipline, our Board of Directors is the final interpretive authority on the Bible's meaning and application.

L.E.G.A.C.Y. Core Values

Leadership: We seek to build a Legacy of Leaders who will impact their communities for Christ.

Excellence: We strive for Excellence in all things, and all things to the glory of God.

Gratitude and Generosity: We respond with Gratitude to God by Generously offering our time, talent, and treasure.

Accountability: We accept Accountability as our brothers' and sisters' keepers, encouraging one another.

Community: We are for the Community and seek to be a blessing in every way.

Yielded: We desire to be Yielded to Christ, fully committed to doing whatever it takes to serve him.

Accreditation and Affiliations

Legacy Christian Academy of Bowling Green is accredited by the Association of Christian Schools International (ACSI). Founded in 1978, ACSI has over 2750 member schools representing nearly one million Christian day-school students. We are also accredited by Cognia.

Non-discrimination Policy

LCA 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 its educational policies, admissions policies and financial programs, and athletic and other school-administered programs.

Leadership and Governance

Legacy Christian Academy of Bowling Green is a non-denominational, independent Christian school. As such, LCA is neither governed, nor funded by any church, denomination, or religious institution. All legal authority, both fiscal and policymaking, of Legacy Christian Academy of Bowling Green rests in a self-perpetuating, seven-member Board of Directors.

School Board Members:

JoAnna Beddingfield, Brad Cannon, Jeff Crabtree, Barry Fields, Fredda Mansfield, Bill Pharris and Stephen Stucy

Principal: Jerry Gifford

SECTION TWO

Admissions and Financials

Admissions

The Biblical role of LCABG is to work in conjunction with the home. Of necessity, this partnership involves the school's standard of belief of what qualities and characteristics exemplify a Christ-like life. LCABG reserves the right within its sole discretion to refuse admission or to discontinue enrollment of a student if the atmosphere, conduct, or activity that student has displayed is counter to or is in opposition to the Biblical lifestyle taught at LCABG.

For these reasons, attendance at LCABG is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend LCABG and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

LCABG 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 its educational policies, admission policies, scholarships, athletics and other school-administered programs. However, Legacy Christian Academy of Bowling Green reserves the right to use appropriate selection and dismissal criteria in keeping with its stated goals and objectives.

Parents wishing to obtain information about the school and its programs or to enroll their children in the school should contact the school office at (270) 781-9077 or visit our website at www.legacychristianacademybg.com. We welcome interest and are happy to conduct tours when convenient for the family.

Admissions Requirements

Documents to submit to school for Admission

- 1. Immunizations records or exceptions statement**
2. Birth certificate - Those enrolling in Kindergarten 4 must be four years old on or before August 1. Those enrolling in Kindergarten 5 must be five years old on or before August 1. Exceptions must be approved by the Administration.
3. Report card from current school
4. Completed application: Please submit after school tour to continue the application process.
5. Parents sign Legacy Christian Academy of Bowling Green's Statement of Faith
6. Permission to transfer school records (if applicable)
7. \$50 one-time, non-refundable application fee per student. This is not applied to tuition or book fees.

Parental Consent in Admission

The parents must agree that:

1. The school has final discretion for the grade and class placement of children,

2. The school has final discretion in the discipline of their children within the bounds of the discipline policy,
3. They will meet all tuition and other financial obligations in a timely manner,
4. They will willingly support the school in prayer.

General Notice to Parents: Students are selected in order to maintain a student body of strong academic and moral caliber. LCABG may contact a student's previous school to ensure that the student is in good standing in both academics and matters of discipline. The school reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the school's best interest to allow admission or continued enrollment.

Transfer Students

All application requirements apply. Parents will be required to sign a release of information form so we can receive records from the sending school.

Student Placement

Grade placement for all students will be determined by the administrative staff. Acceptance is based on academic standing at the student's previous school and/or an assessment test by a member of the school staff.

Updating Contact Information

Whenever there is a change of address or telephone number, please call the office and notify us of the change. The same is true for changes in doctor, office, and/or emergency numbers, as well as numbers of persons authorized to pick up students.

Reenrollment & Continuous Enrollment

LCABG employs a continuous enrollment process to make the upcoming year's enrollment process easier for families who want to return. They remain students at LCABG for all subsequent years without having to initiate the re-enrollment process. Continuous enrollment will cease when the parents notify the school of their plans to withdraw. Enrollment fees for re-enrollment (\$50 per family) are non-refundable. This fee does not apply to tuition or book fees.

Financial

Tuition and Fees

The **Enrollment Fee**, \$50, is payable when students register. Payment of this fee reserves a place on the class list and is non-refundable. All other fees must be paid on or before the opening day or a payment schedule must be set up. Once school begins these fees are non-refundable. Optional programs, clubs, and activities may involve additional fees.

Administrative and Book Fees, \$500 per student, are due by July 15th.

Tuition may be paid in the following ways:

- In full by the end of the first month of school to receive a 5% discount. Families may receive only one discount.
- Payments can also be made by authorized automatic monthly withdrawals from a bank account or by credit card: 10 months (August 5, 2022 – May 5, 2023), or twice a year (once each semester).

Delinquent Accounts

For 10 months payment plans: Withdrawal from your card or account will occur on the 5th of the month. If funds are not available, we will assess a \$25 late fee.

For those on the semi-annual plan (once each semester): Withdrawal from your card or account will occur on August 5th and January 5th.

Outstanding Accounts: If an account remains outstanding after 30 days, the student will not be allowed to return to school until the account is made current. Additional fees may be assessed after 30 days.

Return Check Policy

There will be a \$25.00 service fee assessed on each returned check. The check amount plus the \$25.00 is to be paid in cash or money order at the school office.

Student Withdrawal

A student will be classified as withdrawn when the school business office receives an official School Withdrawal Form. This form can be obtained in the school office. All schoolbooks, material, equipment and other school-related business, including tuition, must be finalized and turned in before withdrawal can be completed. If a student withdraws after the first of the month, the parent remains responsible for the complete month's tuition. If the tuition was paid in full for the year, the current month's tuition will not be refunded but the balance of the year's tuition will be refunded. All obligations, including financial, must be cleared before final withdrawal.

Gifts and Memorials

While tuition is not tax deductible, cash or in-kind gifts are. Also, from time-to-time parents may like to donate books, classroom equipment, and other items in memory of a loved one or in honor of a special event like a birthday or graduation. Anyone who desires to make a donation may check with the school office. We are a 501 (c)(3) organization.

Fundraising

We appreciate the sacrifice that families make when they decide to send their children to a Christian School. Legacy Christian Academy of Bowling Green endeavors to keep tuition rates low to make Christian education affordable to all. We, therefore, depend on additional support and God's blessing to keep our program operating. Fundraisers may be conducted on occasion throughout the school year. Fundraising policies are determined by the Board of Directors.

SECTION THREE

Academics

The primary objective and purpose of the school is to train its students in the Christian lifestyle, to provide a sound academic education, and to develop students with a Christian World View. We seek to train our students to evaluate knowledge in the light of Biblical truth. Through the power of God working in each individual, Legacy Christian Academy of Bowling Green expects its students to develop their full potential in every area.

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” Colossians 2:2-3

Departments

Elementary School: Kindergarten Four – 6th grades

Middle School: 7th – 8th grades

High School: 9th – 12th grades

Grading Scale

○

Grades are given on report cards and approximate averages are given on progress reports. These are the letter grades with numerical equivalents for grades 1-12:

A	90-100	Excellent achievement
B	80-89	Above average achievement
C	70-79	Satisfactory achievement
D	60-69	Passing, below satisfactory level
F	59 and below	Failing-insufficient achievement to pass
I	Incomplete - grade assigned because of excessive absence or failure to complete major assignments or tests. In either case, it is the student's responsibility to give prompt attention to completing the work.	

Homework

Homework is an integral part of the school program. In assigning homework, each teacher follows specific guidelines designed to further assist students in expanding their knowledge of the subject matter. Students are required to complete assignments on time. Homework affects the student's grades and is assigned for several reasons:

1. Preparation – To stimulate interest and help mentally organize material.
2. Practice – To reinforce basic knowledge and skills (especially in math).
3. Extension – To “go beyond” the regular classroom lesson and apply material to real-life situations.
4. Creativity – To take ideas and apply them in unique and creative ways

Researchers agree that the most important factors in determining whether a child will do well in school are parental support and motivation. Homework provides a unique opportunity for the parent to help the student succeed in school. The only acceptable excuses for late homework are student illnesses and written notification for student emergencies. Parents should check for properly completed homework each day.

Homework is to be expected on a regular basis. Parents should encourage their children to complete their homework. Here are several helpful suggestions: [1] Establish a proper study area, [2] provide adequate supplies, [3] schedule a set homework time every night, [4] help the student organize his / her materials. The amount and type of homework assigned are at the discretion of the teacher.

Wednesday Night Homework. Families are encouraged to attend church services and students are encouraged to be active in their children and youth groups. Consequently, homework is not given on Wednesday nights in any grade and tests are not given on Thursdays. Teachers may give quizzes on Thursday.

All students are expected to complete homework assignments as part of their course requirements. Students may expect that homework assignments will be included as part of their cumulative course grade.

Report Cards

Report cards will be sent home with students approximately one week after the end of each marking period. Report cards are issued each nine weeks or four (4) times a year. Parents should not compare their child's grades with those of other children.

Parent/Teacher Conferences

Parent/Teacher Conferences will be available at the mid-term of the Fall and Spring Semesters to discuss the attitude, work habits, and academics of the student. Progress reports will be provided through the FACTS student information system in order to keep parents informed of their child's classroom performance. Parents will have ongoing access in FACTS to their student's progress on homework, tests, and quiz grades.

School Make-Up Days

In the event that we are not able to hold classes on campus due to weather or environmental factors, the students will receive instruction from their teachers on Zoom. There will be no anticipated make-up days because of this accommodation.

Honor Roll

Honor Roll will be recognized after each grading period. Honor Roll will be for those students with all A's and B's in every class. Distinguished Honor Roll will be for those with all A's in every class. Names and grade levels of Honor Roll and Distinguished Honor Roll students may be published in the Legacy Leader.

Annual Spring Testing

As a means of assessing individual student achievement and measuring the effectiveness of our academic program, students at LCABG will complete their testing each spring.

Promotion and Retention

Kindergarten Four and Five: The decision to promote will be made by the teacher with parental input through conferences.

Grades 1-6: Failure of one Core Class (Math, Science, English, Reading, Spelling, History) will be evaluated for summer school or retention on a case-by-case basis. Failure of two or more classes in any grade will result a consultation.

Academic Dishonesty Policy

Academic Dishonesty occurs when a student commits one of the following:

- Using another student's homework, test, quiz, project, or workbook
- Altering or filling in information during the grading process to make corrections whether it concerns the student's own paper or someone else's
- Obtaining or providing test or quiz questions or information in advance through unauthorized means
- Giving information either orally, electronically, or by intentionally allowing another student to copy them
- Receiving answers either audibly, by copying from another student, by looking at any source containing information, or by any other means
- Plagiarism: submitting a work as yours that in actuality was either fully or partially produced by another source, including individuals, Internet, books, or any verbal or printed word
- Possession of any unauthorized materials during an assessment or assignment

The consequences of academic dishonesty will be a zero on the assignment.

Library

Legacy Christian Academy of Bowling Green is continually expanding and upgrading its library. If you are interested in donating or purchasing books for the library, please check with the Administration for preferred titles.

SECTION FOUR Student Activities

Athletics

Participation in athletics at Legacy Christian Academy of Bowling Green is a privilege and is a fun and important part of school life. All participants must abide by the following guidelines.

1. Uniforms will comply with school dress code. PE uniforms are appropriate for practice.
2. Fifth- and Sixth-grade students must maintain a passing grade in each class. Grades will be checked on a regular basis by the principal and athletic director. If an athlete fails to maintain these standards, he/she will be suspended from the team until the student improves his/her grades to meet the eligibility standards. At the beginning of a new nine-weeks period, students will not be evaluated until the second week of the new grade period. A student will be reinstated on the first Friday that he/she meets eligibility standards.
3. An athlete who is suspended will not be allowed to practice, play or travel with the team.

4. Students must be present at least ½ day on game day to participate. Noon will be considered mid-day. Unexcused absences/tardies the day following a game will result in suspension from the team until after the next game.
5. The student-athlete must maintain an excellent disciplinary record in order to represent LCABG. Student-athletes may be suspended or dismissed from the team for disciplinary problems that may result in suspension from school.
6. Teams will assemble on the court/field for prayer immediately before or after games.

Conduct of Athletic Event Attendees

Because the Christian testimony of our school is on public display at athletic events, we have a responsibility to demonstrate proper behavior at all times. Attendees who fail to meet the following expectations will forfeit the privilege to attend LCABG athletic events, whether at home or away.

- Parents must supervise their children and are responsible for their behavior at all athletic events. LCABG is not responsible for injuries sustained by children being unsupervised.
- Provide a friendly and respectful atmosphere for all guests.
- Show proper respect for our national anthem and opening prayer.
- Cheer enthusiastically for our teams and not against the other teams.
- Respect all officials as God's appointed authorities, treating them with honor and dignity at all times (Romans 13:1 - 2).
- Demonstrate self-control over any angry outbursts (James 1:20).
- Remain at the event venue, not loitering in other areas of the campus.

Chapel Services

All students and faculty will participate in weekly Chapel on Monday starting at 9:10AM. Parents are welcome to attend; please check in with the office upon arrival to receive a visitors pass.

Community Service/Missions

Based on the Great Commission (Matt. 28:19-20, Acts 1:8), LCABG is committed to expose and train our students to engage in global missions as part of discovering and developing their full potential in Christ. Through various school-sponsored projects, mission trips, and community work, students will develop a deeper Biblical worldview, consider missions and Christian vocations as career choices, and become more involved in the local church and Christian family.

Health Services

Legacy Christian Academy of Bowling Green offers assistance to sick students. We are not, however, equipped to offer medical advice or services. We will strive to maintain at least two members of the faculty and staff who are Red Cross First Aid and CPR certified. Additional information can be found in the related policies listed below.

Health and Sickness Policy

Immunization and School Physical Examinations

Current Commonwealth of Kentucky Immunization certificates and physical examinations must be on file for every student. The examination and immunizations must be kept updated. A student may not be admitted to class without complete records. All health records must be signed and dated by a licensed physician. A copy of the Birth Certificate for each student must be on file as well.

Medications

Medication will only be dispensed after the parent has filled out a daily **Medication Dispersal Form**, detailing the time and dosage for each medication as needed. Medication will only be accepted and dispersed in the original container following all age guidelines and directions.

Medication may not be kept or sent in backpacks. All medication will be given directly to the teacher or the office, kept in a locked storage container. For medication needing refrigeration, the teacher will store the medication in the refrigerator. The use of sunblock as a treatment will require medication forms as well.

Sick Policy

If your child is ill, please do not bring them to school. If your child is brought to school and the teacher or staff feel that he/she should not attend, you, or your emergency contact, will be notified to promptly come and get your child.

LCABG reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day. Any child who seems unable to participate in our program for any reason will be sent home. For the health and well-being of the children in our care and our staff, it is vital to maintain a strict wellness policy. We ask for parents to assist by keeping sick children at home. We do take into consideration your physician's recommendations, nevertheless it is up to our discretion when your child may return to school. When a communicable disease is suspected, LCABG personnel will follow the same policy as the Warren County Health Department in terms of isolating the student until he/she is picked up from school.

A child with any of the following conditions may not attend school:

- Fever
- Vomiting
- Persistent Cough
- Respiratory Syncytial Virus (RSV)
- Green or Yellow Discharge from nose
- Rash
- Flu
- Conjunctivitis (pink eye) – viral or bacterial
- Hand, Foot, and Mouth Disease
- Diarrhea
- Lice

COVID – 19 Revised Protocol: The Board and Administration of LCABG will monitor any developments and take appropriate measures as deemed necessary.

School Day Injury Policy

Should a student receive an injury during the school day, he/she will be treated in the classroom. If the injury is of such a nature that it cannot be treated in the classroom, the student will be sent to the office where first aid will be administered, and the parent will be contacted by text or phone call. In the event of a serious injury or severe illness, school personnel may seek emergency medical treatment, transportation and/or care. Parents will be contacted immediately by text message or phone call.

Allergies

All allergies to foods or medications must be stated on the registration materials. Please discuss your child's allergies with his/her teacher. If an Epi-Pen is needed, please see the administrative team.

Use of Tobacco Products

LCABG is a tobacco-free facility. Use of tobacco in all forms is prohibited.

Physical Education Excuses

When a student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the parent or family medical doctor indicating the reason for limitation and the estimated time period for which the limitation is expected. Parental requests for exemption for short term illnesses (i.e. sore throat, nausea, et.) can be honored without a doctor's notice. A significant portion of the student's grade is based on participation.

Student Activities

Athletic and Field Trips

Field trips are planned throughout the school year. Parents may be requested to assist in supervision and/or transportation. Students must turn in a permission slip signed by a parent or guardian before being allowed to attend.

Carpools

LCABG will seek to assist parents by compiling a list of those interested in participating in carpools. If you are interested in being a part of a carpool, please contact the school office.

SECTION FIVE Student Policies and Procedures

Hours of Operation

School Hours: 8 AM – 3 PM

Office Hours: 7:30 AM – 3:30 PM

Extended Care Hours: 7:00 AM – 7:30 AM & 3:15 PM – 5:30 PM

Attendance Policies

Dropoff and Pickup Procedure

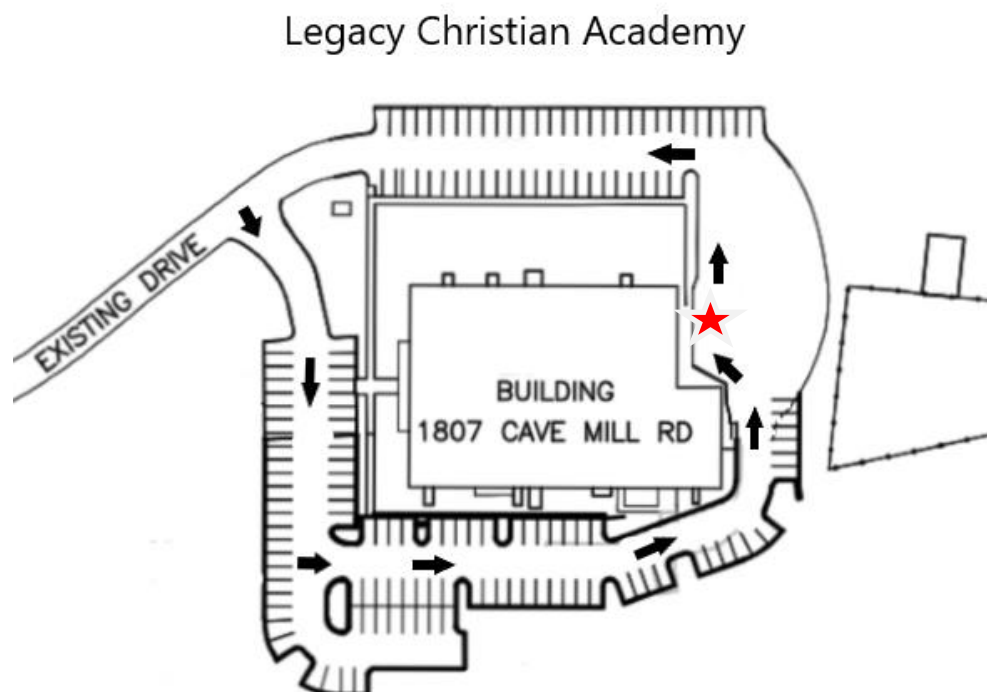
Morning Arrival: All students may begin to arrive at 7:30 AM; extended care is offered from 7:00-7:30 AM for an additional cost. The school cannot be held responsible for students on campus prior to this time. Upon arrival at 7:30A , K4 and K5 students will proceed directly to their assigned classrooms.

Primary students (grades 1-6) will proceed to the classroom. On days when breakfast may be available (through the school or Senior class), teachers may allow students to go directly to the gym to eat and then return to class. All students are expected to be in their classroom before the 8:00AM bell. Eating is not an excuse for tardiness.

To assist in the flow of traffic and safety of our students, we are asking students and parents to observe the drop off and pick-up designated points.

1. Enter in the back and drop off under covered canopy.
2. For safety sake, remind all passengers to exit the vehicle from the passenger side (curb side) of the vehicle.
3. Never pass a car that is unloading students in the circle drive.
4. Please advise all passengers to be prepared to exit the vehicle quickly upon arrival so other drivers are not stuck in line behind your vehicle.
5. **Students are tardy if they are not in the classroom by 8:00 AM.**

Once a student has arrived on school grounds, the student cannot leave the school before the end day dismissal unless they sign out through the school office. Students skipping school or class may face disciplinary action. Parents who come to pick up students are required to sign them out in the school office.



SAFETY IS OUR TOP PRIORITY DURING DROPOFF AND PICKUP

School Dismissal

Students (grades K4-6) will be dismissed at the covered drop off canopy only. In the interest of safety for you and your child, parents are asked to remain in their cars and form a line in the driveway by the covered walk.

Extended Care

Students who need early morning drop off or who must remain at school after 3:15 PM will be taken to our supervised extended care program. This service is available for all LCABG students from K4 – 6th grade, in the mornings from 7:00 AM – 7:30 AM and the afternoons from 3:15 PM until 5:30 PM. Cost is \$10.00 per day for use of any part of the extended care program. Parents may also choose to pay \$150 per month through the school office. Please note: there is a late fee of \$1 per minute for each minute late after 5:30 PM.

Absence, Tardy and Appointment

Kentucky State Law requires that students be in attendance. A student who misses 12 or more days of school during one semester risks failing for not completing the semester, unless there are extenuating circumstances and effort has been made on the part of the parent and student to keep the administration informed and make up all missed work.

Absences: In order for a school absence to be considered an excused absence, it is required that a phone call or note from the parent or guardian to the office be made by 9:00 am that day (if possible). Please provide the following information:

1. Parent or guardian's name
2. Student's name and grade
3. Reason for absence

Excused Absences: Excused absences are still charged as absences. Excused absences include:

1. Personal illness
2. Medical appointments
3. Death in family
4. Special absence request.

Upon returning to school after an absence, all students will furnish (within 2 days) a written note from their parent or guardian stating the reason for the absence, days of absence, and signature of the parent or guardian. If notification is not received within 2 days of return, the absence will remain unexcused. In the case of an absence requiring a physician's attention, students must furnish the office with a medical excuse from the attending physician.

It is the responsibility of the parent or guardian, not LCABG, to fulfill this expectation.

Parents must make any request to excuse a student for any reason other than those listed above by contacting the school administration in advance of the absence. Educational trips must be of a truly educational nature. Extended weekend vacations

will normally not be considered excused. Great care will be taken in excusing trips of this nature, and no more than ten (10) school days be granted. The Principal shall make the final decision concerning the absence.

Tardy: If a student receives five tardies in one semester, disciplinary action may be taken. This will be monitored by the office.

Appointments will be excused for the time of the appointment and travel time. Parents are encouraged to give a 24-hour notice of a doctor or dental appointment that cannot possibly be made during non-school hours for the absence to be excused. A note from the health professional is required.

Early Dismissal and Release from Class(es)

When a student needs to leave for a doctor's appointment or other reason during the day, release of the student must be made through the office. **Students must remain at school at least four hours to be counted present.** Students who leave before 12:30 PM and fail to return will be marked absent for one half day. Students are accountable for all work missed. If a student needs to ride home with or be checked out by someone other than the normal, designated driver, the office must have on file parent / guardian permission. Students who drive may not check themselves out without authorization from a parent/guardian.

Perfect Attendance

Perfect attendance is defined as no absences – excused or unexcused – and no unexcused tardies.

Make Up Work

Students with excused absences will have the same number of days to complete work as were missed. If a student missed work due to an unexcused absence, makeup work is permitted at the teacher's discretion. The student will be allowed to take missed tests or quizzes. The grades may be adjusted by the teacher for late assignments.

Projects/tests announced in advance should be completed and submitted on the date due even if the student was absent the preceding day. This includes tests, essays, displays, etc. Quizzes and homework are to be submitted within one day of the student's return to school. Student / Parent is to call to find out what work is being completed during the absence. Any student suspended from school for disciplinary reasons (in house or out) will make up work and receive ½ credit for the assignment.

Custody Documentation

LCABG adheres to state and federal laws pertaining to child custody. Parents are expected to provide and update all relevant documents concerning custody or visitation of each student enrolled at LCABG.

Students will be released to an individual other than a custodial parent only when express permission is first given to LCABG by a custodial parent or a valid legally binding instrument granting release is on file with LCABG.

LCABG will communicate to both the custodial and noncustodial parent as long as a court order does not prohibit it. If an event is open to the school community, a noncustodial parent will be allowed to attend unless a court order prohibits it.

School Closing

School will be dismissed in the event of a severe weather warning. If safe to leave, students will be released to go home when parents arrive. If unsafe, parents will be notified via our communication system. Announcements regarding delays or school closing prior to the start of the school day will be announced beginning around 6:30 AM on WBKO television, CFR 90.7 radio station, and via school text.

Conduct Policies

LCABG students are taught to live above reproach by showing respect for God, country, family, faculty, is dedicated to its mission of providing students a Christian education that builds a legacy of leaders for Christ. As we execute that mission well, students who graduate from Legacy Christian Academy of Bowling Green should exhibit the following behaviors.

Understand and Use Their God-Given Gifts

We want every student to know that God created them uniquely and has given them talents and gifts to use for His glory.

Perform with Distinction at the Next Academic Level

As students take next steps in their academic career, we want them to be well prepared and to do things with excellence.

Live a Life of Integrity

We want students to live a lifestyle that honors God. We want them to do what is right because it is right and not because someone is watching.

Make Their Footprint in the World

God has given us all different shoes to wear. We want students to embrace the path that God has put in front of them and make an impact in their family, community, and the world.

General Conduct for Students

1. All students are expected to arrive at and leave assemblies, chapels, and classes on time and in an orderly fashion.
2. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing or pictures shall be subject to disciplinary action that may include detention, suspension, or expulsion.
3. Smoking or the possession of smoking paraphernalia (vaping, cigarettes, lighters, matches, etc.) as well as drugs and alcoholic beverages are not permitted.
4. Gum chewing is not permitted on the school campus.
5. Running in the hallways is prohibited. Horseplay will not be permissible in the school building or while riding in school vehicles.

6. Electronics, hand-held games, etc. are not to be brought on campus unless authorized for a class project by the teacher. Items brought for a class project can only be used for that project. Music and games must meet the standards outlined in this handbook.
7. Students in K4-5th grade may not use cell phones. All calls should be placed through the school office after obtaining permission from a teacher. Sixth-grade students should see cell phone policy in this handbook.
8. Students will wear only prescribed glasses inside (no sunglasses.)
9. Students on lunch break must remain in the gym. They are allowed to use the bathrooms. Students are allowed outside or on the playground under the supervision of a teacher.
10. Any student who assaults another student, either physically (fighting) or verbally, will be subject to disciplinary action by the administration.
11. Students at Legacy Christian Academy of Bowling Green should reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from the public display of affection (such as kissing, embracing, etc.) while on campus or at school sponsored activities including sporting events away or at home. Any involvement in sexual immorality may result in a warning, disciplinary probation, suspension, or expulsion.
12. No gambling
13. Any sports equipment brought to school must be secured in lockers or in the office before the start of school.
14. No student will falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, homework, data on school forms, or correspondence directed to the school, change or alter passes, or commit any other form of forgery or plagiarism. See Academic Dishonesty Policy in Appendix.
15. No student will have in his possession (on person, in locker, or vehicle) any kind of fireworks, explosives, knives (including pocketknives), firearms or other weapons. Possession of such items will result in disciplinary action that may include suspension, or expulsion.
16. There will be no attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the Principal.
17. Cheating, lying, or stealing will not be tolerated. A student may receive a "0" on his assignment for cheating. These behaviors will result in disciplinary action.
18. Scoffing, scorning or disrespectful remarks or behavior are not acceptable and will result in disciplinary action including expulsion. This includes physical or verbal "bullying".

19. Involvement in witchcraft, the occult, astrology, or other beliefs not consistent with Christianity and Biblical teachings are grounds for disciplinary action.

Bullying, Harassment, and Intimidation

Bullying, harassment, or intimidation of others is not tolerated. Such can be understood to be a repeated, intentional gesture, electronic communication, or written, verbal, physical, or sexual advance that is reasonably perceived to have the effect of harming a student physically or emotionally, damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.

Such behavior can also be understood to be insulting or demeaning to a student or group of students, causing substantial disruption in, or substantial interference with, the orderly operation of the school. Therefore, a person may not engage in bullying, harassment, or intimidation, or in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of bullying, harassment, or intimidation.

Anyone who witnesses or has reliable information that a student has been subject to bullying, harassment, or intimidation is expected to report the incident to the appropriate school official. All members of the school community share responsibility for keeping the school environment free from bullying, harassment, or intimidation. The consequences of bullying, harassment, or intimidating behavior may result in detention, suspension, or immediate expulsion. The Board shall, in their discretion, interpret and administer this section according to LCABG's Statement of Faith.

Cyber Bullying

At LCABG, cyber bullying is not tolerated. Cyber bullying includes, but is not limited to harassing, denigrating, impersonating, and cyber stalking. Engaging in these behaviors, or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action. In some cases, cyber bullying can be a crime. The School Board, in their discretion, shall interpret and administer this section according to LCABG's Statement of Faith.

Disciplinary Action

In the event a LCABG student violates the school code of conduct, the teacher and/or Administrator will take appropriate action(s) to correct the behavior and restore the student. Our goal is always redemptive, not punitive. Further, the administration will take a progressive approach to correct unacceptable behavior for students who persist and ignore corrective measures. Disciplinary action is a partnership between the school and the parent to correct offensive behaviors and to instill godly character in the student. Thus, school faculty will communicate directly with the parents in the disciplinary process.

Types and Levels of Infractions

For disciplinary purposes, the school categorizes offenses into three levels. The lists of behaviors below are not all-inclusive but illustrates the types of behaviors that demand disciplinary action.

Level 1

Disobedience
 Disruption
 Dress Code
 Food or Drink
 Gum
 Inappropriate behavior
 Noisiness
 Tardiness
 Other _____

Level 2

Recurring Level 1 offences
 Bullying/Harassment
 Distracters
 Disrespect
 Horseplay
 Being in unsupervised area
 Inappropriate language
 Major disruption
 Public Display of Affection
 Skipping Class/Truancy
 Other _____

Level 3

Recurring Level 1 or 2 offences
 Cheating/Plagiarism (minor)
 Gross disrespect or
Insubordination
 Harassment
 Inappropriate internet use or
material
 Intimidation or threatening
behavior
 Profanity
 Theft (less than \$25)
 Tobacco (possession or use)
 Vandalism
 Other _____

Forms of Discipline

The teacher will assign a form of discipline that corresponds to the level of the infraction by the student. The severity of the discipline will increase with each level.

Discipline Referral Form

Serious offenses will require use of the Discipline Referral Form. The faculty and administration will utilize the Discipline Referral Form to record the details of a student's actions. The parent(s) of the student will be informed of the infraction and the disciplinary action taken by the faculty or administration.

Suspensions

Under certain circumstances, it will be necessary for the administration to take more severe disciplinary action. In such cases, a student may be suspended from one to 5 days, depending on the specifics of the infraction. Parents will be notified as soon as possible.

It is the student's responsibility to collect homework assignments for the work that was missed and for making arrangements to take any quizzes or exams. **Any student suspended from school for disciplinary reasons (in house or out) will make up work and receive ½ credit.** Any missed tests and/or quizzes must be completed on the day the student returns to school for full credit.

A suspended student may not attend or participate in any school activity, either on or off campus, during the suspension.

In-School Suspension

Depending on the type of infraction committed by a student, the administration of LCABG may consider offering In-School one-day suspensions. The **cost of In-School suspension will \$80.00** to cover the cost of a faculty monitor and it must be paid at the time of the suspension. The student may return to class the following school day.

Suspensions will be recorded on the Discipline Referral Form and will be entered into the student's permanent file. Multiple suspensions in a school year may be cause for expelling the student from LCABG.

Expulsion

For the most serious offenses, students can be expelled. A student who is expelled shall be immediately dismissed from the school. It is recorded as part of the permanent school record.

Expulsion requires a final review and approval by the Board. It is our desire for redemption to be a part of any disciplinary process, including expulsion. An interview with the Administration will be conducted prior to expulsion.

Infractions that can result in expulsion include, but are not limited the following:

- Any involvement or association with drugs, alcohol, tobacco, or vapor products on or off campus
- Bullying, threatening, harassment, and intimidation
- Involvement in immoral or sexual behavior
- Possession of a weapon or explosives on campus
- Profanity and/or obscenity directed at a faculty or staff member
- Striking a faculty or staff member
- Testing positive or refusal to take a school-mandated drug test
- Threat of physical harm with or without a weapon
- Illegal behavior

Cell Phone and Smart Watch Policy

For 6th grades, we recognize that cell phones and smart watches can be a necessity and helpful in our lives. For students, it can be disruptive to the instructional process, test security, and the privacy of individuals. The following Cell Phone Policy has been adopted by the School Board:

Students may not use cell phones or smart watches during the instructional day. Students are to power off phones upon entering homeroom and place their phone in the phone storage area in their homeroom. Phone may be picked up at dismissal.

Technology Policy

Rules and Guidelines for using technology are outlined in LCABG's **Acceptable Use Policy (AUP)** found in Section Eight of this handbook.

All students and their parents must agree to the rules and guidelines for using technology as detailed in LCABG's AUP.

Students may be provided with an LCABG owned Chromebook for use during class as their teachers deem necessary. AUP rules and guidelines must be followed.

Students found in violation of the AUP will lose the privilege of using technology at school for a designated amount of time.

- Student workstations are to be used for educational purposes.
- Internet based games are not to be played on the workstations unless authorized by a teacher.
- Students are not to visit chat rooms from the workstations.
- Students are prohibited from using social media.
- The appearance of questionable sites should be reported to the teacher immediately.
- Damaging LCABG computer equipment is not tolerated and may result in disciplinary actions and may require reimbursement for repairs.

Regarding the use of technology LCABG will:

- Maintain proper licensing for all software.
- Attempt to block all offensive material and advertising.
- Provide some IT assistance with logging on to Wi-Fi and minor technological issues.

The student and parent understand the following:

- The student is fully responsible for how the personal account is used and is not to share passwords with anyone.
- The student is to abide by the regulations listed above and the AUP that govern LCABG computer use.
- The student may not copy or install software to the school's workstations and is not to use personal storage devices without permission from an instructor.
- The student may not download files from the Internet without permission of the instructor.
- The student may use workstations in computer labs or other locations only with faculty or staff supervision.
- A student who deliberately damages hardware or software and/or initiates a virus or malicious code into the computer or tries to access unauthorized areas will receive consequences as stated in the code of conduct.
- Use of the cut-and-paste function to support plagiarism is not allowed, and a student may be suspended for this activity.
- Accessing social media is not allowed unless authorized by a teacher for classroom use.

Generally, behavior including, but not limited to, the following is not permitted:

- Sending, displaying, or receiving obscene language and/or offensive messages or pictures.
- Sending chain mail.
- Harassing, insulting or attacking others.
- Damaging computer systems or computer networks.
- Violating copyright laws.
- Using another's password.

- Trespassing in another user's files, folders or work.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Students are not permitted to use the internet at school without adult supervision.
- Students are not to enter "chat rooms" or post message on other websites from LCABG computers.

Students must abide by the terms and conditions of this Acceptable Use Policy (AUP). Violation of any of the terms or conditions may result in disciplinary action.

Other policies may be added throughout the school term if it is deemed in the best interests of the school and/or students.

Student Visitors

LCABG welcomes student visitors. When families come in for tours, it's an optimal time for students to sit in on a class and experience our school environment. At times, current students or teachers may invite student visitors to join us for a class or portion of the day. All potential student visitors will need to be cleared through the teacher or office prior to arrival and sign in and out through the office. Parent visitors are also welcome but must first receive a visitor pass from the front office.

Zero Tolerance

Legacy Christian Academy of Bowling Green has adopted a zero-tolerance policy for students involved in drug possession, usage, or trafficking (including marijuana, chemicals, huffing, vaping, etc.) or possessing illegal firearms or other weapons on campus. Students engaged in such activities may be expelled and their offenses reported to local law enforcement officials. Drug testing may be required by LCABG.

Dress Code

Since student's dress influences their behavior, self-image and academic achievement, LCABG requires school approved uniforms for K4 – 6th grade. Our desire is to help your children develop a habit of modest dress; therefore, the administration has the right and the responsibility to require all students dress appropriately. There will be certain times when the student body is permitted to depart from the standard uniform, such as picture days, approved team travel days, special events, spirit days, etc... The administration will inform students and parents of the dress that is acceptable for those days. The principal's decisions concerning dress code are final.

School Day Attire

All tops must be embroidered with the LCABG logo. A wide array of apparel options is available for purchase and will be embroidered by Land's End online and locally by Gerald Printing.

Bottoms are also available from Land's End, but it is acceptable to purchase from alternate suppliers.

It is recommended that students label all personal items. All apparel options are unisex unless otherwise noted.

Approved Tops:

1. Polos
 - short sleeve and long sleeve options are available in a variety of fabric blends
 - Fitted and Peter Pan collar polo (additional girls polo option)
 - Approved colors – white, red, navy or gray heather (not all tops are available in all approved colors)
 - Students will need at least one navy and one red polo for school functions
2. Oxford shirts (optional)– required to be tucked in and belted
3. Peter pan collar cotton blouse (additional girls’ option)

Boys and girls are welcome to wear a long sleeve layering top under their LCABG logo top for additional warmth. The layering top must be a solid color that matches the colors of the uniform.

All shirts must be completely buttoned except for the top button.

Additional Approved Options:

For each of these options, one of the above approved uniform tops must be worn underneath.

1. V neck sweater
2. V neck sweater vest
3. Cardigan button-up sweater (girls)
4. Polar fleece ¼ zip pull-over
5. Legacy sweatshirt. Collar must show over the sweatshirt. No hoodies.

Approved Bottoms:

1. Khaki or navy shorts (Bermuda length—just above or at the knee for both boys and girls. No shorter than 3 inches above the knee when kneeling.
2. Khaki or navy pants.
3. Additional Options for Girls:
 - Capris in khaki or navy
 - Skirt in khaki or navy
 - Jumper in khaki or navy
 - Girls are welcome to wear tights or leggings under jumpers and skirts in solid colors that match the colors of the uniform.

Please note: Skirts and jumpers follow the same length guidelines as shorts - just above or at the knee. No shorter than 3 inches above the knee when kneeling. Since skirt lengths of approved styles vary, please check for correct fit.

Approved Shoes:

Any color is fine.

No open toes, sandals, flip flops, etc. for K4-6th Grades. Dress shoes when appropriate.

On days when students are representing the school in public, please wear a modest color shoe (specifically for pictures).

Other Dress Code Items:

Modesty: in general, all clothing should fit appropriately (not excessively tight or baggy), bottoms should fit at the natural waistline and under garments should not be visible.

Hair for all: clean, neatly combed and a natural hair color. No extreme or distracting hair (i.e. allover shaved head, spikes, mohawk, unnatural colors, etc.)

Boys: hair should be neatly groomed, off the collar, no more than over ½ of the ear, and not in the eyes. Facial hair – must be clean shaven at all times.

Make up: no makeup or nail polish for boys and not excessive for girls.

Tattoos: not permitted (including henna)

Jewelry: Necklaces, rings, watches and wrist bracelets may be worn unless they are excessive and / or present a distraction to the learning environment or depict ideas that oppose Christian values and standards. Belt buckles should be conservative. Body piercings are not permitted. Only Girls are allowed ear piercings – limit of two per ear.

Headwear / Sunglasses: Caps, hats, sweatbands and bandanas or any other type of headwear may not be worn in the building. Sunglasses may not be worn in the building. Girls are welcome to wear headbands, hairbows and elastics to pull back hair.

Any special events or field trips that deviate from the normal dress code will be determined by the teacher and / or the administration. Decisions concerning dress code are final.

All jackets and coats shall be left outside of room.

School Day – Chapel day – all uniform options are allowed.

School Day – Spirit Wear (every Friday)

LCABG logo: T-shirts (short sleeve or long sleeve), hoodies or crew neck sweatshirts or uniform top. School office will offer these items for purchase on a periodic basis.

Jeans with no holes or rips or any uniform bottom.

Must comply with all previously stated guidelines. Students who forget that it's spirit day will not be permitted to call for other clothes.

School Day – Casual Day

This is a day that students can earn the privilege to wear casual clothes because of either good behavior, good grades, or service for the school. How students earn this privilege is up to each teacher. Casual days allow students the opportunity express their individuality while still meeting the school's standards (reference guidelines below for after school activities / sporting events).

At school – after school activity / sporting event

Students are always encouraged to wear LCABG logo attire; however, non-logo attire is permitted at after school functions.

Modesty is always expected. Shorts or skirts should be just above or at the knee. Pants should not be too tight. Leggings are not acceptable pants. Tops should not be see-through or sheer, sleeveless, show any midriff, waist, or cleavage.

Logos or messages on apparel should be not contrary to our statement of faith.

6th Grade Crossover Promotion

This event is of a formal nature and as such require appropriate dress. Casual clothes are not permitted. Boys are to wear dress shirt and slacks; a tie is optional. Girls are to wear church dress or dress slacks and top. Students should follow dress code guidelines regarding fit and modesty of style when choosing their attire for this event.

SECTION SIX Parental Involvement

Parent Ministry

We strongly encourage involvement of our parents in the activities of the school. If you are interested in chaperoning, serving or volunteering, please fill out an application and submit it to the school office identifying the areas in which you would like to serve. Please consult the **Volunteer Handbook** for more detail.

The application must be submitted at least ten days prior to the scheduled field trip, event, service, etc. A background check will be part of the approval process. All volunteers should dress modestly.

We encourage parents to attend all Parent-Teacher Organization nights. These events may consist of information, upcoming events, special teaching and training on topics important to parents. Room parents and daily intercession are important responsibilities of our parent ministry.

Parent-Teacher Organization

The purpose of PTO is to serve the school and its families. Its desire is to foster a greater understanding of Christian education, to help parents in the rearing of their children, and to form bonds that help build up the school family. The PTO sponsors several events each year designed

to promote closer relationships and a sense of community among parents, faculty and staff, and students.

Parent-Teacher Communication

We encourage our staff and parents to utilize the Matthew 18 Principle. Most of your questions and concerns can be resolved by going directly to your child's teacher. If you have a question or challenge concerning your child's grades, homework, class behavior or activities, please contact the teacher first, before bringing it to the attention of the administrative staff. See Grievance Resolution in this handbook.

Parent-Teacher Conferences

Any parent who wishes to have a conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an administrator be desired, the same procedure should be followed. Please do not attempt to contact the teacher before or after school without an appointment. The school will schedule opportunities for all parents to visit teachers. We will have scheduled Parent/Teacher Conferences at the mid-term of the Fall and Spring Semesters.

Parental Visits

It is our desire to be of service to both parent and student. We welcome parents who wish to visit. Please check in with the office and receive a visitor pass before proceeding to your child's class and they will advise of the appropriate timing to visit your child's class.

Legacy Christian Academy of Bowling Green Records Review Policy

Legacy Christian Academy of Bowling Green maintains current year and cumulative record files for each student. The current year files are stored on our computer database. Cumulative records are stored in the Legacy Christian Academy of Bowling Green Records Room located in the school office. There is a Cumulative Record Folder for each student enrolled at the school.

Student folders for those students currently enrolled are stored in the Active Student File. Folders for graduates of the school are in the Alumni File. Student folders for students who have withdrawn prior to graduation are stored in the Withdrawn Student Files.

Access to Cumulative Record Folders is restricted to the parent, student, and staff. To review your Cumulative Record Folder or your child's Cumulative Record Folder, please, call the office at (270) 781-9077 and make an appointment for the review. The folder will be pulled, and a conference room made available for you to review the contents.

The inclusion of items in the folder can be discussed with the Principal to determine whether or not the item may be removed from the permanent record of the student. For more information, and to see the school policy as it relates to parents, students, and staff contact the school office.

Revisions to the Parent – Student Handbook

Revisions may be adopted to the Parent/Guardian - Student Handbook by the School Board throughout the school year if it is deemed in the best interest of the school and/or students.

A final revision of the Parent/Guardian – Student Handbook will be distributed at Orientation Night.

Parent or Guardian will sign the Agreement Page and turn in prior to the opening day of school. Your signature indicates that you and your child understand and will abide by the Statement of Faith, regulations and policies presented in this handbook.

SECTION SEVEN Emergency Policy and Procedures

Safety

In order to keep the school secure, all outside doors will be locked at all times with the exception of the main entrance to the office.

Safety and emergency instruction manuals are in each classroom.

All staff members and volunteers must have a criminal background check as well as a Kentucky State Police Sex Offender Registry check.

Searches

Teachers and/or administrators may search any items brought onto the school campus if there is reason to suspect items may be present which are not permitted or may be dangerous.

Fire/Disaster Drills

Fire drills are held periodically throughout the school year. When the alarm sounds, students must go quickly and quietly outside the building to the designated area. An announcement will be made by the principal when students may return to the building. It is necessary that all students be present and/or accounted for. Teachers will familiarize students with the proper exit route.

Insurance

If your child is involved in a school activity and requires medical treatment, please notify the office as soon as possible so proper insurance forms can be submitted.

SECTION EIGHT

General Policies and Procedures

Miscellaneous

Faculty: See the Employee Handbook

Celebrations

Students may celebrate their birthday by bringing a treat to share with all classmates, either during a designated snack time or at the end of lunch time. Goody bags may not be sent to school for birthdays. Invitations for non-campus parties must be mailed from home.

Teachers and room parents may arrange for holiday class parties and/or special events to take place. Holiday celebrations may include Thanksgiving, Christmas, Valentine's Day and Easter. Harvest emphasis can take the place of Halloween. On occasion, other class parties and/or special events may take place within the classroom.

Lost and Found

Lost and Found is located in the office. Any unclaimed items that are present on first Friday of each month will be donated to a local charity.

Lunch

Students are required to eat lunch in the gym /cafeteria or other designated lunch areas. Group lunch arrangements must receive prior approval through the administrator.

Students have two options for lunch: they can purchase lunch through the school or bring lunch from home. Parent deliveries of lunch to the student should be made at the school office. School lunch orders are placed by the month.

Microwaves are available for student use. Please limit use to 60 seconds or less.

Textbooks

Students will pay a book fee for all textbooks and materials. Students are responsible for all materials checked out to them. Students are expected to cover all textbooks and to keep them in good repair. Students who lose books or mistreat books resulting in more than normal wear and tear (water damage, ripped covers, broken bindings, etc.) will be fined an appropriate replacement or repair cost.

Housekeeping

Each student is expected to do his/her part in keeping the classrooms, hallways, playground, bathrooms, and campus clean. Please, help us keep our building and grounds clean as a Christian example to the community. This can be accomplished, if each of us will deposit our trash in the proper container and pick up paper, rather than walking over it. Trash containers are located in each classroom, as well as each bathroom.

Fundraising Policy

The School Board understands that periodic fundraising for various school programs and classroom activities is necessary. This policy does not apply to institutional advancement fundraising conducted by school officials.

The Board recognizes that the Parent Teacher Organization (PTO) plays an important role in providing financial support for school activities at Legacy Christian Academy of Bowling Green. The Board also recognizes that some activities, such as school fairs, and social events, are important because they promote community participation and result in increasing school and community spirit in addition to any amounts of money they raise for the school.

A "fundraising activity" as used in this policy is any activity that uses the school's name or the name of school sponsored clubs or organizations to raise financial support. Fundraising may include, but is not limited to, contributions, club dues, admissions to special events, or the sale of items to raise money. Fundraising activities must follow these guidelines:

Fundraising Guidelines

1. The Board and the administrator retain the authority to make decisions regarding fundraising. No fundraising activities will be conducted without the approval of the Board and Principal, and all fundraising activities must meet the following criteria:
 - The funds are being raised to address a specific and appropriate need and will be spent for that purpose.
 - Each fundraising event is limited in duration and has a specified ending date or is a regularly scheduled event.
 - The fundraising does not place undue or conflicting demands on school personnel, students and/or parents.
 - The funds will be managed in accordance with good business practice.
2. The Board directs the school administrator, as well as all other entities involved, to administer and conduct these fundraising activities in a manner that reflects Christian principles, is well organized, and is not burdensome to the community.
3. The purpose of any fundraising activity must be to support and enhance the curricular or cocurricular opportunities for students.
4. Fundraising proposals must be submitted to the Board for review by June 30 for the upcoming fall semester and November 30 for the second semester. The Board has the authority to grant permission for fundraisers at other times during the year as needed.
5. Students are not permitted to sell items on campus for other organizations or for personal profit.
6. Students may engage in raising funds for certain approved community service activities affiliated with Nonprofit organizations, such as missions' organizations, after obtaining approval using the Fundraising Approval form.
7. Fundraising activities conducted off campus shall be voluntary and with written permission from parents. If a fundraising activity involves the students providing a service in return for money, such as a car wash, a member of the faculty/staff shall supervise the activity at all times. His/her responsibility is to ensure that the service is provided in a proper manner, and to ensure the safety and wellbeing of the students and the property of both the purchaser and the owner of the site.

8. The fundraising activity shall be conducted in a manner that does not disrupt the educational mission of the school. No significant amount of instruction or learning time shall be lost due to the organization and administration of fundraising.
9. If a fundraising activity involves door to door sales, parents must agree to provide supervision appropriate for the age of their student and will be encouraged to limit any contact to people that are known to them.
10. Games of chance and raffles are not appropriate fundraisers.

Fundraising Procedures

1. Complete a Fundraising Request Form and return it to the Principal for review at the next Board meeting. You will be notified when review is completed.
2. Funds collected from fundraising activities must be deposited at the business office and will be held by the finance manager.

A Fundraising Event Report Form must be submitted to the Principal no later than seven (7) days after the conclusion of the fundraising activity.

Sex Education Policy

As a Christian school who aims to prepare each student to glorify God through lifelong service to Jesus Christ, the Academy is committed to exploring all areas of life and learning through a biblical worldview, including the area of sexuality. The educational task is undertaken in partnership with the home and church, and this is especially true in sex education.

The school recognizes that the parents are the primary teachers of their children and wishes to encourage parents in the education of their children in this area. Parents are encouraged to review the textbook and materials used in this curriculum and are given the choice regarding the participation of their students. The school's role is one that complements and supports the education for marriage already provided by the home and family.

Policy on Student Pregnancy

LCABG upholds a traditional Biblical view of sexual morality (1 Thessalonians 4:3-5). Students shall not engage in sexually promiscuous behavior (e.g., premarital sexual relations, homosexuality, etc.) on or off campus. In the event of violation, we will follow the policies as stated in the 7th –12th Grade Handbook.

Driving-Transport Policy

1. The Principal or his designated staff person shall be responsible for administering the student transportation program.
2. Signed permission slips from parents must be in the office before a student is transported on a school outing in one of the buses or by a parent.
 - a. Students are not to be left unattended on the bus or in other vehicles being used for a school trip.
 - b. Parents must provide a car seat or booster seat for any child who is required by Kentucky state law to be transported in one. The school is not responsible for providing car seats or booster seats.
 - c. Parent drivers must have a copy of their current driver's license and proof of insurance on file in the main office.

3. Drivers:

- a. All school bus drivers must have a current, appropriate, valid CDL and physical exam card and be at least 26 years of age.
- b. Adults 26 years or older who drive privately owned, leased or rented vehicles for school trips must have a current, valid driver's license and appropriate insurance.
- c. Bus drivers must take a cell phone (or see that another adult riding the bus has one) for use in emergencies or status communication (late, early, info, etc.)
- d. Bus drivers must take a roster which contains the name of each person riding the bus. In the case of a field trip, each teacher must take the class roll book which will take the place of a roster. Any additional riders should be noted by the teacher as a part of his/her roll.
- e. Bus drivers must refer to and follow the emergency procedures outlined below:
 - In the event of an accident, check the scene for safety and get students to a safe place, treat with first aid procedures, etc.
 - Make the appropriate emergency contact (911, garage, etc.)
 - Call an administrator or the school office and notify them of the situation.

Grievance Resolution

Introduction: It is quite natural for people in a school to disagree. We can have honest differences of opinion. Policies, practices, and procedures can be viewed and interpreted differently, especially depending upon varying circumstances. Also, sinful behavior can occur and cause reason to be clouded by emotion. Some people appreciate policies except when these policies affect them. Surely, everyone in the school community can appreciate that rules and consequences often cannot be adjusted basis on a person's "comfort" or convenience; otherwise, chaos could ensue.

In the case of any disagreement, all parties in dispute are encouraged to (1) step back from the situation, (2) take the necessary time to get emotions under control, (3) pray, (4) seek God's discernment, and (5) attempt to resolve any dispute with the other person's interests in mind. The Bible indicates that, at least so far as it depends upon each of us, we should live at peace with everyone (Romans 12:18). We are all called to be peacemakers at LCABG.

If, however, a disagreement cannot be resolved, the following processes are in place to effectively address each matter as close as possible to the parties involved. These policies are based on Matthew 18.

Student-to-Student

If a student disagrees with a student(s), she or he should attempt to resolve the conflict or solve the problem directly with the student(s). If the matter is not resolved student-to-student, the student could request that a trusted peer, staff member, or parent mediate a subsequent conversation for conflict resolution/problem-solving. If the matter is not resolved with the mediator's involvement, the matter should be taken to the Principal.

Student-to-Staff

If a student disagrees with a staff member, the student should attempt to resolve the conflict or solve the problem directly with the staff member. If the matter is not resolved with student to staff, the matter should be taken to the Principal or the Second-in-Command for further mediation.

At any time in this process -- although the school hopes not immediately -- a parent or parents could be involved in helping to settle the dispute. We hope, however, the parents would wait to get involved after the student has initially attempted to resolve the matter. School personnel will do everything in our power to engage our partnerships with parents, and parents should also understand that a resolution different than what is desired by the parent/s does not mean the partnership is not valued.

Parent-to-Staff

If a parent disagrees with a staff member, the parent should attempt to resolve the conflict or solve the problem directly with the staff member. If the matter is not resolved parent-to-staff, the parent should request that the Principal or Second-in-Command mediate a subsequent conversation for conflict resolution/problem-solving. If the matter is not resolved with the mediator's involvement, an appeal form must be obtained from the office, completed in writing and returned to a Board member for review by the entire Board.

We believe these processes are consistent with biblical principles and are uniquely applied in a school setting.

As the dispute progresses to other people of authority, the persons closest to the dispute must expect that they will not have as much control over the final outcomes. In such cases, Romans 1:1-2 applies -- "Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment." (English Standard Version)

Acceptable Use Policy (AUP) Technology Guidelines

Biblical Principles

Our goals when teaching, using, and applying technology at (LCABG) are based on the following two scriptures:

- Philippians 4:8 – “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – think about such things.”
- I Corinthians 10:31 – “...whatever you do, do it all for the glory of God.”

Overview of the Use of Technology at LCABG

LCABG recognizes that access to technology in school gives students, parents, faculty, and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for life, work, opportunity and citizenship. LCABG is committed to helping our community develop technology and communication skills. To that end, we provide access to technologies and online services for community use. This document outlines the guidelines and behaviors that all users are expected to follow at school, when using school owned technologies off campus, and when using personally owned devices on the school campus or in school related activities. When using technology, these guidelines will apply:

- All activity using school technologies, or the provided Internet service may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and with appropriate governmental regulations.
- Users are expected to follow the same rules for good behavior and respectful conduct online as offline.
- LCABG makes a reasonable effort to ensure users' safety and security online. but will not be held accountable for any harm or damages that result from misuse or failures of such technologies.
- Users of the Internet or other technologies are expected to alert LCABG faculty or staff immediately of any concerns for safety or security.
- Misuse of school resources can result in disciplinary action.

Technologies Covered

LCABG may provide Internet access, desktop computers, mobile computers or other devices, cloud services, video conferencing, online collaboration capabilities, email, and more. As new technologies emerge, LCABG will attempt to provide access to them when deemed appropriate. What is outlined is intended to cover all available technologies, not just those specifically listed.

Usage Policies

All technologies provided by LCABG are intended for educational and work purposes. Everyone is expected to use good judgment, and to follow the specifics and the spirit of this document: be safe, appropriate, careful, and kind; use good common sense; and ask if you don't know.

Internet/Web Access

LCABG provides its users with access to the Internet, including web sites, resources, content, and online tools. That access may be restricted to comply with school and governmental policies and regulations. All Internet browsing may be monitored, and activity records may be retained.

Limitation of Liability

LCABG holds the safety and security of its community as a primary responsibility and makes the best choices it deems necessary to uphold that intent. LCABG in no way offers any guarantee as to the effectiveness of the functionality of the technologies it uses, such as filtering or monitoring Internet traffic. LCABG provides such services as a convenience to our users and in compliance with the school's mission and policies. There are risks inherent in the use of any information or products related to the Internet, and LCABG assumes no responsibility, financially or otherwise, in this regard.

Internet Access

Users agree to be safe, responsible, and ethical users at all times. Under no circumstances should a user's password be shared. Users agree not to interfere with systems and security, the data of another user, or attempt to log in with a username or password of someone else. Users are to respect the need for confidentiality and are to

make no efforts to bypass security systems and gain access to information that they do not have permission to see.

Third Party Networks and Cloud Based Services

From time to time, in the course of our activities, LCABG creates accounts and stores student data on third party cloud-based services including, but not limited to, Google Apps for Education, school application systems, Renaissance Place, and others. Where possible, the school uses service providers who have asserted their strict compliance with guidelines as they relate to privacy and security of information. However, the school will not be responsible for a service provider's violation of said guidelines or sudden changes in policy.

Notifications and Classroom Disruption

The nature of mobile communications is that we are constantly bombarded with notifications from text messages, instant messaging, emails, social media, and other "push" notifications. Unfortunately, this constant stream of notifications is a serious disruption to the classroom environment and a detriment to the learning process.

Hand-held devices, which are allowed only in sixth-grade, should be turned in to the teacher during homeroom (see Cell Phone Policy). But when needed for classroom use and approved by the teacher, students should turn off, disable, or mute any ringers, text notifications, instant message notifications, or anything else that could distract them or their classmates. Students should not actively engage in text conversations, instant message conversations, or any online interactions that are not directly related to the classroom activities taking place. The homeroom teacher reserves the right to collect cellular phones from students at the start of the day.

Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of your teacher or Principal immediately. Never share personal information, including phone numbers, addresses, social security numbers, birthdays, or financial information, over the Internet.

Email

LCABG provides, at its discretion, email accounts to students and staff for the purpose of school related communication. School email accounts should be used with care. Users should use appropriate language; communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

Social Media and Collaborative Content

Recognizing that collaboration is essential to education, LCABG encourages all community members to use digital social media tools as a way to connect with others, share educational resources, create and curate content, and enhance experience. LCABG may provide users with account access to web sites or tools that allow learning, communication, collaboration, sharing, and messaging. For school related online collaboration, all users are to only use their school-provided accounts on these services.

For example, teachers are required to use their school account to communicate and/or collaborate with students, not their personal email or other personal accounts. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.

Posts, chats, sharing, and messaging may be monitored. Users should take care to protect their own privacy and the privacy of others. Private and personally identifying information includes, but is not limited to, a person's: full name, home address, email address, home phone number, cell phone number, social security number, bank account(s), credit card(s), username(s) and/or password(s), photo(s), video(s) and/or other media.

Not all social media tools are appropriate for educational use, and there are clear, inherent risks to be kept in mind when using them. In the social media realm, the lines are blurred between what is public or private, personal or professional. Please be aware that it is recommended to faculty and staff that they do not initiate or accept personal social network friend requests with current LCABG students, regardless of age, or former LCABG students under the age of 18.

All social media accounts may be linked back to your other personal social media accounts by the service itself, LCABG offers no indemnification of any co-mingling of personal and school related information. By posting comments and having online conversations on social media, you are broadcasting to the world. Be aware that even with the strictest privacy settings what you 'say' online should be within the bounds of discretion. Comments expressed via social networking pages under the impression of a private conversation may still end up being shared publicly.

Users should be aware that on social media, it is possible that communications between students and content posted to profiles may suggest dangerous or self-destructive behavior, or behavior that is abusive or dangerous to others. LCABG may be compelled by law to report such "at risk" behavior carried over digital communications and social media if witnessed. Examples of "at risk" behavior might include: Alcohol use, illegal drug use, eating disorders, suicidal ideation, sexting or texting inappropriate or damaging visual content etc.

Personally Owned Devices

Students, parents, faculty, and staff may use personally owned devices (including laptops, tablets, smartphones, and cell phones) at school. Access to servers, printers, school-owned software, and school information systems will be limited accordingly. As with school owned devices, when using personal devices within a school context, all terms of these guidelines apply. For example, when using personally owned devices, users agree to be safe, responsible, and ethical users, respect the privacy of others, and adhere to appropriate copyright guidelines regarding the capture and transmittal of images, audio and video of students, parents, visitors, faculty and staff.

Security and Downloads

Users are expected to take reasonable safeguards against the transmission of security threats. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected, please alert a staff member. Do not

attempt to remove the virus yourself or download any programs to help remove the virus. Do not attempt to install “hacked” or “pirated” software and be wary of sites that give software away for free. Acquiring software from peer to peer sharing services or newsgroups is a security risk and potentially illegal.

Licensed Software

LCABG buys licenses for software for educational purposes and provides it for use only on school-owned devices. We do not own the copyright to this software or its documentation. We do not have the right to use the software beyond the terms of the software license agreement. LCABG prohibits the illegal duplication of software and its documentation.

Summary Examples of Responsible Use:

- Keep my user IDs and passwords secret and secure at all times.
- Use school technologies for school-related activities and research.
- Follow the guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion when using collaborative technologies.
- Alert an administrator or staff member if I see threatening, bullying, inappropriate, or harmful content or behavior online.
- Cite sources when using online resources for research; ensure, to the best of my knowledge, there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Help to protect the security of school resources.

Examples of Irresponsible Use:

- Sharing my user IDs or passwords with anyone other than IT staff members.
- Using school technologies in a way that is personally or physically harmful.
- Searching inappropriate images or content.
- Engaging in cyberbullying, harassment, or disrespectful conduct toward others.
- Trying to find ways to circumvent the school’s safety measures and filtering tools.
- Using school technologies to send spam, or chain mail.
- Plagiarizing online content.
- Posting private, or personally - identifying information, about others or myself.
- Use language online that would be unacceptable face to face.
- Use school technologies for illegal activities
- Attempt to hack or access sites, servers, accounts, or content that I don’t have permission to use

LCABG Handbook Disclosure

The contents of this Handbook are to be used as a guide and does not form a contract between you and LCABG. This handbook is in no way an all-inclusive statement of Legacy Christian School’s rules, regulations, and philosophy. The School Board reserves the right to determine acceptable actions, behavior, conduct, and dress. The School Board also reserves the right to add or delete elements of this handbook at any time if deemed necessary.

AGREEMENT STATEMENT BY PARENT AND STUDENT

By signing below, we acknowledge that we have read, understand, and pledge to abide by the Statement of Faith and policies of Legacy Christian Academy as presented in this Parent-Student Handbook.

Parent Signature

Parent Signature

Parent Signature Printed

Parent Signature Printed

Date