

Leon Valley Christian Academy



LVCA Handbook 2023-2024

*“Where
Character, Attitude, Service,
and Academics
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."

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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 Abeka curriculum for Pre-K through 4th grade levels and the Accelerated Christian Education (ACE) curriculum for 5th grade and up. Both curriculums are known world-wide for their high academic standards as well as their 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 may have. We will be happy to answer them for you.

Janna Jones

Janna Jones
LVCA Administrator

Steven A. Burkholder

Steven A. Burkholder
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.

<i>Sunday</i>	<i>9:30 AM</i>	<i>Bible Study</i>
	<i>10:30 AM</i>	<i>Worship Service</i>
	<i>10:30 AM</i>	<i>Spanish Service</i>
	<i>6:30 PM</i>	<i>Evening Service</i>
<i>Wednesday</i>	<i>7:00 PM</i>	<i>Prayer & Bible Study</i>
	<i>7:00 PM</i>	<i>Spanish Bible Study</i>

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 (AACCS), 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 AACCS accreditation requirements and continuously reviews these requirements to ensure that LVCA is maintaining high academic and biblical standards.

REGISTRATION & ADMISSIONS INFORMATION

Registration Fee (non-refundable and due upon enrollment):

New Student
Entrance Assessment Fee: \$25
*(non-refundable and applied toward
Registration Fee upon acceptance)*
Registration Fee: \$275

Returning Student
Registration Fee: \$275

The following information is needed to complete your child's file.
Please understand that **without a completed enrollment packet and a paid registration fee/deposit, we cannot place your child on the school enrollment roster.**

.....

Age requirements

(Must be the required age by September 15th of the current school year)

- *K-4 must be 4 years of age
- *K-5 must be 5 years of age
- *1st Grade must be 6 years of age
- *2nd Grade must be 7 years of age
- *3rd Grade & above must complete the previous grade level

Admission Steps

1. Request a **tour** of the facilities & obtain an admission packet from the school office or you may download the packet online at www.lvca.org.
2. Complete the enrollment forms and call the school office to schedule an enrollment processing appointment. An academic entrance assessment for your child will be scheduled for August.
3. Bring the completed **enrollment packet, birth certificate, current immunization record** and the **registration fee** to the enrollment appointment.

Note: This paperwork can also be emailed to lvcaoffice@lvbc.org

Admissions Policies

Attendance at Leon Valley Christian Academy should be considered a privilege and not merely a right. Leon Valley Christian Academy is not a corrective institution; consequently, we ask that children not be enrolled with the idea that we will reform them. We are here to work with the home, but not to take the place of parents. All new students are admitted on a trial basis for the first nine (9) weeks.

LVCA is not equipped to take students with special needs.

Racial Nondiscrimination

Leon Valley Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the Academy. It does not discriminate on the basis of race, color,

and national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

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)

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.

FINANCIAL POLICIES

The parent or guardian is responsible for all fees incurred by enrolling at LVCA. Registration, book fees, first month's tuition, and one-time fees must be paid prior to the student beginning school.

- A student is not considered enrolled until all fees and registration paperwork is turned into the office.
- Registration fees are non-refundable for any reason.
- The full registration fee is due upon enrollment at Leon Valley Christian Academy, regardless of what time in the school year the student enters LVCA.
- Tuition is **due on the 15th of each month**.
- Payment **10 days past due** are subject to a **\$25.00 late fee**.
- Payment **30 days past due** warrant an ON NOTICE letter that ALL outstanding bills must be paid up to date.
- Payment **60 days past due** will result in student being pulled from class with the absences recorded as unexcused.
- Payment **90 days past due** will result in student's expulsion from LVCA.
- 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.**

****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 (either to the parents or to other schools) until accounts are brought up to date.**

FINANCIAL INFORMATION

Registration & Assessment Fee (non-refundable and due upon enrollment):

<p>New Student Entrance Assessment Fee: \$25 (non-refundable and applied toward Registration Fee upon acceptance) Registration Fee: \$275</p>

<p>Returning Student Registration Fee: \$275</p>

Book Fees: (non-refundable and due by July 15th or at enrollment if enrolled after July 15th)

Pre-K	Kindergarten	1st – 4th Grade	5th – 12th ACE (basic fee)
\$175	\$180	\$380	\$325

Tuition: \$3,750 / year

LVCA Activity Fee: \$200 per year (may be divided over 10 payments)

This fee is used to pay for the student's Spirit Friday lunches, field trips, etc.

One-time Fees (due by August 15th):

Achievement Testing Fees: \$50 (Kindergarten – 12th grade only)

AACS Membership Fee: \$15

Payment Options:

1. Pay full year in advance by August 15th.
2. Monthly: 10 payments due the 15th of each month from August to May
(Late fee will be charged to any student account more than 10 days late)

Tuition Discounts Available:

1. LVBC Members.....10%
2. 2nd + child enrolled per family.....10%
3. Annual tuition paid in advance.....10%

No more than a 10% discount will be given for any child enrolled.

Extended Hours Program

Available for parents that need their child(ren) to stay beyond the designated school hours.

Mornings from 6:30 – 8:00 am and evenings from 4:00 – 6:00 pm.

Early drop-off and Late pick-up fees apply

Part-Time (AM OR PM):
\$900 per year for 1st child
\$600 for 2nd + child

Full-Time (AM AND PM):
\$1,250 per year for 1st child
\$950 for 2nd + child

GENERAL SCHOOL POLICIES

Daily Arrival and Dismissal

The school day begins promptly at **8:15 AM** and dismisses promptly at **3:30 PM for all grades**. Students (not enrolled in Extended Hours Program) should arrive **no earlier than 8:00 AM** for drop-off and be picked up **no later than 4:00 PM**. Any early drop-off or late pick-up of students will result in a charge of **\$25.00/per child**.

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.

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 6:30–8:00 AM, and afternoon hours are 4:00–6:00 PM. Extended hours program is held in the school gymnasium. Parents must physically sign their child in and/or out as part of the program requirements. Parents should send breakfast if needed. An afternoon snack will be provided. **Additional fees do apply (see page 5).**

Chronically early drop off in the morning or late pick up in the afternoon are grounds for removal from the program. An additional fee of \$10.00 is charged, beginning at the five-minute point of the first hour past 6:00 PM (starts at 6:05 PM). An additional \$5.00 will be added for every 5 minutes after 6:05 PM until the student is picked up.

Attendance Policy

Absences are designated as either excused or unexcused as outlined below. Parents must notify the school when a student will be absent and/or send a note on the first day the student returns to school. 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.**

To miss school to go to work is unacceptable unless a student is in their senior year of high school and has received approval from school administration.

A written excuse, phone call, or email must be presented to the school secretary when a student returns to school after an absence. The excuse must include the date(s) of the absence, the specific reason for the absence, and the parent's signature.

Excused Absences

Excused absences must have an excuse note on file 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 22 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 time frame determined by the teacher. Even though all work must be made up, the student may only receive partial credit for the made-up work. **Daily schoolwork 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.

Tardiness Defined

It is of the utmost importance that each child arrives at school on time daily. Punctuality, a character trait emphasizing the value put on others' time, is an important part of our life's educational process.

A student is considered tardy at 8:15 AM. If a student arrives after 8:15 AM 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 them in. An LVCA staff member will ensure the student arrives safely to class once an official tardy slip has been issued. Any student arriving after 9:00 AM 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. In addition, on that fifth tardy day, scores on any graded work are subject to a 10% reduction in points. **Arrivals after 11:00 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.

Early Pick-up

From time-to-time students may need to leave school early. Students will be brought to the office to be signed out by the parent. **Please do not sign your child out of school early unless it is an emergency.** Classes are in session until the scheduled release time. Checking your child out early disrupts both the teacher and the class. Parents and/or guardians will not be allowed to sign out their child/ren between 3:00 pm and 3:30 pm in the office. Parents will

be asked to pick-up students in the car line. In case of emergency, please notify the school office.

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.

*Please note that 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. **LVCA staff will check IDs** when getting to know authorized pick-up lists.*

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, you **MUST** notify the office. The individual picking the student up **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.

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.

Student Driver Guidelines

- Only licensed drivers are permitted to drive automobiles to school. A copy of the student's license and proof of insurance must be on file in the school office.
- Students will park in designated parking spaces and vehicles should be locked.
- Students will not be allowed in their vehicles during the school day.
- Students may not leave school during school hours without permission. Students must have written permission from their parents to leave early for any medical appointments. Doctor's note must be received the next school day.
- No student will be allowed in another student's vehicle.
- If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

Parent and Family Support

Parental involvement is a vital, integral part of our program. We depend on a strong line of communication with our parents. The staff at LVCA will never replace a parent or intentionally imply that a parent's word or judgment is inferior; however, LVCA staff will only maintain students at the school whose parents willingly agree and support LVCA policies. Unless parents and educators cooperate, the student cannot progress to their fullest potential. LVCA staff will work with the child to the best of their ability as long as parents work in good faith with them.

Good discipline originates in the home. The parent is the first teacher of their child and should develop in the child good behavior habits and proper attitudes toward school. Motivation is the positive element initiated to inspire the achievement. Consistency, love, and interest build the student's self-image and confidence and inspire the student to further success. A child who is told the parent has confidence in them will tend to act accordingly. Praise, compliment, and encourage your child in order to build Godly character, attitude, and service qualities. In order to foster good parent/school involvement, a parent should:

1. Recognize that the teacher represents the parent while the child is at school.
2. Teach the child respect for law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child.
5. Talk with the child about school activities; show an active interest in his report cards and progress:
 - Do you encourage your child to be enthusiastic about their schoolwork?
 - Does your child schedule sufficient time for home study/review?
 - Is there a suitable, quiet place to study at home at a regularly scheduled time?
 - Do you have family agreements that are kept regarding the use of telephone and TV during homework and study times?
 - What time is your child in bed each night?
 - What do you suggest as a substitute when you are told there is no homework?

Consider:

- Reading – a continuous assignment for everyone, including the Bible, appropriate magazines, newspapers, and books chosen for enjoyment.
- Reviewing – class notes, arithmetic processes, grammar usage, and spelling.
- Research – science or other long-term projects that have been assigned.

Parents' interest and support at home are important to the student and greatly appreciated by their teacher. **Parents should assist their student in reviewing for any tests to be taken the following day. Study preparation for a test should be done at home.**

Visitors

We welcome visitors to our school and encourage parents to take the opportunity to visit the school. Lunchtime 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.
- Limit lunch time visits in August & September (unless celebrating a birthday). This will allow students to learn procedures without the excitement of having parents there, especially PreK and Kindergarten students.

- All visitors must report to the office. They will need to sign in at the office, obtain a visitor badge and be escorted to their destination by school personnel. This 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 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 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 LVCA together with the group. No special requests will be entertained.

Wednesday Chapel Service

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 & Dress Code Policy Handbook). 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 book(s) before

being allowed to check out more books. **A book fee will be assessed to the student account for any overdue or lost book to cover the cost of replacing the book.** Library statements will go out to notify you of any overdue books.

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 emails daily to make sure you are aware of all LVCA activities and notices.

Assemblies

Special event assemblies are scheduled throughout the school year – Thanksgiving, Christmas, Easter, 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 these assemblies.

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 is one **required** parent teacher conference during the school year. The required conference will be after school in **Week 10** where you will receive your child's first report card. This conference is an excellent time to ask questions and gather additional ideas on how to work with us in the education of your child. Of course, parents or teachers may request

additional conferences at any time during the school year should the need arise. Please contact the school office to schedule additional meetings.

Emergency Actions

LVCA follows the Northside Independent School District (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, or on the LVCA Parent Facebook page.

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 (210) 684-5662 ext. 301. Remember, if the LVCA secretary is not available, please leave a message or 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, Marvel, Nickelodeon, transformers, LEGO, etc.). Wheels on backpacks are highly discouraged, especially for Pre-K and Kindergarten.

Personal Items on Campus

Please do not permit your student to bring valuable personal items of any kind (i.e., phones cameras, toys, etc.) to school. If students bring personal items from home, LVCA will not be responsible for loss or damage. No electronic devices are to be used during the school day (Including AM/PM Extended Care). This will include but is not limited to cell phones, tablets, smart watches, hand-held games, or any other devices that use Wi-Fi/Internet connectivity. The use of any of these electronic items will be subject to confiscation.

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 keep the yard clean by picking up paper, etc

UNIFORM & DRESS CODE POLICY

Purchasing of Uniform

Uniforms items may be purchased through the French Toast Company at www.frenchtoast.com using the school code **QS5FMLR** or from any local department stores (JCPenney, Walmart, Target) or uniform stores. Local school uniforms stores include the School Yard at Wonderland Mall or Dennis Uniforms on Isom Road. Many items are available on Amazon. Wherever you choose to shop, please be sure to follow LVCA specifications as outlined by our French Toast school code uniform list.

Wearing of 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 Daily Uniform, Wednesday Dress Uniform, and the optional Friday attire. We believe that uniforms have a beneficial impact, eliminate distractions, and ensure students' focus remains on academic success.

General Requirements (For proper wearing of school uniform)

Shirts/Blouses

- Shirts/blouses will be **tucked in** while students are on campus and off campus during a school event (*Exception: the girl's over-blouse*).
- Polo shirts **must be** long enough to be tucked in.
- LVCA Spirit Shirt (available for purchase in school office) can be worn on Fridays and all field trips.

Bottoms

- All shorts (boys & girls), skirts must be **no shorter than** one inch above the knee.
- Pants & Jeans (jeans worn only on Fridays or on field trips) must be plain and regular-cut without holes, tears, or designs.
- Pants must be loose fitting. *No skinny jeans, cargo pants or shorts, leggings or jeggings permitted.*

Belts

- Black or brown belt will be worn on garments with belt loops (*Exception: Pre-K and Kinder students on non-chapel days*).
- No embellishment (studs, ornate buckles, cutouts, etc.)

Shoes

- Shoes with any lights, sound effects, game systems, wheels or characters designs are **NOT** allowed.
- Shoes should be suitable for playing outside.
- For safety purposes on the playground and stairs, sandals, flip-flops, and other stylish shoes such as **cowboy boots** or **dress heels** are **NOT** allowed.

Socks

- Socks must be plain colored with no stripes, characters, or designs.
- Permitted colors are dark blue, black or white.
- Boys: Dress socks or crew (over the calf okay).
- Girls: Dress socks (long okay), crew socks, stockings, or tights.

Coats & Jackets

- 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 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.

Uniform Violations

Any item worn that is not listed in this booklet or the improper wearing of a uniform item is a uniform violation. Improper wear violations will include uniform items being *too short, too small, dirty*, or *wrinkled*. To instill sound self-disciplined habits in following outlined policies and directions, it is important for students to adhere to the dress code daily.

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 parents' responsibility to ensure that children come to school dressed appropriately.

Overall Appearance

Hair

- Hair will be clean, manageable and well-groomed at all times. All students should avoid the trendy hairstyles of the day such as mohawks, spiking, or other similar styles.
- Boys' hair should be off the ears and above the collar with tapered sides and back
- Girls' hair must be a natural color (natural highlights okay), not dyed with distracting colors and patterns.
- Hair accessories (GIRLS) may 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).

Jewelry

- Only girls may wear studded earrings (one pair for safety reasons).
- Rings must be simple and limited to one on each hand.
- Necklaces must be tucked inside shirts/blouses and may not show.
- Watches may be worn, but must fit snugly on the wrist.
- Bracelets are discouraged and, if worn, should be simple and not present a safety hazard.
- LVCA staff has the authority to confiscate any inappropriate, distracting or potentially dangerous jewelry.

Make-up & Nail Polish

- Any make-up or nail polish will be applied prior to arrival at school. Students will not be permitted to 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.

- Boys **will not** wear make-up or nail polish.

*Caps/Hats will not be worn inside buildings.
Tattoos are strongly discouraged.*

Uniform Requirements for Boys

Daily Uniform Attire

- 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 or brown belt
- Black, navy blue or white socks
- Black or brown casual shoes or tennis shoes without characters, lights or wheels

Required Dress Uniform Attire (Wednesday Chapel or other specified events)

- White long or short sleeve button down dress shirt
- Navy blue pants
- Black or brown belt
- Solid color navy tie (style and shade must adhere to French Toast specifications)
- Navy blue or black socks
- Casual dress black or brown shoes

Field Trip & Casual Friday Attire

- Denim **blue** jeans or knee-length shorts
- LVCA Spirit Shirt (*required for ALL field trips*) OR
- Any color polo shirt style listed above
- Black or brown belt
- Black or brown casual shoes or tennis shoes without characters, lights or wheels

Uniform Requirements for Girls

Daily Uniform Attire

- Navy blue or khaki Docker-style pants, skirts or knee-length shorts
- Red or navy blue collared knit girl's polo shirts OR white buttoned down blouses
- Black or brown belt
- Black, navy blue or white socks, tights or stockings
- Black or brown casual shoes or tennis shoes without characters, lights or wheels

Required Dress Uniform Attire (for Wednesday Chapel or other specified events)

- White long or short sleeve button down dress shirt/blouse
- Navy blue skirt
- Solid color navy cross-tie for girls (style and shade must adhere to French Toast specifications)
- Navy blue or black socks
- Casual dress black or brown shoes

Field Trip & Casual Friday Attire

- Denim **blue** jeans or knee-length shorts
- LVCA Spirit Shirt (*required for ALL field trips*) OR
- Any color polo shirt style listed above
- Black or brown belt
- Black or brown casual shoes or tennis shoes without characters, lights or wheels

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. Second, 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. The 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 schoolwork 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.

INSTRUCTIONAL PROGRAM

LVCA uses the Abeka curriculum for Pre-K4 through 4th grades and the Accelerated Christian Education (ACE) curriculum for 5th grade and above. Both curriculums offer high academic standards as well as sound Biblical incorporation of God's Word and have character, attitude, and service concepts incorporated throughout. Our teachers participate in continuing professional education classes, many of which are taught by teachers at the Abeka headquarters in Pensacola, Florida or at ACE education conventions.

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 4** 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 hymns. The children continue their doctrinal study and scripture memorization.

Students in **Grades 5 & 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.

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. For example, completing assigned tasks earns Star Points.

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. For example, following instruction respectfully and forthrightly earns Star Points.

Service Grading

Each week, 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.

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. 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 & Star Points

Every week students will have the opportunity to earn 1 star in each category of Character, Attitude, and Service. Students that earn 24 or more stars in a grading period and maintain academic A/B Honor roll will earn our “Star Achievers” award.

Star Achievers – Earned 24 or more stars & achieve A or A/B Honor Roll

A-Honor Roll – Earned A's in all academic subjects

A/B-Honor Roll – Earned A's & B's in all academic subjects

The overall goal at LVCA is to help students develop godly character, right attitudes, and a servant's heart. Children, as with adults, have bad days and make mistakes. Teachers and

staff will look at a student's week as whole and determine if they earned their star for the week.

STAR Tags

One way we strive to recognize student displaying positive Character, Attitude, Service, and Academic achievements is by way of star tags. Star tags are incentive tags that your child can earn for positive behavior and choices that he/she makes during the school day.

The tags are placed on a chain and displayed on their backpack. Star tags are earned when the teacher or school staff notice a choice or behavior done by a student that exceeds expectations. STAR tags can be earned for Outstanding Attendance, Helping Others, Good Listening, Honor Roll, etc. We strongly believe in positive reinforcement where possible.

What does STAR stand for?

S – Strive for excellence, do your best (take pride in your work)

T – Take responsibility for your learning (learning is your job)

A – Always follow the rules (be responsible for your decisions and actions)

R – Respect others & belongings

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. 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 11:00 AM 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 be organized and keep all study material. Please ensure your child completes all homework assignments on time.

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.

Annual Awards Ceremony/Graduation Ceremonies

The last events of the school year are the Annual Awards Ceremony and the Kindergarten Graduation. Students will receive various awards and be recognized for Honor Roll achievements.

GENERAL INFORMATION

Lost and Found

LVCA is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The school office will have a lost and found area. Please check with the office for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded. Please label all belongings 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

