

Lezon Valley



Christian Academy

LVCA Handbook 2018-2019

“Where **C**haracter, **A**ttitude,
Service, and **A**cademics unite
in education.”

Leon Valley Christian Academy

A Ministry of Leon Valley Baptist Church
Established 2007

Member of:
The American Association of Christian Schools

7990 Grissom Road
San Antonio, Texas 78251
(210) 684-5662
<http://www.lvcasa.org>

School Verse:

“Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O Lord, my strength, and my redeemer.”
Psalm 19:14

School Colors:

Red symbolizing the blood of Christ
White because His blood washes us as white as snow
Blue symbolizing His friendship

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 Christian Flag

"I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands: one Savior crucified, risen, and coming again with life and liberty to all who believe."

Pledge to the Bible

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

Table of Contents

Letter from The Pastor & Administrator	1
Statement of Faith, Philosophy of Education, & Accreditation	2
Registration & Admissions Information	3
Financial Information	3-5
General School Policies	5
Parent & Family Support	5
Volunteer, Parent & Chaperone Information	5
Arrival & Dismissal	6
Extended Hours	6
Weekly Chapel Services	6
Lunch	7
Parent Teacher Conference	8
Emergency Actions	8
Attendance/Tardy Policies	8/9
Dress Code (<i>updated 7/2016</i>)	10-13
Health & Safety	13
Discipline Policy	14-15
Instructional Program	16-19
General Information	19
Drop-off/Pick-up Flow Map.....	20

From The Pastor & The Administrator

The Leon Valley Christian Academy (LVCA) is dedicated to (1) Bringing honor and glory to God through the process of daily education, (2) The total development of the students in our care, and (3) Ministering to the families who have chosen to place their child(ren) in our school.

Two fundamental principles are the foundation to accomplishing these goals. (1) The truth of God's Word must be the standard by which every other philosophy is judged and (2) The staff must be spiritually mature, educationally prepared, emotionally stable, and committed to excellence and service.

The staff considers the process of education worthy of the utmost importance. We will plan and provide to the best of our abilities the absolute highest quality of education for your child. We will constantly pray for wisdom and direction from God and covet your prayers for the same.

We recognize children as a gift from God and as teachers, administration, and church family we count it a blessing to be involved with the training of these precious ones. Our concentration here at LVCA is one of academic excellence. Our approach is to achieve academic excellence by addressing Character, Attitude, Service, and Academics. Each of these complements the others. We use the A-Beka curriculum, for ALL grade levels, known world-wide for its high academic standards as well as its incorporation of God's Word.

We look forward to working with you and your family throughout this coming school year. As you read this handbook please write down any questions you might have. We will be happy to answer them for you.

John W. Dupree

John W. Dupree
LVCA Administrator & LVBC Assistant Pastor

Forrest E. Jones

Forrest E. Jones
LVBC Pastor

LVCA – A Ministry of the Leon Valley Baptist Church

Although church membership is not a prerequisite to placing your child in our school, we want you to know that you are welcome to join us in our weekly church activities. If you do not currently have a regular place of worship, we invite you to consider the Leon Valley Baptist Church. We will always keep you informed of planned church activities throughout the year.

Sunday ***9:00AM*** *Sunday School (for all ages)*
 10:15AM *Morning Service*
 6:30PM *Evening Service*
Wednesday ***7:00PM*** *Prayer & Bible Study*

Statement of Faith

The LVCA is a ministry of the Leon Valley Baptist Church (LVBC) and therefore adheres to the Articles of Faith set forth in the Constitution and By Laws of the Leon Valley Baptist Church. The following statements summarize our beliefs:

The Bible – We believe the Bible to be the inspired Word of God.

God – There is one, and only one, true and living God.

The Trinity – We believe the **one true and living God**, exists in three persons, God the Father, God the Son, and God the Holy Spirit.

Jesus – We believe in the deity and virgin birth of Jesus. Having lived a sinless life, He was able to be the sacrifice for sin. This He did when He died on the cross and rose again three days later.

Holy Spirit – We believe the Holy Spirit to be a divine person equal with God the Father and Jesus Christ. We are not charismatic in our understanding of the Holy Spirit.

Man – Though created by God in innocence, man sinned and fell under God's condemnation. All men need salvation through Jesus.

Salvation – We believe that salvation is by faith in Jesus Christ and Him alone.

Philosophy of Education

We at LVCA understand that children must want to learn and apply themselves in order to achieve academic success. It is because of this basic understanding that we incorporate character development, attitude maintenance, and service into our daily routine. Learning to respect ourselves and others fosters a desire to serve our community; therefore, students will become productive members of our society. God's Word is the foundation on which we stand, and we do not apologize for our foundation. By memorizing portions of God's Word our students will be accessing fundamental lessons in character development, attitude control, and service.

We further understand that parental involvement is essential to a child's academic success. Realizing this, we expect parents to take an active role in their children's education. Parents enrolling their child(ren) are basically agreeing to a partnership with the school and are acknowledging an understanding of their responsibility to the success of their child(ren)'s education.

Conformity to Accreditation Standards

As a Member of the American Association of Christian Schools (AACS), LVCA has access to the direction and accountability needed to properly administrate. The accreditation process requires conformity to a comprehensive list of safety and academic requirements. Although LVCA is not pursuing official accreditation status, LVCA closely conforms to AACS accreditation requirements and continuously reviews these requirements to ensure that LVCA is maintaining high academic and biblical standards.

REGISTRATION & ADMISSIONS INFORMATION

Registration normally begins in February for fall enrollment and is opened first to current students and their siblings, members of LVBC, and children enrolled in the LVBC Mother's Day Out Program. Payment of the \$200.00 registration fee secures a slot for the student.

Age Requirements

K-4	4yrs old by September 15
K-5	5yrs old by September 15
1 st Grade	6yrs old by September 15
2 nd Grade	7yrs old by September 15
3 rd Grade & above	Completion of previous grade level

Admission Steps

1. Obtain an admission package from the school office or you may download the package online at www.lvcasa.org.
2. Read the LVCA Handbook and complete the enrollment forms. Call the school office to schedule an enrollment processing appointment, a tour of the facilities and any needed academic entrance assessment for your child. **Bring the completed enrollment form, birth certificate, current immunization record and the registration fee to the enrollment appointment. (*NOTE: This paperwork can also be faxed to 210-798-0021 or emailed to lvcasecretary@lvbc.org. But, do not forget to schedule the tour and the assessment mentioned above.**
3. Meet with the School Administrator or the Pastor as time permits.

Withdrawals

If the decision is made to withdraw a student from the school, notify **LVCA at least five school days prior to the date of withdrawal by completing an official withdrawal form. The withdrawal form must be on file in the office to initiate the withdrawal process.** Student records will only be released if the student account is paid up to date. **Student withdrawal will not automatically result in refund of tuition or other fees.** (See Refund Policy page 4.)

FINANCIAL INFORMATION

- **ANNUAL TUITION: \$3000.00 – General Public Rate
\$2,700.00 – LVBC Member Rate**
- **Registration Fee: \$250.00 (non-refundable AND due at registration. Refund will occur only when admission is denied by LVCA.)**

- **Book Fees***(*non-refundable AND due at registration or no later than July 15th*) :

Pre-Kindergarten	Kindergarten	1st – 8th grade
<u>\$100.00/year</u>	<u>\$125.00/year</u>	<u>\$275.00/year</u>

***Note: Any late registrants after June 15th must pay book fees at the time of registration OR within a maximum of 30 days after date of registration.**

- **LVCA Activity Fee: \$200/year** (*can be divided over a 10 month pay period*). This includes cost for LVCA Friday lunches, field trips, and fees when LVCA needs to provide the student with a lunch and/or snack during the school week. This also provides funds for special day celebration, some banking convenience fees and LVCA website costs.
- **Testing Fees** (*Charged separately on invoice and payable as one-time payment or by installment*):

Pre-K	Kindergarten & above
<u>\$15.00</u>	<u>\$65.00</u>

- **American Association Christian Schools (AACCS) Membership Fees: \$15.00**
- **Payment options:**
 1. **Annual:** Full year in advance due **by August 15th**.
 2. **Semi-Annual:** Full year divided into 2 equal payments due **by August 15th** and **January 15th**.
 3. **Monthly:** 10 equal monthly payments from **August 15th** to **May 15th**.

Pro-rated Enrollment Tuition: Enrollment after school starts will pro-rate as follows:

- **New Enrollees:**
 - 1st-15th: full monthly tuition will be due no later than the 25th of that current month.
 - 16th-31st: half of monthly tuition will be due by the end of the current month.

Discounts (based on applicable rate)

- | | |
|--|--|
| 1. Monthly 2 nd + Child 10% | 4. Family Referral Program\$100 |
| 2. Annual tuition paid in advance.... 10% | off annual tuition rate (the student(s) |
| 3. Semi-Annual payments.....5% | <u>must enroll</u> for discount to apply) |

***Note: No more than a 10% discount will be given per each enrollment.
Discounts are contingent upon payments being made on time.**

Refund Policy

Only tuition is subject to refund. No other fees or charges are refundable. Tuition refund will only be considered due to unexpected military permanent change of station (PCS), an unexpected employer directed job transfer, a family emergency, withdrawal/expulsion or some other situation beyond the control of parties involved. There will be no refund of tuition if withdrawal/expulsion is due to personal desires or disagreement with set LVCA policy and standards and/or Biblical doctrinal positions.

Past Due Accounts and Returned Checks

Tuition is **due on the 15th of each month**. Accounts **over 1 month past due (31-60 days)** must have the full tuition rate for the period of delinquency paid in full immediately. **Should delinquency continue and reaches 2 months past due (61-90 days), students will be expelled for non-payment of fees. Students will be pulled from classes until accounts are brought up-to-date.** A **\$25.00 returned check fee** will be assessed to the account for any checks returned to LVCA for non-payment. **Two or more returned checks will require future payment be made by cash, money order, or cashier's check.**

STUDENTS ASSOCIATED WITH DELINQUENT ACCOUNTS (31-60 DAYS) WILL BE PULLED FROM ALL CLASSES AND BE CHARGED WITH UNEXCUSED ABSENCES UNTIL THE DELINQUENT ACCOUNT IS BROUGHT UP TO DATE. STUDENTS WILL BE EXPELLED AT 61 – 90 DAYS DELINQUENCY.

****Note: If ANY school fees are outstanding, future school registration will not be allowed and/or final report cards and/or records will not be released until accounts are brought up to date.**

Extended Hours Program Fees: (*Payments are divided into 10 monthly installments)

Registration <i>(non-refundable)</i>	Part-Time (<i>Mornings OR Afternoons Only</i>)	Full-Time (<i>Mornings AND Afternoons</i>)
\$30.00 per family	\$650.00 per year/per family	\$1000.00 per year/per family

GENERAL SCHOOL POLICIES & INFORMATION

Parent/Family Support

Parental involvement is a vital, integral part of our program. We depend on a strong line of communication with our parents. Upon registering your child, you automatically become a member of our **Parent Teacher Fellowship (PTF) and a prospective LVCA volunteer**. The PTF will periodically host meetings during the school year to discuss various ways to support LVCA from classroom parent participation to event and fundraiser planning. Your participation in the PTF will play a very important role in your child's academic experience. Following is a list of other ways you can be involved in your child's academic experience.

Visitors, Parents and Volunteers

We welcome visitors to our school and encourage parents and friends to take the opportunity to visit the school. Lunch time is a great time to visit. However, to minimize confusion or disorder, we ask that those coming to visit observe the following:

- Bring forgotten lunches, books, homework, or any item directly to the office.
- All visitors must report to the office, not the classroom. They will need to sign in at the office, obtain a visitor badge and be escorted to their destination by school personnel. This will eliminate needless interruptions during valuable instructional time and will enhance accountability of persons on campus.

Volunteer/Chaperone Guidelines

1. Volunteers will maintain the same dress standards as the students and staff. Parents may wear the LVCA polo shirt, Lion "spirit" shirts, or other appropriate attire. Shorts, dresses and skirt length must comply with LVCA student uniform policies.
2. When chaperoning or volunteering for a LVCA event, please make other arrangements for sibling childcare. Required tasks will demand your undivided attention.

3. When volunteering or chaperoning an event, please remember to always observe all LVCA and applicable classroom procedures. Remember you are there to assist the teachers and/or staff members with planned activities. Oversight of all students especially those assigned to you, not just your own child, is essential.
4. When chaperoning a field trip, please follow the LVCA agenda. ***Do not*** bring or buy additional treats for your child. **LVCA covers all chaperone field trip related expenses.** LVCA will advise whether students are to bring a sack lunch OR if parents should provide additional funds to purchase lunch on-site and/or for visits to a gift shop.
5. All chaperones ***must travel to and from*** the field trip location with the LVCA group by the mode of transportation used by LVCA, whether it be church bus or other designated vehicles.
6. Parents who ***are not*** chaperones can follow to or meet at the field trip location in their personal vehicles, but will be responsible for their own expenses. Students ***will not*** be allowed to leave with parents from the field trip location. Students must remain with the group and return to the LVCA together with the group. No special requests will be entertained.

Daily Arrival and Dismissal

The school day begins promptly at **8:15AM** and dismisses promptly at **3:15PM for Pre-K – Kindergarten and at 3:30PM for First Grade and above.** Students (not Extended Hours Program) should arrive **no earlier than 8:00AM** for drop-off and be picked up **no later than 4:00 PM.** Any exceptions require advanced notification or prior approval. Any early drop-off or late pick-up of students without prior notification will result in a charge of **\$25.00 per hour, starting at the 15 minute point of that first hour.**

Once you are in the drop off/pick up zone, place your vehicle in the park position and remain in the vehicle. LVCA staff will unload and load the students. Please follow the traffic flow pattern as depicted on the last page of this handbook.

Parents who are picking up children early OR dropping children off late **must report to the office to sign in/out their child.** LVCA Staff will ensure late arrivals get to class safely or will get those from class who are leaving early. Do not go directly to the classroom to drop-off or pick-up students.

***Note: Only parents or individuals designated on the student registration form will be allowed to pick up a student from school. For any other person to pick up a student, we must have prior written notification to the school or the person must be listed on the authorized personal contact/pick-up list in the student’s record. Students will not be released to unauthorized persons.**

Extended Hours Program

An extended hours program is available for parents that need to have a child here beyond the designated school hours. Extended morning hours are 6:30–8:00AM, and afternoon hours are 4:00–6:00PM. Parents must physically sign their child in and/or out as part of the program requirements. Parents should send breakfast if needed and/or an afternoon snack. **Additional fees do apply (see page 5).**

Wednesday Chapel Service (Very Special Day)

Chapel Service is every Wednesday. This service reinforces character development, promotes proper attitudes and gives biblical principles for life. Students must wear the designated “Chapel Uniform” (see Uniform Requirements, page 12). LVCA Staff and the LVBC Pastoral Staff conduct Chapel services on a rotating schedule. Parents are invited and are highly encouraged to attend this service.

School Pledges

Inside the front cover are the pledges to the United States flag, the Christian flag, and the Bible. The students recite these pledges each morning with their teachers and in Chapel on Wednesday mornings. Please help your child learn these pledges so that they are able to recite with confidence and understanding.

Library Policy

Students will have regularly scheduled library visits. During these visits, students will be allowed to check out books. Students must return the previously checked out books before being allowed to check out more books. A \$5.00/per book fee will be assessed to the student account for any overdue or lost book. Library statements will go out quarterly to notify you of any overdue books and/or late payments. Students may also have monitored access to the library on any given day.

Lunch

Students will need to bring their own lunches DAILY. However, LVCA will provide a full lunch once a month on a Friday—**LVCA Monthly Friday Lunch**. A reminder will come home announcing when this monthly Friday lunch will take place.

Be sure to pack lunches in an insulated lunch box/bag or container to keep lunches cool or warm. **Lunch containers should be free of distracting designs and characters in keeping with the Dress Code Policy. Due to time constraints and limited capability, we do NOT microwave student lunches.**

LVCA has a closed-campus policy, meaning students must eat their lunch at school during the designated lunch period. Parents or relatives are always welcome to join the students for lunch. ***Please sign in at the school office BEFORE joining your child for lunch.*** The lunch period is also the only designated time for any birthday celebrations at school. Emails, Facebook or handouts will be used to notify any lunch schedule changes.

Correspondence

ALL LVCA and teacher correspondence to include any announcements will come home via your child's homework/communication folder, email, Facebook or direct handout. Parents should check communication folders daily and check for emails daily to make sure you are aware of all LVCA activities and notices.

Assemblies

Six special event assemblies are scheduled throughout the school year – Thanksgiving, Christmas, Easter, Students Competing For Christ Closing Ceremony, Spring Concert and end-of-year Awards/Graduation ceremonies. Parents' attendance at these events shows your child that you are interested in and value what they are learning and accomplishing in school. Please make plans to attend all of these assemblies.

Changes in Personal Information

Notify the school office AS SOON AS POSSIBLE of any changes to your home phone or work phone numbers, home address, or designated person/pick up list for your child.

Emergency Pick-up

If it is necessary for you to have someone pick your child up (either during the day or after school) and that person is not on your pick-up list, they **MUST** come to the office and **MUST** show proper I.D. in order to pick up the child. In addition, they **MUST** sign the child out to have a record of that pick-up. The student will be waiting in the office.

Field Trips

Teachers select and plan field trips that complement the curriculum, always considering the educational benefits to your child. The successful execution of these field trips rests upon solid parental support and voluntary participation as chaperones. LVCA determines the number of chaperones needed based on age of students and type of field trip. A signed permission slip is mandatory for each student for each trip. ***Permission slips must be in the school office before the day of the field trip and will not be accepted on the day of the field trip. All students must wear the LVCA Spirit Shirt (for positive accountability and safety) with denim blue jeans, knee-length shorts or skirts OR uniform pants, knee-length shorts or skirts.***

Parent Teacher Conferences

There are two **required** parent teacher conferences during the school year. The first conference will be during school **Week 10** and the second during school **Week 28**. These conferences are excellent times to ask questions and gather additional ideas on how to work with us in the education of your child. Parents or teachers may request additional conferences at any time should the need arise.

Yearly Calendar

LVCA generally follows the Northside Independent School District (NISD) calendar with a few exceptions. LVCA Early Release days may not always coincide with NISD's. Refer to the LVCA calendar.

Emergency Actions

LVCA follows the NISD emergency plan for school closings due to inclement weather or other emergency situations. School closing alerts are announced on the following radio and television stations:

Radio - KSLR AM 630	Television - KMOL Channel 4 (Cable 3)
KDRY AM 1100	KENS Channel 5 (Cable 5)
KLOVE FM 91.3	KSAT Channel 12 (Cable 13)

Alerts may also come by email, posting on the LVCA website, on the PTF text link or on the PTF Facebook.

Attendance Policy

Absences – Absences are designated as either excused or unexcused as outlined below. Parents will notify the school when a student will be absent. On the first day the student returns to school, the parent and student must complete an Absence Form in the school office before the student can return to class. Excessive absences, excused or unexcused, cannot be tolerated. Students must be in attendance for at least 90% of the school year (number of scheduled school days) to be eligible for promotion to the next grade level (if enrolled late in the year, 90% of the remaining days). The administration reviews student attendance records regularly and will notify the parents of any child who is in danger of exceeding the maximum. **Not attending school regularly and consistently can result in the student not being promoted to the next grade level.**

Excused Absences

Excused absences must have an excuse form filled out and signed by parents in order for missed work to be sent home for completion. The following list defines excused absences:

1. Student personal illness (for 3 or more consecutive days requires a doctor's excuse)
2. Illness or death in the immediate family

3. Quarantine
4. Weather or road conditions making travel unsafe (We will follow NISD operations for inclement weather and/or road conditions.)
5. Any other circumstances not listed are at the discretion of the administration.

Unexcused Absences

Any absence not listed above is an unexcused absence. **Vacation & leisure days taken when school is in session are unexcused absences.** All class work missed during unexcused absences must be made up upon return to school (*see page 18 for the LVCA make-up work policy). Students will take any missed tests or quizzes given during the unexcused absence on the first day of their return to class. Any other missed assignments will also be completed and turned within the timeframe determined by the teacher. Even though all work must be made up, the student will only receive partial credit for the made up work. **Daily school work covered during a period of unexcused absence will not be sent home or taken on vacation when school is in session.**

School Initiated Absences

School days missed due to inclement weather or any other reason as determined by the administration may be scheduled for makeup. LVCA initiated absences will not count against the student.

Early Pick-Ups

Early pick-ups are discouraged and can add up to an absence. Early pick-ups with an accumulation of 3½ hours will be considered a half-day absence and early pick-ups with an accumulation of 7 hours will be considered a one-day absence. Early pick-ups due to a doctor's appointment will not be penalized. A doctor's excuse, however, must be on record in the student's file.

Tardiness Defined

A student is considered tardy at 8:15AM. If a student arrives after 8:15AM and the doors at the drop-off point are closed and/or no LVCA staff member is present, do not drop students off outside and send them to class. This is not a safe practice. The parent or the person responsible **MUST** escort the student to the school office to sign in and get a tardy permission slip in order for the student to be allowed in class. Students will not be allowed in class without an official tardy slip. An LVCA staff member will ensure the student arrives safely to class. Any student arriving after 9:00AM may need to remain in the school office until the next class break or until a time designated by the teacher before they can enter class.

Tardiness interferes with the start of the school day and can upset the entire day. Excessive tardiness can also interfere with the academic progress of the student. Therefore, an accumulation of five tardy days in a nine-week grading period equates to a one-day unexcused absence (see Unexcused Absences for missed work requirements). In addition on that fifth tardy day, scores on any graded work are subject to a 10% reduction in points. **Arrivals after 11:30 am are considered a full one-day unexcused absence.**

Unavoidable events (sudden illness, traffic, weather) will at times cause a student to be late. Be sure to notify the school office when these events do occur to avoid being charged with a tardy.

Cell Phones/School Office Telephones

Cell phones are prohibited. Teachers and staff will confiscate any cell phones, pagers, etc., if found in the student's possession and will turn them into the school office. Parents will need to come to the school office to retrieve the items. Cell phones will not be allowed on field trips.

Students will not use telephones, cell or otherwise, during the school day. In case of emergency, LVCA staff will contact parents or guardians. If parents need to contact a student, parents should call the

school office during posted hours to leave a message. If it is an emergency and the school office is closed, parents should call the church secretary at 684-5662 ext. 301 or 307. Remember, if the LVCA secretary is not available, contact the Administrator at ext. 306. Refer to the LVCA Academic Calendar or the website for contact numbers

Backpacks, Lunch Boxes & Containers

Backpacks, lunch boxes, lunch containers and water bottles can be plain, multi-colored or with appropriate designs. There should be no characters on backpacks, lunch bags/lunch boxes or water bottles (ex. Disney, Nickelodeon, transformers, LEGO, etc.). Wheels on backpacks are highly discouraged, especially for Pre-K and Kindergarten.

Other Prohibited Items

Students will not bring toys (with the exception of teacher designated show and tell days), games, electronic games, radios, CD or tape players, tapes, CD's or any other related items to school. Teachers and staff will confiscate any of these items found in the student's possession and will turn them into the school office. Parents will need to come to the school office to retrieve the items.

Playground Rules

1. The students will not throw rocks.
2. The students will not play with sticks for any reason.
3. The students will walk, not run, to the playground.
4. The students will not climb the fence.
5. The students will ask permission to go to the bathroom or for a drink.
6. The students will keep the yard clean by picking up paper, etc.

SCHOOL DRESS CODE

Purchase of Uniforms

Uniform items may be purchased through the French Toast Company at www.frenchtoast.com using school code QS5FMLR or from any local department stores (Sears, JCPenney, Walmart) or uniform stores. Local school uniform stores include the School Yard at Wonderland Mall, and two Parker School Uniform Stores on NW Military Hwy or N. San Pedro Avenue. But be sure to follow LVCA specifications as outlined by our French Toast school code uniform list.

The Required Dress Uniform

Each student is required to have one **Dress Uniform** (see Uniform Requirements for boys and girls below). **The Dress Uniform is required wear for Chapel Days and on other designated occasions (Picture Day or special event).** All other specified uniform items are authorized for wear on any non-chapel day, unless otherwise specified by the Administration.

Wear of the Uniform

Uniforms are to be worn properly while students are **on campus** and during school events **away from campus**. Students represent LVCA wherever they go, particularly when in uniform. These regulations apply to the required Dress Uniform and the optional uniforms. Ultimately the teachers and the administrator and the office staff are responsible for interpreting and enforcing the uniform regulations.

General requirements for proper wear of school uniform are:

- **Shirts/blouses** will be **tucked in** while students are on campus and off campus during a school event (*Exception: the girls over-blouse*).
- **Belts** will be worn on garments with belt loops (*Exception: Pre-K and Kinder students on non-chapel days*).
- **Coats and jackets** may be worn as weather dictates as outer garments and should be plain, with no logos, no letters, and no characters. **Coats and/or jackets will not** be worn in the classroom. *The designated navy blue cardigan sweater is the only authorized first layer outer garment that will be worn in the classroom as needed.*
- **Jewelry:** only girls may wear studded **earrings** (one pair for safety reasons). **Rings** must be simple and be limited to one on each hand (for safety reasons). **Necklaces** must be tucked inside shirts/blouses and may not show. LVCA staff has the authority to confiscate any inappropriate, distracting or potentially dangerous jewelry. **Watches may be** worn but must fit snugly on the wrist. **Bracelets are discouraged, but, if worn, should not present a safety hazard.**
- **Hair accessories (GIRLS)** will include hair bows, headbands, or scrunchies only of **solid red, white, or navy blue uniform colors or of natural colors (i.e. brown, black, silver or gold).**
- **Make-up and Nail polish** will be applied prior to arrival at school. Students will not apply make-up or nail polish once they have arrived at school. *Students will wear only neutral, non-opaque pale shades of nail polish (clear coat, clear natural nail shades or clear light colored pinks, beiges and tans).* Opinions vary as to when one may start wearing make-up. This policy will preclude probable distractions in the classroom and ensure parents are aware of the use of these items by their daughters. Please keep shades and colors of a neutral or pale nature for age appropriateness.
- **Tattoos** are strongly discouraged.
- **Hair** will be clean, manageable and well-groomed at all times. **Girls** hair must be a natural color (natural highlights are okay), not dyed with distracting colors and patterns. **Boys** should have nice haircuts keeping hair off the ears and above the collar with tapered sides and back. All students should avoid the trendy hairstyles of the day such as mohawks, spiking or other similar styles. Cultural requirements will be addressed on an individual basis.
- **ALL shorts (girls & boys), skirts/jumpers/dresses** must be *no shorter than one inch above the knee.*
- **Caps/hats** will not be worn inside buildings.
- **Socks** must be plain colored with no stripes, characters, designs or ruffles. The colors which may be worn are dark blue, black or white. **Boys:** Dress socks or crew (over the calf ok). No “No show” socks. **Girls:** Dress socks (long is ok), crew socks, stockings, tights. No “No Show” socks.
- **Shoes** with any lights, sound effects, game systems, wheels or character designs are NOT allowed. Shoes should be suitable for playing outside. For safety purposes, sandals, flip flops and other stylish shoes such as “cowboy boots” or “slip-ons” are not allowed. These type shoes can be a hazard on the playground and on stairs.
- **Pants & Jeans** (jeans *worn only on Fridays or on field trip*) must be plain and regular-cut without holes, tears or any designs. **For modesty purposes, jeans must be loose fitting, no low-cut or skinny jeans with no sagging. Pants length should at least touch the shoe.**

**Uniform Requirements for Boys:

- **Required Dress Uniform Attire (for Wednesday Chapel Days, Picture Day or other specified events):**
 - Navy blue pants
 - Black or brown belt (**worn only if there are belt loops present**)
 - White long or short sleeve button down dress shirt

- Solid color navy tie (**style and shade must adhere to French Toast specifications**)
- Navy blue or black socks only
- Casual dress black or brown shoes
- Designated navy blue cardigan sweater (**only worn as weather dictates**)
- **Daily Uniform Attire may include:**
 - Navy or Khaki Docker-style pants or knee-length shorts
 - Red or navy blue collared knit polo shirt OR white buttoned down dress shirt
 - Black, navy blue or white socks
 - Black or brown casual shoes or tennis shoes without characters, lights or wheels
 - Designated navy blue cardigan sweater (**worn as first layer outerwear if needed**)
- **Field Trip & Casual Friday Attire may include**
 - Denim **blue** jeans or knee-length shorts
 - LVCA Spirit Shirt (**required for ALL field trips**)
 - Any color polo shirt style listed above
 - Black, navy blue or white socks
 - Black or brown casual shoes or tennis shoes without characters, lights or wheels

****Uniform Requirements for Girls:**

- **Required Dress Uniform Attire (for Wednesday Chapel Day, & Picture Day or other specified events):**
 - Navy blue skirt only (**no jumpers or dresses on Chapel Day**)
 - Black or brown belt
 - Solid white long or short sleeve button down dress shirt/blouse
 - Solid navy blue cross-tie for girls (**may be purchased through French Toast**)
 - Navy blue dress socks, knee-high socks or tights
 - Casual dress black or brown shoes (ex. Mary Janes)
 - Designated navy blue cardigan sweater (**only worn as weather dictates**)
- **Daily Uniform Attire may include:**
 - Navy blue or Khaki Docker-style jumpers (**Pre-K thru 2nd Grade ONLY**), dresses, pants, skirts or knee-length shorts
 - Red or navy blue collared knit girls polo shirts OR white buttoned down blouses
 - Solid black, navy blue or white socks, tights or stockings
 - Black or brown casual shoes or tennis shoes without characters, lights or wheels
 - Designated navy blue cardigan sweater (**worn as first layer outerwear if needed**)
- **Field Trip & Casual Friday Attire may include**
 - Denim **blue** jeans, long shorts, or knee length skirts
 - LVCA spirit shirt (**required to for ALL field trips**)
 - Any color polo shirt style listed above
 - Black, navy or white socks
 - Black or brown casual shoes or tennis shoes without characters, lights or wheels

Uniform Violations

Any item worn that is not listed above or the improper wear of a uniform item is a uniform violation. Improper wear violations will include uniform items being too short, too small, dirty or wrinkled. Students arriving at school with a uniform violation for the first time will receive a written notice to correct

the infraction by the next school day. Subsequent violations will require immediate correction and will result in the student being delayed going to class (unexcused tardy) or not being allowed to go to class at all until the violation is corrected. Absences due to uniform violations are unexcused.

We want to encourage parents to teach their children to be responsible for dressing appropriately and to adhere to set policies. This will help tremendously in the development of respect for authority. However, it is ultimately the parent's responsibility to ensure that children come to school dressed appropriately.

HEALTH & SAFETY

Illnesses

Parents should keep children at home when illness dictates. Homework can be picked up so the student will not get behind in their work. If a student gets sick at school, parents will be called to come and pick up their child. **Please make sure we have current and designated alternative contact numbers at all times.** Some examples of illnesses that warrant keeping your child at home or would require you to pick up your child from school include:

- Fever 100 F or above (***child must be fever free for 24 hours, without medication in order, to return to school.**)
- Pink eye
- Vomiting
- Diarrhea
- Lice/Nits – All nits must be gone from hair before child returns to school.

Note: A student absent from school due to illness for more than three days must have a doctor's excuse in order to return to class.

Medication

Only medication with a school authorization form or note signed by the parent or doctor can be administered at school. The parent will fill out the required paperwork and turn it in to the school office. Medication must be stored and administered in the school office. In special medical situations, medication may have to be stored in the classroom; ex. (some allergy medications). These medications will be locked in a secure area, and may be administered by the teacher. A medication administration plan with specific instructions of when and how to administer the medication will have to be signed by the child's doctor. **No medication will be given unless this information and written permission are provided.**

Immunization Requirements

All students must be in compliance with all state immunization requirements as outlined by the State of Texas Department of Health. Students out of compliance will not be admitted to class. For further information regarding Texas Immunization requirements please refer to the following website: www.dshs.state.tx.us/immunize/school/

Fire Drills & Emergency Response Drills

During fire drills students will proceed in a quiet, orderly manner to the places designated on the fire drill exit sheets posted in each room. Students are to remain quiet and follow directions. Students will stay in their designated areas until an LVCA office staff person instructs them to go to another location or return to classrooms. During emergency response drills students will follow prescribed emergency action procedures and will remain in the designated alert status until an all clear is given by a LVCA office staff person.

LVCA DISCIPLINE POLICY

Philosophy of Discipline

"The goal of discipline is to self-discipline," says Dr. Tommy Sanders, Director, Master of Arts in Childhood Education at Dallas Baptist University in Dallas, Texas. Self-discipline is the ability to make right choices and is a living process that leads to productive lives for the Lord and for our society. Discipline should be positive with the ultimate goal of teaching/learning. Therefore, our intent of discipline at Leon Valley Christian Academy, as depicted below, is to create an environment that will encourage the development of self-discipline in our students.

True godly and loving discipline will:

- Teach and reinforce the taking of personal responsibility for actions
- Shape future choices and behavior
- Use natural consequences as powerful situational learning tools
- Instruct what TO DO as opposed to what NOT TO DO
- Have genuine, loving concern for the well-being of the individual at heart
- Be consistent, timely and equitable
- Generate respect for self and for others

"But I keep under (discipline) my body, and bring it under subjection (control): lest that by any means, when I have preached to others, I myself should be a castaway." I Corinthians 9:27

Self-discipline perpetuates a correct understanding of and submission to authority, both to God and to those given that protective umbrella of authority over us. It is important for our students to learn and to practice this principle. First, we are all subject to the authority of God. Secondly, we are subject to the authorities or powers ordained of God for these powers are the ministers of God for our good (*Romans 13:1-4*)

Discipline Procedures

The teacher, with the endorsement and support of the administration, is the first level of authority and is responsible for class discipline. The teacher will be the first and preferably the only level needed to enforce corrective actions when instances of behavior not keeping with sound self-disciplined character occur. Repeated occurrences will warrant a visit to the school administrator's office. Any occurrence of improper behavior may warrant a call to parents and/or a note home. Disciplinary measures will be executed in a timely fashion while everything is still fresh on the mind. Notes will come home to parents as the situation dictates.

The teacher must have order in the classroom, for it is imperative to have a classroom environment conducive to learning. There are general guidelines that we expect each student to follow at LVCA.

- Listen to and follow instructions
- Follow routine classroom procedures
- Ask permission to speak during class
- Ask permission to get out of seat
- Be courteous and respectful
- Tell the truth

Routine discipline for infractions relative to the general guidelines outlined above will be age appropriate and initially determined by the teacher in accordance with school policy. Corporal discipline is NOT an option for LVCA teachers and staff, but may be the choice of parents and can be administered by the parent.

Disciplinary actions may include:

- Verbal correction and/or suitable time out periods
- Loss of privileges (recess, lunch period with classmates, special activities)
- Writing/memorizing pertinent Bible verses
- Writing character building lines
- In-house suspension (time spent in Administrator office performing assigned tasks)
- Detention
- Suspension
- Expulsion – Non-payment of tuition and fees (61-90 days) or serious disciplinary infractions are subject to expulsion.

Three infractions committed in one day of the general guidelines listed earlier constitute a visit to the Administrator's Office. Any occurrence at any time of lying, cheating, stealing, fighting, cursing and like behavior are considered major infractions and warrant an immediate visit to the Administrator's Office. Beyond these, parent(s) will be notified by telephone and/or written documentation sent home of visits to the Administrator's Office that warrant notification. Corrective actions will be verbal and could include loss of privileges, in-house suspension, suspension or expulsion. Following actions will be taken for warranted visits to the Administrator's Office.

First Office Visit - The Administrator will notify the parent(s) and send documentation home. Student may return to class.

Second Office Visit - The Administrator will notify parent(s) and send home documentation. Student may return to class but will lose break, recess or other earned privileges for a period of time appropriate to the infraction or serve a one-hour after-school detention during the next designated detention period.

Third Office Visit - The Administrator will notify parent(s) and send home documentation. Student will lose recess periods accumulative to one hour under in-house suspension in the Administrator's Office. Student will write lines, write/memorize Bible verses, do extra work and serve detention.

Fourth Office Visit - The Administrator will notify parent(s) and send home documentation. Student will receive a two-day suspension from school beginning the next school day. All school work missed must be completed, but only partial credit will be given for any graded material. The Administrator will schedule a conference with the parent(s) and teacher within two days.

Fifth Office Visit - The Administrator will call the parent(s) and the student will be immediately expelled from LVCA. Documentation will be sent home.

NOTE: Office visit status will renew at the beginning of each quarter, giving students a clean slate at the beginning of each quarter.

Detention

Detention is a one-hour period of time that students will serve on Monday or Thursday at 4:00PM or on a designated Saturday morning at 9:00AM. Detention will be served within three days of the disciplinary issue. Parent will receive the detention notification in plenty of time to make necessary adjustments to schedules.

Students are subject to detention, in addition to office visits outlined above, for continued disregard of school and/or classroom policy and generally undisciplined behavior that is disrespectful or dangerous to others. The existence of Detention is intended to be a deterrent and will not be the first line of discipline. No student should ever have to serve detention. Making good and right choices will always preclude the need to serve detention.

A \$10.00 per one-hour detention period charge will be posted to the student's account. This charge is necessary to cover the cost incurred to pay a detention monitor.

INSTRUCTIONAL PROGRAM

LVCA uses the A BEKA curriculum for ALL grades. Known world-wide for its high academic standards as well as its incorporation of God's Word, the A BEKA curriculum has character, attitude, service, and academics structured throughout. Our teachers participate in continuing professional education classes, many of which are taught by A BEKA teachers at the A BEKA headquarters in Pensacola, Florida..

Our regular classroom teachers instruct the students in all subject areas except for physical education, music, art and Spanish.

The **Pre-K and Kindergarten program** focuses on developing pre-reading and reading skills, with an emphasis on phonics. Skill building in math includes a focus on pre-computation and computation, with students using manipulatives, writing numbers, and learning the number families. Students also develop social skills, class participation skills, thinking skills, and small and large motor skills. Bible instruction includes learning major stories from the Old and New Testament, memorizing verses, and learning the books of the Bible, the Ten Commandments, and doctrine.

Students in **Grades 1 through 3** continue to develop their reading skills through the use of phonics and are introduced to classical literature. The emphasis for all subjects is on the "grammar" of each area of study. This entails the fundamental rules of each subject as well as basic data that exhibit those rules. Math skills are more fully developed, as the students learn the grammar of math: addition/subtraction and multiplication/division facts, measurements, place value, etc. The focus of our Bible classes is on learning the stories as told directly from the Scriptures, Old and New Testament and learning hymns. The children continue their doctrinal study and scripture memorization.

Students in **Grades 4 & above** continue to enrich their learning of the basic skills and begin to see how the separate courses of study work together in the overall plan of God. There is a deepening of learning in history and science and broader usage of oral and written skills in communication. In math, the children continue their study of increasingly difficult concepts, to include fractions, decimals, and simple algebraic and geometric functions. In Bible the students continue their study of the stories of the Old and New Testaments, memorization of Scripture verses, and study of doctrine.

Academics

We base our approach to Excellence in Education on four concepts which form our LVCA motto, "**Where Character, Attitude, Service and Academics Unite in Education**". These concepts are also the foundational formula for the Grading Scale here at LVCA. Consider the following principles:

C-CHARACTER – A strong character breeds a good attitude.

A-ATTITUDE – A good attitude reflects a heart ready to serve.

S-SERVICE – He who learns to serve others develops the patience and tenacity required to develop to his full potential academically.

A-ACADEMICS – He who has a head full of knowledge without strong character, a good attitude and a heart for service is lacking the wisdom needed to understand and use his knowledge.

Star Points (Merits) & Red Dots (Demerits)

Star Points (Merits) and Red Dots (Demerits) relate to Character, Attitude and Service. Students can earn Star Points and/or Red Dots on a daily basis in each category with the total number earned being compiled at the end of each school week. Weekly totals will be compiled at the end of each nine-week period and then combined with the Academy grade to determine quarterly/semester Honor Roll. Total number of Star Points minus total number of Red Dots equal total number of merits earned. Students will have a quarterly Stars and Dots chart to allow for a quick visual assessment of progress.

The Grading Scale

Numerical/Letter Grade Equivalents

A = 90 – 100	↔	O= Outstanding
B = 80 – 89	↔	E= Excellent
C = 75 – 79	↔	S = Satisfactory
D = 70 – 74	↔	I = Improving
F = 69 and below	↔	N= Needs Improvement

Character Grading

Teachers will use timely completion of homework and seatwork as well as outward evidence of good character traits to determine Star Points or Red Dots. For example, completing assigned tasks earns Star Points. Failing to complete and/or lying or hiding incomplete work earns Red Dots. The total Star Points earned minus total Red Dots will determine total merits earned for Character at the end of the nine-week grading period and will be averaged in with the completed homework and seatwork grade determines total merits earned for character.

Attitude Grading

Teachers will determine attitude grading by the student's attitude toward completing assigned tasks, as well as personal attitude and attitude toward others. A generally good, healthy attitude earns Star Points. A generally poor, hard to get along with attitude will earn Red Dots. Example: Following instruction respectfully and forthrightly earns Star Points. Rolling eyes at teacher or back talking earns Red Dots. Total Star Points earned minus total Red Dots earned determine total merits for Attitude at the end of the nine-week grading period.

Service Grading

Each nine-week grading period, students will be observed demonstrating acts of service or will be given opportunities to perform acts of service. The purpose is to teach the concept of experiencing the joy of helping others and to encourage a lifestyle of serving others. Activities reflecting this purpose may include: being the line leader or door holder for the day, keeping personal areas clean and tidy, keeping the classroom clean and orderly, putting away equipment after recess, cleaning up after themselves, picking up trash, etc. Only Star Points apply in this category. Total Star Points earned determines total number of merits earned at the end of the nine-week reporting period.

Academic Grading

Academic grading will be determined by test and quiz grades, completion of daily assignments, classroom participation, on-time completion of regular homework and special homework projects. Star Point/Red Dots do not apply in this category. This category determines GPA only and will be depicted as such on the report card.

NOTE: Cognitive Abilities and Assessment Tests are administered to students in Kindergarten and above in the Spring. These tests assist us in evaluating student progress and determining areas of instruction that might need enrichment. These tests are not used to determine student readiness to proceed to the next grade level.

Honor Roll Program

Character, Attitude, Service and Academics combine to determine Honor Roll level. Honor roll is indicative of the concept of the whole person meaning all aspects of life that makes someone the person they have become or are becoming. This is also indicative of the LVCA approach to Excellence in Education. Should someone with 4.0 GPA who has poor character and attitude and cares for no one but himself really be on the Pastor's List? But, maybe someone who works hard, putting forth their best effort overall and has a 3.0 GPA should be on the Pastor's List.

Refer to the equation below for LVCA Honor Roll level determination.

$$\frac{\text{Character Grade} + \text{Attitude Grade} + \text{Service Grade} + \text{Academic Grade Average}}{4} = \text{HONOR ROLL}$$

- ***Pastor's List:*** Any student maintaining an overall 95-100 average will be on the Pastor's List.
- ***A Honor Roll:*** Any student maintaining an overall 90-94 average will be on the A Honor Roll.
- ***B Honor Roll:*** Any student maintaining an overall 85-89 average will be on the B Honor Roll.

Report Cards/Progress Reports

Report Cards go out every nine weeks approximately one week after the nine-week grading period ends. Additional progress reports will go out every fifth week of the designated grading period. Final report cards will be ready for pick at the end of year award ceremony. Those that are not picked up will be mailed out as soon as possible after that date. Progress Reports go out at the end of the fifth-week of each quarter.

Make-Up Work

It is the combined responsibility of the parent and the student to determine, obtain and complete all missed work due to absenteeism. ***For excused absences***, please call the school no later than 1:00PM, on the first day of absence OR on **the next school day** after the absence to arrange pick up of missed work. This allows teachers the time to prepare instructions and assemble the pertinent student materials without interrupting the daily teaching process. **FAILURE TO MAKE UP ASSIGNED WORK COULD RESULT IN THE STUDENT RECEIVING ZERO CREDIT FOR THE WORK.** Make-up work will be available for children who test behind at the beginning of the school year or fall behind due to an illness.

Homework

Homework is critical to the student's academic growth and personal responsibility development. Teachers will give homework on a regular basis and will have a system of communication in place to keep parents advised of homework requirements and when routine tests, quizzes and exams occur. The learning and some testing processes are cumulative; therefore, parents must teach their child to organized and keep all study material. Please ensure your child completes all homework assignments on time.

Annual Awards Ceremony / Graduation Ceremonies

The last events of the school year are the Annual Awards Ceremony, the Kindergarten Graduation and the Sixth Grade Graduation/Eighth Grade Moving-On Ceremonies. Students will receive various awards and be recognized for Honor Roll achievements. The Kindergarten Graduation and the Sixth Grade Graduation/Eight Grade Moving-On Ceremonies will be separate events.

Pass/Fail Policy

The best interest of each student is our goal. Students are individuals and as such deserve individual attention in determining progression to the next grade level. However, there are some absolutes that must be maintained by all students in order to proceed to the next grade level. For these reasons, it is prudent that we formalized our pass/fail policy with the following written guidelines.

1. Students must maintain an academic grade point average (GPA) of 75 or above in Math and Language Arts related subjects to warrant automatic promotion to the next grade level. The student's lack of mastery in these foundational subjects could necessitate repeating the current grade level.
2. Falling below the Math and Language GPA standard may require participation in remedial programs over the summer.
3. Any student required to attend a remedial program will be retested in the foundational subject area before the new school year begins. The purpose of this retesting is to ensure the student is ready to progress to the next grade level.
4. Any student's academic GPA below 70, calculated by averaging all academic subjects, will automatically result in the student repeating the current grade level. Summer remedial does not apply.
5. Parents will be kept informed of their child's progress and will be expected to be an active participant in the decision making process.

GENERAL INFORMATION

Lost and Found

LVCA maintains a lost and found box in the school office. If your child loses any personal property, please check the office to see if it has been found. Items found will not be kept for more than one month. All belongings should be labeled on the tags or somewhere in the items with your child's name.

School Office

The school office handles all admissions paperwork, school payments, student records, visitor check-in, etc. If you should have any questions and our office is closed and the Administrator is not available, someone in the main church office will be able to help you.

School Buildings and Grounds

Leon Valley Christian Academy is a ministry of the Leon Valley Baptist Church and uses the same buildings and grounds as the Leon Valley Baptist Church. The Church is committed to God's work and strives to maintain a Christ-like testimony. Please show proper respect and refrain from the use of any alcoholic beverage or smoking while in or around the buildings and on the grounds.

STUDENT DROP-OFF/PICK-UP TRAFFIC PATTERN

20

