

LESTER COON ADVENTIST SCHOOL

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LCA operates with guidance and direction from the Office of Education, North American Division of the Seventh-day Adventist Church. Any policy contained herein which is found to be not in harmony with the Georgia Cumberland Conference Education Code automatically defers to that code.

The handbook is subject to change without notice at any time by the School Board. New policies will have equal force to policies printed in this handbook. Any major changes will be communicated to parents in a timely manner. The current copy of the handbook will be posted on LCA's website at www.LesterCoonAdventistSchool.com

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ABOUT LESTER COON ADVENTIST SCHOOL (LCA)

MISSION STATEMENT

At LCA we grow wholistically by studying God's Word and His works in a multi-age environment where we prioritize outdoor learning experiences.

PHILOSOPHY

At LCA, it is our purpose to develop students wholistically—spiritually, mentally, physically, and socially. In this endeavor we partner with the Creator through nature and His written Word to lead each student into a personal walk with Him and to reach the highest possible degree of excellence in every area for His glory and the uplifting of humanity. (See *True Education*, p. 9 and *Patriarchs and Prophets* p. 595)

We believe that nature is God's best schoolroom, and research supports an academic program which includes meaningful outdoor experiences. In an outdoor program--through inquiry and exploration, engaging projects, and group process--children have opportunity within a multi-age class to develop independence, personal responsibility, creativity, problem-solving, social skills and resilience. At LCA, we believe an education is much more than learning a set of facts. We strive to develop the whole student in preparation for success throughout this life and through eternity.

LOCATION & PHYSICAL PLANT

LCA is located at 11429 Bates Road in Apison, Tennessee about four miles from Collegedale. The school is in the country, surrounded by woods, a small creek, and fresh air. The school plant, owned and operated by the constituency of the Apison SDA Church, consists of four classrooms, a school office, a library, a kitchen, a large gymnasium/auditorium with a stage for special programs, and four outdoor shelters.

Asbestos: LCA has no friable asbestos. A complete record of asbestos-containing material and containment procedures is available in the school office.

ACCREDITATION

LCA is fully accredited with the Department of Education of the Georgia-Cumberland Conference of Seventh-day Adventists in Calhoun, Georgia; the Department of Education of the Southern Union Conference of Seventh-day Adventists in Peachtree Corners, GA; and the National Council for Private School Accreditation, which is recognized by the Tennessee Department of Education. LCA was evaluated in February 2016 and granted a six-year term of accreditation by the Southern Union Conference of Seventh-day Adventists. Because of the COVID pandemic, our next accreditation visit was postponed one year and will take place during the 2022-2023 school year.

PROGRAM

LCA offers a unique opportunity for physical, mental, spiritual, social and emotional development via its forest school initiative. Students discover the wonders of God's creation in natural settings using outdoor as well as indoor classrooms. The school offers the following classes for students in grades K-8: Bible, Math, Reading/Language Arts, Social Studies, Science, Music, Art, P.E. and Keyboarding (4-8). Besides educational field trips, LCA students are given several opportunities each year to be involved with community service and mission outreach projects. LCA also has a low student-teacher ratio, and individualizes instruction when appropriate and feasible.

HOME AND SCHOOL

The purpose of the Home and School Association is to support the efforts of the home, school, and church to develop students wholistically. Home and School leaders plan events to promote social interactions between families and the school and to raise funds for various projects. All parents are encouraged to participate in and support the Home and School Association and attend its programs.

EXPECTATIONS FOR STUDENTS AND FAMILIES

STUDENTS

At LCA, we expect our students to act with kindness and respect and to cooperate fully with staff members as we grow wholistically together. Students must be able to listen carefully, follow instructions, and demonstrate self-control.

By choosing to attend LCA, each student agrees to:

- ♦ Show respect for God, God's name, and the Bible as His inspired Word.
- ♦ Show respect for all teachers, staff members, substitute teachers, pastors, aides, visitors, and volunteers by being courteous, obedient, and cooperative.
- ♦ Show respect for fellow students by practicing the principles of kindness, fair play, and courtesy.
- ♦ Show respect for all school property and personal property as belonging to God and His church family.
- ♦ Make his/her best effort to learn and grow spiritually, academically, and socially/emotionally.
- ♦ Be honest and truthful in all things.
- ♦ Use language that is respectful and refined.
- ♦ Choose character-building materials for viewing, reading, listening, and discussing at school.
- ♦ Develop habits of healthful living.

By choosing to attend LCA, each student agrees to refrain from:

- ♦ Showing disrespect of any kind.
- ♦ Swearing or using inappropriate language
- ♦ Bullying
- ♦ Using tobacco, drugs, or alcohol in any form
- ♦ Possessing improper literature, pictures, or other items
- ♦ Engaging in any kind of inappropriate or questionable activities

PARENTS/GUARDIANS

The Bible clearly teaches that parents are ultimately responsible for training their children (Deuteronomy 6:7, Proverbs 22:6, Ephesians 6:10, Hebrews 12:9), and good discipline originates in the home. The parent is the first teacher of a child and should help him/her develop proper attitudes and appropriate behavior towards the school. Parents are encouraged to do the following:

- ♦ Recognize that the teacher represents the parent while a child is at school.
- ♦ Teach children to respect laws and the rights of others as well as private and public property (including textbooks and library books).
- ♦ Make sure students get plenty of sleep, eat a healthy breakfast, and have all necessary things with them each day (lunch, water bottle, homework, and gear appropriate for the weather).
- ♦ Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- ♦ Encourage children to be enthusiastic about school work, and arrange a suitable, quiet place of study at home at a regular time.
- ♦ Talk positively with children about school activities and attend all required events with them (church performances, concerts, programs, etc.). Students attending optional events should be accompanied by their parents as well. Students should never be dropped off to attend events without parental supervision.
- ♦ Show an active interest in all areas of your student's growth and progress. Attend parent-teacher conferences as requested and go over report cards with your child each quarter as appropriate.
- ♦ Work with the school in carrying out recommendations made in the best interests of children, including discipline.
- ♦ Find a way to volunteer at LCA as God impresses you. (See details in the Volunteers section.)

It is not the intention of LCA to replace parents in instilling principles of character in their children. If a parent feels uncomfortable with the school's policies, or if a student feels division between the policies of home and school, families are asked to either work with the school to bridge the gap, or to withdraw the student when differences cannot be resolved.

FINANCIAL INFORMATION

PRE-REGISTRATION FEE

Current students must pay a \$100 pre-registration fee by May 1 to indicate their intention to re-enroll for the following year and to hold their space. The \$100 fee will be applied toward the \$475 registration that is due by July 1.

There is no application fee charged for new students to complete the LCA online application. Once a new student is accepted, a pre-registration fee of \$100 is due by May 1 to hold the student's space.

REGISTRATION FEE

The registration fee of \$475 for all students is due by July 1 and notifies LCA of your intention to enroll/re-enroll your student (pending other requirements being met). The fee covers the costs of textbooks, workbooks, photocopies, student achievement tests, student insurance, new library books, magazines and other supplies. If a student enrolls on or after the beginning of second semester, the registration fee will be half.

TUITION RATES & DISCOUNTS

Please see Appendix B for current tuition rates. There are a total of 10 monthly tuition payments each year. The first month's tuition is due by August 1, and the following 9 monthly payments are due by the 10th of each month (September-May). Checks and cash are accepted in the LCA office, and checks may be mailed to P.O. Box 87, Apison, TN 37302.

TUITION DISCOUNTS

- Monthly--A \$25 credit towards each month's tuition is available for those who pay on or before the due date.
- Semester--If tuition is prepaid by semesters, an annual 3 percent discount will be given, as well as the \$125 on-time discount.
- Yearly--If tuition is paid in full prior to the beginning of the school year, a 5 percent discount will be given, as well as the \$250 on-time discount.

CONSTITUENCY RATE for Apison Church Members

Because the Apison Seventh-day Adventist Church finances a large part of the school budget, the school grants special status to its membership, who, it is assumed, are supporting the church program with their tithes, offerings, time, and effort.

Apison Church Members Pledge the Following: The Apison Seventh-day Adventist Church (Apison Church) is a financial support provider of the Lester Coon Adventist School. I/We as the student's parent(s) or guardian(s) recognize that LCA provides a tuition discount to members of the Apison Church. It is my/our understanding that in order to qualify for the tuition discount I/we must be member(s) of the Apison Church. As member(s) of the Apison Church I/we pledge to attend church functions (Sabbath School, Worship Service and other activities) on a regular basis. I/We further pledge to financially support the Apison Church through my tithes and offerings and also use my gifts and talents in support and involvement of church ministries.

OTHER FEES

LCA SHIRT -- A \$10 fee for a school shirt will be billed on the September statement.

YEARBOOK -- A \$20 fee for the school yearbook will be billed on the November statement.

GRADUATION FEE -- A fee of \$75 will be billed to each of the 8th grade student accounts in April. This covers the graduation cap, gown, diploma, programs, two flowers per graduate, and the cake and punch for the reception. Any additional expenses will be paid by the graduates.

PLACEMENT TESTING FEE -- \$25

RETURNED CHECK FEE -- If a check is returned from the bank for insufficient funds, the student's account will be charged a \$30 service fee.

FINANCIAL AID

Constituent parents/guardians (members of the Apison SDA Church) requesting financial aid must complete and submit a financial aid application along with supporting documentation to the Apison SDA Church by the date noted on the school calendar. If you are a member of another church, please contact that church for assistance.

OUTSTANDING STUDENT ACCOUNTS

Tuition payments are due August 1 and then the 10th of each month (September-May). If arrangements have not been made by the 20th of the month following a delinquency, the student will be suspended until arrangements have been made with the Finance Committee for re-enrollment.

PRORATING OF FEES DUE TO WITHDRAWAL

REGISTRATION FEE: The responsible party for a student who voluntarily withdraws before September 1 will receive a 40 percent refund of the registration fee. The registration fee will not be refunded for students who withdraw on or after September 1.

TUITION: When a student is withdrawn from LCA, the following procedure should be followed:

- Have a conference with the Principal.
- Notify the classroom teacher and arrange a mutually convenient time to clean out locker, desk, etc.,
- Return completed withdrawal form to the front office to indicate the date of withdrawal for proration of tuition.

For those who voluntarily withdraw, tuition will be prorated down to a minimum of 50 percent of the monthly tuition rate, provided those steps are followed. For those asked to withdraw, the full month's tuition will be charged. Charges and billing will continue at the regular rate until all of the above steps are completed.

ADMISSIONS

Students who apply to LCA should:

1. Be open to developing a relationship with Jesus as their personal Lord and Savior
2. Respect the principles and practices of the Seventh-day Adventist Church
3. Be willing to strive to meet the Expectations for Students listed above (see page 3)

LCA does not discriminate on the basis of race, color, ethnic background, gender or country of origin and grants and makes available to each student all the rights, privileges, programs and activities generally made available to students. However, prospective students who hold beliefs or practices which uphold Satanism, wizardry, devil worship, black magic or Wiccan will not be accepted.

Students are not admitted on a first-come, first-served basis. Several factors are taken into consideration, including whether they have a sibling who already attends LCA, for example. To be placed on the waiting list, please call the school office.

APPLICATION & ENROLLMENT PROCESS – New Students

1. Complete an online application at LesterCoonAdventistSchool.com.
2. Schedule a tour and a meeting with the principal or other LCA staff.
3. Students who have attended other schools should arrange for records to be sent to LCA. Homeschooled students will be placement-tested by a LCA staff member. A non-refundable placement testing fee of \$25.00 will be charged.
4. Wait for notice of acceptance to LCA.
5. Once you have been accepted, set up a Parent Portal (directions will be sent with your acceptance notification). The District Code for sign-in is: GCC-SDA.
6. Complete the online enrollment process, which includes uploading copies of birth certificate, consent to treat, health record/physical, and immunization records or waiver (see details below).
7. Pay the registration fee to let us know you are definitely planning to attend school at LCA in the fall. (All previous accounts at any other SDA school must be paid in full.)
8. Pay the first month's tuition by August 1.
9. Please do not hesitate to call the office (423-236-4926), if you have any trouble signing or uploading documents.
10. Attend classes on the first day of school **ONLY** if all these steps have been completed.

CONTINUOUS ENROLLMENT for Returning Students

We offer continuous enrollment for returning students. Please ensure that all records are kept up-to-date online in the family portal at factsmgmt.com. If you have changes in contact information, emergency information, student medical changes, please also call the office to alert us of the changes as well.

POLICIES RELATED TO ADMISSIONS

- **AGE PLACEMENT** -- The TN Education Code recommends that children entering Kindergarten be 5 years old by August 15 and those entering 1st grade be 6 by August 15. Special consideration will be given to individual requests for age exceptions that are brought to the principal's attention.
- **PREVIOUS SCHOOL ACCOUNTS** -- In keeping with conference policy, LCA requires that no student be accepted if they have an unpaid bill at LCA or any other school. LCA, likewise, cannot release a student's records until the student's bill is paid in full. If LCA finds that a family owes a bill to another school after already having been accepted, their child/children will be asked to leave LCA until proof is provided that satisfactory arrangements have been made with the school where that bill is owed.
- **PHYSICAL EXAM AND IMMUNIZATIONS** -- All new students not previously enrolled in Southern Union Conference schools are required to have a **physical** examination. All students are required by the State of Tennessee to maintain the proper and current **immunization** forms or waivers and present them at registration. This form is supplied by the Hamilton County Health Department at very low cost, or by a physician. State regulations regarding immunizations which affect all new students, kindergarteners and 7th graders were changed in 2010. Immunization guidelines are available at registration and by request.
- **PROBATIONARY ACCEPTANCE**
Following initial acceptance, there will be a one-semester probationary period beginning the first day of school for new and transferring students before final acceptance is granted. This allows time for verification of records as well as time to evaluate the student's adjustment to LCA. During that time a student may be asked to withdraw without cause.
- **HOME SCHOOL AND TRANSFER 8TH GRADERS**
Homeschoolers and transfer students will not be accepted during the 8th grade year after the beginning of 2nd semester.

POLICIES FOR ENROLLED FAMILIES

ATTENDANCE

SCHOOL HOURS

Regular school hours are 8:00 a.m. to 3:00 p.m. Monday through Thursday and 8:00 a.m. to 2:30 p.m. on Fridays, with holidays and exceptions noted in the current school calendar. We will attempt to notify parents in advance of any changes in regular school hours or deviations from the school calendar. Transportation to and from school is the responsibility of the parent.

DROP-OFF AND PICK-UP

LCA is not state-licensed for before-school or after-school child care.

There is no teacher supervision of students before 7:30 a.m. Students should not arrive on campus prior to 7:30 a.m. unless previous arrangements have been made. Students must not be dropped off early and/or left without parent/guardian supervision. When students arrive at school between 7:30-8:00, they should go directly to their classrooms. Students should be in their seats and ready to begin class by 8:00. Students, who arrive after 8:00 am, must enter Main Entrance and be accompanied by the parent, who will sign them in and the student will take a dated paper to their teacher.

Students will be allowed to leave campus **ONLY** with a pre-approved adult. During the registration process, families will indicate which adults may pick up their children. In the event of an emergency, parents/guardians may call the office to add an authorized adult to the child's pickup list, but must follow up with written authorization.

Students should be picked up no later than 3:30 Monday-Thursday and 3:00 Friday. Parents or care-givers who arrive for student pickup more than 30 minutes after dismissal will be required to come to the office to sign out their student(s) and may, at the discretion of the staff, be assessed a fine of \$1.00 per minute to be paid when the student returns to school the next day. If possible, please notify the school if you are running late. Exceptions for emergencies can be made at the Principal's discretion.

TARDIES AND ABSENCES

LCA is obligated to follow state/county truancy regulations. State law requires every school to maintain regular class attendance. Students who miss 20 percent of their classes may be failed. Tennessee school laws place the responsibility on the parent/guardian to ensure that children are in school. To be considered on time, students should be in their seats and ready to begin class at 8 am. If a student arrives after 8 am the parent must come to the office and sign the student in. Never drive away leaving a child on the school porch unattended. **As a courtesy, when a student is going to be absent or significantly tardy, and the school has not previously been notified, please call the school by 9:00 a.m. to let us know.**

An excusable tardy or absence is one caused by illness, death in the family, court appearances, or doctor/dental appointments, which cannot be made outside of school time. If a parent wishes to appeal an unexcused tardy or absence, he/she may make arrangements to meet with the staff. Parents have five days from the student's return to provide a written, dated excuse for the absence. Unexcused tardies and absences result in fines as follows:

| Unexcused Tardies | Fine | Unexcused Absences | Fine |
|-----------------------|--------------------------|---|--------------------------|
| 4 per quarter | \$25 | 5 unexcused absences per year | \$25 |
| 8 or more per quarter | \$50 | More than 5 unexcused absences per year | Authorities contacted |
| 9 th -- | remanded to school board | 6 th -- | remanded to school board |

Fines must be paid in cash in order for the student to return to school. In the event of more than five unexcused absences in a year, in harmony with state law, the county authorities having jurisdiction will be contacted. Parents/Guardians of students who reach the ninth unexcused tardiness, or the sixth unexcused absence in a school year, will be remanded to the school board. Excessive tardiness and/or absences may impede acceptance for enrollment the following year.

FIELD TRIPS ATTENDANCE: Field trips, including those for community service, are approved school functions. All students are expected to participate. If a student's classroom is going on a field trip, and a parent/guardian does not wish for them to go along, it will be an unexcused absence.

PRE-ARRANGED ABSENCES FOR TRAVEL: If it is necessary for a student to be absent for any reason other than illness or death in the family--such as extended travel—parents should make arrangements with school personnel well in advance of the absence. Except in the case of emergencies, requests for absences should be made in advance for double the amount of time of the request. For example: If the request is for five days absence, the request should be made at least 10 school days in advance. Requests for up to five days total per year for vacation/travel may be submitted in writing to the teacher for approval by the Principal. Requests for more than five days, aggregate, must be submitted in writing to the School Board for approval. When a parent requests vacation/travel time according to policy and it is approved, while the absences will be unexcused, they will not count toward a fine or the total of unexcused absences that would lead to reporting the student to the authorities having jurisdiction in cases of truancy. Parents must also make arrangements with the teacher(s) before the absence for the student's work to be made up. Whether the work will need to be completed prior to departure or after the student returns is at the discretion of the teacher.

LATE WORK DUE TO EXCUSED ABSENCE

All excused late work must be completed according to the following schedule: double the number of days absent plus one. If handed in later, no points will be given. (Example: 2 days absent; 5 days to submit work.)

ACADEMIC POLICIES

ACADEMICS

As part of the wholistic development we strive for at LCA, academics is a high priority. Using the NAD curriculum, the NAD standards, and/or emergent learning in both our indoor and outdoor classrooms, we emphasize hands-on, experiential, learning that is developmentally appropriate to learn Bible, Math, Reading/Language Arts, Social Studies, Science, Music, Art, P.E. and Keyboarding (4-8). In addition, students benefit from educational field trips, community service, and mission outreach projects. LCA has a low student-teacher ratio, and differentiates instruction when appropriate and feasible.

FINE ARTS

Because of the positive correlation between Art, Music, and the development of mathematical ability, as well as the recognition that creativity is one of the most incredible gifts God gives to each of us, all students are required to participate in Fine Arts. Art Class is taught weekly in grades K-8.

Grades K-8 students attend music class twice each week and participate in choir, chimes, and a variety of other classroom music experiences. Additional practices may be scheduled before church performances and seasonal concerts (Christmas Concert, Spring Concert, etc.) The music schedule is published at the beginning of the school year, and it is expected that all students will be present for all scheduled performances. Please limit requests for exceptions to true family emergencies.

HOMEWORK

At LCA, we generally do not assign a lot of homework. However, if assignments are not completed during the school day, it is the student's responsibility to complete them at home. Late work takes an enormous toll on both the student and the teacher, and we ask that parents/guardians take responsibility for making sure students complete any homework and turn it in the next morning, unless other arrangements have been made.

Each teacher will communicate his/her own late work policy to families. Students who have late/missing work may forfeit recesses, activities, and/or a significant number of points on the assignment. If the problem persists, a conference between student, parents, and teacher will be arranged. A second conference will require the involvement of the principal. Lower, and even failing, grades should be expected as the natural consequence of habitually missing assignments. Other possible consequences may include suspension, being asked to withdraw from school, or not being readmitted in a subsequent year.

GRADING SCALE

| | | | |
|----|----------|----|---------|
| A | 93 - 100 | C+ | 77 - 79 |
| A- | 90 - 92 | C | 73 - 76 |
| B+ | 87 - 89 | C- | 70 - 72 |
| B | 83 - 86 | D+ | 67 - 69 |
| B- | 80 - 82 | D | 63 - 66 |
| | | D- | 60 - 62 |
| | | F | 0 - 59 |

REPORT CARDS

Report cards are issued after each quarter and will be shared with parents during parent-teacher conferences or mailed home. Each custodial parent/guardian, who so desires, will receive a copy of the report card. Fourth quarter grades will be issued when financial accounts are current.

PARENT-TEACHER CONFERENCES

Parents agree to meet with teachers at the end of the 1st and 3rd quarters as outlined in the LCA School Calendar, or as requested by the teacher, to discuss each student's progress. A parent/guardian is welcome to request an appointment with a teacher at any mutually agreed-upon time.

AWARDS

Principal's List: To qualify for the Principal's List, students must have an average GPA of 3.8- 4.0 in all subjects. They cannot have any grade below a B-. They can have no unexcused absences in performances/programs. They cannot have excessive unexcused absences or tardiness. Such students will be recognized each semester.

Honor Roll: To qualify for the Honor Roll, students must have an average GPA of 3.5-3.79 in all subjects for that quarter. They cannot have any grade below a C. They can have no unexcused absences in performances/programs. They cannot have excessive unexcused absences or tardiness. Such students will be recognized each semester.

Attendance Award: Each student who has no absences or tardiness, having perfect attendance for a nine-week period, will be recognized each quarter. Those who have perfect attendance for the entire year will be recognized at graduation.

Fruits of the Spirit Award: Each year a student will be selected for recognition based on the following qualities: Kindness, helpfulness, courtesy, respect, cooperation, cheerfulness, Christian love, encouragement, faithfulness, and friendliness. In short, he or she must exhibit the Fruits of the Spirit, Galatians 5:22. It is understood that the student selected will also demonstrate their faithfulness by turning in their school work in a timely manner. The student selected will be recognized at graduation, and his or her name will be placed on the Fruit of the Spirit plaque at the school entryway.

TYPES OF DIPLOMAS

Upon completing the eighth grade, students meeting the requirements will receive a Standard Certificate of Graduation. The requirements are a passing grade (D and above) in all of the five core subjects: Bible, Math, Social Studies, Language Arts and Science. In certain cases a student may receive a Certificate of Completion (attendance), which means the student has a final grade of F in one or more of the five core subjects, or who has had significant accommodations. Parents of 8th Grade students who may receive a Certificate of Completion will generally be notified by mid-year. All 8th grade students will be eligible to participate in the graduation program provided their behavior record is acceptable, and their student account current.

HEALTH and SAFETY POLICIES

BULLYING

Bullying, shunning, and harassment is harmful and unlawful. Bullying, shunning, and harassment will be taken seriously, and will be dealt with according to Georgia Cumberland Conference policy.

CONTACT INFORMATION

Please notify LCA of any changes to your contact information. In the event of an emergency, every student should know their parent/guardian's cell phone number. Parents are responsible for making sure students have memorized these numbers.

COVID 19

A separate Health Policy has been provided and is available for protocol during the pandemic.

ILLNESS

When your child is ill, he/she should be kept home. We encourage you to keep your child home if they show any of the following symptoms:

- Swollen glands or sore throat
- Fever currently or within previous 24 hour period
- General signs of illness such as vomiting, earache, headache, listlessness, or weakness
- Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

Any contagious illness or condition must be reported to the Principal in accordance with local laws, regulations, and conference policy.

If your child has an on-going illness or condition, please notify the teacher and the Administrative Assistant so that special needs are documented and necessary precautions can be taken. For example, allergies, seizures, known learning disabilities, etc. should be brought to the attention of the child's teacher and Administrative Assistant.

LICE

All students may be checked for head lice at any time the principal knows or suspects an exposure has occurred or that symptoms are being presented. If a child has head lice, the following procedure must be followed:

- ♦ A parent must notify the school whenever a child has a head lice problem.
- ♦ When a child is first diagnosed with head lice, a parent must provide proof (product receipt or packaging) that the child has been treated for head lice before he or she can return to school.
- ♦ The child will be checked by the principal or a teacher for nits upon return to the classroom. If not free of nits or lice, the child must return home for further treatment.
- ♦ Upon return and a clear check by the principal or a teacher, the child will be readmitted.
- ♦ The child will again be checked in 7 to 10 days. If lice are present, the child must be kept home and the treatment must be repeated. The child must be cleared by the principal or teacher before reentering the classroom.
- ♦ Students will continue to be checked periodically throughout the school year.

MEDICATIONS

Parents/guardians must bring any medications that students need to take during school hours to the office, where they will be stored in a reasonably secure location. Parents/guardians must complete the appropriate permission forms. **No medication is to be in a student's possession during school hours.**

- Prescription medications -- All prescription medications must be brought to the School Office by the parent/guardian in the **original pharmaceutical container**, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.
- Non-prescription medications -- If parents gave permission on the *Permission to Treat Form* that is part of the online registration packet, LCA staff may, on occasion, administer certain over-the-counter medications such as antibiotic ointment, anti-itch cream, Benadryl, Ibuprofen, Acetaminophen, or Charcoal. However, it is not guaranteed that these items will always be in stock at the school.

SAFETY DRILL PROCEDURES

- ♦ Fire Drill: When the fire alarm sounds, students must leave the building immediately in an orderly and quiet manner, go quickly in lines to designated areas, turn and face the teacher/aide, and wait silently for roll call and the signal to reenter in an orderly fashion.
- ♦ Tornado Drill: In the event of a tornado drill, students must move to the designated area under the direction of the teachers/aides and assume a crouching position until the all-clear signal is given. A flashlight is provided for each room.
 - Primary 1: Girls' Restroom
 - Primary 2: Boys' Restroom
 - Grades 4-5: Galley Kitchen (refrigerator side)
 - Grades 6-8: Galley Kitchen (side opposite the refrigerator)

STUDENT ACCIDENT INSURANCE

The school carries an accident insurance policy, which covers medical payment for school accidents in excess of the family or employer group insurance. This policy is in effect when the student is:

- ♦ On the school grounds when school is in session.
- ♦ Participating in a school-sponsored or school-supervised activity.
- ♦ Traveling directly from home to school or from school to home on days the student was in attendance at school.

Should the student be injured under these conditions, parents should:

- ♦ File a report with the school within **24** hours of the time of the accident.
- ♦ File a claim to collect payment from the family or employer group insurance.

When the parent/guardian is given the Student Accident Insurance claim form, he/she will be asked to sign an acknowledgement of receipt. In the event they decline to use the Student Accident Insurance, they will be asked to sign a waiver to that effect.

Accident insurance is available (and in some instances required) for visitors such as home-schoolers who wish to be a part of the music program, participate in field trips, etc.

STUDENT PICKUP AUTHORIZATION

Students will be allowed to leave campus **ONLY** with a pre-approved adult. During the registration process, families will indicate which adults may pick up their children. In the event of an emergency, parents/guardians may call the office to add an authorized adult to the child's pickup list, but must follow up with written authorization.

VISITORS

For the safety of both students and teachers, the front doors of the school are locked soon after school begins, during school hours and unlocked near dismissal. Visitors are asked to go to Main Entrance after 8:00. All visitors must register their arrival and departure via the "sign in" form in the office.

WEAPONS POLICY

Students are not permitted to possess weapons or dangerous instruments of any kind on school grounds, buildings, buses/vans (used for outings) or at school-related or school-sponsored activities away from school facilities, as dictated by the Georgia-Cumberland Conference Board of Education. Weapons and dangerous instruments include but are not limited to:

- ♦ Firearms, pistols, revolvers, shotguns, rifles, BB/pellet guns, zip guns, stun guns, Tasers, and/or any other device capable of chemically propelling a projectile.
- ♦ Cutting and punctuating devices such as dirks, daggers, knives, disks with points or blades, and/or razors.
- ♦ Explosive and/or incendiary devices such as pipe bombs, time bombs, cap guns, containers or flammable fluids, matches, and/or other hazardous devices.
- ♦ Any instrument which could be used for the purpose of inflicting harm or injury.

Any school employee can confiscate any device used as a weapon. The Administration reserves the right to take any disciplinary action deemed appropriate in response to a weapons policy offense. Upon receipt of information that a student is suspected of violating this policy, the principal or a teacher will notify the student's parent(s) or guardian(s). Administration's response to any violation of the weapons policy may include the involvement of law-enforcement officials.

WEATHER (Snow, storm alerts, etc.)

LCA does *not* automatically close when Hamilton County Schools close. Calling posts, FACTSIS messages, and/or texts from teachers are the primary means of communicating school closings.

WHEELED RECREATIONAL EQUIPMENT

For safety reasons, In-line skates, roller skates, skateboards, and other recreational equipment with wheels are not permitted on campus.

DRESS CODE

All students are required to wear appropriate attire. Simplicity, modesty, decency, and functionality should be the guiding principles for selecting clothing. **Due to Forest School and time spent outside, it is imperative that students have weather-appropriate clothing with them at school.**

No cartoons, writing, or inappropriate material is permitted. Teachers have final say on dress code standards with full support from the School Board. If a student is wearing something inappropriate, has no backup clothing, and the parent or guardian is unable to bring a replacement, he/she may be asked to wear an article of clothing provided by the school. The student will be sent to the office in most cases, or otherwise isolated, until the issue is resolved. Students failing to comply may face corrective actions, and inappropriate items may be confiscated. Gothic or gangster style clothing is never appropriate school attire.

Pants – Should be in good condition with no rips and meet the school standards of modest functional wear. Quick-drying outdoor wear is preferred. Jeans and cargo pants are permitted, though ease of drying should be considered. (Chains, added buckles, cords, lacings or other accessories and decorations are not permitted). No pajama pants or sweat pants. No leggings, jeggings, or yoga pants may be worn as the outer layer (under other layers for warmth are fine).

Shorts – Uniform, gym, or basketball shorts may be worn in warm weather if walking-length (preferably just above the knee, but at least half way between inseam and knee) and must meet the same criteria as pants.

Skirts, Dresses and Jumpers – Skirts, dresses, and jumpers are discouraged. If worn, they must be of modest fit and length (just above the knee or longer). Girls in grades K-5 should wear shorts under skirts, dresses and jumpers for modesty. Sixth to eighth grade female students must bring a change of clothing for physical education class if they don't wear shorts under their skirts.

Belts – Belts are not required but should be worn when needed.

Shirts – Appropriate styles include button-up, polo, and t-shirts and can be short or long-sleeved unless otherwise instructed by their teacher. Quick-dry fabrics are preferred. No cartoons, writing or inappropriate material is permitted. Shirts must be proper size and fit, with emphasis on the length. To determine proper length, raise arms fully above head. If there is a gap between the belt line of the pants and the bottom hem of the shirt, the shirt is too short. Sweaters and sweatshirts can be worn over collared shirts in cooler weather. Coats and jackets can only be worn indoors with permission from a teacher.

Hats – Must be removed inside buildings, during prayer, and at other times teachers deem appropriate. Hoodies may not be worn over head inside buildings.

Shoes – Must cover toes and sides of feet and be worn at all times. Students must have tennis-type shoes for PE Class and recesses.

Hair – Must be neat and clean. Unnatural hair colors or unusual/extreme styles are not permitted. Both girls and boys are expected to wear their hair in a style that freely allows participation in all school activities. Hair must be neatly groomed and kept back from the face. The administration reserves the right to determine whether or not a particular style, color or length fits dress code standards.

Jewelry – No jewelry of any kind, including rubber bracelets, is to be worn on the premises. Watches that do not resemble jewelry and medical IDs are acceptable.

Make-up – Nothing that detracts from the natural appearance is to be worn, including colored nail polish.

Body-art – Tattoos, temporary tattoos, or drawing/writing on the body is not permitted, including drawing on the hands.

OTHER REGULATIONS

BOOKS (library books and textbooks)

Library books may be checked out for two weeks and may be renewed for another week. Students will be trained in correct checkout and return procedures. Failure to properly check out books will be cause for discipline. Families are urged to make sure their child has no overdue library books. The on-line catalog can be viewed through the LCA Website.

Students must also take good care of all textbooks provided for their use. Any lost or damaged library books or textbooks will be billed to the account of the student, to be paid in that month's billing cycle

BULLYING

Bullying, shunning, and harassment is harmful and unlawful. Bullying, shunning, and harassment will be taken seriously, and will be dealt with according to Georgia Cumberland Conference policy.

CELL PHONES

Our strong preference is that students' cell phones should not come to school at all. If a family has a compelling reason for needing a student to have a cell phone with them, the phone must be given to the Administrative Assistant in the office immediately upon the student's arrival at school and it should not be used during the school day. Cell phones may be retrieved when the student leaves for the day. If a student fails to give their phone to the Administrative Assistant when they first arrive in the morning, his/her cell phone will be confiscated until the parent/guardian comes to pick it up. More than one infraction may cause the student to lose the privilege of bringing a cell phone to school.

CHEWING GUM

Gum will not be allowed on the school premises unless approved by the Principal.

CLASSROOM VISITS

The school encourages parents to observe their children's progress on different occasions during the school year, but also asks that arrangements be made in advance. Unscheduled visits are often disruptive to the classrooms. Student visitors from other schools will not be allowed to remain for the entire school day, due to insurance regulations.

CONFISCATED ITEMS

Confiscated items (other than illegal or obscene items or items that must be held as evidence) may usually be picked up after school by the parent or guardian. If the same or similar item is confiscated again, the item may be disposed of at the LCA staff's discretion.

DAMAGE

Any damage, accidental or intended, to the physical plant, equipment or appliances of the school will be the responsibility of the involved student's parent or guardian. The amount of the damage will be assessed by the school. Transcripts or diplomas may be withheld or other action may be taken if damages are not paid for promptly.

DATING

Dating should be saved for a little later in life. Students are expected to usually be involved in group games during free time rather than hanging out as “couples.”

DRUGS

Students who bring tobacco, drugs or alcohol in any form on campus will be reported to the appropriate law-enforcement officials. If Administration becomes aware of off-campus usage of one or more of the above substances, parents will be notified and students will be subject to discipline or dismissal from school in accordance with Georgia-Cumberland Conference policy.

ELECTRONICS

No electronic equipment or software, CDs, DVDs, thumb drives, zip drives, iPods, etc., should be brought to the school unless the teacher grants written permission.

FOOD

In keeping with the health standards of the Seventh-day Adventist Church, each child should bring a healthy and nutritious lunch to school each day. Because of the effects of refined sugar on learning behavior, parents are urged to limit this ingredient in students' lunches. Although allowed, students are discouraged from bringing meat products in their lunches. Unclean meats and caffeinated drinks are not permitted. Each child is expected to eat his or her own lunch (no trading food) unless permission is granted by the teacher. Each student must provide his or her own silverware, plates, bowls and other needed eating utensils.

Food and drinks should be consumed only at designated times and in designated areas as instructed by teachers. For students in grades K-5, please send lunches that can be eaten outside without needing to be heated in the microwave. If teachers do allow students to use the microwaves, students are responsible for cleaning up after themselves in the kitchen.

Hot lunch menus will be made available and students can purchase hot lunches two days a week, when available. Orders are placed at the beginning of each quarter.

Vegetarian dishes and non-caffeinated drinks are preferred at school-sponsored functions.

HALLWAY ETIQUETTE

Out of respect for school staff who are working and other students who are learning, students should walk quietly in the hallway and avoid any kind of noisy interactions.

LANGUAGE

Students should use language that is respectful and refined. Students who swear or use unbecoming language will be subject to discipline or dismissal from school.

LOCKERS

Students assigned a locker are honor bound to use their own lockers and stay out of others' lockers at all times, and not tamper with them in any way. Lockers must be kept clean and free from decoration both inside and out, except as the school may direct (for example, on a "decorate your locker" day). Locks of any kind are not permitted. Students understand that teachers may check their lockers and their contents at any time for any reason.

LOST & FOUND

Please label your child's personal items such as hats, gloves, coats, lunch containers, book bags, slippers, notebooks, markers, etc. If something is missing, after checking with a staff member, you will be directed to the Lost and Found Area. The school cannot be responsible for lost items. Please check for lost items on a regular basis. After 30 days in Lost and Found, those items, not claimed, will be disposed of at the school's discretion, or given to charity.

LOSS OR DAMAGE

The School is not responsible for personal property brought to the school or brought on school activities by a student, parent, or other visitor.

MEDIA (TV, movies, games, inappropriate images)

- Movies and DVDs shown at school that are rated beyond "G" must be approved by the staff in council before they are shown.
- Discussing questionable television programs, movies, and games at school will be strongly discouraged.
- Students who possess improper literature and/or pictures, or other items will be subject to discipline or dismissal from school.

MEDIA RELEASE FORM

The Georgia-Cumberland Conference of Seventh-day Adventists (GCC), SAU students and staff, and LCA regularly use photos and videos in their publications and materials. There is a media release form provided in the online registration packet which gives permission for images of the participants named to be used as outlined in that form

PHONE PROTOCOL

Calling teachers and students during school hours should be avoided. The Administrative Assistant in the office may deliver urgent messages, if needed. Students may only use the office phone when given specific permission by a teacher or staff member. See also *cell phone policy*.

RESTROOMS PROTOCOL

Generally, Primary 1 students are expected to use the restroom provided in their classroom. All other students should use the restrooms off the main hallway (not the teachers' restroom, unless by special permission). Restroom breaks will be given at the teachers' discretion. Students must have permission from their teacher and must hang the bathroom pass on the door before entering. Only one student may use the restroom at a time. Students are expected to keep the restrooms clean. Horseplay will not be allowed. Loitering, writing on or kicking walls, or damaging the facilities in any way is strictly prohibited.

VOLUNTEERS (PARENT/GUARDIANS)

LCA has been blessed with a supportive church and families who recognize the value of Christian education. In order to foster a spirit of community, model Christian service, help LCA staff provide the strongest educational experience possible for our students, and keep tuition costs as low as possible, volunteers regularly give of their time and talents. We recognize that each family's circumstances are unique and that everyone is busy, but we encourage each family to find a way to volunteer at LCA in whatever way God impresses you to contribute. Extended family members, like grandparents, are also welcome to participate. All volunteers must:

- Go to nadadventist.org/asv and complete the Child Protection Training through Sterling Volunteers and order the FREE background check (this is completed every 3 years). If you have any trouble signing in, call 1-855-326-1860. Note: Please be sure to indicate under "role" driver or non-driver.
- Please read the LCA Code of Conduct and Guidelines for Volunteers (available in the office)
- Complete the LCA Parent / Guardian Volunteer Agreement (available in the office)

We request that all volunteers comply with LCA dress codes to exemplify modesty and Christian values.

VOLUNTEER DRIVERS

Volunteer drivers are greatly appreciated and absolutely necessary for field trips. All volunteer drivers are required to be a minimum of 21 years of age. Each driver must have no more than two traffic citations and no fault accidents in the last three years. It is required that volunteers have at least \$100,000/\$300,000 liability coverage. If an accident occurs, the volunteer's insurance will be considered the primary coverage and ARM will be secondary up to \$3 million. All volunteer drivers must:

- Go to nadadventist.org/asv and complete the Child Protection Training through Sterling Volunteers and order the FREE background check (this is completed every 3 years). If you have any trouble signing in call 1-855-326-1860. Note: Please be sure to indicate under "role" that you will be a driver.
- Complete Driver Questionnaire (available in the office)
- Submit copy of current Driver's License to the Administrative Assistant
- Submit copy of declaration page of auto-insurance to the Administrative Assistant. Please notify us before driving for an event, if the insurance has changed or been cancelled.

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- ♦ Firearms, pistols, revolvers, shotguns, rifles, BB/pellet guns, zip guns, stun guns, Tasers, and/or any other device capable of chemically propelling a projectile.
- ♦ Cutting and punctuating devices such as dirks, daggers, knives, disks with points or blades, and/or razors.
- ♦ Explosive and/or incendiary devices such as pipe bombs, time bombs, cap guns, containers or flammable fluids, matches, and/or other hazardous devices.
- ♦ Any instrument which could be used for the purpose of inflicting harm or injury.

Any school employee can confiscate any device used as a weapon. The Administration reserves the right to take any disciplinary action deemed appropriate in response to a weapons policy offense. Upon receipt of information that a student is suspected of violating this policy, the Principal or a teacher will notify the student's parent(s) or guardian(s). Administration's response to any violation of the weapons policy may include the involvement of law-enforcement officials.

DISCIPLINE

Discipline is addressed in a variety of ways depending on the significance of the errant behavior. The age of the child, the influence of the act on fellow students, and the degree to which the incident reflects on the church and school are all relevant. With the diversity of students within a range of ages, the same act may be dealt with quite differently when all factors are examined. It is important that the student see some relationship between their conduct and the consequences.

Following are some of the consequences that may be used to show the effect of poor behavior choices:

- ♦ Time out: sitting in an area apart from classmates, etc.
- ♦ Loss of privileges: must be accompanied at all times, restriction from field trips, etc.
- ♦ Fines/Restitution: payments made for loss to the school or to individuals, etc.
- ♦ Common labor: working off energy, cleaning of school facility, lawn/garden work, etc.
- ♦ In-school suspension: isolation from other students to focus on study, etc.
- ♦ Suspension from school campus/events: restriction from school-related events, etc.
- ♦ Dismissal: Permanent removal of a student from the school program.

When proper conduct of the student is not achieved after Administration has counseled with parents and students, or an offence is of a serious nature, suspension or dismissal may result.

Individual classroom discipline plans will be explained to students by each teacher at the start of the year. Information regarding significant changes in discipline policy throughout the year will be made known to parents/guardians at the time such changes occur.

CONFLICT RESOLUTION PROTOCOL

Good communication between parents and teachers is a high priority at LCA. Parents will want to follow steps carefully if a problem or concern should arise regarding something a teacher has done or some irregularity that has happened in the classroom. The Georgia-Cumberland Conference recommends following the Biblical principles found in Matthew 18.

The following list indicates the steps to follow in the event of a conflict:

STEP 1: Schedule a meeting to speak with the teacher directly. No other step should happen until this first step is taken, and no other action on the part of the parent would be appropriate. After discussion with the teacher has taken place, a clarification, explanation, promised action or change of action should likely bring resolution to the matter. If, on the other hand, a parent is not satisfied following this visit and feels the matter is serious enough and important enough, move to Step # 2. Keep in mind that talking critically about the situation to other parents or even to a School Board member is not appropriate.

STEP 2: Contact the Principal or the School Board Chairman about the matter to secure assistance in resolving any concerns. Counsel with him/her and ask for his/her input and evaluation. If this discussion does not resolve the matter, ask that it be taken to the Executive Committee.

STEP 3: Meet with the Executive Committee. At this meeting, the teacher will be present as well as the parents. The Executive Committee will try to assist with communication and bring about a resolution for the disagreement. If unsatisfied yet, the parents can ask that the matter be taken to the School Board itself, where further action could be taken, if necessary. A final resolution will be acted upon at this level and communicated in writing to all parties.

NOTE: The above process takes time and effort, but each parent needs to commit to that process, especially for serious problems. Also, the Georgia-Cumberland Conference Office of Education reserves the right to enter the process at Step 3. For additional details, see Procedure GCC 4308.

APPENDIX A

STAFF AND TEACHERS

| | | |
|--|--|--------------|
| Carol Raney (Principal) and (Grades 4-5) | craney@gccsda.com | 423-779-4357 |
| Lisa Jennings (Administrative Assistant) | ldjsroses@aol.com | 423-303-8049 |
| Karen Williams (Primary Unit I - Grades K-1) | kwilliams@gccsda.com | 423-715-1516 |
| Christianna Segarra (Primary Unit II - Grades 2-3) | christiannan@gccsda.com | 706-676-6208 |
| Shannon Auge' (Grades 6 - 8) | sauge@gccsda.com | 865-805-9835 |

SCHOOL BOARD

| | | |
|------------------------------------|--|--------------|
| Bruce Jacobs, Chairman | | 706-913-7058 |
| Carol Raney, Principal | | 423-779-4357 |
| Reggie Thomas, Treasurer | LesterCoonTreasurer@gmail.com | 423-244-7825 |
| Jason Vyhmeister, Pastor | jvyhmeister@gccsda.com | 909-363-5991 |
| Janetta Byrd, Home & School Leader | | 423-902-7955 |
| Dean Coulter | | 423-618-2679 |
| Angie Rademacher | | 423-599-5046 |
| Eric Schoonard | | 423-504-0661 |
| Robert Williams | | 724-986-4446 |

APPENDIX B

LCA 2022-23 TUITION RATES

**Non-refundable Pre-Registration Fee
Due by May 1 to Hold Student's Space**

\$100.00

Registration Fee Due by July 1

\$475 (or \$375 if pre-registration fee paid previously)

Graduation Fee (8th Graders Only) Due in April

\$75

Tuition Per Student Due August 1 & Due 10th of each Month (September – May)

| Students | Constituent | Non-Constituent |
|----------|-------------|-----------------|
| 1 | \$475 | \$650 |
| 2 | \$440 | \$615 |
| 3 | \$420 | \$595 |
| 4+ | \$395 | \$570 |

Discounts

\$25 per student per month will be subtracted from tuition when your portion is paid on or before its due date (for monthly payment option)

\$125 off plus 3% of your portion, if tuition is prepaid for the semester

\$250 off plus 5% of our portion, if tuition is prepaid for the year

Only one discount can be applied.