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# Legacy Christian Academy of Bowling Green

## 2024-2025 Parent and 7<sup>th</sup>-12<sup>th</sup> Grade Student Handbook



**LEGACY**

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**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.*

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## 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.....	8
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
Education Pays (KEES).....	
13	
Delinquent Accounts.....	13
Returned Check Policy.....	14
Student Withdrawal.....	14
Gifts and Memorials.....	14
Fundraising.....	14

### SECTION THREE: Academics

Academics.....	14
Departments.....	15
Grading Scale.....	15
Homework.....	15
Report Cards/Progress Reports.....	16
School Make-Up Days.....	16
Honor Roll.....	16
BETA Club.....	16
Annual Spring Testing.....	17

Promotion/Retention.....	17
Graduation Requirements.....	17
Diplomas and Honors Designation.....	18
Academic Dishonesty Policy .....	18
Library.....	18

**SECTION FOUR: Student Activities**

Athletics.....	19
Conduct for Athletic Event Attendees.....	19
Chapel.....	19
Community Service/Missions.....	20
Health Services.....	20
Health/Sick Policy.....	20
School Day Injury Policy.....	21
Allergies.....	21
Use of Tobacco Products Policy.....	21
P.E. Excuses.....	21
Student Activities.....	21
Field Trips.....	21
Carpool.....	22

**SECTION FIVE: Students Policies and Procedures**

Hours of Operation.....	22
Attendance Policies.....	22
Drop Off and Pickup Procedures.....	22
School Dismissal.....	23
Extended Care.....	23
Absent/Tardy.....	24
Excused Absences.....	24
Early Dismissal.....	25
Perfect Attendance.....	25
Make Up Work.....	25
Custody Documentation.....	25
School Closing.....	25
Conduct.....	26
Honor Pledge.....	26, 52
General Conduct.....	26
Bullying, Harassment, and Intimidation.....	28
Cyber Bullying.....	28
Disciplinary Action.....	28
Types of Infractions.....	28
Forms of Discipline.....	29
Leadership Lifters.....	31
Cell Phone And Smart Watch Policy.....	31
Technology Policy.....	32
Student Visitors.....	33
Zero Tolerance.....	33
Dress Code.....	34
General Guideline.....	34
Other Dress Code Items.....	35

**SECTION SIX: Parent Involvement**

Parent Ministry..... 37  
    Parent-Teacher Organization..... 37  
    Parent-Teacher Communication..... 38  
    Parent-Teacher Conferences..... 38  
    Parental Visits..... 38  
    Records Review Policy..... 38  
    Revisions to Handbook..... 39

**SECTION SEVEN: Emergency Policy and Procedures**

Safety..... 39  
    School Lockers/Search..... 39  
    Fire/Disaster Drill..... 40  
    School Day Injury & Insurance Policy..... 40  
    Student Drivers..... 40

**SECTION EIGHT: General Policies and Procedures**

Miscellaneous Policies..... 40  
    Faculty..... 40  
    Lost and Found..... 41  
    Lunch..... 41  
    Textbooks..... 41  
    Housekeeping ..... 41  
Fundraising Policy..... 41  
    Fundraising Guidelines..... 42  
    Fundraising Procedures..... 42  
Sex Education Policy..... 43  
Policy on Student Pregnancy..... 43  
    Regarding Female Students..... 43  
    Regarding Male Students..... 44  
Driving-Transport Policy..... 44  
Grievance Resolution..... 45  
Acceptable Use Policy-Technology Guidelines..... 46  
LCABG Handbook Disclosure..... 51

**Signature Page**

Agreement Statement by Parents and Students..... 52  
Student Honor Code..... 52

## **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 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:
  - a. 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 Board of Directors.

**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](http://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 (if applicable)
4. Completed application: Please submit after school tour to continue the application process.
5. 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 15<sup>th</sup>.

**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).

### KEES Money (Education Pays)

Kentucky high school students have a great opportunity to make their education pay with the Kentucky Educational Excellence Scholarship (KEES). KEES is a program administered by the Kentucky Higher Education Assistance Authority (KHEAA). Students who try to get the most from high school by studying hard and making good grades can earn scholarships for Kentucky colleges or technical schools. The better students do in high school, the more they will earn toward college scholarships. Students who continue to make good grades in college can retain their scholarships. Students who complete their college studies or technical training have a better opportunity to achieve their career goals and improve their standard of living. (\*Current law under legislative review, subject to changes).

Student’s KEES scholarships are based on their grade point average (GPA) for each year of high school (5 KEES courses per year required) and a bonus award based on their highest ACT score. Students must have an annual 2.5 or better GPA for the base amount of the scholarship. Scholarship amounts are listed below for GPA and ACT scores. KEES scholarship money goes directly to the college/school of choice (generally Kentucky Colleges and Universities).

GPA	2.5	2.6	2.7	2.8	2.9	3	3.1	3.2
Schlshp	\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300
GPA	3.3	3.4	3.5	3.6	3.7	3.8	3.9	4
Schlshp	\$325	\$350	\$375	\$400	\$425	\$450	\$475	\$500
ACT	15	16	17	18	19	20	21	22
Schlshp	\$36	\$71	\$107	\$143	\$179	\$214	\$250	\$286
ACT	23	24	25	26	27	28+		
Schlshp	\$321	\$357	\$393	\$428	\$464	\$500		

### Delinquent Accounts

**For 10 months payment plans:** Withdrawal from your card or account will occur on the 5<sup>th</sup> 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 5<sup>th</sup> and January 5<sup>th</sup>.

**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 – 6<sup>th</sup> grades

Middle School: 7<sup>th</sup> – 8<sup>th</sup> grades

High School: 9<sup>th</sup> – 12<sup>th</sup> 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.	

Pass/Fail (P/F) Dual-credit college classes and middle school specials and electives will be graded on a pass/fail scale-at the student’s request.

## Grade Point Average

In calculating student grade point averages, Legacy Christian Academy of Bowling Green will recognize the following unweighted grading scale for all High school students.

**A = 4.0   B = 3.0   C = 2.0   D = 1.0   F = 0.0**

**When determining academic honors for Seniors, consideration will be given to performance in Dual-Credit class and the total number of hours attempted.** Students enrolled in Dual-Credit classes may be required to take the final exam also.

## 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. Secondary students' homework turned in a day late will receive partial credit at the teacher's discretion. Homework not turned in will result in a zero for that assignment.

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. Teacher's 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.

### **Progress Reports**

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.

**Parent/Teacher Conferences** will be available at the mid-term of the Fall and Spring Semesters.

### **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 a 3.5 – 3.99 grade point average with no grade lower than a B. Distinguished Honor Roll would be a 4.0 grade point average. Names and grade levels of Honor Roll and Distinguished Honor Roll students may be published in the Legacy Leader.

### **Beta Club**



Membership in the Beta Club is by invitation to qualified students in grades 7-12 who have completed at least one semester at LCABG. Membership selection is based on the following criteria:

1. A minimum cumulative grade point average of 3.5 with A's and B's in all classes
2. Submission of a teacher recommendation
3. Submission of an application for membership accompanied by a one-time application fee.

BETA inductions take place during spring semester based on the above criteria. Students may become ineligible if they cannot maintain the previously mentioned guidelines, experience suspension, or do not complete and submit the service hour requirement of 10 service hours per semester. Students may be reinstated based upon the previously mentioned guidelines. All rules and requirements for being a member of Beta Club can be found in the *Beta Club Handbook*. For more information about the National Beta Club visit <http://betaclub.org>.

### **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 1-8:** 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.

**Grades 9-12:** The following number of credits will be required to promote to the next grade:

- Grade 10 - 7 credits
- Grade 11 – 13 credits
- Grade 12 – 19 credits
- Graduation – 22-26 credits – see Diploma

Students who fail to maintain a 2.0 GPA will be put on probation for nine weeks with required remedial help. Students shall see the teacher of the class before or after school. Students who do not meet minimum requirements to move to the next grade will be retained in their current grade and must meet the minimum GPA in the first nine weeks of the following school year. The Administration may evaluate a student's ongoing enrollment at LCABG based on GPA.

### **Graduation Requirements**

The state of Kentucky graduation requirements and the academic standards of LCABG require students to complete 22 credits to meet the minimum pre-college graduation requirements. At a minimum, students who attend all four years in high school are required to earn the following

- |                     |                            |
|---------------------|----------------------------|
| English – 4 credits | Social Studies – 3 credits |
| Math – 4 credits    | Science – 3 credits        |
| Bible – 4 credits   | Electives – 2 credits      |

International Language – 2 credits      Arts & Humanities – 1 credit  
Physical Education/Health – 1 credit

Algebra I (taught in 8th grade will be included as a high school elective credit). Students will be required to complete 4 credits of math in grades 9-12.

### **LCABG Diplomas**

**Standard Diplomas:** The student completes the minimum 22 credits required by the state of Kentucky to graduate.

**College Prep Diploma:** The student completes 24 credits and maintains an overall GPA of 3.0.

**Honors Diploma:** The student completes 26 credits and maintains an overall GPA of 3.5. The graduate will be recognized with a seal on their diploma and a gold cord to wear at graduation.

#### **Honors Designations:**

1. Cum Laude (“with distinction”): GPA of 3.5-3.69
2. Magna Cum Laude (“with great distinction”): GPA of 3.7-3.89
3. Summa Cum Laude (“with highest distinction”): GPA of 3.9-4.0

Students who transfer to LCABG during high school are required to meet or exceed the minimum Kentucky graduation requirements.

### **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 and a detention. Repeated episodes of academic dishonesty may result in suspension or expulsion.

### **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 and review the LCABG Athletics Handbook for more detail about specific expectations for participation:

1. Uniforms and any attire worn while representing LCABG whether on our campus or elsewhere will comply with school dress code. PE uniforms, as ordered through Gerald Printing, are also appropriate for practice.
2. 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. Student athletes must present proof of insurance and a doctor's statement that they are physically fit to participate with the team.
5. 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.
6. 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.
7. 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
- Temp of 100.3+ w/o meds

**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. High School trip eligibility will be based on attendance, conduct and grades.

### **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.

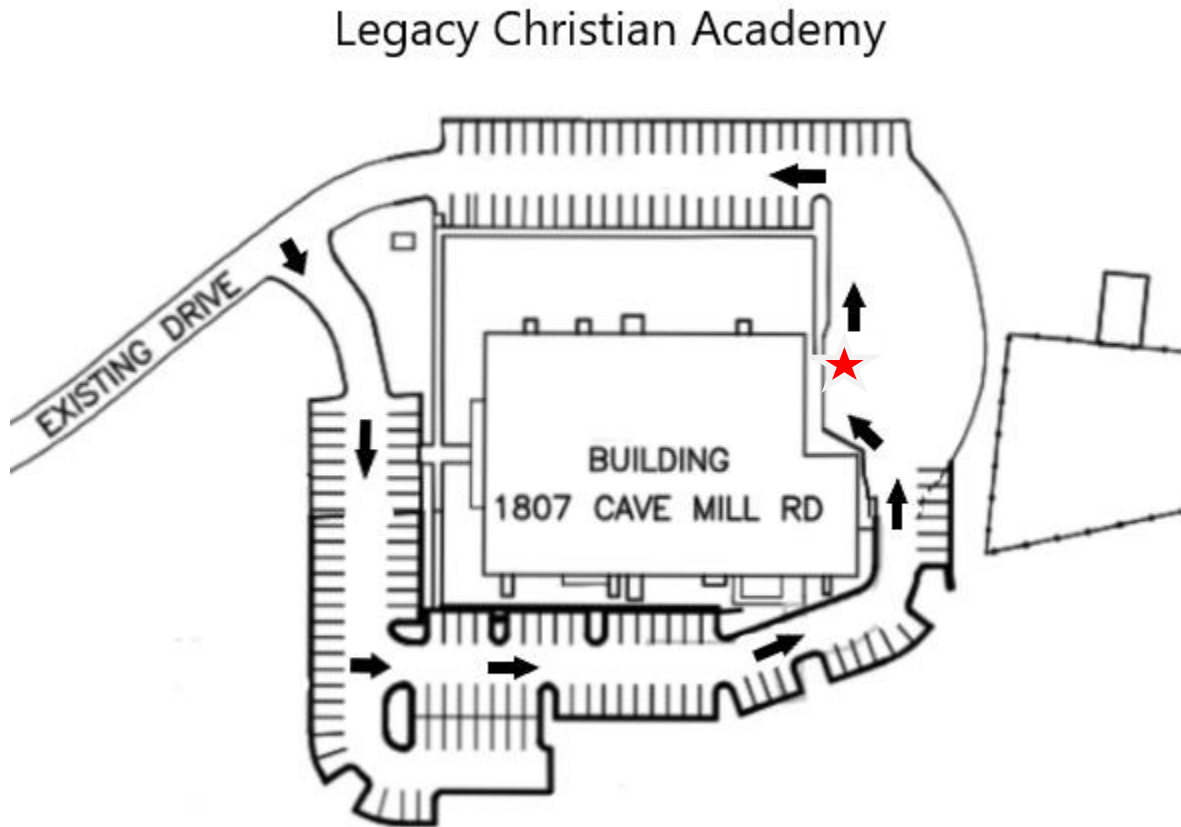
Primary students (grades 1-6) and secondary students (grades 7-12) will proceed to the classroom. On days when breakfast may be available (through the school or Senior class), teachers may allow students to go directly to the gym to eat and then return to class. All students are expected to be in their classroom at the 7:55AM 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's 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**

### **Class Attendance**

For grades 7<sup>th</sup>-12<sup>th</sup>, attendance will be taken for each class. Failure to be present at the bell for each period will result in a tardy.

### **School Dismissal**

**Students (grades K-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.

**Students (grades 7-12)** may be picked up in the back of the building by the covered canopy. All students not being supervised by a staff member will be required to leave school grounds after dismissal. Students leaving school grounds prior to regular dismissal shall sign out in the office (this includes students taking college classes).

### **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 – 8<sup>th</sup> grade, in the mornings from 7:00 AM – 7:30 AM and the afternoons from 3:15 PM until 5:30 PM. The PM aftercare students will be divided into separate younger/older groups with educational activities such as homework, reading, puzzles, as well as time for play and games. 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. For 7<sup>th</sup>-12<sup>th</sup> graders, five tardies in a single class will result in an unexcused absence in that class.

**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.

### **Honor Code Pledge**

Secondary (Grades 7-12) students will be required to sign the Honor Code Pledge. In signing this pledge, students are committing to a lifestyle inside and outside of school that honors God. Please see the Honor Code Pledge form at the end of this handbook.

### **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 K4-5<sup>th</sup> grade may not use cell phones. All calls should be placed through the school office after obtaining permission from a teacher. Grades 6-12 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, but may not roam into the hallways or classrooms. Students are allowed outside or on the playground only 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, taking or 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 One:** Level One offenses will receive one Discipleship Builder each. Types of offenses include: Delayed obedience, disruption, dress code, food or drink violations, chewing gum, inappropriate behavior, noisiness, tardiness to class, or failure to complete homework.

**Level Two:** Level Two offenses will receive two or more Discipleship Builders. Types of offenses include: Recurring Level One offenses, direct disobedience, bullying or harassment, disrespect, horseplay, being in an unsupervised area, inappropriate language, major disruption, public display of affection, inappropriate use of technology, or skipping class-truancy.

**Level Three:** Level Three offenses will receive an automatic detention. Types of offenses include: Recurring Level Two offences, cheating or plagiarism, gross disrespect or insubordination, harassment, profane or suggestive internet use, sharing sexually charged materials or innuendo through spoken word, text, artistic, or technological means, sexual misconduct of any kind, physical violence, intimidation or threatening behavior, profanity, theft (less than \$25), use or possession of tobacco, vandalism, and the use or possession of drugs or alcohol. Extreme cases of these offenses may merit suspension or expulsion.

### **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.

#### **Notices**

Level 1 infractions may result in a Notice. Some infractions merit two notices. The faculty and staff will utilize the "Discipleship Builder" card to inform students of the status of their correction. The card will indicate the number of notices given for a specific infraction.

Any student who receives five (5) notices during a week will automatically receive a Student Referral and Detention.

Any student who receives ten (10) notices during a month (30-day period) will automatically receive a Student Referral and Detention.

Four detentions during an academic quarter will result in removal from participation in any extra-curricular activities.

A copy of the Discipleship Builder notice will be given to the school office in order to keep a weekly total of notices given. Should a notice be recorded on Friday afternoon that meets or exceeds five for the week for a student, the detention will be served the following week.

### **Discipline Referral Form**

**Any Level Two or Level Three offense 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.** A discipline referral is also utilized when a student has to serve a detention.

### **Detention**

A detention is a before or after-school study hall where the student must work on assigned tasks. Detention takes precedence over athletic practices or games, or other extracurricular activities.

The following rules will apply regarding detentions.

1. Detention will be served in a designated room in the building from 3:05-4:00 PM. In some instances, and with prior approval, detention can be served from 7:00-8:00 AM in the office. Faculty or staff will supervise.
2. If a student is late for detention, an additional detention will be assigned.
3. The school may assign tasks around the school building or written assignments.
4. There is no communication with other students while serving detention, including on smart watches or phones.
5. Cell phones are to be turned off. If a phone rings, the student will be assigned an additional detention.
6. There will be no sleeping or resting. The student is required to sit up and focus on work.
7. A problem in detention will result in another detention being assigned. A second problem in detention may result in suspension.
8. The cost of detentions is \$15.00 to cover the cost of a faculty monitor, and it must be paid in the front office at the time that the detention is served.
9. Students involved in extracurricular activities, such as athletics or clubs, may have additional consequences that apply.

Detention will be assigned on Monday or Friday at the discretion of the teacher or administrator. Students assigned detention must report on the day assigned and stay the entire allotted time. If a student fails to attend detention, he or she may be suspended. If detention is not effective in reforming behavior, suspensions or expulsion may result.

## 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 in the front office 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

### **Leadership Lifters**

Students who exhibit excellence in the classroom, Christian virtues, compassion for others, or exemplary service, may receive a Leadership Lifter, a recognition of the student's positive contribution to the school culture. Those students who receive an accumulation of Leadership Lifters may also receive privileges as determined by the faculty and administration.

### **Cell Phone and Smart Watch Policy**

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 and smart watches upon entering homeroom and place their phone and smart watch in the storage area in their homeroom. Phones and smart watches 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 in grades 9-12 who use their personal wireless devices must remain within the rules and guidelines for using technology as detailed in LCABG's AUP. High school students should note the following helpful guidelines before purchasing personal devices for school that are necessary for the program:

- The device must connect wirelessly to the school's network and must efficiently access and have full functionality with all Google Apps and internal school application systems.
- The optimal use of a tablet device requires the purchase of an Office Suite App and a keyboarding device.
- E-reader devices are useful for reading and learning but have strong limitations for creating content.
- Please consult with appropriate technology personnel for suggestions regarding best devices for school-related work.

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 on campus.
- Middle and High School students may access personal email only when authorized by a teacher for classroom use.
- 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 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.
- The use of the cut-and-paste function to support plagiarism or AI to complete assignments is not allowed, and a student may receive serve a detention or suspension 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 receive a visitor's pass from the 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 – 12<sup>th</sup> 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, et. 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 locally by Gerald Printing (BG).

Except for shorts for PE and athletic practices which must be ordered from Gerald Printing, other dress code bottoms may be purchased from alternate suppliers. Athletic shorts must conform to the color and length requirements with an official school logo.

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
  - Polos are not required to be tucked in.
2. Oxford shirts (optional)– required to be tucked in and belted
  3. Peter pan collar cotton blouse (additional girls’ option)
  4. V neck sweater: must wear another approved uniform top underneath
  5. V neck sweater vest: must wear another approved uniform top underneath
  6. Cardigan button up sweater (girls): must wear another approved uniform top underneath
  7. Polar fleece ¼ zip pull over
  8. Legacy logo sweatshirt (not spirit wear) over an approved collared shirt. The collar must show over the sweatshirt.

No hoodies, except on Fridays (Spirit Day). It must then be an LCABG logo apparel.

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.

**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.)
2. Khaki or navy pants for boys and girls. Leggings are not acceptable pants. Acceptable pant styles include only: [1] traditional “chino-style” solid khaki or navy pants with belt loops and [2] “jogger pants” with elastic at ankle. “Jogger pants” must be of the same material as traditional pants. This does not include any sweatpants, athletic wear, parachute pants, fleece clothing, or pajama pants.
3. Blue jeans for boys and girls. Jeggings are not acceptable pants. Jeans must be blue or black denim without any holes, patches, embroidery, tears, graffiti, frays, et. Jeans may not drag the ground. No tight-fitting jeans allowed.
4. 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. Since skirt lengths of approved styles vary, please check for correct fit.

**Approved Shoes:**

- K4 – 6<sup>th</sup> grade: Any color is fine. No open toes, sandals, flip flops, crocs, etc.
- Middle and High school girls are allowed to wear sandals and open toed shoes, but no flip flops or crocs.
- Middle and High school boys are not allowed to wear sandals or open heeled shoes. No crocs.
- Students shall wear 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. 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 excessive make up for girls. Boys may not wear any makeup including fingernail or toenail polish.

**Tattoos:** not permitted (including henna). Anyone having a tattoo prior to admission to LCABG, must keep it covered at all times. Any student who gets a tattoo while a student at LCABG will face disciplinary action.

**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.

**Coats:** All jackets and coats shall be left outside room (K4-6th) or in lockers (7-12<sup>th</sup>).

**School Day – Chapel day**

Polos or Oxford shirts and khaki or navy pants. Other approved girls pants, skirts, etc. are acceptable. No jeans for Chapel.

### **School Day – Athletes**

Athletic team uniforms may only be worn to school on gamedays by the athletes who are competing that day. These uniforms may not be worn on practice days. No hoodies during school hours, except on Fridays. Consideration should be given to keeping uniforms clean until the game.

### **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 to 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, cleavage, or waist. Logos or messages on apparel should be not contrary to our statement of faith.

Any student representing LCABG, whether here on our campus or elsewhere, is expected to abide by the school dress code.

### **6<sup>th</sup> and 8<sup>th</sup> Grade Crossover & High School Graduation**

These events are 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. Students not in compliance will be provided with appropriate clothing.

## **Formal Attire Dress Code**

Male students are to wear suits, sport coat with dress slacks, or tuxedo with a tie and dress shoes. No tennis shoes. No jeans of any color will be permitted.

Female students are to wear dresses that are at least knee length, no slits above the knee. There must be no cleavage showing at all (front or sides). The back of the dress can be no lower than the bottom of the shoulder blades. Sheer material is only allowed if it is in an area where no material would be allowed. If there is any question about the dress, please have it approved by the appropriate female staff member. Modesty is the issue. Students not in compliance will not be admitted to the event, and the cost of the ticket will not be refunded. All clothing must be knee length or longer.

## **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 meetings and to support extracurricular events. These events may consist of information, upcoming activities, or special teaching and training on topics important to parents. Room parents and daily intercession are important responsibilities of our parent ministry.

### **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's 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 data base. 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 available on 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.**

**Middle School and High School students must sign the Honor Code Pledge.**

## **SECTION SEVEN Emergency Policy and Procedures**

### **Safety**

In order to keep the school secure, all outside doors will be locked at all times. All parents and visitors must ring the front doorbell to gain admittance during regular school hours, then receive a visitor's pass from the front office before being released into the building. When the school offers extra-curricular activities or rallies, only the front entrance will be unlocked.

Safety and emergency instruction manuals are in each classroom. Fire, inclement weather, and lock-down drills will be performed on a regular schedule. The Board and administration will coordinate with local law enforcement agencies to determine best practices and safety protocols.

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

### **School Lockers**

Lockers are the property of the school and subject to be searched. Locker assignments will be issued the night of orientation by the Administration and homeroom teacher. Students are expected to keep their lockers clean and orderly.

### **Searches**

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

### **Fire/Disaster Drills**

Fire, severe weather, and lock down drills are held periodically throughout the school year. When the alarm sounds for a fire drill, students must go quickly and quietly outside the building to the designated area. An announcement will be made by the principal or office staff member 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.

For severe weather drills and lock down drills, a school-wide announcement will be made over the intercom system. Similar procedures to fire drills will be followed, though safety locations will vary.



## **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.

## **Student Drivers**

Driving on campus is an exciting time in the life of a student, and it is a privilege. Safety is our priority when it relates to student drivers.

All students who drive to school must present a valid driver's license, proof of insurance, and obtain a parking permit when they register their vehicles with the school office. Students will have a designated section of the parking lot. The speed limit on school property is 10 MPH.

Student drivers are to exit their cars and go to class upon arrival at school. They are not to return to their cars during school hours unless provided special permission by their teacher or the office. No student is to leave with another student in an automobile without a parent's or guardian's written permission on file in the office.

Students driving to school can have this privilege revoked for reasons including, but not limited to being tardy too many times, having too many unexcused absences or careless or reckless driving.

## **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 all off-campus parties must be mailed from home. Teachers are not permitted to distribute invitations.

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 an administrative fee that includes the purchase of 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.
3. 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 appropriate curriculum is taught as a part of the Health curriculum in separate classrooms for boys and girls. A male instructor teaches the boys, and a female instructor teaches the girls. The program is designed to remind students of the truth that they are image bearers of God and created in a wonderful and glorious way. They are introduced to the basics of their maturing physical bodies and how they function. The expressed purposes of sexuality for pleasure between a married man and woman and for procreation is taught as a design by God and blessed in His eyes

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.

Although the school is saddened if and when one of our students becomes pregnant, it is the wish of the school, the staff and the Board of Directors that any actions taken by the school will not discourage the student from allowing the pregnancy to reach its natural and full term.

### **Policy Regarding Female Students**

It is the desire of the school that the student inform school leadership as early as is possible so that the school may offer the appropriate support throughout the pregnancy. Grace and love will be extended to the student, as its God's intention to redeem and restore us all to Him.

As soon as the pregnancy is confirmed, the student shall immediately be moved to homebound status. She will be offered the opportunity to complete all assignments and tests. The Principal and the Board will determine whether homebound services are warranted and appropriate.

Throughout the pregnancy the student will not be allowed to participate in any extra-curricular activity or represent the school at any function.

All requests for readmission for in person classes will be reviewed on a case-by-case basis by the Administration and the Admissions Committee.

A student will not be considered for readmission until certain conditions are met. A student returning from pregnancy must provide LCABG with written approval of her physician. The student will also be required to show proof of approved Christian counseling and will not be allowed to enroll until a minimum of 30 days after the birth of the child.

In the case of a second pregnancy, the student will be permanently dismissed from LCABG.

LCABG holds to the traditional teachings of the Bible upholding the sanctity of life (Psalms 139: 13-16 and Genesis 9:6). As such, LCABG believes that abortion is morally wrong. LCABG students shall not obtain or knowingly facilitate an abortion. Violation of this policy will result in either a request that the student be withdrawn from LCABG or a recommendation of expulsion.

The Administration and Board of Trustees of LCABG reserve the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The Administration and Board also reserve the right to make inquiries of students and parents regarding these issues.

### **Policy Regarding Male Students**

It is the position of LCABG that the male be held to the same level of accountability as the pregnant female. Grace and love will be extended to the student, as it's God's intention to redeem and restore us all to Him.

If a male student has impregnated, he will be subject to the same discipline as a female.

This applies whether the female is a student at LCABG or not.

The male student will be placed on homebound status immediately upon confirmation of the pregnancy.

He will be offered the opportunity to complete all assignments and tests while on home bound status. The student will also be required to show proof of approved Christian counseling and will not be allowed to enroll until a minimum of 30 days after the birth of the child.

Throughout the pregnancy, the student will not be allowed to participate in any extra-curricular activities or represent the school at any function.

The male student may return to school as a regular student at the same time the female is eligible to return. If the female is not a student at LCABG, then the school administration will determine the proper time for the student to return to regular school life.

Failure to notify LCABG that he is the male partner in a pregnancy will lead to more severe disciplinary action. The degree and severity of the discipline will be at the discretion of the school administration and the Board.

The student will be dismissed from school if he fathers a second child during his time at LCABG.

### **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 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, sexual, or harmful content or behavior online, even if it happens outside of school hours.
- 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 or using AI to complete assignments.
- Posting private, or personally - identifying information, about others or myself.
- Using language online that would be unacceptable face to face.
- Using school technologies for illegal activities.

- Attempting 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

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

\_\_\_\_\_  
Date

### HONOR CODE PLEDGE

*Recognizing Jesus as the Author and Finisher of my faith, and the Word of God as the Supreme standard for all wisdom and knowledge, it is my aim to develop myself accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at church.*

- *I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; 1 Corinthians 1:5).*
- *I will practice good health habits and regularly participate in wholesome physical activities. (1 Corinthians 3:16, 17; Romans 12:1.)*
- *I will abstain from the appearance of evil. (1 Thess. 5:22-23.)*
- *I will yield my personality to the healing and molding power of the Holy Spirit. (Acts 1:8; Luke 12:12, John 14:26).*
- *I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. (1 Corinthians 12:18-31; Ephesians 4:11, 12)*
- *I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service. (Matthew 28: 19, 20; Matthew 10:7; 1 Corinthians 15:58; 2 Corinthians 5:18; 1 Corinthians 9:22).*
- *I will learn to accept all school policies with a positive attitude.*
- *\* I will refrain from being selfish, disrespectful, irreverent, irresponsible, demanding, discourteous, or destructive with my attitude toward fellow students or teachers.*
- *I will, at ALL times, refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.*
- *I will not lie, cheat, or steal nor tolerate those among us who do. I am not only expected to adhere to this policy but also to promote and encourage my peers in following it.*
- *I acknowledge that I am expected to abide by these standards throughout my enrollment at LCABG. I understand that these expectations apply to the time that I am at school and at school activities as well as the time I am away from school.*
- *I will submit myself to the leadership of Legacy Christian Academy of Bowling Green. I realize that my attendance at Legacy Christian Academy of Bowling Green is a privilege and not a right. I determine to give my best and prayerfully support LCABG and its philosophy of providing a quality education without compromising the Word of God.*

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