

Parent / Student Handbook



2022-2023

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INTRODUCTION

Lebanon Christian Academy is a unique learning institution. LCA began in 1978 and has maintained a strong tradition of excellence in academics, fine arts, and athletic competitiveness. Our forty-year track record demonstrates our commitment to education and to the families that enroll their children here.

LCA is a ministry of Open Door Baptist Church. Our church, established in 1962 and led by only three pastors, has demonstrated stability and commitment to Christian education.

Education in America is ever-changing and, among Christian schools in Pennsylvania, LCA is staying true to its purpose! The benefit and strength of the traditional classroom must be emphasized. The focus of LCA is to be a premier learning institution, bold yet balanced, ready to meet and exceed the educational needs of this generation.

LCA also recognizes the necessity of leadership training throughout the educational process. LCA strives to graduate young people with a Christian worldview (Colossians 2:3; Proverbs 1:7a), educated to the highest standards, and well-rounded by the opportunities in the fine arts, liberal arts and athletic competition. An LCA graduate will be ready to take the next step in life, wherever the Lord may lead!

Mission Statement: “Lebanon Christian Academy desires to disciple students academically so that they love truth and develop a desire to serve Christ in the local church.”

Lebanon Christian Academy exists primarily for the edification of the faithful families of Open Door Baptist Church and like-minded ministries. We desire that LCA students and families maintain a unity of mind and spirit regarding doctrine, philosophy, and standards for worship. At the junior and senior high levels, the Administration carefully considers the doctrinal statements, philosophy, and standards of worship of other churches to ensure that they are of like mind.

It is our desire that the Parents demonstrate their love for the Lord, commitment to spiritual growth and desire to train their children by faithfully attending Open Door Baptist Church or a *like-minded* ministry (*like faith and practice*). LCA may consider for admission 7th -12th grade students who have accepted Jesus Christ as their Savior, have the support of their parents, are living a life demonstrating commitment to the Lord, and have demonstrated themselves to be faithful to the service of their church, regardless of their family’s attendance. Should admission be granted, the students are encouraged to demonstrate faithful church attendance.

LCA only admits a student who transfers from the former school in good standing. The school is not designed to meet the special needs of students with unusual behavior, spiritual, academic, social, or physical problems. In evaluating a potential student, admission testing and interviews are customarily required.

At LCA, we seek to set and maintain standards for student conduct, dress, philosophy of life, procedures, and scholarship that honor the Lord and demonstrate a spirit of excellence. LCA admits only those students in grades 4-12 who want to be enrolled. In addition, students in these grades must willingly sign the Statement of Faith and Standards of Conduct agreement. Students must continue to indicate this desire via the annual re-enrollment process.

Objectives: It is our desire that...

Regarding Spiritual Growth

1. Each student will love and respect the Bible as the inspired Word of God.
2. Each student will love the Lord Jesus Christ, God the Father, and His Holy Spirit.
3. Each student will know that he is saved and give evidence of growth in Christ.
4. Each student will understand basic Bible doctrines.
5. Each student will desire to know and do God's will.
6. Each student will serve Christ in the local church.
7. Each student will develop self-discipline and responsibility that results in the effective use of time.
8. Each student will develop humility that results in respect for and submission to God-ordained authorities.
9. Each student will develop a biblical worldview by integrating Biblical principles into everyday life.

Regarding Academic Growth

1. Each student will pursue academic achievement commensurate with their God-given aptitude.
2. Each student will demonstrate independent study skills and the ability to think critically (critical thinking), using proper Biblical criteria for evaluation.
3. Each student will understand and appreciate the foundations of our Christian and American heritage – responsible freedom, human dignity, and human government – essential to being a good citizen.
4. Each student will understand the role of current events in God's plan for mankind.
5. Each student will appreciate God's creation and understand the need for responsible stewardship.
6. Each student will develop a growing understanding and appreciation for the fine arts through active involvement in opportunities for personal growth and expression.
7. Each student will, upon graduation, continue to pursue opportunities for academic growth and development within the will of God.

Regarding Social Growth

1. Each student will understand that he is uniquely created in the image of God.
2. Each student will demonstrate love and respect toward others as God's image bearers.
3. Each student will develop proper attitudes toward dating, marriage, and the family, and will employ Biblical principles necessary for establishing a God-honoring home.

4. Each student will develop a correct Biblical attitude toward material things and use them responsibly to glorify God.
5. Each student will develop a realistic and Biblical view of life and work.
6. Each student will demonstrate essential skills for developing healthy relationships with others.

Regarding Physical Growth

1. Each student will steward his body as the temple of the Holy Ghost and turn away from anything that would bring physical harm.
2. Each student will develop coordination, agility, and increased confidence through active participation in opportunities for physical exercise.
3. Each student will strive to develop his God-given, athletic talents to the best of his ability.
4. Each student will work to maintain a healthy balance between athletic interests and academic/social/spiritual pursuits.

Regarding the School's Responsibility to the Christian Home

1. LCA will cooperate closely with parents in every phase of the student's academic and spiritual development, recognizing that parents are ultimately responsible to God for the education and discipleship of their children.
2. LCA will communicate regularly with parents about the school's mission, purposes, and goals in addition to the struggles and/or progress being made by their student to achieve these objectives.
3. LCA will assist families in Christian growth and fellowship, providing resources, including biblical counseling if needed, that will strengthen and encourage parents in their role as spiritual leaders.
4. LCA will assist graduating seniors and their families with college planning and preparation.

Regarding the School's Responsibility to the Local Church

1. LCA, as a ministry of Open Door Baptist Church, will recognize the authority of the local church.
2. LCA will support the authority of the pastor and the goals of the local church.
3. LCA will encourage each student to be faithful to Open Door Baptist Church or an approved, like-minded, Bible-believing church.
- 4.

Doctrinal Statement

Lebanon Christian Academy believes and affirms the following:

- The Inspiration and Inerrancy of the Scriptures (II Timothy 3:16,17; Psalm 119:89; Luke 21:33).
- The Virgin Birth, Deity, Vicarious Atonement, Death, and bodily Resurrection of Jesus Christ (Luke 1:27-38; John 1:1-14; II Corinthians 5:21; I John 2:2; I Corinthians 15:3,4).
- Salvation by Grace alone, through Faith alone in our Lord Jesus Christ alone (Romans 6:23; Ephesians 2:8,9).

- Separation from the world and unto God. (II Corinthians 6:14-18)
- The King James Version of the Bible for teaching, preaching and Bible memorization.
- That the Modern Charismatic Movement is not in harmony with the teaching and doctrine of the Word of God.

ADMINISTRATIVE GUIDELINES

Admission Policy

The admission of students is based on past achievement, standardized test results, interviews with parents or guardians and students, and openings in the particular grade levels. Attendance is considered a privilege, not an entitlement. All students in grades 7-12 will be asked to provide a testimony of salvation and will need to be interviewed by the Administrator of the school.

Statement of Cooperation

All parents are required to annually read this handbook and sign a Statement of Cooperation. Students in grades seven through twelve are also required to read and sign the Statement of Cooperation Form. Signing this form indicates that parents and students have read and understand the positions, policies, and standards of LCA, agree to the doctrinal beliefs as outlined in this handbook, and agree to cooperate to the fullest in maintaining these standards.

Nondiscrimination Policy

LCA admits students of any race, color, national or ethnic origin and affords them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. LCA does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, or any school-administered programs.

Admission Procedure for New Students

An application for Admission accompanied by a registration fee must be submitted to the LCA office for each new student. The registration fee is non-refundable.

New students applying for admission to LCA may be tested in areas of math, reading, and English and, if required, other areas to determine proper grade level. School readiness must be determined for all prospective kindergarten students.

LCA must receive a copy of the student's latest report card and, for grades seven through twelve, a copy of the student's official transcript from the school previously attended.

Students cannot be admitted to LCA unless all immunizations are up-to-date and Immunization and Health Records are on file in the LCA office or an exemption form has been submitted to the LCA office. Forms are available in the office (refer to “Health Services and Records” on page 6).

Each new student will be placed in the most appropriate grade level based on available information.

Registration of Returning Students

Registration of returning students must be completed by March 31st and accompanied by the registration fee to hold a place for the next school year (refer to Financial Policies). An Enrollment Form must be completed for each student and submitted to the LCA office.

Homeschool Students

Lebanon Christian Academy encourages all parents to make the best possible education choice for their children. Christian parents who choose to teach their children at home are to be appreciated.

Lebanon Christian Academy will not be able to customize an entire course of study for each child; however, LCA is able to supplement the homeschool curriculum. Some examples are as follows: Fine Arts – music lessons (piano, instrumental, voice), competitions, festivals; Athletics – sports teams; Academics – individual courses (Chemistry, etc.); elective classes (Spanish, etc.).

Homeschool students will be limited to two courses per year and will be subject to all rules and guidelines outlined in this handbook or other communications from the school. Regularly scheduled meetings with the principal or an appointed advisor are required.

Student Withdrawal

Parents wishing to withdraw their children from LCA must submit a written request with reasons for withdrawal.

Financial arrangements regarding withdrawal of students are clearly defined in the Financial Policies.

Health Services and Records

LCA complies with the PA requirement for Immunization and Health Records to be kept on file for all students. All LCA students must meet PA guidelines for physical examinations and immunizations unless an exemption form has been submitted to the LCA office. Parents are required to have each student examined by their family doctor. A physical examination will be required in grades K, 6, and 11. A dental examination is required in grades K, 3 and 7. Immunizations must be up to date for all students. Examination forms may be obtained from the office.

The following listed tests are health services that may be performed by the family doctor (some may be performed by a nurse made available through LCA).

- Dental exams in grades K, 3, 7
- Physical Exams K, 6, 11

All students participating in extracurricular athletic programs are required to have annual physicals. These physicals may be conducted by the family doctor. A record of the physical must be on file in the LCA office.

Church Attendance

A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements for a Christian education. Every family with students enrolled in Lebanon Christian Academy is encouraged to have their children in a Bible-preaching church each week. This expectation stems from the desire of LCA for each student to be impacted by the Gospel as they are exposed to God's Word. This, in turn, will influence them in their walk with the Lord as well as give to them instructions from God's Word for their life choices. We believe that the Lord chooses to use three "institutions" in the training of our children: the home, the church, and the school. The coordinated efforts of these three institutions should result in a young person who is not only educated, but also prepared to live for the Lord and serve Him faithfully. Students are encouraged to serve in a local church ministry.

Injuries and Emergency Care

All injuries suffered on LCA grounds must be reported to a teacher or advisor immediately and an accident report filed in the office. Students with minor injuries may receive first aid by those designated to administer it. In case of an emergency, parents or guardians will be notified as soon as possible and proper emergency procedures will be followed.

In the event a student is injured, parents or emergency persons will be notified to provide transportation for medical care. If the condition is considered serious or life threatening by LCA staff, the student will be taken by ambulance to a local hospital and the parents will be notified to meet the child at the hospital. To be able to provide immediate emergency care for a child, it is therefore imperative that parents provide LCA with parent home and work telephone numbers and reliable emergency contact numbers.

Medication

Parents should contact the secretary in the school office with medical information. Medications and detailed instructions should be left with the secretary to ensure proper care is given.

There will be no medications distributed by students on campus. Over-the-counter medications (i.e., aspirin, Tylenol, throat lozenges, cough drops, etc.) should be distributed through the LCA office. Parents, please bring medications to the LCA office **in person**. Do not send medications with your child. Authorization to administer over-the-counter medications will be given on the enrollment form.

Facilities

Lebanon Christian Academy is a ministry of the Open Door Baptist Church. The buildings and grounds of the LCA campus have been dedicated to the Lord. LCA desires to maintain, improve and develop our facilities to the glory of God.

School Calendar

Specific LCA school calendars are sent home at the beginning of each school year and can be reviewed **on our website**.

Planned absences will not be permitted on the following dates:

These dates will be posted on the school calendar each year.

- School Camp (Grades 7-12)
- Elementary Christmas Concert
- High School Christmas Concert
- Mid-Term Exams
- Senior Trip
- Spring Concert/Play
- K-5 Graduation
- Final Exams
- Awards Assembly (Grades 1-12)

School Hours

LCA's instructional day runs from 7:58 a.m. to 2:35 p.m. Students may not arrive prior to 7:30 a.m. or remain after 2:45 p.m. except for approved extracurricular activities. All other students who remain at school after 3:00 p.m. will be under the supervision of the After School Care. There will be an additional charge for parents whose child/children are placed in the After School Care Program (request After School Care information if interested).

School Cancellations

In the event school is cancelled due to inclement weather, notice of the closing will be given on TV channel 8 (WGAL), 21 (WHP), 27 (WHTM), and 43 (WPMT) and radio station 1270 AM. We will post this information on our Facebook page as well as on our website along with an email that will also be sent to all school families to notify them of any cancellations.

School closings will **generally** be consistent with the Cornwall-Lebanon School District.

Sometimes other districts close when we are still open. This may result in no bussing for those who use public transportation. If local school districts cancel and LCA remains in session, parents should make a reasonable attempt to bring their children to school.

School Office

The LCA school office serves as the focal point for all school records, communications, appointments, and other administrative functions. The office is staffed during school hours on all days when school is in session and on a limited schedule during vacations and summer breaks.

Questions regarding school policies or minor problems should be directed to the school office.

Any parent who desires to talk to the Administrator or a faculty member is asked to call the office and leave a message. The call will be returned as soon as possible. It is requested that parents do not call teachers at home unless it is an emergency.

Messages or deliveries from home should be left in the school office. Students will be called out of class only in an emergency.

Contact Information

The Lebanon Christian Academy office can be contacted by phone (717) 273-8114, fax (717) 272-1886, and email lca.office@comcast.net

Communication/Gradelink/Website/Google Classroom

Announcements with important information can be found on Gradelink. Contact the office for Gradelink information. Tardies and absences should be reported on the Resource section of our website.

Homework assignments for the 7th-12th grades can be viewed on Google Classroom.

Parent/Teacher Conferences will be held at the end of the first and third quarter when requested by the parent or teacher. These are excellent opportunities for parents and teachers to communicate.

Transportation

Transportation to and from school is the responsibility of the parents or legal guardians.

PA residents whose school district is within a twelve-mile radius of LCA may request public school transportation by notifying the local school district in which they reside.

Parents who drive their children to school are required to ensure their children arrive with sufficient time to prepare for the day's schedule (suggested time is **no later than 7:50**

a.m. before the start of the school day). Parents are also responsible to pick up their children after school by 2:45 p.m.

Transportation to and from LCA for extracurricular activities is the responsibility of the parents. Parents should note that public school transportation is not available for students participating in after-school activities.

Transportation to off-campus school-sponsored events will be provided by LCA for all participants. Those participants who need to drive their own cars or use other means of transportation to or from these activities must have approval in advance from their advisor or the principal and a permission slip signed by the parent or legal guardian.

LCA students using public school transportation are expected to abide by rules and regulations provided by their individual school districts and to maintain an exemplary Christian testimony on the school bus. **Parents** must contact the bus company any time their child is not riding the bus.

Student Drivers

Students who have a license may drive to school; however, each student planning to drive needs to register and sign a Driver's Privilege Agreement at the school office. Students' cars must be parked in the assigned area during the regular school day. The speed limit coming onto the campus is 15 mph and while in the parking lot is 5 mph. Written permission to transport other students is needed from both the driver's and passenger's parents.

Inspections and Searches

The Administration reserves the right to inspect and search lockers, book bags, backpacks, desks, gym bags, coat pockets, purses, lunch boxes, etc., if there is reason to believe that the school's policies and rules are being violated. If contraband such as guns, drugs, knives, alcohol, cigarettes, vaping paraphernalia etc., is found, LCA will cooperate with civil authorities as applicable.

Fire Drills

School fire drills are held periodically throughout the school year and are signaled by one long, continuous ring of the bell. During a drill, students are expected to leave the building quietly in single file through the door designated for evacuation of their room. Students must follow the instructions of their teacher carefully, go to their assigned assembly point, and wait for clearance to return to class.

Lost & Found

Property left inadvertently or placed in unauthorized areas will be sent to the lost and found area. Items can be claimed from lost and found at any time. Lost and found items

are displayed for claiming at announced times throughout the year. Unclaimed items will be disposed of.

Visitors

During school hours, all visitors to LCA, including parents, must sign in at the office. Visits by students from other schools can be arranged by contacting the office at least three days in advance. Parents of the LCA student and parents of the visitor must submit a written request for the visit. The principal will make the final determination if the visit is approved. Visits will be limited, and no visitors will be allowed during testing time. Normally, visits will be limited to students who are considering enrolling in LCA.

School Colors

Forest Green, White and Black

School Mascot

Panther

CODE OF CONDUCT:

“Render therefore to all their dues: tribute to whom tribute is due; custom to whom custom; fear to whom fear; honour to whom honour.” Romans 13:7

In an effort to aid our students in their development of responsibility, personal accountability, and proper stewardship, Lebanon Christian Academy has listed the following guidelines:

I. Attendance

Student Education goes beyond the curricula outlined in the textbook. Regular, on-time attendance at LCA honors the importance of education, and specifically the work being done in the classroom, by both teachers and students. Regular attendance is important for it has far-reaching effects, including:

- o It is a matter of life patterning. It should be the norm that a child learns the importance of being in his assigned spot doing his assigned duty at an early age; and for the school-aged child, that means being in his school seat. Absent such life patterning, there will be a strong inclination to be less than faithful in family life, church life, work life, and personal life.
- o It is a matter of biblical mandate. There are civil laws, and there are specific, clear mandates from God’s Word as to obeying every ordinance of man.
- o It is a matter of school administration. Absenteeism places great pressure on any institution, creating more work for the office personnel and administrators.

- o It is a matter of teacher workload. Absenteeism places great, unavoidable, and undeserved pressures on the teaching staff.
- o It is a matter of harming academics. There is no means of avoiding academic degradation to the class and the school when absenteeism is present.

Students will be held accountable for missed classes and/or days of school. Parents are required to contact the school by 8:30 a.m. if their child is absent or has an appointment that day. Parents must submit a report on our website (Resource Tab) to indicate that their child will be absent or tardy. **It is the preference of the school that parents refrain from scheduling vacations or other optional trips during the regular school year.**

A. In accordance with Pennsylvania compulsory attendance laws, Lebanon Christian Academy has adapted the following attendance policies:

1. After three unexcused/illegal absences within a school year, the following will take place: A written notice from the office within 10 days of the third unexcused/illegal absence, which will include an offer of counseling/improvement session.
2. After six unexcused/illegal absences within a school year, the civil government considers it a problem that needs to be addressed by the civil government. After the sixth unexcused/illegal absence, a letter and documentation of the unexcused/illegal absences will be sent to the student's home school district office. The school district then determines the appropriate course of action.

B. Lebanon Christian Academy believes in the importance of character building through proper attendance to school.

1. Classes and days missed
 - a. After three consecutive sick days, a student is required to have a doctor's excuse to return to school.
 - b. After 10 cumulative sick days during the school year verified by a parent, a doctor's note will be required for every sick day after the 10 cumulative sick days. Any sick days after the 10 cumulative sick days without a doctor's note will be considered unexcused/illegal.
 - c. Absences, excused or unexcused/illegal, may not exceed 30 days. In the Junior/Senior High, missed class periods may not exceed 30 days for full credit courses or 15 days for half-credit courses. Failure to meet these requirements will result in the following:
 - Students fail courses or grades.
 - Summer school is mandatory to complete requirements and class time experience.

- Students will be unable to re-enroll until summer school requirements are met.
- Students recorded as absent will not generally be permitted to participate in athletic or extracurricular activities on the day of absence. Exceptions are at the discretion of the administrator but must be approved prior to participation.

2. Make up work

- a. A student is expected to make up all incomplete work within one week of returning to school. Failure to do so will result in zeros for the assignments, but will not exempt the student from completing the work. In the case of an extended absence, we will work with the student to complete assignments.
- b. Elementary parents and students should work closely with the classroom teacher to make up work due to absences.

C. Tardies:

On time arrival is expected for every day of school. Three tardies will be counted as one absence. Consistent tardiness will be addressed by the school board and may lead to dismissal from LCA.

D. Excused Absence / Tardy: (The following list is not exhaustive.)

Examples of excused absences would include:

- Sick for one to ten days with parent's note
- Sick for more than ten days with doctor's note
- Doctor or dentist appointment
- Funerals for family and close friends
- Pre-excused college trips
- School-sponsored field trips, competitions, etc.
- A bona fide emergency

E. Important Definitions / Clarifications:

- Truancy - A child whose parent(s) expect him or her to be in school, and who does not attend for other-than-lawful reasons is truant. Deliberate absence without parent's knowledge and permission will result in a failing grade in each class missed. Proper authorities may be notified.
- Appointments - LCA prefers that medical or dental appointments not be made during school hours. In the event such appointments are necessary during school hours, a form from the office is required before the student leaves or when the student arrives for the day.

- Leaving School - Students having special needs to leave school during school hours must have a written note from home and must sign out in the office before leaving school grounds. Students leaving on school business or for school activities must have written approval from their advisor or the principal. One male and one female may not leave together from school unless they are members of the immediate family or have the written approval of parents and administration.
 - School Arrival and Dismissal Guidelines - Guidelines are available at the office. The guidelines must be carefully followed to expedite the procedures and to provide safety for our students.
- F. All absences, tardies, and early dismissals, excused or unexcused/illegal must have the proper form filled out and turned into the school office within the time period on the form. If the form is not returned within the noted time period, the occurrence will automatically become unexcused/illegal.

II. Disciplinary Guidelines

A. Classroom:

- K-5 through 6th grade teachers and staff will use a disciplinary system that works for their classroom. Parents should feel free to ask their child's teacher about classroom discipline. Also, a general system will be in place to help keep the administrator and parents aware of continued concerns with a specific child. Scriptural corporal punishment will also be included as a tool for discipline.
- Grades 7-12 teachers will use a disciplinary system using demerits and detentions: lunch detentions and after- school detentions will be used to control the environment of their classroom and enhance the atmosphere of learning.

B. Lebanon Christian Academy students will exhibit the following:

- Personal Responsibility:
 - Be on time for school and classes
 - Be seated and prepared at the beginning of each class period
 - Use appropriate, Christ-honoring language
 - Keep work areas clean and neat.
 - Always display appropriate classroom behavior
- Personal Accountability:
 - Listen attentively to class lectures
 - Complete all assignments on time
 - Respect the learning atmosphere
 - Exhibit diligence and hard work

- Honor & Respect:
 - Respond to teachers with respect and humility
 - Respect the property and feelings of others
 - Accept correction readily
 - Respect the school facility and school equipment
 - Respect personal and physical boundaries
 - Deal honestly in every situation
 - Honor others' desire to learn
- Duty:
 - Serve the Lord with heart, soul and mind
 - Love thy neighbor as thyself
 - Support the Letter and Spirit of LCA policies
 - Learn

C. The Lebanon Christian Academy student body should represent the highest ideals of Christianity in all areas. Their actions both on and off campus should reflect a godly testimony and surrendered life. The Lord Jesus Christ is the silent witness to all behavior, conversations, and relationships in public and in private. *“That all men should honour the Son, even as they honour the Father. He that honoureth not the Son honoureth not the Father which hath sent him.”*
John 5:23

Discipline helps to develop students who are obedient, responsible, and strong in **godly character**. A goal of regarding discipline at LCA will be to stress and teach the student self-discipline and submission to authority. In cases where a student will not discipline himself to be godly, he will need discipline from his authorities. When this is needed, we will strive to be consistent and loving.

At LCA, we believe that the Bible teaches that the heart is the root of all kinds of evils (Proverbs 4:23, Jeremiah 17:9, Matthew 12:34-35, Matthew 15:18-29). Because of this, if a student is going to display a true change in lifestyle, we believe that there must be a true change of heart. Therefore, we will seek to specifically target heart issues with all our students.

Obviously, there are numerous heart issues which the Bible addresses. We believe that outward behavior is merely a reflection of the heart. Therefore, outward behavioral issues will seek to be dealt with at the heart level promptly and decisively. While all of them cannot be listed here, the following are some of the heart issues which we will seek to address.

- Disrespect ~ To show a disrespectful attitude toward God, a parent, a teacher, or anyone else will not be tolerated.
- Dishonesty ~ Dishonesty includes lying, deception, withholding the truth, cheating, and stealing.
- Rebellion ~ Rebellion is the outright disobedience in response to a clearly stated and understood instruction and/or correction.

- Maliciousness ~ Whenever a student employs any type of physical force or violent behavior with the intent to harm or intimidate another person, he will be corrected. This would also include vandalism or destruction of property.
- Foul language ~ LCA will not permit any speech that is offensive. Foul language includes modern obscenities, vulgarity, profanity, taking God's name in vain, and discussions with inappropriate subject matter. This will also include any **Bullying** language or verbal abuse.
- Moral Issues ~ Any immoral activity will receive the strongest of corrective measures. Drinking, smoking, vaping, and drug use will not be permitted. Immodesty, pornography (Photo or written), and various forms of immorality will not be tolerated. Especially as it comes to the moral issues, students should understand that these things will be addressed whether they occur at school or away from school. I Corinthians 10:31 states that we are to glorify God in all things; therefore, students should be aware of those things that please God and refrain from those that do not glorify Him. Students should not participate in anything that God's Word condemns either directly or in principle. Students should avoid those things that tend to conform their thinking to worldly philosophies and desires. In addressing these issues, we intend to help develop Godly character and a strong Christian testimony in the lives of students. While on school grounds or during school activities, no physical display of affection will be tolerated. Demonstration of romantic involvement between students is forbidden. Hand holding, embracing, or any other contact that would contribute to undue familiarity is not allowed.
- Weapons ~ no student is permitted to bring any guns, knives, or any other weapon to the school property. Any weapons found will be confiscated, parents will be notified, and law enforcement will be notified if the Administration determines it to be necessary.

Music and Media

At LCA we desire to teach students to appreciate music that conforms to God's standards of excellence and to adopt listening habits that will not be detrimental to spiritual growth.

In applying Biblical principles to the area of music, we believe that rock music, rap, country music, and modern pop music deadens the spiritual life and greatly harms the development of godly young people. Contemporary Christian music is likewise harmful. If music is considered as "Christian" music, then it will be conformed to the image of Christ and reflect the holy character of God.

LCA students are encouraged to refrain from listening to, singing, or playing the kind of music described above. Parents are asked to cooperate with and support this policy at home.

Today's multimedia likewise has the potential to be a powerful and corruptive influence. Uncontrolled or unmonitored TV viewing is often detrimental to spiritual growth and can also be a source of communicating an anti-God, immoral, unbiblical world view.

The internet, although useful in many ways, has overwhelming potential to do great damage to one's spiritual life. Internet services should be monitored and controlled by parents. Students that go to internet sites that are harmful to their character and spirituality and students who use email or messaging inappropriately may be dealt with at school.

Discipline System ~ Demerits

To teach and guide our students, we have implemented a demerit-based Discipline System. If a student (Grades 7-12) receives 5 demerits in one day, they will be required to serve a 30 minute, after-school detention. 10 demerits will result in a one hour, after-school detention. If a student accumulates 25 demerits, the student will be suspended for 1 day. 50 demerits will result in a 2-day suspension. If a student accumulates 75 demerits in one semester, they will face a 3-day suspension or expulsion from LCA.

Dress code violation	1
Late for class	1
Talking in class w/o permission	1
Incomplete or missing homework	1
Violation of bus/van regulations	1
Chewing Gum	1
Locker violation (disorderly)	1
Unprepared for class	1
Failure to sign in/out	1
Direct disobedience	5
Crude or inappropriate language	5
Disrespect	5
Electronic device violation	5
Reckless driving on campus	10
Vulgarity/profanity	10
Intentional/inappropriate contact with another student	10
Dishonesty (stealing, lying, cheating)	25- and 1-day suspension
Drugs, alcohol, smoking our use of vaping device	50 and/or expulsion
Immorality (see page 16)	50 and/or expulsion

ACADEMIC STANDARDS

Lebanon Christian Academy will work for Academic Excellence in every area of study. We desire to motivate each student in the classroom to attain that goal and we expect each student to put forth their best efforts.

- A. Elementary – Teachers will notify parents about the progress of their child on a weekly basis along with other important information. Parents should contact teachers with any questions. Help classes may be available through the Customized Studies program for a nominal fee (see Financial Policies).
- B. Junior / Senior High – Lebanon Christian Academy curriculum focuses on College Preparatory for all students. Students will choose core classes and /or electives to maintain a full class schedule. (*A FULL class schedule requires a minimum of each of the five core subjects – Bible, English, Math, Social Studies, Science.*)

Help classes may be available through the Customized Studies program for a nominal fee (see Financial Policies). Parents will be notified of their student's progress through Gradelink and Academic Updates at the halfway point of each quarter for those students with a C- (77%) or lower average.

- Graduation Requirements: 4 Years Required

Bible	4 full credits
English	4 full credits
Mathematics	3 full credits
Science	3 full credits
Social Studies	3 full credits
Electives	2 full credits
Physical Education	2 full credits
Visual & Performing arts	1 full credit
Foreign Language	1 full credit minimum
Health	½ credit

*Requirements are subject to review and are based on a student attending LCA 9th to 12th grades. Students who attend all four years of study for graduation requirements at LCA are expected to earn a minimum of twenty-three and a half credits by the end of their senior year.

**Customized Studies are taken with referral from administration and do not necessarily earn credits.

- C. Dual credit courses are encouraged for juniors and seniors and may be taken through MBU or PCC Online. Contact the principal for more information.
- D. Academic Testing - Testing may be given for selected grades. Please check with the school office for the date and grades involved. Seniors will receive important testing information throughout the year. Testing dates, times, and locations will be posted at the office and in the high school building. Also, the senior advisor will notify parents.

E. Grading Scale:

7-7 Point Scale			
Grade	Letter Equivalent		GPA – 4.0 Scale
99-100	A+	O	4.0
96-98	A	O	4.0
93-95	A-	O	3.7
90-92	B+	S+	3.3
87-89	B	S+	3.0
84-86	B-	S+	2.7
81-83	C+	S	2.3
78-80	C	S	2.0
75-77	C-	S	1.7
72-74	D+	N	1.3
69-71	D	N	1.0
65-68	D-	N	0.7
Below 65	F	U	0.0

O = Outstanding; S+ = Satisfactory plus; S = Satisfactory; N = Needs improvement; U = Unsatisfactory

F. Honor Roll:

- Principal’s List..... All grades must be above 96
- A Honor Roll.....All grades must be above 93
- B Honor Roll..... ..All grades must be above 84

G. Homework - Homework is designed to aid the learning process by Reinforcing concepts taught in the classroom. It is a requirement for completion of courses. Incomplete homework must be completed or the student will receive a “0” for the assignment. At certain times, a signature may be necessary.

A signature from a parent indicates:

1. That you have seen the assignment.
2. That you have checked to see if the work has been completed.
3. That you are being kept up to date and informed regarding your child’s progress.

** Parents are given access to their child’s grades on Gradelink and are encouraged to check them regularly.

H. Passing / Failing

Grades Kindergarten through 5th (based on end of year average):

- Any student receiving C or above in each subject area will pass without reservation.
- Any student failing two or more subjects may be retained.
- Any student having one F and two other grades below C may also be retained.
- Any Primary student (K-5 through third) failing Reading may repeat the grade.
- Any student having three or more D's (no F's) may advance to the next grade under the following conditions.
 - A conference of the teacher, parents, and administrator must explore all possible means of providing remedial help, including summer school, private tutoring or customized studies.
 - The teacher of the next grade must be advised of the student's ability to work in the next level.
- A student weak in the areas of Reading, Math or English will be monitored in the next grade even though the student meets all the conditions of passing.
- A conference of teachers, parents, and administrator will meet at the end of the first quarter to determine the advisability of keeping the child in the higher grade.

Grades 6-8:

- Students who fail two or more subjects, or who are considered to be marginally prepared for the next grade level, may be held back from passing to the next grade upon recommendation of their teachers and approval of the principal. Parents will be notified in advance of a final decision not to pass a student to the next grade.

Grades 9-12:

- Students who fail English, mathematics, language, or Bible courses must make them up prior to proceeding to the next higher course in those sequences.

I. Failed Courses - Failed courses may be made up during the summer at LCA, or by special arrangement with the school district in which the student resides. It is the responsibility of the parent to make arrangements with their school district for summer study and ensure LCA receives a transcript of the courses completed

J. Academic Eligibility - The policy of academic eligibility for participation in all non-credit extracurricular activities will apply to grades 6-12 and includes interscholastic sports activities, non-credit music activities, yearbook, etc.

The purpose of this policy is to prevent a student who is in academic trouble from spending valuable time in extracurricular activities when he could be at home studying. The school will not provide activities that will interfere with a student's academic progress.

Criteria for eligibility according to report cards and academic updates:

- No failing grades (below 66%) in non-elective courses.
- Academic updates will be issued every 6th week of the quarter.
- If a student at report card time does not meet the academic eligibility requirements, the student will not be allowed to practice, and will remain ineligible until the next academic update. For the student to return to the team, he will need to be eligible in all classes.

K. Report Cards - Report cards are issued at the close of each nine-week grading period. Report cards are given to all school students to be taken home, signed by parents, and returned. All students receive a computer-generated report card. Parents will sign and return the report card. Failure to return the report card will result in an after-school detention.

POLICIES AND PROCEDURES

Curriculum

We generally use a combination of Bob Jones University and ABeka curricula. Also, teachers have the option to creatively employ supplements that will enhance learning in their classrooms. Regular evaluation and creative supplementation are two goals for our academic program.

Chapel

Chapel is provided for spiritual refreshment and growth at LCA. Chapel is held approximately once per week for the Elementary students and twice each week for our High School students. All students are required to attend chapel.

Bible Department

Bible classes are the heart and soul of a good Christian school. This sets LCA apart from secular education. Therefore, we require Bible to be taught each year at all levels. The King James Version of the Bible will be used in chapel and in all classes, and each student should have and use the KJV Bible.

It is the school's privilege to teach the Bible in the classroom on a regular basis. All academic subjects are taught from a Biblical perspective. Whenever doctrine is taught, the doctrinal statement of Open Door Baptist Church will be the standard.

Fine Arts Department

LCA considers fine arts (music, speech, and art) a tremendous opportunity for Christian service and personal development. The confidence a student gains through a fine arts program is invaluable. Therefore, LCA wants to encourage students to participate in our fine arts initiative.

Junior/Senior High

- All Junior High and High School students will have regularly scheduled music classes. Junior and Senior High students are required to participate in all school programs, competitions, and graduation. The school calendar is set; therefore, it is possible to commit in advance to these required events. Failure to attend may result in a grade/participation penalty for the student. Any other opportunities to participate will be on a volunteer basis if they are not scheduled on the calendar. (Choir members may be asked to purchase or rent choir attire.)
- Attendance at the Academic and Fine Arts Awards Presentation Events is expected of all students participating in the events. All participants should want to honor the special groups and any individual accomplishments of their classmates.
- Speech will be offered as a separate class and also will be a part of the English Department. Each student will be required to memorize and perform at least one speech during the year for a grade. Students with interest and talent in speech will be selected to participate in our KCEA Competition. (First consideration will be given to students in the speech class or those who have previously participated and are enrolled at LCA. Eligible students must try out.)
- Art will be offered as a class to students with a special interest in this area as LCA has teacher availability.

Private Music Lessons

Piano, voice and instrumental lessons may be available at LCA. Teacher(s) will be offering to schedule and instruct our students on campus. Music lessons will be scheduled on a first come, first-serve basis. There will be a fee charged for all lessons. Please contact the school office for further information.

Sports Department

The athletic programs of Lebanon Christian Academy will exist only to promote spiritual growth and maturity. Athletics that lack the emphasis of spiritual challenge place emphasis on winning for self-promotion, winning at any cost, and glorifying self rather than the Savior. The arena of athletics is best viewed as a microcosm of life that provides opportunity for spiritual enrichment. Along with excelling in the specific sport and its

unique requirements, coaches will especially take time to teach spiritual life lessons and give clear spiritual application.

Coaches and students are expected to respond to all game and practice situations with the highest of Christian character.

- Attitude and behavior penalties enacted by Officials will be followed up by the administration.
- Conflicts with opposing coaches and players should be handled in a spirit of meekness and love as befits high Christian Character.
- The Lebanon Christian Academy athletes are expected to be the examples of fine Christian young people in public and private.

Participation on LCA teams is a privilege. Lebanon Christian Academy athletes should be among the best students in our school; therefore, they are expected to:

- Be athletically proficient in their respective sports.
- Maintain a strong Christian testimony on and off the field.
- Maintain strong consistent grades (checked quarterly and by academic updates).
- Maintain an attitude of cooperation and support in all areas of student life.

Lebanon Christian Academy will compete on many levels of Competition to promote the testimony of Jesus Christ through athletic endeavor, therefore:

- We will compete regularly with many Christian schools of like precious faith within a reasonable distance.
- We may participate in an organized league.
- At this time, we will compete regularly in the KCEA, NPCA, and PCAC tournaments at the end of each season.
- We will occasionally participate in Invitational Tournaments held by other Christian schools as time and details allow.

Lebanon Christian Academy Athletics are open to all enrolled students that meet the standards established above. Also, the Athletic Program is available to Homeschool students, for an established fee. Homeschool students will maintain the same high standards of Christian Character as full-time students.

Uniforms are the property of the school and will be signed out through the coach and athletic director.

Athletes are expected to participate in all practices and games unless they receive prior permission from the coach, or they are under academic probation.

Locker rooms are to be kept free of personal belongings. Belongings left in the locker rooms overnight will be removed by the maintenance staff and taken to the Lost and Found.

Students may use the gym **when supervised by an adult**. No students should be in the gym during school hours unless scheduled for Physical Education.

Concessions will be available during all games.

Attendance at the Sports Awards Presentation Event is expected of all students participating in any of the team sports. All participants should want to honor the teams, the coaches, and any individual accomplishments of their teammates.

Library

The library will be open during scheduled times. Books may be checked out of the library for a designated period of time. A late fee will be charged for books not returned by the date due. Parents will be billed for lost books.

The LCA library has a limited selection of books. High school students need to have a card for their public library. The LCA library stocks books for elementary students, and Christian reading for all ages.

Official Activities

School activities include outings, trips, competitions, fundraisers, parties, etc. There is a great responsibility to properly supervise students on and away from the campus. Therefore, all official school activities must be approved by the administration. Before the activity, parents will be asked to sign and return a permission slip. Costs for activities may be passed on to the students.

Unofficial activities will not be the responsibility of the school. Parents, teachers, and students should not plan activities using the school's name without permission from the administration.

Yearbook

Yearbooks will be distributed in the spring. LCA will endeavor to keep the cost of the yearbook to a minimum through advertising and other means. Each senior will receive a yearbook. Each family will receive a yearbook. You may purchase extra yearbooks from the office. Parents and students can purchase ads to promote businesses or to send messages to a graduating senior. All ads must be approved on content and appropriateness.

Fundraising

To keep tuition affordable and still offer an exceptional program, Lebanon Christian Academy raises funds through various means. Our philosophy is to develop Christian relationships and let God touch people's hearts. All families are asked to participate whenever possible.

Cell Phones

Cell phones brought on campus must be turned off and kept in the student's locker for the entire school day. Cell phones may be carried to athletic events but must not be turned on or used until after the student has completed his/her game.

While we cannot address every issue in the handbook, we reserve the right as administration to make decisions in the best interests of Lebanon Christian Academy.

LCA Dress Code ~ Standards of Dress and Appearance

The Biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. Our dress code is not just about how students look; it is about how students behave, achieve, and unify. Proper attire is the first step in creating a classroom environment that enables students to develop a sharp focus on instruction and learning, rather than on fashion and fads.

Even though we readily acknowledge that much of the dress code is institutional preference, *it is not optional*. Students are expected to comply with the dress code and parents are expected to monitor compliance before their children leave home. LCA's desire is that enforcement of the dress code begins and ends at the home. The purpose of the dress code is to establish a consistent conservative appearance that will present Jesus Christ in the best way possible. We are also seeking to have the students mentally prepared for academic excellence. Therefore, students are required to follow the following dress code. This does not mean that all other clothes are wrong, but that they are not acceptable for our school environment. Students should adhere not only to the "letter of the law" but also the spirit of it.

Elementary Dress Code (K5 - Grade 6)

Girls

- Jumpers and skirts are to be worn. The hem must cover the knee while sitting and standing. leggings or shorts are to be worn under the skirt/jumper for recess.
- Polo shirts or button-down Oxfords are to be worn. Any color and pattern is permitted, but should not display advertising, words or pictures.
- Sweaters and sweatshirts are acceptable on cold days at the teacher's discretion.
- Socks or tights are to be worn.
- Dress shoes or sneakers are to be worn. Sandals are permitted as long as they have a strap on the heel. Flip-flops are not permitted.
- Hats, coats, sunglasses, etc. should not be worn in the building.
- Loose-fitting, school approved, sweatpants or shorts, white, gray or green shirts, socks and sneakers are to be worn for physical education (i.e., gym class.)
- ALL previous LCA uniforms are also permitted. Appropriate LCA spirit wear is encouraged.

Boys

- Solid colored dress pants are to be worn. A belt should be worn with pants that have belt loops.
- Polo shirts or button-down Oxfords are to be worn. Any color and pattern is permitted, but should not display advertising, words or pictures.
- Sweaters and sweatshirts over polo shirts are acceptable on cold days at the teacher's discretion.
- Socks are to be worn.
- Dress shoes or sneakers are to be worn.
- Hats, coats, sunglasses, etc. should not be worn in the buildings.
- Sweatpants or shorts, white, gray or green shirts, socks and sneakers are to be worn for physical education (i.e. gym class).

- Haircuts must be conservative in style:
 - No bleached or dyed hair
 - The neckline and the sides should be gradually tapered leaving no hair touching the collar and ears.
 - No multi-layering – bowl cuts, braided, etc.
 - The bangs should be off the eyebrows.
 - Sideburns should be no longer than the middle of the ear.
 - Flat tops need to be kept neatly trimmed.
 - No spiked hairstyles are acceptable.
 - No parts of the hairstyle may be longer than 4 inches.

- ALL previous LCA uniforms are also permitted. Appropriate LCA spirit wear is encouraged.

Junior / Senior High School Dress Code (Grade 7 – Grade 12)

Young Ladies

- Skirts or dresses are to be worn. **The hem must cover the knee when sitting and standing.** The top of slits on dresses and skirts should be no higher than the bottom of the knee.
- Button-down Oxfords or Polo shirts, or modest shirts with sleeves are to be worn. Any color and pattern are permitted, but should not display advertising, words, or pictures. Shirts are to be buttoned except for the top button.
- Proper Undergarments (slips, etc.) are to be worn but should not be visible.
- Sweaters and jackets are acceptable on cold days at the teacher's discretion but should not be part of the daily outfit. If hoodie sweatshirts are worn, an approved shirt or blouse must be worn under it during the school day.
- Dress shoes, sandals or sneakers are to be worn. No flip-flops are permitted except on special dress down days.
- Hats, coats, sunglasses, etc. should not be worn in the buildings.
- Loose-fitting, school approved pants or knee-length shorts and t-shirts, socks and sneakers are to be worn for physical education (i.e., gym class.)

- Make up may be used in moderation.
- Hair color must be natural - No extreme hairstyles.
- More than two piercings per ear. No other body piercing is acceptable.

Young Men

- Solid colored dress pants are to be worn. Pants should be loose fitting with no patch pockets and no elastic at the ankle. There should be no extra pockets on the legs. Pants should be always worn at the waistline and should not be allowed to hang at or below the hips. A belt should be worn with pants that have belt loops.
- Button down Oxfords or Polo shirts are to be worn. Any color and pattern is permitted, but should not display advertising, words, or pictures. Shirts are to be buttoned except for the top button and must be always tucked in.
- Sweaters and jackets are acceptable to be worn, over oxfords or polos, on cold days at the teacher's discretion, but should not be part of the daily outfit. If hoodie sweatshirts are worn, an approved shirt must be worn under it during the school day.
- Socks are to be worn.
- Dress shoes or sneakers to be worn.
- Hats, coats, sunglasses, etc. should not be worn in the buildings.
- No necklaces, bracelets, or earrings should be worn.
- Face must be clean-shaven.
- Haircuts must be conservative in style:
 - No bleached or dyed hair
 - The neckline and the sides should be gradually tapered leaving no hair touching the collar and ears.
 - No multi-layering – bowl cuts, etc.
 - The bangs should be off the eyebrows.
 - Sideburns should be no longer than the middle of the ear.
 - Flat tops need to be kept neatly trimmed.
 - No spiked hairstyles are acceptable.
- No parts of the hairstyle may be longer than 4 inches.
- School approved pants or knee-length shorts and t-shirts, socks and sneakers are to be worn for physical education (i.e., gym class.) All physical education wear must be clean and modest (not form fitting). All tops must have sleeves and be loose fitting. Non-marking athletic shoes are required for gym class. LCA will provide a “store” online where our school approved gym attire will be available for purchase.

All Students

- Lebanon Christian Academy reserves the right to deem any outfit inappropriate. Once an outfit has been deemed inappropriate, that outfit should not be worn again on campus.
- **Students should not come inappropriately dressed whether before, during or after school hours.**
- Sweatshirts and sweatpants must not have words or advertising on them. Sports logos are acceptable.
- Tattoos are not permitted.

Dress Code for Special Events

- Best Dressed Days - Significant days throughout the year will be deemed “Best Dressed Days”.
 - Young ladies should “dress up”.
 - Young men should wear a white shirt with an appropriate tie. Ties should be worn properly and neatly.
- Dress Down Days – Modest T-shirts and pants with sneakers or flip-flops are permitted. LCA spirit wear is encouraged.
 - The idea is to be “comfortable” but not sloppy.
 - **Loose fitting** Jeans, t-shirts (with school appropriate logos), and sneakers are ideal.
 - **Loose fitting** pants and hoodies are acceptable.

Unacceptable Attire:

- Shorts
- Leggings
- Skinny jeans or any tight pants
- Shirts with inappropriate logos, including cartoon characters that would not be acceptable in school (Pokémon, etc.)
- Tank tops or shirts with spaghetti straps.
- Low-cut or tight shirts
- Flip Flops, slides, or slippers
- Anything that is holey, ripped, or looks sloppy.

** Any student that arrives at school dressed inappropriately will be asked to call their parents for a change of clothes or sent home.

- Dress code for special events such as sporting events (traveling to and from the event), music or fine arts events, field trips, and banquets will be addressed by the principal in a timely fashion. Modesty and testimony will be the principles which guide such dress code decisions. Our young men are expected to wear ties on game days or when traveling to away sport activities unless they change for the event prior to leaving the school.
- Students in grades 6th- 12th should wear school dress code when attending sporting events.
- Parents in attendance at special events are asked to wear attire equal to the student dress code for that event. When parents visit school, assist in class parties, or field trips, they are requested to abide by the LCA dress code for that event. LCA does not necessarily expect parents to abide by the hair code but does request the cooperation of parents in supporting hair code requirements for LCA students.
- **The Administrator must approve any exceptions to the dress code prior to the event.**

While we cannot address every issue in the handbook, we reserve the right as administration to make final decisions in the best interest of Lebanon Christian Academy. Parents are encouraged to teach their children to live happily and submissively within the dress code guidelines.

LEBANON CHRISTIAN ACADEMY

FINANCIAL POLICIES

LCA, a ministry of Open Door Baptist Church, is a faith ministry financed by tuition and gifts from God’s people. The administration asks that parents take their financial responsibility very seriously and prayerfully commit themselves to being regular and prompt in making payments.

Registration Fee: Due at registration of student

\$50.00 per student (Non-Refundable) \$100.00 per family

**Re-enrollment during the month of March is \$30 per student & \$50 per family*

Tuition:

Tuition includes curriculum, testing materials, classroom supplies/materials, library materials, liability insurance, 7-12th Grade School Camp fees, AACCS, KCEA, and PCAC affiliation fees, transportation costs, athletic participation, and one yearbook per family.

Tuition does not include extra activities such as tournaments and field trips.

Yearly amounts are shown below. Full tuition applies to the oldest student in the family. Decreasing tuition applies to the subsequent students in one family in the order of their decreasing grade levels.

Grade Level	First Child	Second Child	Third Child	Fourth + Child
Junior/Senior High (7-12)	\$5,275	\$4,220	\$3,165	\$250
Elementary/ Pre-School (K3-6)	\$4,900	\$3,920	\$2,940	\$250
Partial Day (K3-K5)	\$2,940	\$2,352	\$1,764	\$250
K3/K4 Per 1 Full Day each week	\$990	\$792	\$594	\$250
K3/K4 Per 1 Partial Day each week	\$595	\$476	\$357	\$250
Home School Per Academic Course (7th-12th)	\$715	\$715	\$715	\$715
Home School Per Sport/ Fine Arts	\$415	\$415	\$415	\$415

LCA offers 10 month (Aug-May), 12 month (Aug-July), or *payment in full by July 30th. The first monthly payment in August will be 15% of the yearly tuition. Monthly

payments are due by the 1st of each month and late after the 15th of each month. If a payment is received after the 15th of the month, a late fee of \$10 will be charged, with a 1.5% finance charge per month thereafter.

**A 5% discount on tuition is given for payment in full by July 30th prior to the new school year.*

Graduation Fee: Due January 15th of Senior Year \$50.00 each senior

Graduation Fee is used to aid in the purchase of diplomas, caps, gowns, tassels, and other costs associated with graduation.

Transcript Fee: \$35.00 per transcript

Each graduating senior will receive one final transcript free of charge. The fee applies for each transcript requested after graduation.

After School Care Fee

It is the intention of LCA to supervise every student in our care. If a student has not been picked up by 3:00, the student will be escorted to “After School Care” until he/she is picked by the parent or guardian. The fee for After School Care is \$10 per day per child.

Customized Studies Fee: \$8.00 per 30-minute session
\$12.00 per 45-minute session

The Customized Studies Fee is to provide additional help to those students who are struggling. This fee is charged only to those who receive additional help in their studies on a regular basis. A charge will be added to the family’s statement each month.

Payments

Cash, Check or Credit Cards are accepted for payment. Checks should be made payable to Lebanon Christian Academy (LCA). We accept Discover, MasterCard, and Visa Credit Cards. Payments may be made through Gradelink. Auto pay is also available through Gradelink.

Scholarship Opportunities

LCA works diligently to acquire scholarship funds for families in need of financial assistance. LCA utilizes the Penn Gift and Bride Foundations to match a family’s financial circumstances with an affordable and fair tuition rate. All scholarship awards must be approved by the school board.

Late Enrollment or Student Withdrawal

Students who enroll part way through the school year or withdraw before the end of the school year will be charged tuition on a per diem basis. Exceptions are at the sole discretion of the Administration and decided on an individual basis.

