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Learning Christ-centered Academics

Llano Christian Academy
700 East Young Street
Llano, Texas 78643

2025-2027 Parent/Student Handbook

www.llanochristianacademy.org

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GENERAL INFORMATION

VISION

Llano Christian Academy wants to be recognized as the premiere Christian school in the area for developing well-prepared champions for the faith who impact the world for Jesus Christ.

MISSION STATEMENT

To educate children with an emphasis on Holy Scripture, to instill the teachings of Jesus Christ as the foundation of all spiritual growth, to build moral character as academic excellence is pursued and to create a loving, nurturing environment where students are challenged to reach their God-given potential.

GUIDING PRINCIPLES

Seek God's truth and righteousness first and all these other things will be added
Seek only God's glory in all things
Non-denominational and grounded in the basic tenets of the Christian faith
Do not favor one of God's children over another
Keep tuition affordable for a wide range of income levels
Maintain independence from a church or supporting organization
Impact the lives of as many children as possible without sacrificing quality
Maintain strong financial health
Maintain high level of parent involvement

MEASUREMENTS OF SUCCESS

Establish procedures and reporting processes to ensure the school leadership can monitor the performance of the school on the major measures of success of the school.

Add an annual review of test scores with analysis to be reported to the Board of Directors.

Student survey results will be reported to the Board of Directors and performance tracked and measured over time. This is to determine how well the school is training the students in a Christian worldview.

EDUCATIONAL PHILOSOPHY

Education at Llano Christian Academy is approached from a Biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

-God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
-All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature

that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)
-Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24 --27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
-LCA will teach all truths as presented in the Holy Bible.
-The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
-Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
-Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
-Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at Llano Christian Academy.

STATEMENT OF FAITH

1. All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13). The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God".
2. There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).
3. The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38).
4. Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4).
5. Christ will return. First, for the "dead in Christ who will be resurrected bodily; and for those who are alive at His coming". This resurrection not only precedes His return to earth to reign 1000 years, but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9). Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).
6. All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3).
7. God has provided salvation through offering His Son on the cross of Calvary, and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).
8. We are saved and justified when we recognize ourselves as sinners, and we put our

trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8-9).
9. We are secure in Christ (John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39).
10. We should regularly participate at the Lord's Table (1 Corinthians 11:23-32).
11. All believers should be baptized as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:9-20).
12. The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).
13. The Bible teaches marriage is a union between one naturally born man and one naturally born woman (Genesis 2:24; Proverbs 18:22; Ephesians 5:25, 31, 33; I Corinthians 2:2-4, I Corinthians 11:12; Hebrews 13:4).
13. The grace of God teaches us "to live soberly, righteously, godly" (Titus 2:11-13).
Titus 2:13 – Looking for the blessed hope of His returning for us.
Colossians 3:2-3; 1 John 2:15-17 – Setting our "affection on things above, not on things on the earth".
2 Corinthians 6:14-18 – Living a life of separation from the world.

GOVERNANCE OF LLANO CHRISTIAN ACADEMY

Board of Directors

The School Board oversees the governing of LCA according to established Bylaws, and it formulates and supervises the implementation of school policy. It is responsible for the financial stability of the school by using sound fiscal principles in its operation. Above all, Board members are to be sensitive to the Lord and His direction, and are responsible for the spiritual integrity of the school.

Administrator

LCA is administered by the Administrator who is the chief executive officer and reports directly to the LCA Board of Directors. The faculty and staff work directly under the leadership of the Administrator. The Administrator is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating faculty and staff; authorizing and monitoring student activities; and aiding parent organizations.

Problem Solving Guidelines

It is the desire of the leadership of Llano Christian Academy to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the LCA families.
Scripture teaches us that God desires unity for His children. (John 17; I Corinthians 12:12-- 26; Ephesians 4:1-6, 13)
With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:
1) Pray. Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation

(James 1:5).
2) Do not talk about the conflict to people who cannot correct or solve it, but do talk to those who can. The appropriate steps to take would be:
• Talk to the other person or persons involved, listen to their side of the story and seek understanding.
• If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
3) Be quick to forgive and show love. (Matthew 18:21-22; I Corinthians 13:4-8; I Peter 4:8)
4) Always speak the truth in love. (Ephesians 4:15)

PLEDGES

Pledge to the American Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Texas Flag

Honor the Texas flag, I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands; One brotherhood uniting all mankind in service and love.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. And, will make it a lamp unto my feet and a light unto my path and hide its words in my heart that I might not sin against God.

School Motto

Trust in God
Love for Justice
Malice toward None
Charity for All
Spread the Gospel

SCHOOL POLICIES AND PROCEDURES

ADMISSIONS

Student candidates, except for entering kindergarten students, are evaluated on the basis of their character, academics, and behavioral background. Academic evaluation is conducted by reviewing a student's most recent report card, his/her academic transcripts, and current scores from the previous academic year.

An entering Kindergarten student's developmental age should meet the following criteria:

	Minimal	Preferred
Kindergarten	5.0	5.5
First grade	6.0	6.5
Second grade	7.0	7.5

Students enrolling at the kindergarten level must also meet state age requirements. First grade students should be 6 years old on or before September 1st and have completed a kindergarten program.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. Parents must provide LCA with current legal documents when custody rights have been established by a court of law.

A family interview for all new entering families is the last step of admissions. It is at this time that the Administrator seeks to understand whether these families are people of faith and desire their children to be taught within the guidelines of our Statement of Faith. All students need to have a positive attitude to attend LCA. Please note: LCA is not a reform school.

Acceptance for admission to LCA is subject to availability of class space. The priority enrollment period (the month of February) is reserved for current LCA students and siblings of current students. Open enrollment begins March 1.

The Administrator will make the final decision for admission. To serve the best interests of the school, the administrator reserves the right to deny admission to any student who is evaluated as ineligible because of age, academics, character, behavioral problems, or unacceptable past conduct.

Llano Christian Academy's mission is to work in partnership with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle that the school teaches.

POLICY ACCEPTANCE DOCUMENT/CONTRACT

A Policy Acceptance Document/Contract is part of the LCA registration packet and is required to be on file for every student. A copy of this document follows for your review and future reference, if needed:

POLICY ACCEPTANCE DOCUMENT/CONTRACT

This agreement or contract is between Llano Christian Academy, hereafter referred to as "the school", and the parents or legal guardians of the student(s) being enrolled, of which initials and signature appear on this document of understanding, signifying that you have read, understood, and agree to comply with all the school's policies.

_____ 1. I understand that attending the school is a privilege, not a right, and that the school is not a reform school.

_____ 2. I agree to pay all fees and tuition payments when due and to conclude all required payments on or before the last day of June or August. I understand that tuition

may be paid one of three ways: (1) one annual payment in full, (2) monthly for 10 or twelve months or (3) by semester.

_____ 3. I understand that it is my responsibility to inform the Administrator if financial problems arise or I need to make other arrangements to keep my account current. I understand that if my account becomes 30 days past due, I have five (5) working days to contact the Administrator and make alternative arrangements to bring my account current. I understand that if my account becomes 60 days past due and I have not made other payment arrangements with the Administrator, my student(s) will be withdrawn from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, I will have to petition the Board of Directors to have my student(s) reinstated.

_____ 4. I understand that checks returned to the school for insufficient funds, closed account, etc. will result in a $35.00 returned check fee. I understand that returned checks must be replaced with cash or a cashier's check within five (5) days of the return notice. I understand that if two (2) checks are returned to the school for any reason during the school year, cash or cashier's check must make all future payments.

_____ 5. I understand that if my student(s) is withdrawn from school, I agree to give written notice of the withdrawal, and it will be effective upon delivery to the school. I understand that paid tuition may be refunded on a prorated basis, but there will be no prorating for the month of withdrawal. No fees will be refunded (testing, books, etc.). I understand that books, materials, and equipment supplied by the school remain the property of the school and must be returned. I understand that all school records will be held if any such items remain in my possession or any obligations owe. Balance of account at the time of withdrawal must be paid in full.

_____ 6. I understand that school is dismissed at 3:00 pm at the Elementary Campus and 3:10 pm at the Secondary Campus and that I am responsible for picking up my student(s) at dismissal time. I understand that the school is not liable or responsible for any student who remains on campus after hours.

_____ 7. The school sets high Biblical standards for conduct. I understand that my student(s) could be dismissed from the school for activities not consistent with sound Biblical principles such as but not limited to: sexual immorality; use or possession of drugs, alcohol, tobacco, pornography; willful destruction of school property; profanity or obscenity in word or action; weapons on campus; fighting; dishonor to the Holy Trinity and the Word of God; and disrespect to school personnel.

_____ 8. I understand that the Administrator of the school and the teachers serving under him/her shall have full discretion in the administration of appropriate discipline for my student(s). My student(s) and I will comply fully with the rules and regulations then in force as stated or amended in the current Llano Christian Academy Parent /Student Handbook.

_____ 9. I understand that Internet use on school property will only be authorized in the appropriate classroom for the appropriate curriculum; any unauthorized or personal use by my student(s) will be grounds for suspension or dismissal.

_____ 10. The school believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to the accomplishment of the school's educational mission. I understand that the school reserves the rights to terminate or not renew my student's enrollment contract if the school

reasonably concludes that the action of my student and/or his/her parents or guardians, makes a positive or constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the Parent/Student Handbook.

_____ 11. I give permission for my student(s) to attend any school-sponsored trip, to participate in academic and other activities of the school. Any subsequent revocation of this permission must be in writing delivered to the Administrator. Llano Christian Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, I understand that the participation of my student(s) in school-sponsored field trips involves a certain element of risk. I hereby assume that risk, and I agree to hold Llano Christian Academy and its employees, instructors, and representatives blameless from any liability unless the occurrence happens because of their gross negligence or willful and wanton behavior. I assume full responsibility for any personal injury that might occur to my student(s) while taking part in a school sponsored trip, and I will absolve Llano Christian Academy and its employees, instructors, and representatives from all liability in regard to any injury.

_____ 12. I give permission for my student's photograph (or video), quotes (including media interviews), stories and/or artwork to be used in ways to enhance the profile of Llano Christian Academy such as for the school website, newsletter, brochures or other advertising media unless I notify the Administrator in writing of any restrictions I wish to place on such use.

_____ 13. I have had a copy of the current Llano Christian Academy Parent/Student Handbook made available to me. I support the Philosophy, Doctrinal Statement, and the Student Conduct Code contained therein. I accept and will abide by the terms, provisions, obligations, and requirements thereof.

NON-DISCRIMINATORY POLICY

The Llano Christian Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. However, persons who are unable or unwilling to abide by the Llano Christian Academy Statement of Faith or Philosophy of Education may be denied participation or employment.

FINANCIAL POLICY

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the LCA Board of Directors to form policies concerning the amount of tuition and method of payment, and to insure that adequate financial resources are available for the operation of the school. LCA has financial and contractual agreements with faculty, staff, and vendors, which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

TUITION AND FEES

The current Tuition and Fee Schedule determines tuition, fees, and payment terms under LCA's financial agreement. A year of tuition at Llano Christian Academy will be $5,200 + $200 for curriculum due in August. Tuition for grades fifth through twelve will be $5,200 + $300 for curriculum due in August. Tuition can be paid one of three ways:
1) one annual payment in full,
2) monthly payments through the LCA Tuition Management Plan for either 10 or 12 months, or
3) payments by semester or with income tax return.
Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be enrolled and attending.

OTHER FEES

Checks returned to the school for insufficient funds, closed account, etc. will result in a $35.00 returned check fee. The Administrator upon notification of the returned check will contact the family. Returned checks must be replaced with cash or a cashier's check within a five (5) day period of the return notice. If two (2) checks are returned to the school for any reason during the school year, cash or cashier's check must make all future payments.

DELINQUENT ACCOUNTS

Due to some of our families' not making curriculum and tuition payments in a timely manner, the following policy was put in place by the LCA Board of Directors in August of 2014. Each year the policy will be reviewed and changes will be made as needed to secure the future of Llano Christian Academy.
-Curriculum and tuition payments are due by the 5th of each month.
-If the payment is not received by the 15th of the month, a reminder letter will be sent to the home.
-If payment is not received by the 30th of the month, a reminder letter will be sent to the home.
-On the 1st of the next month, a payment of two months should be given to LCA in a timely manner.
-If the two payments are not received by the 15th of the month, a reminder letter will be sent home.
-If the two payments are not received by the 30th of the month, a letter of lack of payment will be sent to the home and the student will be removed from the school roster.
-If a child is removed from LCA due to lack of payment, to be reinstated the school will need to received the current past due amount plus the amount of two monthly payments.

Please contact the Administrator should you have any special circumstances that need to be explained or dealt with in a different manner.

DELINQUENT TUITION FROM PREVIOUS YEARS

Unpaid tuition from any previous year must be paid in full by August 1st if the student is

to be admitted on the first day of class for the new school year. Payments are to be made directly to the school. If any fees or tuition remain unpaid from previous years, parents will not be allowed to register their student(s) for the upcoming school year.

REFUNDS

In the event of a student's written withdrawal, paid tuition for the month of withdrawal will not be refunded, but due in full for that month. Any overpayment occurring for the period beyond that month will be refunded. NO FEES OF ANY KIND will be refunded (book, lab, testing, etc.). Families withdrawing students prior to the first day of school will be refunded the entire amount of tuition that has been paid for the current school year.

WITHDRAWALS

Parents must contact the Administrator to initiate a student's withdrawal. A written notice of withdrawal must be given, and it will be effective upon delivery to the school. All books, materials, and equipment supplied by the school must be turned into the school office before a student's records are clear. Any damaged or lost equipment must be paid for upon withdrawal from school. LCA will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life that affect LCA's responsibilities to its students. In this Parent/Student Handbook all references to the term "parent" refers to the custodial parent with the right to make educational/medical decisions for the child, unless stated otherwise.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school: Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.

Concerning student activities that require parental consent, the school will accept consent

only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

ADDRESS/PHONE CHANGES

Parents must report changes to the Administrator if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

MEDICAL REQUIREMENTS

A tuberculosis-screening test is required if the student has been out of the country for the last three months. The local health department may require additional screening in the event of a TB outbreak.

IMMUNIZATION REQUIREMENTS

Please refer to the last two pages in this handbook for the 2021-2022 Texas Minimum State Vaccine Requirements for Students Grades K – 12.

Exemptions

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at www.ImmunizeTexas.com.

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable

evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered. A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated.

ADMINISTERING MEDICATION

School employees will administer medication to students during school hours upon the written request of a parent/guardian. All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school employees.

All medication administered must be kept in the Secretary's office. Students will be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

Original Container

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy
2. Name of the patient (student)
3. Name of the prescribing practitioner
4. Generic or brand name of the drug
5. Strength of the drug
6. Date the prescription is dispensed
7. Instructions for use
8. Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

Inhalers

Students in grades K-5 will keep their inhalers in the Administrator's office in order to monitor frequency of use. Students in grade 6 and up may carry their inhalers to school or

school-related events IF there is written permission from the parent on file in the nurse's office. It is recommended that an inhaler with spacer be kept at school at all times.

Epipens

It shall be the responsibility of the student's parent or legal guardian to supply LCA with an epipen for anaphylactic reactions. The epipen will be stored in the administrator's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing LCA from all responsibility involved in its use.

Medical Equipment

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the administrator's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the administrator's office.

Disposition of Medication at the End of the School Year

All medication and medical equipment is kept in the administrator's office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

ILLNESSES

Students are expected to stay at home if they are ill. Llano Christian Academy reserves the right to refuse admittance to a student who is ill or running a fever. Please keep your child home if he has any of the following symptoms:
Sore throat
Runny nose with a discolored discharge
Coughing spells
Vomiting
Frequent or loose bowel movements
Conjunctivitis (pink eye)
Fever with a temperature of 100 degrees or more
Rash
Symptoms of a contagious illness
Head lice infestation

Your student must be fever free for at least **24 hours** without the use of medication before returning to school.

Ringworms

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while student is at school.

ILLNESS AT SCHOOL

If a student becomes ill or injured at school, the following guidelines must be followed: In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.

Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid, as needed.

The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

COMMUNICABLE DISEASE

LCA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Re-admission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, LCA may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. LCA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

INCLEMENT WEATHER PROCEDURE

If the school is closed, the Administrator will notify the parents by use the app Remind, texting or e-mail.

The Administrator will use KXAN, KVUE and KEYE to communicate school closures.

In the event of flooding, storms, or other emergency conditions that occur during the school day, parents may sign their children out earlier than the regular dismissal times. The administration will decide if the absence is excused or unexcused.

SCHOOL LOCKDOWN PROCEDURE

In the event of an emergency situation, terrorist threats, or dangerous situations, the school will go into "lockdown mode," which will include locking all doors, windows, and

gates. No one will be allowed to enter or leave the building during a lockdown until the threat is passed. A message will be sent to parents as soon as possible as to what happened and what will be happening.

School Office Hours

The school office will open from 7:00 a.m. to 4:00 p.m. Monday through Friday. You can contact The Administrator on the office telephone, 325-247-4942 outside of these hours or you can contact the Administrator on her cell phone, 713-562-1142.

Audio & Video Recording on Campus

To protect the privacy and safety of all students and staff, audio or video recording is not permitted inside the school building or during school activities unless prior written permission is given by the school administration.
This includes, but is not limited to:

- Classrooms
- Hallways
- Offices
- Cafeteria
- Playground and common areas

Parents may take photos or videos only at designated public events (such as programs, ceremonies, or performances) where the school has announced that recording is allowed. Unauthorized recording may violate student privacy laws and school safety policies. Families who need to discuss a concern with school personnel may request a meeting, during which appropriate documentation or notes can be provided.

STUDENT DRESS CODE

LCA students are required to dress in accordance with the Llano Christian Academy Standardized Dress Code. The standardized dress code is intended to serve as a tool to create an atmosphere free from distraction. It serves to dispense with competition due to outward appearance and affluence; it de-emphasizes outward appearance in favor of inner beauty and character; it serves as an economic measure for parents; it enhances school spirit; and it allows students to demonstrate a submission to authority.

LCA considers it the parents' responsibility to assure that the student comes to school dressed in accordance with the LCA Dress Code. Violations of the Dress Code will be subject to progressive disciplinary action. Minor infractions and first time violations result in a written note or verbal request to the parents(s) asking for cooperation. In all disciplinary situations, LCA's goal will be to gain parental cooperation in achieving compliance with the Dress Code.

Students need to be fully dressed in proper school clothing when they arrive at school.

STANDARDIZED DRESS FOR MALE AND FEMALE STUDENTS

1. Slacks, long shorts, or blue jeans only; no decorated or designer jeans are acceptable.

2. Leggings as pants, stirrup pants, or athletic clothing is not permitted.

3. Clothing should fit modestly and properly, not tight or baggy.

4. Clothing cannot be worn below the hips.

5. Clothing must be hemmed.

6. Clothing may not be frayed, torn or holey.

7. Students may wear colored, collared polo-style shirts, solid-colored t-shirts, LCA shirts, patriotic t-shirts, college t-shirts, educational t-shirts, or Christian t-shirts. All T-shirts must have sleeves. Buttoned down the front shirts may be worn by boys and girls. If you have questions, ask the Administrator.

8. Athletic t-shirts or jerseys are permitted on special days, as directed by the Administrator.

9. Skirts and dresses must follow standardized dress code and be no shorter than two (2) inches above top of knee. Leggings/shorts may be worn under dresses and skirts. Sundresses are not permitted unless a shrug or jacket is worn over the dress.

10. Blouses and shirts must be loose fitting; conservative in appearance and open no more than two (2) inches below neck.

11. Shoes are limited to our normal footwear policy. Roller type shoes are not allowed.

12. Hoodies, pullover jackets and outerwear must follow standardized dress code.

GENERAL APPEARANCE

Young Ladies:

Girls' hair should be clean and neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around her. Color must be restricted to student's natural color. Jewelry should be limited to a single pair of earrings, a single necklace, and a single ring for each hand. Girls' nail polish should be tasteful, not calling

attention to themselves. A student's appearance should never be a distraction to the student or others around her. All tattoos and body art must be covered at all times.

Young Gentlemen:

Boys' hair should be neatly groomed and combed at all times. It should be worn in a manner that is not a distraction to the student or others around him. This includes any extreme haircuts or styles. Hair should be worn above the eyebrows in the front. Hair color must be restricted to student's natural color. Jewelry should be limited to a small chain with medallion(s), a single bracelet, and a single ring for each hand. Male students will not be allowed to wear earrings during school hours. All tattoos and body art must be covered at all times. Young men will need to be clean-shaven with no moustaches, chin hair, and sideburns longer than the bottom of the ear.

FOOTWEAR

Tennis shoes are recommended. Cowboy boots are allowed. No roller type tennis shoe allowed. No sandals, open heels or toes, high heels, slip-ons, flip-flops, or knee-high boots.

For special dress-up occasions girls and boys can dress outside the rules of the standardized dress code. These occasions are opening day for hunting season, Western Day, Christmas, Valentine's Day, St. Patrick's Day, Easter, and last day of school or any other day deemed appropriate by the Administrator.

Dressing for Special Occasions

On special days or school-sponsored activities on or off campus, students may be permitted to wear attire that is appropriate for the occasion.

Shorts must fit appropriately; not tight or baggy and cannot be worn below the hips. No designer shorts.

If the event includes swimming, the swimwear must be one-piece bathing suits for girls and regular type trunks for boys. Speedo type swimwear is not permitted. T-shirts should be worn for both boys and girls if the group is swimming together.

Footwear is limited to normal footwear policy.

Because of the different types of events or activities, the Administrator reserves the right to add or delete certain types of clothing, as deemed necessary and appropriate.

STUDENT LIFE

SCHOOL HOURS

7:45 a.m. – 3:00 p.m. for Elementary Students, five days a week
7:30 a.m. – 4:35 p.m. for Secondary Students, four days a week

TARDIES TO SCHOOL

Any student who is not in class/chapel at 7:45 a.m. is considered tardy at the Elementary School and 7:30 a.m. at the Secondary School.

Being on time is an important attribute of a good worker. It is never too early to begin teaching students the importance of being on time.

Classes begin promptly at 7:45 a.m. or 7:30 a.m. Three (3) unexcused tardies equal one unexcused absence. Please allow extra time for unexpected delays and poor weather conditions. Students are allowed three (3) free tardies each semester.

Parents are expected to telephone the school office by 9:00 a.m. on any day their student is absent unless the absence has been previously approved. When a student has been absent three (3) consecutive school days and the school has not been notified, the school office will call the home.

There are three kinds of absences relating to the school.

Excused absences are those resulting from a death in immediate family, personal illness, illness in the family, doctor or dentist appointments, quarantine, weather and/or road conditions making travel unsafe or dangerous, or any other unusual circumstances that may be accepted by the school. The reason for the absence must be stated in writing and signed by the parent or guardian.

Unexcused absences result from circumstances other than those defined as excused absences. Make-up work will be required. The administration reserves the right to determine whether absences are excused or unexcused. Suspensions are classified as unexcused absences. Checking students out of class or school for convenience is not accepted as an excused absence.

Planned absences: There are several steps involved in successful planned absences.

The parent must send a note requesting approval of the absence to the Administrator two days before the absence will occur.

The school needs to be notified weeks prior to the planned absence.

All missed work should be turned in before the absence unless told differently by individual teachers. If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.

It is the responsibility of the parent and student to initiate this process.

Any out-of-town planned absence may be arranged following the procedure above.

TRUANCY

Every student must be in attendance for 90% of school days to receive credit for classes by semester. A doctor's note is required to have an excused absence. LCA reserves the right to retain a student who has exceeded the allotted amount of days missed.

Truancy is defined as:
(a) any absence without the full knowledge and consent of the parent,
(b) any absence without school authorization, when under school jurisdiction. Students are under the school's jurisdiction once they arrive on campus, and/or
(c) zeros will be recorded for work missed, and disciplinary action will result which may include suspension.

REPORTING PROCEDURES FOR ABSENCES

Parents are asked to call the school office before 9:00 a.m. to inform the Administrator of their student's absence. Leave a message is the Administrator is not in the office at the time of your call. The school telephone number is 325-247-4942.

All students are required to bring a note dated and signed by the parent stating the reason for the absence. The note is to be taken to the school office on the first day back to school for an admission slip to class. Oversleeping is not an excusable tardy or absence. All work can be made up if the absence is excused.

If a student fails to bring a signed and dated note from parent on the first day returning to school, he/she will be allowed one more day to bring the note.

RETURNING TO SCHOOL FOLLOWING ILLNESS

The student must be fever-free for 24 hours without medication.

A doctor's note stating the illness is not contagious is required. The student must have no severe coughing.
Chickenpox – The student may return seven (7) days from the onset of rash, if the sores are dry and child has been fever-free for 24 hours.

Lice – If a student has been found to have head lice, they can return after the hair has been treated and nit free. The student will need to be checked at the Administrator's office before returning to the classroom.

PERMITS TO LEAVE SCHOOL

Permits to leave school must be obtained through the Administrator. If a student leaves school without permission, it will be counted as truancy.

GUESTS

Visitors are allowed only by permission of and discretion of the Administrator. The school desires advance notice to minimize disruption to the classroom and school experience. Parents, or other visitors who wish to visit during the regular school day should give the administrator 2 hours advance notice of the intent to visit and the intended time and duration of the visit. Visits occurring during the childs lunch shall begin and end at the time designated for the class lunch schedule. These visits shall occur in the area designated by the administration for such visits. **Visitors are welcome to eat lunch with their child 1 day per week**. Visitors other than a parent much secure written permission of the parent and administrator prior to the visit.

LATE HOMEWORK/ASSIGNMENTS

The following consequences are in place for all students who do not turn in their homework/assignments on time. The homework/assignment must be completed to keep the student current with class. A student who is absent the period that homework is due and returns to school that same day, will be required to turn in the work for the period absent immediately after returning to school. Tests or other work assigned prior to an absence will be due the day the student returns to school.

TEXTBOOKS

Students will purchase curriculum and use it throughout the school year. Should books or workbooks be lost the parents will need to purchase additional material through the school administrator. At the end of the year, the curriculum books and workbooks will be sent home. Due to the rising costs of curriculum, the history, science and reading books (non-consumables) will be used from year to year. In doing this the costs of curriculum will not be raised.

ACADEMIC GRADING SCALE

Pre-Kindergarten and Kindergarten

E = Excellent
N = Improvement Needed
S = Satisfactory
U = Unsatisfactory

Grades 1-12

90–100 = A 4.0
80–89 = B 3.0
75–79 = C 2.0
70–74 = D 1.0
Below 70 = F 0.0

Grade point averages will be determined by using the four-point scale. Only the semester averages of core classes will be used when determining the class rankings and overall high school grade point average. Local credits will not be averaged into the grade point average.

PROMOTION REQUIREMENTS FOR GRADES 1-8

A student in grades 1-8 will be retained if they have an overall average of 69 or below in two core subjects. If a student falls below the 51st percentile on standardized test scores or fails one core class, a meeting with parents and the Administrator will be held to discuss specific interventions.

CURRICULUM

Llano Christian Academy utilizes the finest Christian curriculum available. The early primary curriculum places a strong emphasis on the acquisition of reading skills through phonics. At the beginning of each school year, parents/guardians will be invited to review the curriculum. Teachers may also use outside resources in addition to the regular curriculum to add enrichment and depth to the class.

PROGRESS REPORTS

A progress report is generally a notice of (1) grades midway through a grading period and/or (2) work habits or behavior needing improvement. Parents will receive a progress report every 4 1/2 weeks during the 9-week period. These need to be signed and returned as soon as possible, no longer than one week. It is the intent of the administration and this faculty that no parent be "surprised" at the end of any 9-week grading period.

INCOMPLETE GRADES

A student receiving an "I" for an incomplete grade on his report card will be allowed additional time to complete his work. If the work is not completed within a two-week period, a grade of "0" will be assigned to the incomplete work and the nine-week grade will then be calculated. A student receiving an incomplete grade is ineligible for extra-curricular activities until the "I" is removed.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held at the end of the first nine-weeks to discuss student progress using face-to-face meeting or social media. The parents, the teacher, or the Administrator, if necessary, can request additional conferences.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding disciplinary actions by a teacher or the Principal or the policy under which an action is taken, he/she should follow these guidelines:

1. Go directly to the person involved and discuss the matter with the individual.
2. If the matter is not resolved in discussion with the other individual, request a joint conference with the teacher and Administrator.
3. If the matter cannot be resolved, a hearing before the school board may be requested in writing. The decision reached at this level is final.

LIBRARY/MEDIA CENTER

Students will be responsible for all library books and other media material checked out in

their name. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials. The Llano Christian Academy students will use the Llano County Public Library.

TECHNOLOGY POLICY

The continuing importance of technology in our society and its use in education present many exciting opportunities for students and teachers at Llano Christian Academy. These opportunities bring with them many responsibilities as well. Students will furnish their own computers. The school computers will no longer be used because of thefts and damage.

A. Computer Use

1. Policies

Computers are to be used by permission of faculty and for school-related purposes only.

Students should save files on personal zip drives to be turned in, as requested.

Students should not make unnecessary printouts.

Students will be charged a fee for personal printouts (15¢ per print page and 35¢ per color print).

Students are not to engage in activities that hinder another's ability to do his/her work.

Students should not view or open any improper or sexually suggestive sites.

2. Enforcement Guidelines

a. Offenses will be handled on an individual basis and are punishable by:

Detention

Loss of computer privileges

Suspension

Expulsion

B. Network Use

1. Policies

The network is to be used for educational purposes only and not for gaming, financial or commercial gain.

Software copyright guidelines are to be respected and followed.

2. Enforcement Guidelines

Offenses will be handled on an individual basis and are punishable by:

Detention

Loss of computer privileges

Suspension

Expulsion

CORRIDOR/HALL PASSES

When students are out of class during a class period, they must have authorization from the teacher or a school official.

TELEPHONE USE

The office telephone is a business telephone and is not to be used by students unless permission has been granted. If a student is ill and needs to call a parent, he/she must go

to the Administrator's or Secretary's office to call home.

LOST AND FOUND

Lost articles, including books, clothing, money, valuables, etc., are to be claimed before or after school only.

EMERGENCY DRILLS

LCA will conduct drills in preparation and training for emergencies.

1. Fire Drills – A signal will alert students to move quickly and quietly from the building to a designated place of safety.

Determine which exit to use and an alternate if the first exit is blocked.
DO NOT TALK during a fire drill.
Walk rapidly to the parking lot or designated area. DO NOT RUN.
Turn off the lights and close the door as the last person leaves.
Check class rolls in the parking lot.

2. Tornado/Hurricane Drills – A specified sound will signal this drill.

Find sturdy shelter away from outside walls and windows.
Classes outside at recess or P.E. should quickly re-enter the building if time permits.
Go quietly to the assigned area of protection.
Face a solid wall and kneel down with hands over your head.
Return to normal activity when "All Clear" is given.

Lock Down – All doors of the school will be locked and no one may enter or exit the school building.

Terrorist Threats – Students will be kept in their classroom until danger has passed. Parents will be notified, if necessary, to pick up their children.

CARE OF SCHOOL PROPERTY

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, textbooks, or any other property of the school by their student. The Administrator will make the assessment of any such damage and payment for damages made within two weeks of the assessment, or the student will not be permitted to attend class.

BUILDING USE

For all activities outside the regular class schedule, approval must be obtained from the Administrator. No group will be allowed to use any part of the building without a teacher, the Administrator, or approved school personnel being present. All groups must be careful to maintain the building in good working order and with the same degree of cleanliness in which it was found or better.

PARTIES

All class parties must have the approval of the teacher and Administrator. Teachers must

be consulted regarding party activities. If bringing in cupcakes, popsicles or a cake for a student's birthday, it must be brought in during lunchtime. To avoid hurt feelings, all class members should be invited to private parties unless it is an all-girl or an all-boy party. Parents, you will be allowed to hand out invitations for private parties in class at the end of the day only.

FIELD TRIPS

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Prior to departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending field trips because of inappropriate behavior.

The Administrator should approve all field trips two weeks prior to the date of the field trip.

Parents should be provided a notice explaining the details of the trip. (Note: A Field Trip Permission Form shall be filled out, copied, and sent home with each student.) School dress is the standard dress for all field trips. Deviation from this standard must have the Administrator's approval.

All parent volunteers that assist on field trips through driving and/or chaperoning must sign and abide by the rules listed on the LCA Driver/Chaperone Agreement Form. Chaperone Agreement forms are available in the office. Students are to travel to and from the destination in the same vehicles unless granted permission by the faculty sponsor. Attendance at school field trips is restricted to students currently enrolled at LCA and to those students who are in the designated grade level.

Llano Christian Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, the parent must understand that the participation of their student(s) in school-sponsored field trips involves a certain element of risk. The parent must assume that risk and agree to hold Llano Christian Academy and its employees, instructors, and representatives blameless from any liability, unless the occurrence happens because of their gross negligence or willful and wanton behavior. The parent must assume full responsibility for any personal injury that might occur to their student(s) while taking part in a school sponsored trip, and they must absolve Llano Christian Academy and its employees, instructors, and representatives from all liability in regard to any injury.

DRIVERS AND CHAPERONES FOR LCA FIELD TRIPS

When parents or guardians volunteer to be drivers or chaperones for LCA field trips, the following rules must be observed:
Bringing siblings on field trips is discouraged, but may be permitted based on availability of drivers.
Vehicles may stop only at the approved destination point (no side stops, please).
All traffic laws must be obeyed (including speed limits). Each child must wear a separate seat belt (no double buckling).

An Emergency Information Form for each child must be in the possession of the teacher in charge of the field trip.
Teachers make all travel assignments. Students must travel to and from the destination in the assigned vehicle unless the faculty sponsor gives special permission to change vehicles.
Students may be denied the privilege of attending school or class trips because of inappropriate behavior and/or lack of completed schoolwork.
Drivers must carry students both directions – going and returning home.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones and other electronic devices (iPods, mp3 players, etc.) will not allowed to be used in the building, unless directed by a teacher or teachers. This includes the restrooms, outside during breaks, etc. Cell phones must be off and stored during the school day in their classrooms.

Text messaging is not permitted anytime during school hours. Secondary students who have jobs may check for messages at lunchtime.

For the First Offense -The cell phone or electronic device will be taken away and returned to the parent only. The student's parent must have a conference with the Administrator to retrieve the phone or electronic device.

For the Second Offense -There will be a minimum one-day suspension for the student and a conference with the parent.

For the Third Offense -The cell phone will not be returned until end of the semester.

NOTE: Parents, please do not call or text message your child on his/her cell phone during school hours. Please call the school Administrator or teacher for any messages that need to be relayed to your child. Also, please look at page 34 for discipline for lying about cell phone

STUDENT BEHAVIOR

STUDENT CONDUCT

A high standard of conduct is required of each student at LCA for the purpose of maintaining order and building Christ-like character.
Students must:
1. Attend all classes daily and be on time.
2. Be dressed properly.
3. Be prepared for each class with the appropriate materials and assignments.
4. Turn in assignments on time.
5. Exhibit an attitude of respect toward all individuals and property.
6. Speak in such a way as to lift others up (Ephesians 4:29).
7. Bring only teacher-required materials, supplies, and approved personal items to school.
8. Be obedient to all rules.

9. Be honest and trustworthy. When an offense is committed, reconciliation will be sought in a Biblical manner (Matthew 18).

PHILOSOPHY AND GUIDING PRINCIPLES FOR DISCIPLINE

The goal of all instruction at LCA is love. We seek to teach students to love God and obey Him out of that love. It is our aim to see LCA students learn to love others with the selflessness of Christ.

PHILOSOPHY

Discipline is inseparably linked with the process of discipleship. The goal of LCA disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The approach to this goal will be based upon Scriptural principles and will involve a three-step model:
1. instruction of God's commands and right ways of thinking and behaving,
2. warning concerning natural and parent/teacher imposed consequences, and
3. correction of misbehavior.

LCA will endeavor to teach what is right and pleasing while keeping correction appropriate and minimal. We will act out of love that seeks the best for the student rather than anger, which seeks only retribution. Teaching students to conduct themselves in a loving and responsible manner is a lasting value and will be considered the highest priority at LCA. (Galatians 6:1-2)

BIBLICAL GUIDELINES FOR STUDENT CONDUCT

Respect Authority

"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. God has established the authorities that exist. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." (Romans 13:14)

Respect and Esteem

"Consider one another as better than ourselves." (Philippians 2:3) Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

Be an Example:

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." (I Timothy 4:12)

Seek Excellence:

"I can do everything through Christ who gives me strength." (Philippians 4:13)

Be Honest

"Providing for honest things not only in the sight of the Lord, but also in the sight of man." (II Corinthians 8:21)

Be Truthful

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." (Ephesians 4:25)

Practice Clean Speech

"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (Ephesians 4:32)

Reflect Jesus

"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8)

STUDENT BEHAVIOR

Discipline is an absolute necessity for any successful organized group. At LCA, the emphasis is on the development of self-discipline and self-direction toward socially desirable ends. External measures will be used only when there is evidence that a student's internal controls fail and his actions fail to comply with school policies and regulations.

CORPORAL CORRECTION

The administration of LCA reserves the right to paddle a student when, in the opinion of the Administrator, it is necessary. A signed Corporal Correction authorization is a necessary part of the enrollment process. Parents may be given the opportunity to administer the corporal correction themselves.

When paddling is necessary, LCA will proceed according to the following guidelines:
1. The offense will be clearly discussed with the student.
2. The Administrator will discuss Scriptural application with the student.
3. A reasonable number of firm strokes (not to exceed three) will be administered by the Administrator with a simple, flat paddle.
4. A staff witness will be present.
5. The student will not be physically restrained. (If he/she refuses to submit to paddling, the parent will be asked to come to the school to discuss the matter; the parent may be asked to withdraw their student.)
6. After administering strokes the Administrator will pray with the student, assuring him/her of his/her love.

CONDUCT EXPECTATIONS

Students are expected to obey. Obedience demonstrates proper submission to God and God-ordained parental authority extended by agreement to the school administration and staff. Students are taught to accept responsibility for their behavior by being held accountable by their teachers and principal. All students are expected to conduct themselves according to the following guidelines:

1. In the classroom, the student shall speak by permission of the teacher. To obtain permission to speak, the student will raise his hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy.
2. Students may move about the room only by permission of the teacher.
3. Students shall refrain from any act of disrespect, such as:

Mimicking others
Laughing at the mistakes of others
Back talking or arguing with any teacher
Making facial or non-verbal expressions of disrespect/contempt
Whispering and/or passing notes in class
Failing to pay attention in class or sleeping

4. Students are expected to answer all adults with a respectful "Yes Sir", "Yes Ma'am", etc. "Yeah" and "Huh?" are unacceptable responses.
5. Profane, vulgar, and/or abusive language (such as name calling) are prohibited.
6. The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
7. Eating and drinking are permitted only in designated areas.
8. Fighting will result in disciplinary action.
9. The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.
10. Use or possession of drugs, including alcohol and tobacco, is prohibited.
11. Although the male/female attraction is understandable, kissing, hugging, holding hands, holding one another, and other public displays of affection are not permitted at school. During school functions, the student is to exercise self-control and demonstrate Biblical love for others by acts of selflessness.
12. The following items are prohibited on campus or at any LCA function including field or class trips, sporting events, fund raisers, etc.: iPods®, gaming devices, magazines, chemical substances, firearms, knives, weapons, beepers, skateboards or any other items deemed inappropriate by the Administration.
13. Gum is not allowed on campus before, during, or after school.

HUMAN DIGNITY/HARASSMENT

Llano Christian Academy intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself. All students are expected to conduct themselves with respect for the dignity of all others.

We do not condone or allow harassment of others by teachers, administration, students, or other persons present in our facilities.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.

Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.

Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or administrator.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Steps for handling charges of sexual harassment:

The harassment will be reported to the proper authorities and brought before the Board of Directors. Subsequent action by the Board of Directors will be determined by the outcome of the evidence obtained. If a student is found guilty of sexual harassment, they will be expelled from LCA and will not be allowed to return.

Anti-Bullying Policy

The State of Texas passed Senate Bill 179 in an attempt to have all schools be more intentional in dealing with and hopefully preventing cyber-bullying. Cyber-bullying will be treated in the same manner as bullying.

Llano County will provide LCA, through a grant, with curriculum for anti-bullying, cyber-bullying, mental health and suicide prevention. These will be addressed through health classes for grades 2 – 12.

Definition of Bullying:
A single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves written or verbal expression, including electronic communication, or physical conduct that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property or on publicly or privately owned school bus or vehicle being used for transportation of students to or from school or school-sponsored or school-related activity, and that (1) has the effect or will have the

effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school, including cyberbullying.

Definition of Cyber-bullying:
Bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based or electronic communication tool and that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Administrative actions:

In determining the extent of bullying or cyber-bullying and the consequences, the administration will take into consideration:
-the degree of severity and risk of danger,
-the effect of the misconduct,
-the age and grade level of the student,
-legal requirements,
-the frequency of the misconduct,
-the student's demeanor, and/or
-the possibility of disruption of the school environment.

The following steps will be followed for:

First Offense
1. Conference with student where a statement will be written.
2. Conference with parents.
3. Upon determination of bullying behavior, a one-week suspension from school. Work will be given to the student to be completed at home.

Immediately upon investigation and the determination that an act of bullying or cyber-bullying has occurred, the parents of the victim with be contacted by phone or in person.

Second Offense
1. Statement will be written.
2. Police will be called and a report filed.

3. Upon determination of bullying behavior, the student will be expelled for the remainder of the year and zeros recorded for all grades.

Immediately upon investigation and the determination that an act of bullying or cyber-bullying has occurred, the parents of the victim with be contacted by phone or in person.

For any student who coerces a student to commit or attempt to commit suicide, automatic expulsion will be given and law enforcement will be called to further investigate. Parents will be contacted immediately for the victim and the perpetrator.

Contacting Law Enforcement

At any point the Administrator has the right to contact law enforcement as ask for assistance with further investigation. The Administrator will call the Llano County 911 and ask the dispatcher to send an officer to the school.

Anonymous Reporting for Bullying Behavior

Any student or parent may contact the Administrator with a report of bullying, cyber-bullying or behavior disrupting the educational flow of Llano Christian Academy. The name of the student and/or parent will remain confidential.

The national hotline may also be used: 1-800-784-2433.
Image: slideshare.net:

JURISDICTION

LCA has jurisdiction for discipline purposes over its students from the time of arrival from home until departure at the close of the school day. Misconduct during this time becomes a matter of school discipline. Policies and regulations of this school governing the discipline of students apply to all school sponsored activities on and off the school campus.

Listed below are various offenses, grouped by seriousness as well as penalty, including length of detention. If a student is to serve a detention at least one day's prior notice will be given to the student, and the parents will be notified. An excessive number of detentions (5) will result in Saturday class.
The following steps are in general order of seriousness and are typically followed in this order, depending on the offense:
1. Counseling, praying with, and warning students regarding their actions and attitudes
2. Means of correction shall be in keeping with the offense. Detention after school is permitted, but parents shall be given a day's notice.
3. Communication with parents by telephone or in writing after first offense
4. Student referred to the principal for corrective action and parent conference
5. Saturday class

6. Probation
7. Paddling
8. Suspension
9. Expulsion

STEPS IN DISCIPLINE

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. When a discipline form is sent home, the student is required to have the parent sign and return the form the following day.
1. Send home communication sheet listing the student's offense and steps the teacher/Administrator have taken.
2. Send home communication sheet stating the time that the teacher/Administrator will be calling in the evening.
3. Send home communication sheet stating the date and time of the parent/teacher/student conference.
4. Send home communication sheet stating the date and time of the parent/student/Administrator conference.
5. Detention Hall may be added.

At any time the offense is serious enough the above steps may be altered. At the Administrator's discretion, conduct probation may be established at any time between steps 3 and 4. If unacceptable conduct is persistent or serious enough, suspension or expulsion can occur. See excessive/persistent behavior-conduct section.

NOTE – CORPORAL PUNISHMENT MAY BE APPLIED AT ANY LEVEL OF DISCIPLINE.

DETENTION

Detention will be issued for students in grades one and above as a disciplinary option available to teachers to assist students in learning proper conduct. With the direction and approval of the Administrator, teachers will determine the procedures for detention, unless otherwise stated herein. Detention is not to be used for tutoring.

Afternoon detention may be held on Monday through Friday beginning at 3:05 pm. A teacher who will determine the assignment during this time must proctor all detentions. Parents must be notified before a student will be allowed to serve in detention.

PROBATION

The Administrator may place a student who is not performing according to the guidelines set forth in the Conduct Expectations portion of this handbook on conduct probation as a means of discipline. Probation indicates that a student's behavior is so improper that a majority of his teachers recommend probation. Probation is not to exceed 4 weeks. At the end of the probationary period, the student's conduct will be re-evaluated.

A consistently rebellious attitude toward the faculty, school rules and procedures, or a

continuously negative attitude and bad influence on other students may result in attitudinal probation. If the conduct is not corrected, the student will be asked to voluntarily withdraw or be expelled.

A student who is not making sufficient progress academically due to low grades, not turning in homework on time, or obviously working below his ability will be placed on academic probation. A student will be placed on academic probation if he makes at least 2 D's or 1 F in any nine-week grading period. If the grades and work habits are not significantly improved by the end of the next grading period, the student may be asked to voluntarily withdraw or be expelled. It is hoped that probation is sufficient notice to the student and his parents that a serious problem exists requiring correction.

When all disciplinary actions taken by the teacher are ineffective, with documentation the student may be considered for probation. Probation gives the student time to improve to a satisfactory level.

The Administrator must complete a Probation Form.

If the Administrator determines that probation is required, a conference will be held with the student and parent/guardian to explain what improvements in behavior are necessary and to outline the terms of the probation.

If the notification to the parent is verbal, it should immediately be followed by written notification.
While on probation, a student will be excluded from all positions of trust and responsibility.

Weekly progress reports on the student in grades K-10 will be issued by the teacher. Copies of progress reports will be sent to the parents.

At the end of the probationary period, a conference will be held. All decisions will be issued orally and in writing.

The decision of the Administrator with regard to probation is final.

Probation Policy

<u>Students will be placed on probation for the following actions</u>:
Stealing
Bullying peers
Open defiance of authority
Inappropriate conversations, including but not limited to:
-Conversations about sex or sexual in nature,
-Conversations meant to downgrade females,
-Conversations meant to downgrade males, and
-Conversations concerning teachers meant to downgrade.

Lying to peers or instructors

Length of probation:
Four weeks
How will parents be notified?
Parent Conference
Outcomes:

If an infraction occurs while on probation, the student will be immediately dismissed from Llano Christian Academy.

If no additional infractions occur during the four-week period, the student returns to regular status. Probation will only be used once per semester per student. If another infraction should occur during the same semester, the student will be immediately dismissed from Llano Christian Academy.

Lying to Teacher/Administrator about Cell Phone

First Offense – Warning from Teacher and Administrator
Second Offense – In-school Suspension for one day
Third Offense – In-school Suspension for two days
Fourth Offense – Expulsion for remainder of school year

EXCESSIVE/PERSISTENT BEHAVIOR-CONDUCT

If a student incurs excessive or persistent violations of LCA policies, he/she will not be allowed to continue their education at LCA. After a student has been sent to the office for disciplinary reasons for the 4th violation, the student and parent will be notified of the excessive/persistent behavior violations. On the 5th violation, the student will receive a 1 day suspension, plus whatever level discipline the behavior requires. The 6th violation will result in 2-day suspension, plus whatever level discipline the behavior requires. The 7th violation will result in the student being expelled or asked to withdraw.

Teachers cannot teach and students cannot learn if students refuse to obey and follow classroom rules and procedures. It is our hope that students will use good judgment, self-discipline, and obedience to the policies of LCA, so that none of these actions have to be taken.

SUSPENSION AND EXPULSION

The suspension or expulsion of a student is a very serious matter and must be handled in a way that guarantees due process to the student.

RULES OF PROCEDURE

Student Notification

A student whose conduct has been such that severe disciplinary action results must be told exactly what the breach of conduct has been. If a specific rule or regulation has

been disobeyed, the rule or regulation should be stated prior to suspension or expulsion. If the student denies the allegations against him, he shall be given an opportunity to explain his version of the incident before the suspension or expulsion is effective. The Administrator shall verify the facts.

Decision to Suspend or Expel

The classroom teacher may recommend suspension, but only the Administrator, after determining that suspension is required, may order a student suspended for a period of time not more than 3 days. The recommendation to expel a student shall be made by the Administrator. The decision to expel is the sole responsibility of the School Board.

Parent Notification

In the event that the Board of Directors determine there is probable cause that a student should be expelled, the parents must be notified in writing of the exact nature of the offense charged. A written notice of expulsion shall further advise the parents of the opportunity for a hearing. If the parents desire a hearing, they shall so notify the Principal in writing within three days of the decision to expel, and a hearing shall be held as soon as possible, but no more than five (5) days thereafter. While awaiting the hearing, the student will be suspended from school and school activities.

Emergency Situation

In emergency situations when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. The necessary charges should follow.

Hearing Process For Suspension:

The hearing will be before the Administrator. At the hearing, or shortly thereafter, the Administrator will make a decision. If notification to the parent/guardian is verbal, it should immediately be followed by written notification. Copies of all information should be sent to the School Board. The decision of the Administrator is final.

For Expulsion: The hearing will be before the Board of Directors. Their decision will be final.

SPECIAL INFORMATION

Suspension shall last one-half to three days. Students on suspension will not be allowed to participate in any school-related events during suspension. Three suspensions will create grounds for expulsion.

VOLUNTARY WITHDRAWAL

Parents may be asked by the Administrator to voluntarily withdraw a student if it is determined by the school that the student is demonstrating he is not eligible to continue attending for reasons of misconduct, attitude, or a sustained failure to put forth academic effort. Voluntary withdrawal versus expulsion is usually more favorable to the student. It

generally makes enrollment in another school easier.

Notes & Phone Numbers