

Leon Valley Christian Academy



*"Where
Character, Attitude, Service, and Academics
Unite in Education"*

LVCA Student/Parent Manual 2025-2026

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 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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Statement from The Pastor & The Administrator

The LVCA mission statement is as follows: Where Character, Attitude, Service, and Academics Unite in Education

The mission of LVCA is:

- To build confidence in the students
- To develop a love of learning in the students
- To strive to give each student a solid foundation for life
- To present the truths outlined in the Bible, God's Holy Word

Leon Valley Christian Academy (LVCA) is dedicated to:

- bringing honor and glory to God through the process of daily education.
- the total development of the students in our care.
- 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: the truth of God's Word must be the standard by which every other philosophy is judged, and 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 excellence by addressing **Character, Attitude, Service, and Academics**. Each of these complements the others. We use the Abeka curriculum and the Accelerated Christian Education (ACE) curriculum. 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 manual, please write down any questions you may have. We will be happy to answer them for you.

Natalie Burkholder
Natalie Burkholder
LVCA Administrator

Steven A. Burkholder
Steven A. Burkholder
LVBC Pastor

LVCA – A Ministry of 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 Leon Valley Baptist Church. We will 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 (English and Spanish)</i> |
| | <i>6:30 PM</i> | <i>Evening Service</i> |
| <i>Wednesday</i> | <i>7:00 PM</i> | <i>Prayer & Bible Study (English and Spanish)</i> |
| | <i>7:00 PM</i> | <i>Kids' Club and Youth Group</i> |

INTRODUCTION

History

The Leon Valley Baptist Church (LVBC) of San Antonio, Texas, under the leadership of Pastor Forrest Jones, established the Leon Valley Christian Academy (LVCA) in 2007 for the 2007-2008 academic school year as a direct ministry of the church. Pastor Steve Burkholder became senior pastor of LVBC in August 2023 and has a heart to continue the strong vision of Christian education.

LVCA fully follows the Articles of Faith set forth in the Constitution and By Laws of LVBC. LVBC was dedicated to three primary goals in establishing a Christian school: 1) To bring honor and glory to God through the process of daily, Christ-centered education; 2) To promote the total academic and spiritual development of students; 3) To minister to the families who choose to place their children in the Academy.

| School Year | Administrator | Grades | Enrollment |
|--------------------|---|--------------------------------|-------------------|
| 2007-2008 | Mrs. Jane Johnston | Pre-K – 3 rd grade | 26 students |
| 2008-2009 | Pastor John Dupree | Pre-K – 5 th grade | 51 students |
| 2009-2010 | Pastor John Dupree | Pre-K – 5 th grade | 51 students |
| 2010-2011 | Pastor John Dupree | Pre-K – 5 th grade | 54 students |
| 2011-2012 | Pastor John Dupree | Pre-K – 6 th grade | 74 students |
| 2012-2013 | Pastor John Dupree | Pre-K – 4 th grade | 86 students |
| 2013-2014 | Pastor John Dupree | Pre-K – 5 th grade | 95 students |
| 2014-2015 | Pastor John Dupree | Pre-K – 6 th grade | 106 students |
| 2015-2016 | Pastor John Dupree | Pre-K – 7 th grade | 105 students |
| 2016-2017 | Pastor John Dupree | Pre-K – 8 th grade | 102 students |
| 2017-2018 | Pastor John Dupree | Pre-K – 8 th grade | 87 students |
| 2018-2019 | Pastor John Dupree | Pre-K – 6 th grade | 75 students |
| 2019-2020 | Pastor John Dupree | Pre-K – 8 th grade | 75 students |
| 2020-2021 | Ms. Janna Jones | Pre-K – 9 th grade | 67 students |
| 2021-2022 | Ms. Janna Jones | Pre-K – 9 th grade | 63 students |
| 2022-2023 | Ms. Janna Jones | Pre-K – 10 th grade | 60 students |
| 2023-2024 | Ms. Janna Jones/ Mrs. Natalie Burkholder | Pre-K – 9 th grade | 58 students |
| 2024-2025 | Mrs. Natalie Burkholder | Pre-K – 10 th grade | 64 students |
| 2025-2026 | Mrs. Natalie Burkholder | Pre-K – 11 th grade | 76 students |

The first LVCA school year began with 25 students in Pre-K through 3rd grade using the Abeka curriculum, with Mrs. Jane Johnston as the administrator.

Pastor John Dupree served as administrator from 2008-2020, with 51-106 students in Pre-K through 8th grade. During this time, LVCA also added the ACE program.

Ms. Janna Jones served as administrator from 2020-2024, with 58-67 students in Pre-K through 9th grade.

Mrs. Natalie Burkholder began serving as administrator in January 2024, with 58-76 students in Pre-K through 11th grade.

The foundational philosophy focused on character development, attitude maintenance, and a daily routine of service that would lead to academic success. This foundational philosophy led to the adoption of the LVCA motto and challenge: “Where Character, Attitude, Service, and Academics unite in Education.”

LVCA became a member of the American Association of Christian Schools for that first 2007-2008 school year. LVCA has a dedicated, academically qualified school administrator who serves under the authority of the LVBC senior pastor. The LVBC executive staff and LVCA school board assist in an advisory role.

School historical records, including AACS documents and yearbooks, are kept in the school office.

Statement of Faith

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 Christian 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 agreeing to a partnership with the school and are acknowledging an understanding of their responsibility to the success of their child(ren)'s education.

Mission Statement

LVCA's mission statement is as follows: Where Character, Attitude, Service, and Academics Unite in Education

The mission of LVCA is:

- To build confidence in the students
- To develop a love of learning in the students
- To strive to give each student a solid foundation for life
- To present the truths outlined in the Bible, God's Holy Word

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. As LVCA pursues official accreditation status, the school closely conforms to AACCS accreditation requirements and continuously reviews these requirements to ensure that LVCA is maintaining high academic and biblical standards.

ADMISSIONS

Requirements

Attendance at Leon Valley Christian Academy should be considered a privilege and not 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.

Students are accepted into LVCA following an interview process and academic testing.

Students must be the required age by September 1st of the current school year:

Preschool must be 3 years of age.

Pre-K 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 and above must complete the previous grade level.

Exceptions may be reviewed by the administrator.

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/.

Racial Nondiscrimination

Leon Valley Christian Academy admits students of any race, color, 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, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

Procedures

Applicants must adhere to the following procedure:

1. Request a **tour** of the facilities & obtain an admission packet from the school office or you may download the packet online at www.lvcasa.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.

Re-enrollment

Enrollment opens to current students (and their siblings) each year in mid-January. To re-enroll, parents must fill out enrollment paperwork and pay the registration fee. A discount is offered if they pay the registration fee in a timely manner. Open enrollment begins the first week of February.

Transfer Students

While transfers are uncommon once school has started, special consideration will be given to families who have just moved to the area or are in the military. Students who desire to transfer into LVCA at any time of the year must follow the same procedures as a new student.

FINANCES

Tuition and Fees (2025-2026)

- Registration Fee - \$275 for returning students, \$300 for new students (this includes the assessment fee)
- Preschool Tuition (2 days a week) - \$2,250
- Pre-K through 12th grade Tuition - \$4,250
- Activity fee - \$250
- Standardized testing fee (kindergarten and above) - \$50
- AACCS fee (membership and expenses) - \$50
- Book Fees (vary by grade) - \$250-450

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.....10%
3. 3rd child and more.....15%
4. Annual tuition paid in advance.....5%

Extended Hours (Early Drop-Off/Late Pick-Up)

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. ***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.

Part-Time (AM OR PM):

\$1,100 per year for 1st child
\$800 for 2nd + child

Full-Time (AM AND PM):

\$1,650 per year for 1st child
\$1,200 for 2nd + child

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 are 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.
- Payments 10 days past due are subject to a \$25.00 late fee.
- Payments 30 days past due warrant an ON NOTICE letter that ALL outstanding bills must be paid up to date.
- Payments 60 days past due will result in student being pulled from class with the absences recorded as unexcused.
- Payments 90 days past due will result in student's expulsion from LVCA.

****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.

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.

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.

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

ATTENDANCE

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, will not 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). A student with more than 10 days of absence during one semester will be subject to an academic review and to the possibility of losing credit for that semester and may not be allowed to re-enroll for the following school year.

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 and/or not being allowed to re-enroll for the following school year.

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 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.

Any absence not listed above is an unexcused absence. Vacation & leisure days taken when school is in session are unexcused absences.

Students may not make up work for unexcused absences. Daily schoolwork covered during a period of unexcused absence will not be sent home or taken on vacation when school is in session.

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.

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 life's educational process.

A student is considered tardy at 8:15 AM, even if the door is still open and an LVCA staff member is still present outside. 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, The parent/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 three tardy days in a nine-week grading period equates to a one-day unexcused absence. 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.

Students may occasionally need to leave school early. PARENTS MUST NOTIFY THE SCHOOL OFFICE BY EMAIL AT LEAST TWO HOURS IN ADVANCE IF THEIR STUDENT WILL BE LEAVING EARLY. Students will be brought to the office to be signed out by the parent. Please do not pick your child up 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 due to a doctor's appointment will not be penalized. A doctor's excuse, however, must be on record in the student's file.

Three unexcused early dismissals count as one unexcused absence.

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.

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 a photo ID to pick up the child. In addition, they sign the child out to have a record of that pick-up.

BEHAVIOR

Discipline System (Elementary)

"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*).

The teacher must have order in the classroom, for it is imperative to have a classroom environment conducive to learning. It would be impossible to make rules to cover every type of infraction. However, there are general guidelines that we expect each student to follow at LVCA. We strongly encourage you to review these guidelines with your student BEFORE the first day of school:

- Listen to and follow instructions.
- Be courteous and respectful to staff and fellow students.
- Disobedience and insolence will not be tolerated.
- Improper speech, vulgarity, profanity, and lying shall have no place at LVCA.
- Mutilation or destruction of property is strictly prohibited. Students must pay for any damage.
- Stealing and cheating are considered very serious and may subject the student to immediate dismissal.
- Firecrackers, explosive devices, or firearms of any kind are not permitted.
- Students bringing articles which distract the attention of other class members will be subject to disciplinary action. This includes such articles as knives, water pistols, rubber bands, radios, dolls, magazines, toys, etc.

- Students reading, writing, or passing notes will be subject to disciplinary action. The student receiving the note will be treated as if he had written it.
- Eating candy or chewing gum without teacher permission while in class is prohibited.
- No physical contact is permitted between members of the opposite sex. No excessive or inappropriate contact is permitted between members of the same sex.
- Follow routine classroom procedures
 - Students must sit on their chair with both feet on the floor.
 - There is to be no talking unless the teacher has called on the student.
 - Students must raise their hand to ask or answer a question, or to get out of their seat.
 - When answering yes or no questions, students must address any adult with “Yes, Ma’am,” “No, Ma’am,” “Yes, sir,” and “No, sir.”
 - There is to be no talking in the restrooms, hallways, or school office area.

With these classroom procedures in mind, 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 result in a visit to the 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 be sent home to parents as the situation dictates.

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 character-building lines
- In-house suspension (time spent in school 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, 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.

Discipline System (Middle School/High School)

The Leon Valley Christian Academy is not a corrective institution: consequently, we ask that a child 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 who have experienced difficulty in fulfilling their roles.

All new students are admitted on probation for the first nine weeks. The student must at all times conduct himself in a manner becoming a Christian. Gripping is not tolerated. If your child does come home complaining about a policy discipline policy, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the Administration and staff and call the school for all the facts.

Demerits & Detention

The paramount rule, "do right; do not disturb." Demerit marks are given for disturbances or broken rules. Three or more marks in one day, results in detention that will be served by the student the following day. Detention times are as follows:

- 3 demerits = 20 minutes detention
- 4 demerits = 30 minutes detention
- 5 demerits = 45 minutes detention
- 6 demerits = 1 hour detention

When a student receives detention, a "Corrective Action Notice" is sent home with the student and is to be signed by the parent and returned the following morning. Detention will be served during school hours if 30 minutes or less. Detention for 45 minutes or

more will be served after school. When a student has accumulated two hours of detention in a week, he is automatically placed on probation.

While not an exhaustive list, demerits are issued to the students for the following:

- Tardiness without acceptable excuse or excessive tardiness
- Talking without permission in learning center.
- Leaving office without permission
- Unapproved food, candy, or gum in the learning center
- Sleeping in the learning center
- Goals improperly set or incomplete (including Homework)
- Talking back to Supervisor or staff members
- Improper or non-use of flags
- Disrupting learning center
- Improper scoring procedure
- Homework slips not signed by parents
- Check Ups and Self Tests not initialed by Supervisor
- Cheating in any form

Respecting those placed in authority is something that some students struggle with at various times as they are growing and maturing. Disrespect in any form will not be tolerated. The following are steps that LVCA will take to address discipline issues.

- First Notice – The Learning Center Supervisor will notify parent(s) and send home documentation. The student will receive a discipline report along with a Learning Center Correction Action Notice for detention to be served the following school day.
- Second Notice – The Learning Center Supervisor will notify parent(s) and send home documentation. The student will receive a discipline report along with a Learning Center Correction Action Notice for detention to be served after school the following day. The student will also lose breaks or other earned privileges for a period of time appropriate.
- Third Notice – The student will receive a discipline referral to the Administrator or Pastor. The Administrator or Pastor will notify parent(s) and the student will serve an hour of in-house suspension in the Administrator's or Pastor's office.
- Fourth Notice – The student will receive a discipline referral to the Administrator or Pastor. The Administrator or Pastor will notify parent(s) and the student will receive a two-day suspension from school beginning the next school day. The Administrator or Pastor will schedule a conference with the parent(s) and Learning Center Supervisor within two days.
- Fifth Notice – The Administrator or Pastor will call the parent(s) and the student will be immediately expelled from LVCA. Documentation will be sent home.

NOTE: Discipline Notices will reset at the beginning of each quarter, giving students a clean slate at the beginning of each quarter.

Please remember the school motto of CASA (Character, Attitude, Service, Academics) where we are trying to teach and establish godly character traits and godly attitudes in our students along with the academics.

Student Anti-Harassment Policy

All members of the LVCA community must be treated with due respect for their rights, individuality, and personal dignity. All kinds of harassment are prohibited. Each individual has the right to report offending actions. If a complaint is substantiated, appropriate action will be taken (discipline, warning, suspension, expulsion).

“Bullying” is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property. Verbal taunts, name-calling and put-downs, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups will not be tolerated.

Please note: Sometimes very young students have not yet developed the interpersonal skills necessary to express their needs and feelings, resulting in being mean to each other or physically hurting each other. This behavior is not considered “bullying.” In these instances, teachers and staff will work with these students to conduct themselves appropriately.

Sexual Harassment Policy

LVCA will not tolerate sexual harassment. It is against LVCA policy to harass or to discriminate against any member of the school community for sexually motivated reasons. Such actions have no place at LVCA and will not be tolerated. Persons who engage in such conduct will be subject to severe disciplinary action. Sexual harassment shall be defined as “unwelcome sexual advancements, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment or classroom evaluation;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the status of the individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work or classroom performance, or creating an intimidation, hostile, or offensive work or academic environment.”

LVCA requires the prompt reporting of such harassment or discrimination and will not tolerate withholding any information any person has of any such incident. Prompt resolution, through either informal or formal procedures, of any such reports will be accomplished.

Dress Code for Elementary and Middle School

The approved uniform supplier for LVCA is French Toast Company (www.frenchtoast.com). (Please refer to the pictures on pages 5 and 7 of the Uniform and Dress Code Policy booklet for clarification.)

Each student is required to have one Dress Uniform. The Dress Uniform is required wear for Chapel Days and on other designated occasions. All other specified uniform items are authorized for wear on any non-chapel day, unless otherwise specified by the administration.

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 Preschool Through 8th Grade:

- Shirts/blouses will be tucked in at all times. Polo shirts must be long enough to be tucked in. LVCA Spirit Shirts (tucked or untucked) can be worn on Fridays and field trips. If an undershirt is worn, it must be plain white.
- All shorts and skirts must be no shorter than one-inch above the knee.
- Pants and jeans (jeans worn only on Fridays or field trips) must be BLUE, plain, and regular-cut, without holes, tears, or designs. Pants must be loose fitting. No skinny jeans, cargo pants/shorts, leggings, or jeggings.
- 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, buckles, cutouts, etc.)
- Shoes with any lights, sound effects, game systems, wheels, or characters designs are NOT allowed. Shoes should be suitable for playing outside. Sandals, flip-flops, and other stylish shoes such as cocowbooots or dress heels are NOT allowed.
- * Socks must be dark blue, black, or white (no stripes, characters, or designs); Boys may wear dress socks or crew socks. Girls may wear dress socks, crew socks, stockings, or tights
- * Coats & Jackets • Coats and jackets may be worn as weather dictates as outer garments and should be plain (no logos, letters, or characters). • Coats and jackets will NOT be worn in the classroom.
- Hair will be clean, manageable, and well-groomed at all times. 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 are permitted), not dyed with distracting colors and patterns.
- Girls' hair accessories must match the school uniform colors. Jewelry
- Only girls may wear studded earrings (one pair).
- 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. Smartwatches are not permitted.
- Bracelets are discouraged and, if worn, should be simple and not present a safety hazard. •
- Any make-up or nail polish must be applied PRIOR to arrival at school. Girls will not be permitted to apply make-up or nail polish once they have arrived at school. Please keep shades and colors of a neutral or pale nature for both make-up and nail polish. Fake nails and fake eyelashes are not allowed.

- Boys will not wear make-up or nail polish.
- Caps/hats will not be worn inside buildings. Tattoos are strongly discouraged.

Any item worn that is not listed 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. 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. Ultimately the teacher, the administrator, and office staff are responsible for interpreting and enforcing the uniform regulations. 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.

Please label all clothing with a student's first and last name. LVCA is not responsible for clothing items that are lost.

Uniform Requirements for Preschool Through 8th Grade Girls:

- Required Dress Uniform Attire (for Wednesday Chapel or other specified events): Solid white long or short sleeve buttoned-down dress shirt/blouse; navy blue skirt (at the knee pleated or below the knee kick pleat); black or brown belt; solid color navy cross-tie; Navy blue dress socks, knee-high socks, or tights; casual dress black or brown shoes; (Optional) Navy blue cardigan sweater OR navy blue classic school blazer
- Daily Uniform Attire: Navy blue or khaki pants (no thigh pocket), skirts, or Bermuda (knee-length) shorts (no dresses or jumpers); long or short sleeve red, white, or navy blue knit polo shirts OR white buttoned-down blouses; black or brown belt; socks (solid black, navy blue, or white), tights, or stockings; black or brown casual shoes, or tennis shoes (no characters, lights, or wheels); (Optional) Navy blue: cardigan sweater (buttoned down, zipper, or v-neck), microfleece jacket, sweater vest, quarter-zip fleece pullover (no hoodies)
- Field Trip & Casual Friday Attire: denim blue jeans or Bermuda (knee-length) shorts; LVCA Spirit Shirt OR polo shirt (red, white, or navy); black or brown belt; black, navy blue, or white socks; casual shoes (black or brown) or tennis shoes (no characters, lights or wheels); (Optional) Navy blue cardigan sweater (button down, zipper, or v-neck), navy blue quarter zip pullover (no hoodies)

Uniform Requirements for Preschool through 8th Grade Boys:

- Required Dress Uniform Attire (for Wednesday Chapel or other specified events): Solid white long or short sleeve buttoned-down dress shirt; navy blue pants, black or brown belt, solid color navy tie; navy blue or black socks; casual dress black or

brown shoes; (Optional) Navy blue cardigan sweater or navy blue classic school blazer

- Daily Uniform Attire: navy blue or khaki pants (no thigh pocket) or knee length shorts; long or short sleeve red, white, or navy blue 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 (no characters, lights or wheels); (Optional) Navy blue: cardigan sweater (buttoned down, zipper, or v-neck), microfleece jacket, sweat er vest, or quarter-zip fleece pullover (no hoodies)
- Field Trip & Casual Friday: denim blue jeans or knee-length shorts; LVCA Spirit Shirt OR polo shirt (red, white, or navy); black or brown belt; black, navy blue, or white socks' casual shoes (black or brown) OR tennis shoes (no characters, lights, or wheels); (Optional) Navy blue cardigan sweater (buttoned down, zipper, or v-neck), navy blue quarter zip pullover (no hoodies)

Dress Code for High School

Uniform items must be purchased through the French Toast Company at www.frenchtoast.com.

- Each student is required to have one Dress Uniform. The Dress Uniform is required for Chapel Days and on other designated occasions. All other specified uniform items are authorized for wear on any non-chapel day, unless otherwise specified by the administration.
- Each student is required to have one PE Uniform. Students will be required to change into the PE uniform on designated PE days.
- 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 High School:

- 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 (tucked or untucked) are available for purchase in school office and can be worn on Fridays and on all field trips.
- All 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. Skinny jeans, cargo pants or shorts, leggings, or jeggings are not permitted.

- Socks may be dark blue, black, or white (no stripes, characters, or designs) Boys may wear dress socks or crew socks. Girls may wear dress socks, crew socks, stockings, or tights.
- 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.
- Each student will be required to have at least one cardigan sweater. They may choose from any of the Navy or Charcoal Gray options. The designated cardigan sweater and the blazer are the only authorized first layer outer garments that will be worn in the classroom as needed.
- Field Trip & Casual Friday Attire: Denim blue jeans or knee-length shorts; LVCA Spirit Shirt (required for ALL field trips) OR polo shirt; Black belt; Black, navy blue, or white socks; Casual black shoes or tennis shoes; Charcoal Gray or Navy cardigan sweater (worn as first layer outerwear, if needed)
- 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 are permitted), not dyed with distracting colors and patterns. Young men must be clean shaven.
- Only girls may wear studded earrings (no more than 2 pairs). Girls' jewelry must be simple and not distracting. Watches may be worn, but must fit snugly on the wrist. Smartwatches are permitted as long as they are not connected to the internet while at school. •
- Nail polish colors must be neutral shades. Nail polish may not be applied at school. Make-up must be of a neutral or pale nature. Boys will not wear make-up or nail polish.
- Caps/Hats will not be worn inside buildings. Tattoos are strongly discouraged.

Any item worn that is not listed 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. 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.

Ultimately the teacher, the administrator, and office staff are responsible for interpreting and enforcing the uniform regulations. 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. It is ultimately the parents' responsibility to ensure that children come to school dressed appropriately.

Uniform Requirements for High School Ladies:

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

- At The Knee Pleated Skirt (#1066) • Heather Gray
- Optional Below The Knee Plaid Pleated Skirt (#1690) Blue, Gold, Plaid •
- Fitted Oxford Shirt, Feminine Fit (#1706) Blue or White, Short or Long Sleeve
- Classic Fitted School Blazer (#1738 or #1658) Navy
- Dress socks, Knee-high socks, or Tights, Navy Blue or Black
- Casual dress black shoes

Daily Uniform Attire

- Straight Fit Stretch Twill Pant (#1573) Gray
- Slim Fit Stretch Twill Pant (#1417) Gray
- Fitted Stretch Pique Polo (#1009, #1012, or #1403) Blue
- Black or brown belt
- Navy blue, black, or white socks
- Black casual shoes, or tennis shoes
- V-Neck Sweater Cardigan (#1370) Charcoal Gray or Navy
- Crewneck Sweater Cardigan (#1371) Charcoal Gray or Navy
- Optional Pullover Sweater (#1731) Navy
- Optional V-Neck Sweater Vest (#1029) Charcoal Gray or Navy

Uniform Requirements for High School Men:

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

- Boys Straight Fit Dress Pant (#1709) Charcoal
- Oxford Shirt, Short or Long Sleeve (#1017 or #1020) Blue or White
- Boys' Classic School Blazer (#1750 or #1659) Navy
- Black belt •
- Navy blue or black socks
- Black casual dress shoes

Daily Uniform Attire

- Boys Relaxed Fit Twill Pant (#1519) Gray
- Boys Straight Fit Stretch Twill Pant (#1694) Gray
- Pique Polo, Short or Long Sleeve (#1009 or #1012) Blue
- Performance Polo (#1629) Blue
- Black belt
- Navy blue, black, or white socks
- Black casual shoes or tennis shoes
- V-Neck Sweater Cardigan (#1370) Charcoal Gray or Navy
- Optional Pullover Sweater (#1731) Navy
- Optional V-Neck Sweater Vest (#1029) Charcoal Gray or Navy

ACADEMICS

Curriculum

LVCA uses the Abeka curriculum for Preschool through 4th grades and the Accelerated Christian Education (ACE) curriculum for 5th through 12th grade. 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 annually participate in continuing professional education classes.

The Preschool, 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 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 through 12 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.

Dual enrollment courses are available to juniors and seniors at no additional cost to parents through Northwest Vista College. Administration reviews courses offered and only chooses those which do not contradict our Statement of Faith.

Grading Scale

for Pre-K through 4th Grade

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)

for ACE

A = 94-100 (GPA points 4.00)

B = 88-93 (GPA points 3.00)

C = 80-87 (GPA points 2.00)

D = 74-79 (GPA points 1.00)

F = 73 and below

Dual enrollment courses are treated as Advanced Placement courses and receive a +0.25% increase in earned GPA points.

LVCA's approach to Excellence in Education is based on four concepts which form the 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 (for Pre-K through 4th grade). 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.

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 (elementary only)

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.

Assessment Policies

Teachers give quizzes and tests as recommended in the curriculum.

Standardized testing for kindergarten through 12th grade takes place in the spring.

High school students are encouraged to take the SAT and ACT at their convenience.

Make-up Work

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. Your child is responsible for making up the schoolwork that is missed and will be given the time missed plus one day to make up that work. 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.

Students who miss a scheduled test must be prepared to take the test on the first returning day to school.

Students may not make up work from an unexcused absence.

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 formalize 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 whose academic GPA falls 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.

Ceremonies

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

Dual Enrollment

LVCA recognizes the benefits of high school students earning college credits while in high school and participates in the program through Northwest Vista College. The administration will communicate with junior and senior parents to help them understand what courses are available each semester.

Reporting and Report Cards

Progress reports are released every fifth week of the designated grading period. Report Cards are issued every nine weeks, approximately one week after the nine-week grading period ends. Final report cards are released at the end-of-year award ceremony.

Graduation Requirements

LVCA offers three diploma programs. Students may graduate with an Honors Diploma, a College Preparatory Diploma, or a General Diploma. Each high school student is given a personalized list of the classes required to graduate and is counseled concerning the best program. Parents are given a copy of the three diploma requirements and are asked to discuss the options with their child. Generally, a minimum of 22 credit hours are required for graduation.

The basic requirements for graduation in the state of Texas will be met (and generally exceeded) through our high school program. The minimum number of credits needed to graduate in the state of Texas is 22, but LVCA graduates are encouraged to complete at least

25 (exceptions considered at the discretion of the parent and administration). The 25 credits required at LVCA for a College Preparatory Diploma are as follows:

| | |
|------------------------|--|
| English Language Arts: | 4 credits (English I/II/III/IV) |
| Mathematics: | 3.5 credits (Algebra I/II, Geometry, additional math) |
| Science: | 3 credits (Biology, Chemistry, Physics, additional science) |
| Social Studies: | 4 credits (US History, US Government $\frac{1}{2}$ credit, Economics $\frac{1}{2}$ credit, World History, and World Geography) |
| Etymology | 1 credit |
| Computer Science | 1 credit |
| Music | $\frac{1}{2}$ credit |
| Health | $\frac{1}{2}$ credit |
| Bible | 2 credits |
| Physical Education: | 2 credits |
| Foreign Language: | 2 credits |
| Fine Arts: | 1 credit |
| Speech: | $\frac{1}{2}$ credit |

BOOKS AND EQUIPMENT

Book fees are due by July 15th prior to the beginning of the school year. Students who withdraw are entitled to their books.

Students are expected to respect LVCA books and equipment. Replacement costs for lost or damaged books or equipment will be charged to the parent.

Elementary 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.

FIELD TRIPS

Teachers select and plan field trips that complement the curriculum, always considering the educational benefits to your child. 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.

Volunteer/Chaperone Guidelines

1. Volunteers will maintain the same dress standards as the students and staff. Parents may wear the LVCA Spirit Shirt or other appropriate attire. Shorts, dresses, and skirt length must comply with LVCA student uniform policies.
2. When chaperoning or volunteering for an 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.
7. To be considered to serve as a chaperone, please complete and return the Volunteer Form included in your orientation packet. LVCA will determine if any chaperones are needed, and if so, which chaperones are invited.

EMERGENCIES

School Dismissals

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.

Student Illness or Accident

All LVCA staff are CPR certified. First Aid will be administered by LVCA staff for minor injuries and an incident report will be sent home.

Significant injuries will result in a call to parents and emergency services, if necessary.

Parents will be notified of student illness, but in cases of fever, diarrhea, or vomiting, students will be sent home.

Health and Safety

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 (such as some allergy medications) may have to be stored in the classroom. 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/.

ARRIVAL AND DEPARTURE

Early drop-off begins at 6:30 AM. Students will be signed in by a parent.

Late pick-up begins at 4:00 PM. Students will be signed out by a parent.

Students who arrive late to school, or depart early from school, must be signed in/out at the school office.

Please refer to the car line procedure at the end of this manual.

PARENT-SCHOOL COMMUNICATION

LVCA and teacher correspondence 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.

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.

By enrolling their child in LVCA, parents are committing to the following:

- To support the philosophy of LVCA
- To cooperate in all matters of discipline
- To fully read and support the student handbook
- To be punctual and supportive of LVCA policies for tardies and absences
- To communicate with school leadership regarding any misunderstandings
- To refrain from accepting criticism from students or other parents
- To share concerns with the school administration in the right spirit
- To refrain from gossip and to protect the sweet spirit of the school family
- To follow Matthew 18 in resolving all concerns in a Christ-honoring way

As our ultimate desire is to honor Christ through our unity, failure to comply in any of these areas will result in a meeting with administration and/or pastoral staff, and possible dismissal from LVCA.

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.

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.

Parent-Teacher Conferences

A Parent-Teacher Conference is an excellent time to ask questions and gather additional ideas on how to work with us in the education of your child. Parents or teachers may request conferences at any time during the school year should the need arise. Please contact the school office to schedule. Children should not attend the meeting unless agreed upon by the parent and the teacher.

Parent Orientation

New families are encouraged to attend Parent Orientation at the beginning of the school year.

Returning families are encouraged to read the Student/Parent Manual and direct questions to the administrator.

Problems

For classroom issues, parents are encouraged to schedule a conference with the teacher. If the issue remains unresolved, a conference will be scheduled with the administrator.

All other problems may be addressed with the administrator.

STUDENT ORGANIZATIONS

Private voice and piano lessons are available to LVCA students before, during, or after school.

LVCA students in 6th-12th grade are currently eligible to participate in cross-country and track & field.

LVCA also offers a variety of clubs throughout the year, such as chess club and science club.



GENERAL INFORMATION

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. A 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.

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. This will allow students to learn procedures without the excitement of having parents there, especially Preschool, Pre-K, 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.
- For lunchtime visits, we ask that parents not allow their children to play with or watch videos on their cell phone. A collection of games and activities will be provided for you to enjoy with your child.
- Birthdays will not be celebrated at lunchtime. Please refer to page 12 "Parties in the Classroom."

Chapel and Assemblies

Chapel 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.

Special event assemblies are scheduled throughout the school year: Thanksgiving, Christmas, Easter, and end-of-year Awards/Graduation ceremonies. Parental 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.

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.

Lunch

Students will need to bring their own lunches daily. However, LVCA will provide a full lunch one Friday a month. Parents will be reminded by flyer and/or email.

Students may also have the option of ordering lunch online, depending on the availability of a caterer.

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, elementary students may not microwave their lunches. Students in 5th-12th grade are allowed to microwave their own 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.

Birthdays will not be celebrated at lunchtime.

Parties in Classroom

There may be classroom observances of special occasions such as birthdays and holidays. If the office and the teacher are notified in advance, parents may bring a special snack (or treat bag) sufficient for the entire class on a student's birthday to be enjoyed at the end of the day before dismissal. Birthday invitations may be handed out during school hours only if they are given to everyone in the class.

Cell Phones/School Office Telephones

Cell phones are prohibited. Teachers and staff will confiscate any cell phones 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 elementary field trips; cell phones will be allowed on middle school and high school field trips at the discretion of the teacher.

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.

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.

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.

Please do not permit your student to bring potentially dangerous items, such as pocketknives, to school. If found, these items will be confiscated and returned to the parent.

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

***(The following pages contain the ACE Supplemental Handbook
for Middle School and High School.)***

A.C.E. FOUNDATIONAL CONCEPTS

The “philosophy of teaching” is the premise for conventional education. In contrast, the “philosophy of learning” is the core objective of the A.C.E. program, producing the best academic results by implementing the best techniques and procedures for the individual learner. While the development and evaluation of the A.C.E. program has been in the making for five decades, the academic philosophy of A.C.E. has been and is still summed up in the following “Five Laws of Learning” and is illustrated by the donkey and the cart.

Five Laws of Learning

1. **How heavy is the load?**
(assigning the level)
2. **How long is the stick?**
(setting the goal)
3. **How effective are the controls?**
(providing motivation and control)
4. **How hungry is the donkey?**
(determining measurement)
5. **How big is the carrot?**
(ascribing awards)



The Five Laws of Learning are related to basic Biblical principles.

1. The student is placed on a **LEVEL** of curriculum where he can best perform. **LEVEL** acknowledges that all students are different. *So we, being many...Having then gifts differing according to the grace that is given to us....* (Romans 12:5-6)
2. The student sets reasonable and appropriate **GOALS** to be achieved in a reasonable period of time. **GOALS** reflect good judgment. *For which of you...sitteth not down first, and counteth the cost...?* (Luke 14:28)
3. The student receives **MOTIVATION** through encouragement and support and achieves **CONTROL** through guidance and discipline in order to assimilate, use, and experience the education material. **MOTIVATION** is that inner desire prompted by the concerned supervisor/tutor. *And whatsoever ye do, do it heartily, as to the Lord....* (Colossians 3:23) **CONTROL** acknowledges the necessity for discipline, guidance, and responsible leadership. *Train up a child in the way he should go....* (Proverbs 22:6)
4. The student’s learning must be **MEASURED**, which relates to accountability. *For unto whomsoever much is given, of him shall be much required....* (Luke 12:48)
5. The student’s learning receives recognition and **REWARDS** for its effort and significance.... *reaching forth unto those things which are before, I press toward the mark for the prize of the high calling of God in Christ Jesus.* (Philippians 3:13-14)

Why the A.C.E. School of Tomorrow Program Works

The Accelerated Christian Education curriculum has been tried and proven to be very effective in providing all the basic academic disciplines as well as instilling Godly character into the lives of students. The reasons why the A.C.E. program works can be summarized in these **Seven Key Foundational Concepts**:

1. Integration of Biblical Principles (Scripture memory, wisdom principles)
2. Godly Character Training (A.C.E. characters, 90-character traits of Christ)
3. Mastery-Based Learning
4. Built-In Reinforced System of Learning
5. Individualized Learning
6. Development of Critical Thinking Skills
7. Socialization

With these foundational concepts being used now for over 50 years in America and around the world, it is, therefore, understandable why A.C.E. is known as THE learning tool for today—and the future!

1. Integration of Biblical Principles

The major strength of the A.C.E. curriculum is its clearly identifiable biblical goals. A God-centered theistic philosophy is built into every PACE, where principles of Godly character and illustrations of desired character traits are sequenced in character strips and motivational activities. Ongoing character training in the A.C.E. program is extended to the student through Scripture truths and memorization and Wisdom Principles.

2. Godly Character Training

Within the A.C.E. curriculum, attention is focused on responsibility, character, and self-discipline. These attributes are modeled by various A.C.E. characters.

The cast of A.C.E. characters is constant, but they grow in age and ability as students progress through the PACEs. Students identify with the characters, learn from the examples they set, and internalize the Godly character traits.

From the character strips, Biblical principles are built into the lives of students, who relate to the various characters and want to emulate their good character qualities. A look at the lives of the characters soon reveals why students read the character strips so avidly.

The 90-character traits as demonstrated in the life of Jesus Christ, the world's foremost example of how man ought to live, are included in the PACEs. These character traits, with definitions and Scripture references, are incorporated throughout the curriculum. They are presented in poems, role-modeling character strips, inspirational nuggets, and activities. The Bible verse in each PACE corresponds with a character trait.

3. Mastery-Based Learning

Studies describing reading problems that students experience in conventional schools reveal curriculum weaknesses between third and fifth level. If a student's academic

ability is deficient by the fifth level and is not remedied, it usually becomes chronic and permanent unless the student is placed in A.C.E.'s individualized program.

A student's academic problems generally occur in this order: reading, mathematics, and then language. When a phonetics base is laid and reading mastery is achieved, reading mastery can be applied to problems in mathematics—solid foundations must be established. If the student builds a good base in reading, language, and mathematical skills, he can usually achieve independently in high school years.

In conventional methodology, especially in the teaching of sight reading, a student may be exposed to material prematurely and not have the capability to learn it. When the same material comes around in the curriculum spiral, he has another opportunity to learn it. For some academic details, this is acceptable, but not for the basics—the tools with which all other academics are built. In the A.C.E. program, the basics are sequentially introduced.

Each student is required to pass certain tests and master each fundamental tool before proceeding to new material. The student builds confidence as he gains a firm understanding of sequential foundational skills.

A conventional classroom teacher must of necessity address the average student.

However, a much broader approach is necessary if the above- or below-average student is to learn effectively. The A.C.E. curriculum focuses on meeting the precise needs of each and every student: those of the academically challenged student, the average student, and the gifted student. In the A.C.E. program, each student is met at his individual performance level, then advanced through the curriculum at his optimum rate of achievement.

4. Built-In Reinforced System of Learning

Students' learning is reinforced by the unique computer-controlled vocabulary of the A.C.E. curriculum. Great care is taken to ensure that no student is exposed to words or terms that might hinder his grasp of academic mastery. When an academic concept calls for a new term, that word is introduced, color-coded in the text, used in an activity, reviewed, and repeated often to facilitate mastery.

The core curriculum is replete with full-color drawings, photographs, and illustrations that add interest and reinforce the text. Maps, charts, and timelines are included to facilitate mastery learning. These visuals are carefully selected to prove spatial and chronological orientation for students. Moreover, motivational aspects have been added.

To reinforce and ensure learning, PACEs include activity questions covering the material presented. Students read a portion of text, complete activities, then are tested over that portion. At appropriate levels, cognitive (thought) questions are presented to stimulate the child's mind. The child is guided into right thinking including logic and Biblical principles. Periodically throughout a PACE, Checkups are presented to reinforce and help the student recall what has recently been studied. At the end of a PACE (two or three weeks or work), a Self Test is presented, providing the student an opportunity to measure what he has learned without referring to PACE content. (After scoring the Self Test, the student may look back into the PACE to find the answers.) When the student has successfully completed the Self Test, he is allowed to take the PACE Test under supervision the following school day.

This system of reinforcement through questioning, Checkups, Self Test, and final PACE Test has proven to be a sound and effective means of ensuring mastery of academic material.

5. Individualized Learning

One of the benefits of the A.C.E. core curriculum is that each student may progress through the PACEs at his own rate. Because the curriculum is truly individualized, students learn the best way—individually. Each student learns essential academics and explores truths about God and His world without being pressured to keep up with a group. Keep in mind that each one has strengths and weaknesses.

6. Development of Critical Thinking Skills

The A.C.E. program includes specific forms of material and format that aid the student as he develops his capacity for critical thinking throughout his school years. He is encouraged in his ability to think creatively and independently within a Biblical framework. The program is designed to progress students through all six phases in the development of critical thinking skills: knowledge, comprehension, application, analysis, synthesis, and evaluation.

7. Socialization

A common misconception about the A.C.E. program is that students have little or no opportunity for socialization in the educational setting. In reality, the A.C.E. program provides ample opportunity for students to socialize, both with other students and staff, and also with parents and family at all school events. Time is devoted each school day to socialization activities, including devotions, physical education, privilege breaks, music classes, and field trips.

Results of the A.C.E. Program

1. Effects on Students

Although other publishers have marketed academic curriculum, no one has produced a life-changing character package like that of A.C.E. Children's minds develop best in a God-centered environment of absolutes and love. They emerge with a sweet attitude and with a greater, richer concept of God and how He wants them to live.

2. Academic Achievement

Academic achievement is one of the greatest strengths of Accelerated Christian Education. Graduates from the A.C.E. program are attending more than 1,700 colleges and universities globally with outstanding performance.

Conventional educational programs take the student through a spiral of material while introducing him to new skills in sequence. Since students are grouped chronologically, they are lockstepped and receive the same material at the same time. However, students do not necessarily all have the same level of maturity as others of their chronological age, and their natural learning rates are not lockstepped with other students. As the group uniformly passes from skill to skill in the spiral, the students' actual learning is relative, and their achievement varies. The result is that the above-average student may master the skill the first time he is exposed to it, the average student may pick up part of it, and the below-average student will often grasp only a minimum amount of fail to understand it entirely. As the spiral continues, some students stay out in front while others are left behind for a season (or for good).

The A.C.E. program is designed around a new format: that of building skill upon skill. The scope and sequence ignores the concept of grade level and moves with continuous progress beginning with the first skill to be mastered. Depending on their ability and

motivation levels, students may move ahead rapidly or take as long as necessary, but each student masters the material. Students are not locked into a group but progress through the skills as they are mastered.

As the student moves upward, level after level, and moves into new concepts, he is far better prepared to learn because he has mastered the skill on the previous level. He does not advance until he has mastered each concept. He is not lockstepped with his classmates but is learning individually and completely before advancing. A.C.E. implements a unique and effective system.

LVCA LEARNING CENTER POLICIES AND PROCEDURES (5TH – 12TH GRADES)

Diagnostic Testing

Once a student is enrolled at LVCA for grades 5th-12th, the next step is to determine proper placement. Placing students at their proper academic levels implements the **First Law of Learning**—that the student must be on a level of curriculum where he can best perform. This law determines the student's capability and aptitude and helps staff correctly place him on an academic level in each subject where he has the most academic understanding and can make the greatest academic achievement.

Diagnostic tests are given to all students entering the A.C.E. Learning Center for the first time. Tests will be given in Math, English, Word Building, and Reading. Since a student on individualized material must master at least 80 percent of a course's material to complete the course, **diagnostic testing is very important**. And, since A.C.E. material is individualized, the student is prescribed curriculum materials on his performance level or his diagnosed level of academic achievement.

Appropriate Goals

Students are capable of assuming responsibility for their own academic learning. Students must set reasonable goals that can be achieved in a prescribed period of time, as stated in the **Second Law of Learning**. Most students should set daily goals in four to five core subjects at a time. The student should finish a PACE within three weeks.

Academic Balance – Since the school year consists of approximately 36 school weeks, students must average two tests per week to maintain adequate academic progress of 72 PACEs per year. Since each subject contains 12 PACEs each year, students need to complete a PACE in each subject every three weeks to complete 12 PACEs for the course in 36 weeks to maintain **Academic Balance**.

Goal Card – A single Goal Card is designed for daily entries of two weeks of work.

1. The student should keep his goal card posted in his office.
2. The student's name and current date must be on the goal card.
3. The student should set the exact page numbers of work for that day.
4. The total number of pages planned for the day must be posted.
5. The student should cross off daily goals when they have been scored and corrected.
6. Goals are only considered accomplished after they are scored and corrected.

Homework

Students who have not completed their goals by the end of the day may be required to take their work home. The goals set by the student and reviewed by the supervisor are no more than the student is capable of completing during the school day. Should the student not meet his goals for the day, he will be required to complete the work at home. Should the student have homework, a homework slip giving the pages to be completed will be sent home. The slip is signed by the parent and returned the following day. If the slip is not signed, it results in a demerit. If the slip is not returned it results in a demerit that doubles each day until the slip is returned.

Discipline

PACEs

PACE books are assigned to a student and belong to that individual student. They are not to be shared between students. All work in the PACE books must be done in pencil. All student scoring must be marked in red ink and all marks by the Supervisor are done in green ink.

There will be a charge for the re-issue of any PACE book. Students will be re-issued a new PACE for the following circumstances:

- Receiving less than an 80% on a PACE test.
- Consistently scoring improperly.
- Excessive red or green marks throughout the PACE in any subject.
- Inappropriate or unnecessary doodling in PACE.

After a PACE is completed, the student waits until the next morning before receiving the test. He will wait an additional night before receiving the results and a new PACE. Work in PACEs is done in pencil. Ink marks are made by students when scoring (red only). The Supervisor makes marks in spaces provided using other ink colors. Work must be done in cursive writing beginning with Pace 1037 in all subjects. Work must be shown in Math PACEs or on additional paper kept with the PACE. Calculators are permitted in the learning center for students in Math 1075 or above.

Scoring Stations

1. Score keys are to be handled carefully.
2. Mark a red "X" beside each wrong answer.
3. Use only red pens supplied at the scoring table (never at office).
4. Score key answers are for scoring only.
5. Correct wrong answers in pencil your office.
6. Rescore – circle each red "X" in red when answer is correct.
7. Circle in red each PACE page number when all answers are corrected on that page.
8. Replace pen in holder.
9. Replace score key in proper place.

Testing Table

After a PACE is completed, scored, restudied, and turned in, the test is issued the next morning. Tests are administered at the Testing Table. New PACEs or repeat PACEs are issued the following day. When PACEs are turned in, a student must make sure that the Self

Test and checkups have page number marked by wrong answers where the correct answer was found.

Responsibilities & Privileges

The student's learning must be rewarded. Most achievements in life has built-in rewards, and the Bible teaches that all actions, good or bad, earn consequential rewards consistent with their nature. Motivating students and recognizing accomplishments are so interrelated and so vital that the **Third Law of Learning** ("The pupil must be MOTIVATED") and the **Fifth** ("The pupil's learning must be REWARDED") comprise the greatest responsibility for the staff.

Academic achievement is its own reward, which students always appreciate to some degree. The Supervisor must reinforce this principle with enthusiasm, inspiration, and a system of tangible and intangible rewards such as praise, stars, privileges, field trips, and trophies toward which students can work. Without an incentive program, staff fight a constant battle with lazy or unmotivated children who would rather wave a flag than work through a problem. An attainable goal encourages a potentially lazy child to assume responsibility to answer every question. Even the most difficult PACEs can be worked by most children who are motivated through incentives.

Congratulation Slips

Congratulation slips, presented to students who have successfully completed PACEs, recognize student achievement and communicate that achievement to parents. Students should take home congratulation slips to parents on the day they are awarded. Parents are urged to ask for these from their children to encourage them and show interest in their work.

Student Progress Chart

The Student Progress Chart lists subjects for each grading period. Throughout the academic year, when the student successfully completes a PACE, he places a star in the proper column representing the week in which the PACE test was passed. A.C.E. stars are color coded to match the color PACEs:

| | |
|------------------|--------------------------|
| Math.....Yellow | Word Building.....Purple |
| English.....Red | Social Studies.....Green |
| Science.....Blue | All Others.....Silver |

As insignificant as a little star, logo sticker, or Bible sticker may seem to you, they represent tangible achievement and reward when the student places them on the Student Progress Chart in front of them. Achievement and reward are almost synonymous, for they both contain built-in motivational value.

As a student sees stars accumulating on his chart, he feels a sense of accomplishment. Students realize that a star represents effort and achievement.

Students should progress in all subjects and show "balance" in completing goals and PACEs. They plan daily work from their Goal Card and visualize achievement on their Student Progress Chart.

Privilege Levels

When a person assumes greater responsibility in life, he earns greater privileges. This principle is taught through the School of Tomorrow (A.C.E.) incentive system, designated by the letters “A”, “C”, and “E”. Each letter represents a privilege level that may be earned by meeting the responsibilities outlined below. Students display privilege letters in their offices during the week. The letters not only tell the supervisor and monitors which students have privileges, but also provide tangible rewards and public recognition of a job well done.

Level “A” Responsibilities

1. Maintain academic balance
2. Accumulate no more than 20 minutes detention the preceding week.
3. Memorize previous month’s Bible selection

Level “A” Privileges

1. Fifteen-minute morning breaks (students without privileges get 10-minute breaks)
2. Friday Special Treat at lunch
3. May read approved literature in office after daily goals are completed
4. May engage in approved extracurricular activities in office (Crafts, puzzles, games, computer time)

Level “C” Responsibilities

1. Maintain academic balance
2. Accumulate no detention the preceding week
3. Memorize previous month’s Bible selection
4. Present a special monthly five-minute oral report on an interest area or project

Level “C” Privileges

1. Twenty-minute morning breaks
2. Friday special treat at lunch
3. Choose one day that week to wear “civilian” clothes. Guidelines must be followed.
4. May read approved literature in office after daily goals are completed
5. May engage in approved extracurricular activities in office or other assignments outside Learning Center
6. May be out of seat without permission in Learning Center to go to the scoring station, get a resource book, go to the restroom, sharpen pencils, etc., without having to raise their flags
7. May serve on approved projects (i.e. errands, office, classroom helper)

Level “E” Responsibilities

1. Maintain academic balance
2. Accumulate no detention the preceding week
3. Memorize previous month’s Bible selection
4. Read and report on a literature book or a book selected from a prepared list. (May substitute a five-minute oral report on an interest area or project.) The report qualifies for a four-week period.
5. Be available for participation in activities (i.e. chapel, guest tours, special projects)

6. Must be engaged in some community service on a regular basis or church related service (i.e. bus ministry, evangelism, music, junior church, ushering, janitorial work, and greeting visitors)

Level “E” Privileges

1. Twenty-five-minute morning breaks.
2. Friday special treat at lunch
3. Choose two days that week to wear “civilian” clothes. Guidelines must be followed.
4. May read approved literature after goals are completed or listen to music in office while working.
5. May engage in approved extracurricular activities in office or other assignments outside Learning Center.
6. May be out of seat without permission in Learning Center to go to the scoring station, get a resource book, go to the restroom, sharpen pencils, etc., without having to raise their flags.
7. May service on approved projects (i.e. errands, office, classroom helper)
8. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
9. May attend approved off-campus functions of a spiritual or educational nature.

Application for Privileges

Students who desire privilege status and believe they have fulfilled the responsibilities should request an Application for Privileges on the Friday proceeding their week of privileges. They then complete the form and submit it to the Supervisor the same day. Those applying for “E” level privileges must perform some type of ministry or community service that is to be verified by a responsible adult who signs the application before it is submitted.

During opening exercises on Monday, the Supervisor presents the privilege-status letters to be displayed during the week in the student’s office. These letters are turned in each Friday afternoon. Privileges promote learning achievement. Encourage students to earn higher privilege levels by assuming more responsibilities.

Field Trips

Students earning at least “A” privilege for at least 2 weeks the previous month, will earn the privilege of attending the field trip or earning the special day the following month. Memorization of the previous month’s Scripture passage is required to qualify.

Of course, any student on probation (whether academic or behavioral) will not be allowed to attend the field trip or earn the special day award.

Bible Memory

“Thy Word have I hid in mine heart, that I might not sin against thee (Psalm 119:11). Line upon line...is God’s way of reaching children’s hearts with Biblical truths. Scripture is given out on the first day of the month. Students repeat the verses aloud during opening exercises each day for a month and are required to recite the verses to a staff member by the end of the month. Students only need to know the previous month’s Bible verses to qualify for the

current month's privileges. It is not necessary to know the current passage until the last day of the month.

Honor Roll

Each quarter students included on the Honor Roll must fulfill the following requirements:

1. At least three stars in each subject
2. A qualifying total PACE Test average:
 - Supervisor's Honor Roll: 88 to 93 percent
 - Principal's Honor Roll: 94 percent or higher
3. Memorization of each month's Scripture passage

Physical Education

Students will be participating in physical education twice a week beginning in September.

- 5th & 6th Grade will have PE on Tuesday & Thursday
- 7th – 12th Grade will have PE on Monday & Friday

7th -12th grade students will be required to dress out for PE. Order form will be provided for required PE uniform.

- Athletic footwear appropriate for exercising is required.
- PE will be at the end of the day for 7th-12th grade and students will not be required to change back into their uniform.

5th & 6th graders will not change into PE clothes.

Breakroom

ACE students have a designated breakroom located between the Learning Centers. The breakroom will be a place where students can place their belongings for the day. There should be no horse-playing will in the breakroom and students will be responsible for maintaining a neat and orderly space.

Cell Phones

It is understandable that many students at this age have cell phones. Students ***will not*** be allowed to use their cell phones during the school day (including AM or PM Extended Hours). Cell phones must be turned off and turned into the Supervisor at the start of the day. Phones will be returned to the student at dismissal.

Violations of cell phone use will result in having the phone taken away and being returned directly to the parent.

Note: Students earning certain privileges levels may be allowed to use their phone to listen to music. At this point privilege students have proven themselves to be responsible to earn that trust and privilege.

Parent / Supervisor Communication

Maintaining open communication between the parent(s) and Supervisor is important. Each Supervisor will have a system of communication set up to keep parent(s) informed. Emails are one of the ways we communicate and should be checked often for important information and updates.

Requirements for High School Graduation

LVCA offers three diploma programs. Students may graduate with an Honors Diploma, a College Preparatory Diploma, or a General Diploma. Each high school student is given a personalized list of the classes required to graduate and is counseled concerning the best program. Parents are given a copy of the three diploma requirements and are asked to discuss the options with their child. Generally, a minimum of 22 credit hours are required for graduation.

The basic requirements for graduation in the state of Texas will be met (and generally exceeded) through our high school program. The minimum number of credits needed to graduate in the state of Texas is 22, but LVCA graduates are encouraged to complete at least 25 (exceptions considered at the discretion of the parent and administration). The 25 credits required at LVCA for a College Preparatory Diploma are as follows:

| | |
|------------------------|--|
| English Language Arts: | 4 credits (English I/II/III/IV) |
| Mathematics: | 3.5 credits (Algebra I/II, Geometry, additional math) |
| Science: | 3 credits (Biology, Chemistry, Physics, additional science) |
| Social Studies: | 4 credits (US History, US Government ½ credit, Economics ½ credit, World History, and World Geography) |
| Etymology | 1 credit |
| Computer Science | 1 credit |
| Music | ½ credit |
| Health | ½ credit |
| Bible | 2 credits |
| Physical Education: | 2 credits |
| Foreign Language: | 2 credits |
| Fine Arts: | 1 credit |
| Speech: | ½ credit |

Dual Enrollment

LVCA recognizes the benefits of high school students earning college credits while in high school and participates in the program through Northwest Vista College. The administration will communicate with junior and senior parents to help them understand what courses are available each semester.

STUDENT DROP-OFF/PICK-UP TRAFFIC PATTERN

