

LAFAYETTE CHRISTIAN ACADEMY



HANDBOOK (K4-12)

“Academic Excellence from a Christian Perspective”

220 Portland Avenue
Lafayette, LA 70507
(337) 234-9860 Phone
(337) 233-3555 Elem. Fax • (337) 456-5131 HS Fax
www.lafayettechristianacademy.com

LAFAYETTE CHRISTIAN ACADEMY
220 Portland Avenue
Lafayette, LA 70507

Established:	1974
Affiliation:	The Family Church
Superintendent:	Greg Norris
High School Principal:	Shauna Babin
Elementary Principal:	Crystal Fontenot
School Colors:	Red, White, & Navy Blue
Team Mascot:	Knights
Office Hours:	
Mon. – Thurs.	7:45 AM – 4:00 PM
Friday	7:45 AM – 12:30 PM
School Hours:	
Mon. – Thurs.	8:10 AM – 3:00 PM
Friday	8:10 AM – 12 noon
Office Phone:	(337) 234-9860
High School Fax:	(337) 456-5131
Elementary Fax:	(337) 233-3555
Web Site:	www.lafayettechristianacademy.com
Before School Care:	7:00 AM – 7:30 AM
Beyond the Bell After School Care:	
Mon. – Thurs.	3:00 PM – 5:30 PM
Friday	12 noon – 5:30 PM
Phone:	(337) 234-9860 ext. 232

“Train up a child in the way he should go, and when he is old he will not depart from it.”

Proverbs 22:6

NOTICE OF NONDISCRIMINATORY

ADMISSION POLICY

Lafayette Christian Academy admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

The regulations contained in this handbook are a material condition of the contractual agreement between Lafayette Christian Academy, its students, and their parents or guardians. The school has the authority to make decisions regarding things not specifically covered in the handbook and the right to change contents or policy at the discretion of the administration.

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MESSAGE FROM THE PASTOR

Dear Parents:

Welcome to Lafayette Christian Academy! It is a privilege to have you as a part of our school family. We are delighted that you have chosen us to assist you in your God-given responsibility for the education and training of your child. Lafayette Christian Academy operates on the principle that our school is an extension of the home. Therefore, close cooperation and open communication must be maintained if your child is to have a successful educational experience.

This student-parent handbook is designed to aid home and school cooperation by providing a better understanding of the school programs and the ways in which parents and teachers can work together. This handbook is the outgrowth of our desire to have a smooth, effectively run school. Parents, please read and study the handbook, and review it with your child. With a ready knowledge of its contents, we have a basis for discussion should a question arise.

To our new families, we especially welcome you into our school family and look forward to knowing each of you better.

To returning families, we would like to express our appreciation for your support. We are grateful for the dedication and sacrifices that have made this school one whose goal is to present all knowledge in a Christian context and to give our children a worldview that is Christ-centered. Have a blessed year, and do not hesitate to call on us if we can assist you in any way.

Building Families, Lives, & Futures,

Jay Miller
Pastor

OUR OBJECTIVES

THAT OUR SONS MAY BE AS PLANTS
GROWN UP IN THEIR YOUTH;
THAT OUR DAUGHTERS MAY BE AS
CORNERSTONES, POLISHED AFTER
THE SIMILITUDE OF A PALACE.

PSALM 144:12

MISSION STATEMENT

Lafayette Christian Academy exists because of the belief that Christian parents should have the opportunity to provide their child "*academic excellence from a Christian perspective.*" The total program is a balanced curriculum in the intellectual, social, physical, and spiritual areas based upon the Word of God. It is our ultimate objective to reach Acadiana for Christ.

PHILOSOPHY OF LCA

The primary objective and vision of Lafayette Christian Academy is to provide an excellent education without compromising the Word of God.

We endeavor to provide for the student a safe environment in which he may develop to his fullest potential. We seek to develop positive Christian leaders who respect themselves and others, who accept responsibility, who possess sound minds and spiritual values, who know how to relate to others, who are witnesses for the kingdom of God, and who are developing their own individual talents, gifts, and abilities to the fullest possible extent.

We will not compromise the Word of God. The Word is held up as our highest standard. We strive for the student body to have the mind of Christ. We encourage students to grow in their Christian walk as outlined by the Scriptures. We guide the students to learn the Christian perspective of God and to keep the Word as their foundation. Our young people will be equipped by the teaching of the Word for service, empowered by the Holy Spirit, and able to use the Word with great authority.

Emphatically, we state that attendance at LCA is a privilege and not a right. Our goals are not to reform but to train Christian young people in the highest principles of self-discipline, Christian leadership, individual responsibility, personal integrity, and good citizenship.

We sincerely desire to assist you in providing the foundation your child needs for the life that lies ahead.

Our vision impels us to develop the whole man. We seek God's wisdom for this in four areas:

Spiritual:

To provide an opportunity for those who are uncommitted to be won to Christ. To educate students so that they, without any doubt, can integrate Christian philosophy into their total lives. ". . . the people that know their God shall be strong and do exploits."

Intellectual:

To provide a disciplined academic climate that encourages learning. To promote and follow through on the development of fundamental skills required for participation in society as an adult. To nurture competency in communication and research skills and in the ability to make mature decisions.

"Wisdom is the principle thing: therefore, get wisdom: and with all thy getting get understanding."

Social-Cultural:

To provide children with opportunities for growth in the social skills required to successfully function in today's society. To enable students to adequately understand and appreciate the privileges and responsibilities of living in a democracy. To promote appreciation for creativity in the arts. To encourage students to understand and appreciate cultural patterns different from those of their own.

"Good understanding giveth favor."

Physical:

To provide opportunity for the learning of physical skills necessary to participate in sports. To provide opportunities for growth in physical performance skills.

". . . your body is the temple of the Holy Ghost."

WHAT PARENTS CAN DO TO HELP THEIR CHILDREN IN A CHRISTIAN SCHOOL

By Dr. Paul A. Kienel, Executive Director
Association of Christian Schools International

Help your children to understand that school is a disciplined learning situation. Very little learning occurs at school if students are not trained by their parents to "obey those in authority," including their teachers and administrators. The most common threat to the academic quality of a school is a decline in discipline. When discipline goes down, learning goes down. This principle applies to schools and it also applies to individual students. Youngsters in school reflect their home training. Students whose parents firmly discipline them in Christian love at home respond well to the normal environment of the Christian school classroom.

Show normal parental affection to your children. You may ask, "What does parental expression of love have to do with school?" It is difficult for teachers to explain the love of God if students have not experienced love at home. Too many youngsters go to school lacking the security of parental love.

Train your children to be accountable for their actions. Teach them Biblical grace of apologizing and seeking forgiveness if they harm or offend another individual. If they lie or steal, require them to make full restitution with God and those against whom they have sinned.

Train your children to be accountable for their words. Children can be extremely cruel to other students by their words. If left untrained, they will develop an argumentative, back-talk manner of speaking with teachers, parents, and others. They are also quite capable of malicious talk and gossip. It is a negative pattern that must be broken early or it will plague them the rest of their lives. In a positive, constructive way, teachers and parents must impress upon young people that words are powerful and that they are accountable for them.

Train your children to be accountable for their time. It is not an overstatement to say that many students are "time wasters." You will help your children in school, and in life, if you will train them to use their time wisely. Talk to your children about setting aside specific times each day for homework and household chores. Also train them by example and by instruction to be on time for school, church, and other time-oriented obligations. Your children will be handicapped for the rest of their lives if they have not learned early in life to use time in a responsible way.

Show an interest in what your children are learning in school. Discuss with your children the subject material they are studying in the classroom. Most of what your children are learning in school is interesting. It will enhance their interest even more if you, as parents, are intellectually involved with their education.

Don't roast the teachers or principal. The ministry of the school is carried out by mortal human individuals who are not immune from making mistakes. Consequently, on occasion you may disagree with the administrator or a teacher on some aspect of the school. Don't discuss your points of disagreement with your children. It will destroy the school's ability to be effective with your youngsters.

Support the school's rules and regulations. School rules are necessary and must be generally agreed to by parents, students, and school personnel. As a parent, you may not always agree with every comma and exclamation point of the school's rules and regulations, but you must not show less than full support of them to your children. Students are much more prone to violate school rules if they know their parents do not agree with the rules. Students must see the school and the home united.

Be a model of what you want your children to become. Children are parent watchers. They are modeling their lives after yours. If you are a positive, joyful Christian individual whose lifestyle is in harmony with Biblical principles, your children will respond to the Bible-centered training of the Christian school. If, on the other hand, your lifestyle is contrary to Bible-centered living, your children may be confused and even frustrated by the conflicting role models they see at home and at school. If you are not a born-again Christian, I urge you to become one—for your sake and for the sake of your children. Life is so much better when Jesus Christ is the central figure in your family.

Your children will respond to the structured educational environment of a Christian school if you provide them with a Christ-centered home where they are loved, inspired, and disciplined.

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STATEMENT OF FAITH

We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:15, 16)

We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:7, Deuteronomy 32:39)

We believe in the deity of our Lord Jesus Christ. We believe that He is God with the Father and the Holy Spirit. (I John 1:1-4, I Timothy 3:16)

We believe that Jesus was miraculously born from the Virgin Mary. (Matthew 1:18-24)

We believe Jesus lived a sinless life. (II Corinthians 5:21, I John 3:5)

We believe Jesus was crucified and rose from the dead on the third day. (John 19:41-20:10, 19-20)

We believe Jesus ascended to heaven and will return to establish His eternal kingdom. (Acts 1:9-11, Matthew 25:31, Revelation 20:4-6)

We believe in the absolute Lordship of Jesus Christ and that faith in Him is the only way a person may be saved and enter heaven. (Daniel 7:13-14, Colossians 1:13-18, John 14:6, Romans 5:1)

We believe a person is saved by grace through faith in Christ. (Ephesians 2:8-9)

We believe in the sanctifying power of the Holy Spirit, which enables a believer to live a holy life. (II Peter 1:2-4, I John 3:4-6, 9, Galatians 5:16)

We believe in the baptism of the Holy Spirit and that it can be a separate experience subsequent to salvation. (Acts 8:14-17, Acts 10:44-48)

We believe in the gifts of the Holy Spirit and that they are in operation in the Church today. (I Corinthians, 12:1-11, Romans 11:29)

We believe in eternal life for the saved and eternal damnation for the lost. (I John 2:24-25, Revelation 20:15, Revelation 14:10-11)

We believe that Heaven and Hell are real places. (II Corinthians 12:1-4, Revelation 4:1-2, Mark 9:42-48, Revelation 20:11-15)

We believe that God does not desire anyone to perish, but everyone to come to repentance and be saved. (II Peter 3:9, I Timothy 2:4)

ADMISSIONS POLICY

All applicants are considered on the basis of aptitude and achievement tests, recommendations, previous report cards, and the result of any admission testing (if required). A student's previous educational records and behavioral patterns are all considered in the acceptance process. The family must be in agreement with the Christian educational philosophy of Lafayette Christian Academy.

Lafayette Christian Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Lafayette Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, athletics, and other school-administered programs.

Lafayette Christian Academy reserves the right to have full discretion in discipline. Students may be placed on probation for a reasonable period of time, and any student who does not cooperate with the total educational process may be dismissed.

General Admission Requirements

1. All students are required to attend a local church on a regular basis. Families not attending a church will be asked to withdraw their children from school.
2. Students will not be considered for acceptance unless applications and testing information are complete.
3. **Students who are registering for K4 must be 4 years old by September 30.**
4. **Students who are registering for Kindergarten must be 5 years old by September 30.**
5. Students transferring to Lafayette Christian Academy from another school must be on a grade level or above on a nationally standardized achievement test (Stanford, CAT, or Iowa).
6. Students transferring from another school must have a good disciplinary record from a previous school.
7. Students are admitted on an individual basis following an interview with the student and parent(s). Policies addressing education and behavior are explained and a commitment to conform to these policies and requirements is a prerequisite for admission.
8. Acceptance of any student is contingent upon receipt of "official" school records, as well as the evaluation of the required documents.

K4 & Kindergarten (Specific Admission Requirements)

1. A completed and signed application
2. A completed and signed Statement of Cooperation & Parent's Pledge of Acceptance (one per family)
3. A completed Kindergarten Questionnaire
4. A completed Medical History form (one per student)
5. A completed Family Information form (one per family)
6. A copy of Birth Certificate
7. A copy of current Immunization record
8. A copy of Social Security card
9. Registration Fee Per Student (non-refundable)
10. A completed and signed Pastoral Recommendation (one per family)

1st-12th Grade (Specific Admission Requirements)

Interviews cannot be scheduled unless the following documents have been provided.

1. A completed and signed application
2. The student section on the application completed (6th-12th grade students only)
3. A copy of the most recent Report Card
4. A copy of the most recent Achievement Test (LEAP, Iowa, CAT, etc.). If the prospective student does not have a current standardized test result, they will be required to take an entrance test.
5. A completed Student Assessment-Discipline Report from previous school
6. A copy of an unofficial transcript from previous school (9th-12th grade students only)
7. A completed and signed Statement of Cooperation & Parent's Pledge of Acceptance (one per family)
8. A completed and signed Student Standard of Conduct (6th-12th grade students only)
9. A completed Medical History form (one per student)
10. A completed Family Information form (one per family)
11. A copy of Birth Certificate
12. A copy of current Immunization record
13. A copy of Social Security card
14. Registration Fee Per Student (non-refundable)
15. Entrance Testing Fee (if applicable)
16. A completed and signed Pastoral Recommendation (one per family) – *must be completed and returned at the time of the interview.*

Re-enrollment

During the month of January, applications for re-enrollment of presently enrolled students will be accepted before new applications are processed. Enrollment will open to new students on February 1.

Required paperwork for re-enrollment:

1. A completed Statement of Cooperation (one per family)
2. Parent's Pledge (one per family)
3. A completed Standard of Conduct (6th-12th grade students only)
4. Family Form
5. Re-enrollment fee

ACADEMICS

Academic Removal (1.0 GPA)

If a 9th-12th grade student completes the school term with a yearly grade point average (GPA) lower than 1.0, the student *will not* be allowed to return to Lafayette Christian Academy for the following school term.

Cheating

Any student who is caught cheating on homework, a quiz, test, and/or exam, or committing plagiarism will receive the following discipline:

K4 - 2nd Grade

- 1st offense: (3) conduct marks and (50) F for the test grade
- 2nd offense: (3) conduct marks and (50) F for the test grade
- 3 or more offenses: (3) conduct marks and (0) F for the test grade and punishment will be administered at the discretion of LCA Administration

3rd – 5th Grades

- 1st offense: (3) conduct marks, issue a detention, and (0) F for the test grade
- 2nd offense: (3) conduct marks, suspension, and (0) F for the test grade
- 3 or more offenses: (3) conduct marks, suspension, and (0) F for the test grade and punishment will be administered at the discretion of LCA Administration

6th – 12th Grades

- 1st offense: Zero (0) F for the test grade and a detention
- 2nd offense: Zero (0) F for the test grade and suspension,
- 3 or more offenses: are subject to expulsion will be administered at the discretion of LCA Administration

Possessing a “cheat sheet” or any “unapproved helps” are considered an intent to cheat. We regard the use of any A Beka or Bob Jones home school curriculum (i.e. tests, quizzes, workbooks, Teacher Editions, and answer keys, etc.) that assist a child in any manner, such as taking a test or assisting in homework, as a form of cheating. Severe punishment will be administered at the discretion of LCA; expulsion may result.

Any student who is caught committing forgery of any document (i.e. homework, detention slip, uniform deficiency slip, doctor’s excuse) will be subject to the following discipline:

- 1st offense – issued a detention
- 2nd offense - suspension

Grading System

Report cards are issued each nine (9) weeks. Grades are based on the following grading system.

Elementary – K4-8th:

A+	98, 99, 100	C+	80, 81, 82
A	95, 96, 97	C	77, 78, 79
A-	92, 93, 94	C-	74, 75, 76
B+	89, 90, 91	D+	71, 72, 73
B	86, 87, 88	D	68, 69, 70
B-	83, 84, 85	D-	65, 66, 67
		F	0 – 64

High School:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 or below

Progress Reports

At the mid-point (4-1/2 weeks) of each quarter a progress report is issued to each student, K4-12th grade. We encourage you to contact your child's teacher(s) concerning any questions about his/her grades.

ATHLETICS, CLUBS, & PROGRAMS

Lafayette Christian Academy (LCA) provides a variety of extracurricular activities for 5th-12th grade students. The activities provided are Jr. and Sr. BETA clubs, National Honor Society, 4-H, Student Council, cheerleading, and athletics.

High academic standards must be maintained to be a member of clubs. Each club sponsor will issue guidelines and academic eligibilities to maintain membership.

A student must attend a minimum of four (4) complete class hours (subjects) to participate in an extracurricular activity. If a student is not present for four (4) complete class hours and returns with a doctor's excuse, he/she may attend the non-athletic event.

An athlete must attend a minimum of four (4) class hours to participate in a practice or game. A doctor's excuse does not allow participation in a practice or game, exception: court order or attendance of a funeral on the day of the practice/game.

When a student participates in any athletic program, they will be issued an Athletic Handbook. All rules and regulations are expected to be followed and failure to do so could result in ineligibility to participate in LCA's athletic program. Athletes are regarded as leaders in the school and are expected to always present themselves accordingly.

ATTENDANCE

High School Absences

The maximum number of unexcused absences allowed during a school year in each class is 11. Each teacher will check roll carefully every hour of each day. If a student checks out during the day, he/she will be marked absent for the classes missed. Any student having more than 11 unexcused absences in a class will be retained in that class for the year, regardless of his/her grades. Therefore, it is possible for a student to be absent from their 7th hour class 12 times and absent from their 1st hour class only 9 times. The only absences that are considered excused are: signed doctor's excuse; school suspension; a court order; a funeral of an immediate family member per approval of administration; or an absence due to an LCA educational function.

If a student checks out at any time during a class, the student is marked absent from that class. If a student checks in during the first half of the class period, the student will be marked tardy. If a student checks in after the midpoint of the class, it will be marked as an absence.

If a student is absent 24 days, excused or unexcused, the student will be retained. If a student needs to be under a "homebound" program, this policy will be exempt. The school administrator must approve the "homebound" program before this policy can be exempt.

In order for an absence to be marked excused, we must have a note from the doctor within five (5) school days. **An excuse must be on the original letterhead/doctor's pad; we will accept a fax from the doctor's office. The fax must display the "sender's information" along the top of the fax.** All excuses are to be brought to the school office. Notes from parents are not accepted for excused absences. Any student having more than 11 unexcused absences in a grade will be retained in that grade for the year, regardless of his/her grades.

If a doctor's excuse is found to be forged, all previous doctor excuses for the current school year will be void and may result in failure of grade or removal of student from school.

K4-8th Grade Absences

The maximum number of unexcused absences allowed during a school year in each grade is 11. The following procedures will be followed concerning check-ins and check-outs:

- Check in before 10:00 AM – student will be marked tardy
- Check in between 10:00 AM - 12:00 PM – student will be marked half-day absence
- Check in after 12:00 PM – student will be marked full day absence
- Check out after 12:00 PM – student will be marked half-day absence
- Check out before 12:00 PM – student will be marked full day absence

Note: When a student checks out and returns to school in the same day, the student will be marked with a half-day absence, unless the student misses more than 3 hours, then it will be counted as a full day absence.

The only absences that are considered excused are: signed doctor's excuse; school suspension; a court order; a funeral of an immediate family member; or an absence due to an LCA educational function.

If a student is absent 24 days, excused or unexcused, the student will be retained. If a student needs to be under a “homebound” program, the student will be exempt from this policy. The school administrator must approve the “homebound” program before the exemption is allowed.

In order for the absence to be marked excused, we must have a note from the doctor within five (5) school days. **An excuse must be on the original letterhead/doctor’s pad; we will accept a fax from the doctor’s office. The fax must display the “sender’s information” along the top of the fax.** All excuses are to be brought to their homeroom teacher. Notes from parents are not accepted for excused absences. Any student having more than 11 unexcused absences in a grade will be retained in that grade for the year, regardless of his/her grades.

K4 Tardies

Please make every effort to have your child in class on time. Each time a student is late, the teacher has to stop what she is doing to prepare your child for the day (i.e. lunch order, directions for current lesson, etc.). Excessive tardies will result in the administration taking appropriate action. Parents are to come to the school office to sign in their children.

K5-2nd Grade Tardies

Each time a student is tardy three (3) times, he/she will receive one (1) absence. These tardies will accumulate over the entire year; it **does not** start over each quarter. This absence is included with the 11 overall unexcused absences a student is allowed each year. Any student having more than 11 unexcused or 24 days excused/unexcused absences will be retained for the year. Parents are to come to the school office to sign in their children.

3rd-12th Grade Tardies

If a student is tardy three (3) or more times per quarter for each individual class or grade, this will be recorded by the teacher in the roll book and a detention slip will be issued by the teacher. The student will serve a one (1) hour detention on the 3rd tardy and a one (1) hour detention for each tardy thereafter during that quarter. Students arriving late for school are to report to the school office before going to their lockers or classrooms. Parents of students in K4 - 4th grade are to come to the office to sign their children into school. **After the students have reported to the office,** they are to go to their class and will be marked tardy by the teacher.

Family vacations and trips should be scheduled during school vacations, since it is often difficult for a child to make up work. Should it be necessary for a student to miss school for personal reasons, it is the parent’s responsibility to obtain all work that is to be made up, in advance of the trip, from the respective teacher(s).

Check Outs

When it becomes necessary for the parent to take a child out of class for doctor appointments or emergencies during the day, the student will follow this procedure:

1. Checkouts are only allowed between classes.
2. Check out during the last 5 minutes or first 5 minutes).
3. The teacher will issue a check out slip for 9th-12th grade students.

4. Take the check-out slip to the office secretary. The secretary will call the parent for approval to check out.
5. You will be marked absent in every class period you do not attend (9th-12th); these absences apply to the 11-day rule.
6. Parents are to report to the office to pick up their child.
7. Students are not allowed to check out for lunch then return to school.
8. A student must attend a minimum of four (4) complete class hours (subjects) to participate in an extracurricular activity. If a student is absent more than three (3) complete class hours and returns with a doctor's excuse, he/she may attend the event; **however, he/she cannot participate in any athletic event.**

Morning Arrival

Morning arrival for all LCA students should be timed in order that the students arrive no earlier than 7:30 AM. If a student arrives between 7:00 AM and 7:30 AM ("Before the Bell"), a flat rate of \$2.00 will be assessed to their tuition account. Teachers begin duty at 7:30 AM. All students must report to the appropriate locations upon arrival at LCA; K4-4th grade students are to go to their assigned area; 5th-8th grade students to the elementary gym; 9th-12th grade students may go to their lockers first and then directly to their designated location. Students will be assigned designated seating areas. Students are not allowed on the grounds before school – they must report to their assigned areas.

Parents are to drop off all children in their designated parking lot. Detentions will be issued to students who are dropped off in the elementary gym or café parking lots. Students who drive to school must park in the church parking lot across the street. When dropping off their children in the morning, parents wishing to stay at school are asked to park across the street in the church parking lot.

Perfect Attendance

For a student to receive perfect attendance for a school term, the student must attend school every day, all day (if a child checks out, it will be considered an absence). **If a student returns with a doctor's excuse, the absence will be considered an excused absence; however, it will disqualify them from perfect attendance. An absence due to a school-related activity will not affect perfect attendance.**

School Dismissal

All LCA students will be expected to be off the school premises by 3:20 PM. The only exception will be students who are staying after school due to their involvement in LCA activities. Students are to report to the pick-up area when the 3:00 PM bell rings. A detention will be issued for failure to report to the pick-up area by 3:07 PM.

All students that are not picked up by 3:20 PM will automatically go to Beyond the Bell; this is required by LCA. All billing will be done through LCA's accounting department. A registration fee will be charged for each child when used for the first time.

It is against school policy for students to stay after school on school grounds in order to attend an evening ballgame. Parents must pick up students in the afternoon and return them for the evening event. If a student is not picked up for any reason, they will be required to attend Beyond the Bell.

BEFORE and AFTER-SCHOOL CARE

"Before the Bell" Morning Care

No registration fee is required. A \$2.00 flat fee is charged to a family's tuition account if the student arrives on campus between 7:00 AM – 7:30 AM. All students must report to the Dining Hall for morning care. There is no charge for students arriving on campus after the 7:30 AM bell.

"Beyond the Bell" After School Program

It is our philosophy to provide a safe, caring environment that offers each child a sense of belonging and bridges the gap between home and school. Our programs are designed as a complement to the school day. We provide a creative curriculum to enrich the student's social and academic needs. Recognizing the uniqueness of each child and his/her family, we strive to provide a setting that promotes a feeling of security and well-being.

A registration fee (incurred on first visit) and hourly fees will be charged to the family's tuition account. Rates can be found in LCA's registration folder or our website at

www.lafayettechristianacademy.com

After School Discipline Policy

1. All LCA rules and regulations apply while students are in the BTB program.
2. Detentions are given for grades 3rd -12th for conduct during Beyond the Bell.
3. If a student receives a total of 5 misbehavior reports, they will be suspended from BTB for one week.
4. If a student receives a total of 8 misbehavior reports, they will be suspended from BTB for two weeks.
5. If a student receives a total of 12 misbehavior reports, they will be removed from the Beyond the Bell Program.

BIBLE

Bible study is of fundamental importance and is a required subject. It augments the work in English, history, and geography; and without it a student can hardly be considered educated in the true sense. The Bible gives the best light for this life and the only hope for this life to come. There is no other book that can so enrich the minds and hearts of men as "The Book of Books." Knowledge of the Bible is one of the greatest educational assets any man can have.

At LCA, we begin each day with prayer. This is followed daily by Bible memorization and study. **Because of the importance LCA places on the study of the Bible, a student who fails Bible for the year will not be allowed to return the following school year or will be required to repeat the entire grade level.**

CAMPUS POLICIES

Afternoon Departure

1. Students are to go immediately to the designated pick up area for their class.
2. Students are not to dart around the cars.
3. There is to be no running, horse playing, or ball throwing at any time.
4. Students are not allowed to eat or drink during pick-up time.
5. All students are to stay in school uniform dress code until 3:20 PM. PE uniforms are allowed.

Classroom Policies

Students are to do their best to obey those that are in authority over them, for this is right in the sight of God. They are to follow the following classroom rules:

- Stay in their seat.
- Be quiet.
- Keep their feet under their desk.
- Work independently.
- Behave in a way that will not disrupt the teacher and/or other students.
- Be responsible.

General Classroom Policies

1. Students will be expected to attend all classes, assemblies, and chapels on time. See "*Attendance*" for the policy on tardies.
2. Students will be expected to arrive and leave classes and assemblies in an orderly manner.
3. If a situation should arise where a student needs to be excused from class while classes are in session, the student is required to get a hall pass from his/her teacher.
4. Classrooms are to be left in an orderly manner when leaving for the day, i.e. no paper on the floor, desks straightened.

School Policies

1. Gum chewing is an automatic detention.
2. Cell phone policies are covered in detail under the section "**Cell Phones & Electronics**".
K4 -5th grade students are not allowed to have a cell phone on campus (cannot be checked into the school office).
6th-12th grade students may not have a cell phone on their person between 7:00am-5:30pm. The phone must be in student's vehicles, backpacks, and/or lockers. A cell phone cannot be placed in student's purse.
3. Laser pens/pointers, iPods, smart watches, recording devices, cameras, or any other electronic devices are not allowed on campus during school hours. An automatic detention will be issued if found on any student. (Refer to "Cell Phone & Electronics" for school policy.)
4. Radios, iPods, tape recorders/players, or CD's are not to be brought or played on campus unless authorized for a class project by the teacher.
5. Fundraising events for non-school activities will be not be allowed on campus.
6. No objects or balls of any kind are to be thrown on the parking lots.
7. Students are to remain on campus the entire day. Permission to leave campus will be granted only through the principal's office. See "*Attendance*" for check-out absences.
8. Organized skip days by the students are not acknowledged or supported by the administration.

9. Anti-Christian games, toys, lunch boxes, and/or book sacks are not allowed on campus.
10. Any sports equipment brought to school must be secured before the start of school (in student's locker or secured by a teacher or athletic staff member).
11. Detentions will be assigned at the teacher's discretion.

Student Policies

1. Students are not to loiter in locker areas at any time or at any unsupervised location.
2. Loitering in parking areas, and/or in parked cars before, during, and after school is prohibited for safety of all concerned.
3. Running on sidewalks is strictly prohibited.
4. Public display of affection (such as kissing, holding hands, embracing, massaging shoulders, etc.) is not appropriate while on campus or at school-sponsored activities. The six-inch rule will be enforced at all times (including all LCA activities on or off campus).
5. Students in grades 9-12 are not allowed to leave the dining hall during the lunch period until the duty teacher leaves at 12:25.
6. Students are not to eat or drink outside for break or lunch, except on designated days (7th-12th only). All paper is to be picked up and disposed of properly at break and lunch.
7. Students are not allowed to use the microwave or kitchen items.
8. Students in grades 9-12 will be assigned cafeteria duty on a weekly basis. Weekly assignments are posted on the Knightly News.
9. Students are to sit in designated areas in the dining hall before school. No running is allowed in the gym. Students are not allowed in any other building except the assigned area for morning.
10. Students will not be allowed to write or draw in books unless requested by the teacher.
11. The playgrounds and swings are to be used by the students in K4 through 4th only.

CAR LINES (Drop-Off/Pick-Up)

Drop-off and pick-up procedures will be discussed on Orientation Night. Teachers will have maps available and will be able to answer any questions at that time.

Vehicle ID cards are required in each vehicle when picking up your child. If any one (including a parent) arrives without an ID card, they will be required to go to the school office and obtain a card. If it is not a parent, the student's office card will be checked for verification that they have permission to take the child. If their name is not on the office card, the parent will be called.

Arrangements for pick-up should be made with your child **before** you drop them off at school. If someone beside yourself will be picking up your child during school, please send a note or call the school office to notify them that they have permission to take your child.

Teachers are not permitted to have conferences with parents during afternoon pick-up. Please send a note or call the school office to set up a conference with the teacher.

In order to make the car line safe for all children, we must enforce that cell phones not be used while driving through the drop-off or pick-up line.

CHAPEL

Chapel attendance at LCA is a vital part of our program. Students and staff worship together once a week.

In addition to our chapel services, from time to time small group prayer meetings are held. In these meetings, students have an opportunity to share their Christian experience on a more intimate level. The Lord frequently moves in these meetings to meet students' spiritual needs as they pray with and for each other.

CELL PHONES & ELECTRONICS

The school understands that it may be necessary for some students to have cell phones on campus; however, LCA strongly recommends that students NOT bring cell phone devices or smart watches to school. LCA will never require or request students to use their cell phone for a school related activity/project. The following policies will be strictly enforced.

Preschool & Elementary (K4-5th)

No cell phones allowed (we will not check in cell phones in the school office).

Jr. High & High School (6th-12th)

- Students may not have a cell phone or smart watch **on their person** from 7:00 am until 3:00 pm, Monday through Thursday and 12:00 pm on Fridays. The phone must be placed in student vehicles, student backpacks and/or student lockers; cell phones cannot be kept in a purse. All cell phones must be turned off. Any phone going off will be treated as if it is on the student's person. A cell phone found on one's person is a violation, even if not in use.
- LCA will not investigate lost cell phones.
- It is the school's right to review recent calls and/or text messages on a cell phone confiscated during a school day or school activity.

Confiscation of a cell phone will include the retention of the SIM card along with the phone. The consequences for disobeying the rules having to do with cell phones and other electronic devices are as follows:

Violations

- 1st violation: Will result in a detention and a TEN (10) SCHOOL DAY confiscation of the item, with the Administration returning the cell phone or electronic device to the parent or guardian's custody.
- 2nd violation: Will result in a ONE (1) DAY SUSPENSION and a 20 SCHOOL DAY confiscation with the Administration returning the cell phone or electronic device to the parent or guardian's custody.
- 3rd violation: Will result in a ONE (1) DAY SUSPENSION and confiscation for the remainder of the year.
- 4th violation: **Failure to comply will result in expulsion.**

Refusal to surrender the cell phone to the school official upon request results in an additional one-day suspension for any offense.

Cameras are only allowed when there is a specific event and must be verbally announced by the teacher/Administration that cameras are allowed for that day, i.e. field trips, Spirit Week, Science Fair, etc. Cell phones **are not** allowed as a camera device.

Extracurricular Activities

ALL cell phone policies are in effect during school activities that take place from 7:00 am until 3:00 pm (Monday through Thursdays) and 12:00 pm (Fridays). All consequences will apply.

CHILD PICK-UP

If parents are divorced or separated and one parent is not allowed to see or pick up the child(ren), we must have, on file, a certified copy of the court order for Final Judgment. It is also necessary, in all other cases, that if anyone other than a parent is to pick up your child(ren), that you give the name(s) of those people to the office and to your child(ren)'s teacher. All vehicles picking up students in the afternoon are to have a "Vehicle I.D." card in their car window. These I.D. cards are available in the school office.

CHURCH & YOUTH CAMP ATTENDANCE

Each student is required to attend a local Bible-believing church. From time to time, LCA may contact a family's church pastor to verify their membership and attendance. Any family not attending a local church may be asked to remove their children from LCA. All students are encouraged to attend a youth camp during the course of a year. Students are encouraged to take at least one trip to a foreign mission field before they graduate from LCA. Your son or daughter may be called into full-time ministry as a result of such a trip.

COMMUNICABLE DISEASES

A teacher or administrator who reasonably suspects that a student has a communicable disease shall immediately notify the principal and/or family. All communicable diseases, i.e. pink eye, ringworm, measles, will require a written clearance from a doctor before re-admission to school.

COMPLAINT PROCEDURE

The following procedure is used by the faculty and taught to the children. Parents are requested to use this procedure any time there is a complaint.

1. **First and foremost, go to the Father for wisdom, insight, and guidance.** Covering the entire situation in fervent prayer is a must.
2. **Do not broadcast it.** Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.

3. **Tell it to the right person.** Complaints about school policy or operations should be expressed first to the individual in question, and should be expressed to the administrator only if you cannot work it out between yourselves or if you feel he should know about it.
4. **Express it promptly.** Keeping it to yourself can cause ill feelings. Get it out of your system. Matthew 5:23-24
5. **Express it clearly.** Make sure the person you are expressing your complaints to knows all of the details of the situation and exactly what you are complaining about and why. Misunderstanding of complaints could lead to further problems and needless hard feelings.
6. **Pray about it.** Ask God to help you make your complaint in such a way that it will result in the betterment of our school, and thus, in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13.

If a complaint is made to or about you, understand what the complaint is and why it is being made. Give it prompt attention, and make it a growth experience. Pray about it and ask God's wisdom in solving the problem.

DELIVERIES

All deliveries are to be made to the school office. When parents need to drop off books, PE uniforms, etc. they are to be labeled and brought to the school office. Flowers, balloons, etc. can be delivered to the school office for special occasions. **All deliveries will be brought to the student during breaks so the class will not be disturbed. Lunches will not be delivered on a regular basis (only emergencies).** High School students are also not allowed to deliver food to classmates upon checking in to school.

DISCIPLINE

We believe that discipline is necessary for the welfare of the student, as well as, the entire school. Each teacher is given the liberty of making and enforcing classroom regulations in the manner that they feel is in accordance with Christian principles, administrative directives, and discipline as set forth in the scriptures. **LCA expects full cooperation from both students and parents in the education of the student.** If at any time the school feels that this cooperation is lacking, the student may be requested to transfer. Also, if a student's behavior indicates an uncooperative spirit, he may be requested to transfer.

Conduct

Students are expected to obey those that have authority over them for this is right in the sight of God.

Students are to accept all school policies with a positive attitude because discontentment can become nothing more than a bad habit, a costly attitude that can rob them of the pleasure of being a positive student. They are expected to refrain from being disrespectful, selfish, irresponsible, demanding, discourteous, irreverent, or destructive toward fellow students or teachers.

Students are to refrain from the use of profanity, offensive slang, vulgarity, envious rivalry, and foolish jesting.

Students are not to lie, cheat, or steal. They are expected to adhere to this policy and encourage their peers to follow it.

Good classroom conduct will require courage, consistency, conviction, diligence, and a genuine, enthusiastic effort.

Failure to follow these guidelines will result in several consequences, some of which may include: theme writing, removal from classroom, detention, suspension, and expulsion. We expect to follow scriptural guidelines for giving correction in order that our children will become self-disciplined individuals

Disciplinary Action

K4-2nd Grade

Students who are sent to the office for discipline will be subject to disciplinary action as follows:

- 1st visit: Student conference with Administration.
- 2nd and each visit thereafter: Parent is called to paddle the student or take the student home.

If a student (K4-2nd grade) receives a behavioral suspension, the student will receive six (6) conduct marks per suspension they receive.

3rd-5th Grade

Students who are sent to the office for discipline will be subject to disciplinary action as follows:

- Students in 3rd-5th grade can be issued detentions as a course of disciplinary action. For every detention received, they will receive three (3) conduct marks.

If a student (3rd -5th grade) receives a behavioral suspension, the student will receive six (6) conduct marks per suspension they receive.

3rd-12th Grade Detentions

Detentions will be served on Tuesdays and Thursdays, 3:00 PM - 4:00 PM. Failure to attend a detention (with a signed detention slip) without prior notice to the principal's office will result in another assigned detention. During detention, students are not allowed to do homework. A special assignment will be given for the entire one (1) hour period. If the assignment is not done adequately, it can result in another detention being assigned. A student cannot be tardy for detention. If the student arrives after 3:07, he is assigned an additional detention.

A detention slip will be sent home with the student for the parent's signature and is to be returned by the student. The student is to bring the detention slip to the teacher in charge of detention that day. **Failure to turn in a signed slip will result in an additional detention.** If a detention slip has been lost, a note signed by the parent, can be written stating the reason for the detention. Failure to complete the assigned detention work will result in another detention.

Parents are required to go to the detention center at 4:00 PM and pick up their child(ren) who do not drive. If a parent does not report to the detention center by 4:10 PM, the student will be brought to the Beyond the Bell After School Program. The fee for the student staying in LCA's after school care will be assessed to the parents' tuition account.

Students will be suspended from school for one (1) day after 12 detentions. On the 16th detention, he/she will be suspended for an additional two (2) days. After 20 detentions, he/she will be subject to removal by the Admission Committee. A student who has been suspended from school for any reason will be required to make up any tests and/or quizzes. The student will receive a maximum grade of 50% (i.e. score a 100%, receive a 50/F; score an 80%, receive a 40/F). Students are responsible to get their homework and make up all missed assignments when suspended. Requests for books must be made by 10:00 AM.

Athletic Detentions

All in-season athletes will serve detentions on Wednesdays. At the discretion of LCA's Administration, if the athlete accumulates several detentions, the athlete may be required to serve them on Tuesday and/or Thursdays. They will miss any practices that have been scheduled. The coach will determine what consequences there will be for missing practices.

Suspensions/Misconducts

1. Students are responsible to get their homework and make up all missed assignments when suspended. Requests for books must be made by 10:00 AM.
2. Students suspended or expelled from campus due to disciplinary action are banned from the campus for any reason. They may not attend any school-related activity during the suspension/expulsion time.
3. Three suspensions for behavior, in a school year, may result in expulsion.
4. Students, who use, write, distribute, or possess profane, indecent language, literature, writing, or pictures shall be subject to suspension or withdrawal.
5. Smoking or the possession of smoking paraphernalia or tobacco products (cigarettes, dip, lighters, matches) drugs, and alcoholic beverages are not permitted. Possession will lead to suspension or expulsion. E-cigarette smoking or e-cigarette paraphernalia are also not permitted, this includes vaping and vaping paraphernalia.
6. Students are not allowed to attend any concerts that are vulgar or satanic. It will be left to the discretion of the administration to determine whether a group/concert falls into the above category. Students in violation will be suspended.
7. LCA students are not allowed to go to clubs or parties where alcohol is available.
8. No student will have in his possession or in his locker any kind of fireworks, explosives, weapons, knives, or any other similar items.
9. No student will falsify, use in writing, the name of another person, or falsify times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school, or change or alter passes or commit any other form of forgery.
10. Any student that assaults another student either physically or verbally will be subject to disciplinary action by the principal.
11. Before wrapping a house or vehicle, students are to get permission from one parent or adult resident of the home. Any form of vandalism to another student's vehicle will be subject to disciplinary action (includes wrapping vehicles).

DRESS CODE

True, the Bible does tell us that whereas man looks at a person's outer appearance, God looks at our heart (see: I Sam. 16:7). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance! Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man.

K4 – 12th GIRLS' UNIFORM GUIDELINES

ITEM	PROVIDER/STYLE/BR AND	COMMENTS
Plaid Shorts (K4 & K5)	Linda's – School Apparel Young Fashion - Fit America or Official School Uniform Fashion World- Royal Park or Tulane	4" above knee or longer Must have elastic waistband all the way around shorts-no zipper or button
Plaid Shorts (1st-12th)	Linda's – ST315 Young Fashion – 70 Fashion World – 42	4" above knee; cannot exceed the bottom of the knee. Must be loose fitting. A belt must be worn if shorts have belt loops.
Plaid Jumpers (K4-4th)	Linda's – ST315 Young Fashion – 70 Fashion World – 42	Must touch the top of the knee No logo will be imprinted
Plaid Skirt (5th-12th)	Linda's – ST315 Young Fashion – 70 Fashion World – 42	Must touch the top of the knee Stitch-down or box pleat
Khaki Pants (K4 & K5)	Linda's – School Apparel Young Fashion – Fit America or Official School Uniform Fashion World – Classroom	Must have elastic waistband all the way around – no zipper or button Can be worn year-round Must be loose fitting
Khaki Pants (1st-12th)	Linda's – School Apparel Young Fashion – Royal Park or Official School Uniform Fashion World – Classroom	Can be worn year-round Flat or pleated front Must be loose fitting Must wear belt at all times
Shirts (K4-12th)	Linda's – School Apparel Young Fashion – Extrem or Royal Park Fashion World – Tulane, French Toast, Classroom	White or navy polo, must have banded bottom (navy-white logo; white-navy logo) Must have girl's LCA logo (cannot wear the boy's navy shirt with khaki logo) Short or long sleeve permitted
Undershirts (K4-12th)	Can be purchased anywhere	Solid White short-sleeve t-shirt (navy t-shirt not allowed) NO writing on t-shirt The sleeve CANNOT show past the sleeve of the uniform shirt
Socks (K4-12th)	Can be purchased anywhere	Solid white, gray, navy blue, or black Crew, ankle, or knee socks Socks must be worn at ALL times Socks must be solid color and they can have a small logo/stripe

Belts (1st-12th)	Can be purchased anywhere	Black, any shade of brown, navy, gray Must be solid color; No sequins or jewels Must be worn if shorts/pants has loops
Shoes (K4 & K5)	Can be purchased anywhere	Must be slip on or Velcro; completely enclosed (can be an athletic shoe) Any color or color combination allowed Shoes must have a rubber non-scuff sole Print, logo, or cartoon character must be school appropriate NO lights on shoes Boots cannot be worn
Shoes (1st-12th)	Can be purchased anywhere	Slip-on tennis shoe or lace-up athletic shoe; completely enclosed Shoes cannot be worn, torn, or dirty; they must be in like-new condition Any color or color combination allowed Shoes must have a rubber non-scuff sole NO cartoon characters or lights on shoes Shoelaces must be tied Lace-up athletic shoe must be worn for P. E. (cloth Converse-style shoe will not be allowed for PE)
Tights (K4-12th)	Can be purchased anywhere	Navy, white, gray, or flesh tights are allowed but must be worn with socks (tights MUST be footed – not a legging)
I.D. (7th-12th)	Will be purchased from LCA during student orientation – must be visible	I.D. tag must be worn at ALL times during school hours. I.D. must be in good condition or a new one must be purchased

K4 –12th GRADE BOYS' UNIFORM GUIDELINES

ITEM	PROVIDER/STYLE/BRAND	COMMENTS
Khaki Shorts or Pants (K4 & K5)	Linda's – School Apparel Young Fashion – Fit America or Official School Uniform Fashion World – Classroom	Shorts: 2" above knee; cannot exceed the bottom of the knee Must have elastic waistband all the way around shorts or pants-no zipper or button Dark khaki only
Khaki Shorts or Pants (1st-12th)	Linda's – School Time Young Fashion – Royal Park Fashion World – Classroom	Shorts: 2" above knee; cannot exceed the bottom of the knee Must be worn at waist Belts must be worn Dark khaki only
Shirts (K4-12th)	Linda's Young Fashion Fashion World	Short or long sleeve Navy blue knit 2 – 3 buttons Must have LCA logo May or may not be tucked in (if the uniform shirt is too long, the shirt will have to be tucked into the pants)
Undershirt (K4-12th)	Can be purchased anywhere	Solid white or navy t-shirt is allowed (cannot exceed below the bottom of the uniform shirt) NO writing on t-shirt The sleeve must NOT show past the sleeve of the uniform shirt
Belts (1st-12th)	Can be purchased anywhere	Black, any shade of brown, navy Must be solid color Belt must be worn at ALL times
Socks (K4-12th)	Can be purchased anywhere	Solid khaki, white, navy, or black Socks <u>must be a solid</u> color and they can have a small logo/stripe Socks must be worn at ALL times Crew or ankle socks
Shoes (K4 & K5)	Can be purchased anywhere	Must be slip on or Velcro; completely enclosed (can be an athletic shoe) Any color or color combination allowed Shoes must have a rubber non-scuff sole Print, logo, or cartoon character must be school appropriate NO lights on shoes
Shoes (1st-12th)	Can be purchased anywhere	Slip-on tennis shoe or lace-up athletic shoe; completely enclosed Shoes cannot be worn, torn, or dirty; they must be in like-new condition Any color or color combination allowed Shoes must have a rubber non-scuff sole NO cartoon characters or lights on shoes Shoelaces must be tied Lace-up athletic shoe must be worn for P. E. (cloth Converse-style shoe will not be allowed for PE)
I.D. (7th-12th)	Will be purchased from LCA during student orientation-must be visible	I.D. tag must be worn at ALL times during school hours. I.D. must be in good condition or a new one must be purchased

OUTERWEAR (Boys & Girls)

ITEM	PROVIDER/STYLE/BRAND	COMMENTS
Sweatshirts (LCA logo or appliquéd)	Linda's, Young Fashion, Fashion World, or LCA	Can be worn in classroom Appliquéd requirements: Girls – plaid (like uniform) Boys – solid navy blue Coed – White logo
Jackets/ Sweaters	Can be purchased anywhere	Must be button up or zipper Cannot have tails Shirts cannot be worn as jackets Must look neat
Hoodies	Must be purchased from LCA or issued by LCA (ex. team hoodies) Must have LCA logo	

LCA HOODIES AND SWEATSHIRTS WILL BE SOLD DURING A SEASONAL SALE

GENERAL GUIDELINES

1. LCA's logo (a patch) is mandatory on all uniforms shirts; it will not be attached to the jumper. (Check individual stores regarding their policy on attaching the logo patch on shirts not purchased from them.)
Girls: White polo will have a navy logo; navy blue polo will have a white logo.
Boys: Navy blue shirts will have khaki logo.
2. **White** short sleeve t-shirts (**no writing on them**) can be worn under girls' and boys' uniform shirts. Boys may wear navy blue t-shirts (**no writing on them**) under uniform shirt. Girls may have only the top button unbuttoned on their uniform shirt.
3. If a sweatshirt or hoodie is worn in class, it is to be worn on top of school shirt at all times. Collar of school shirt or blouse must be exposed. School shirt/blouse cannot exceed below the hoodie.
4. Hats and beanies are allowed to be worn to school, but must be removed and not worn until school is dismissed in the buildings. Bandanas are not to be worn on school grounds. Baseball caps may be worn during PE at the discretion of the teacher, i.e. softball/baseball season.
5. The hoods on any type of hoodie and jacket must be off the head during school hours.

Grooming

Students in grades K4-6th are not allowed to wear make-up; students in grades 7th-12th may wear makeup in moderation. Moderation will be determined by administration. Girls are not to wear excessive jewelry – discretion of the teacher. Girls will be allowed to wear (2) pierced earrings. Boys are not allowed to wear earrings at any time. Girls and boys are allowed to wear a total of three (3) rings. All jewelry must be removed for PE classes and locked in PE lockers.

Boys

Students are to come to school neatly dressed. Hair should be well groomed and maintained. Hair should be kept off the collar, eyebrows and mid-ear. Designs in the hair are not permitted. No extreme or “shaggy” hairstyles. No unnatural colors or highlights. Mustaches, beards, or sideburns below mid-ear are not permitted. Face must be cleanly shaven.

Girls

Students are to come to school neatly dressed. Hair should be well groomed and maintained. Hair cannot be shaved or have defined lines. No extreme or hairstyles. No unnatural colors or highlights.

Interpretation of the Grooming Guidelines can be made at the discretion of the administration.

VIOLATION OF DRESS CODE

All students in violation of the dress code will be issued a uniform deficiency slip and/or deficiency slip.

- **K4-2nd**: Failure to comply with the guidelines on the uniform or haircut deficiency slip will result in disciplinary action for the student. The deficiency requires a parent's signature and must be returned to the teacher.
- **3rd-12th**: Failure to comply with the guidelines on the uniform or haircut deficiency slip will result in disciplinary action for the student. A student will receive a detention on the 4th, 5th, and 6th deficiency. Upon the 7th deficiency, a one-day suspension will take place. A one-day suspension and a detention will continue to alternate until the end of the quarter. **This disciplinary action will reset each quarter.** If the student receives excessive hair/uniform deficiencies, the student may be removed from Lafayette Christian Academy at the discretion of the administration.
- Students and parents should monitor deficiencies that have been issued on Headmaster under the “Behavior” tab.

FIELD TRIPS

Educational field trips are planned throughout the school year. All students are required to attend the field trips. Failure to attend a field trip is recorded as an unexcused absence. Students must be seated in a seat when traveling in a van or bus – no sitting or lying on the floor is allowed.

A permission slip will be sent home for parent's signature in order for a child to participate in any school-sponsored field trip or activity. If the permission slip is not returned by the due date, the student will **not** be allowed to participate in the activity.

HEADMASTER ONLINE

Student information (grades, homework, absences, behavior, etc.) is available for parents and students on the internet through Headmaster Online.

This site can be viewed by entering our website, www.lafayettechristianacademy.com or through www.headmasteronline.com. A Headmaster App is also available to download for smartphones from iTunes, Android Marketplace, and Google Play. As a parent you can also update your personal information and view/pay your tuition statement on Headmaster. Each parent will be given a username and password at the time of their enrollment; LCA's site number is: **101561**.

HIGH SCHOOL GRADUATION REQUIREMENTS

LCA - High School Graduation Requirements

Content Area	General Diploma	College Diploma (Core 4)	College Prep (TOPS)
Bible (Religion)	4 Units: Transfer students need only take a Bible class each year at LCA	4 Units: Transfer students need only take a Bible class each year at LCA	4 Units: Not Core Transfer students need only take a Bible class each year at LCA
English	4 Units: English I, II, III, IV	4 Units: English I, II, III, IV	4 Units: English I, II, III, IV
Math	4 Units from: Algebra I Algebra II Geometry Calculus Math Essentials/Financial Math	4 Units: Algebra I Algebra II Geometry Calculus or other qualifying Math	4 Units: Algebra I Algebra II Geometry Calculus of other qualifying Math
Science	3 Units from: Physical Science Biology Chemistry Physics, Earth Science, Anatomy & Physiology	4 Units: Physical Science Biology Chemistry Physics, Earth Science, Anatomy & Physiology	4 Units from: Physical Science Biology Chemistry Physics, Earth Science, Anatomy & Physiology
History	3 Units from: Civics & Free Enterprise American History World Geography or World History	4 Units: Civics & Free Enterprise American History World Geography World History Law Studies Religious Studies	4 Units from: Civics & Free Enterprise American History World Geography World History Law Studies Sociology Psychology Religious Studies
Physical Education & Health	2 Units: Physical Education 1 ½ Health ½	2 Units: Physical Education 1 ½ Health – ½	2 Units: Not Core Physical Education 1 ½ Health ½
Foreign Language	NONE	2 Units: Spanish I, II (Must be same language)	2 Units: Spanish I, II (Must be same language)
Arts		1 Unit Fine Arts Survey or Theatre Arts/Journalism	1 Unit Fine Arts Survey Theatre Arts/Journalism
Electives	8 possible electives Course choice	3 possible electives Course choice	3 possible electives Course choice
Total	24 Units (Minimum) All students must schedule	24 Units (Minimum) All students must schedule	24 Units (Minimum) All students must schedule

HIGH SCHOOL SCHEDULE

Bell Schedule (subject to change for State approval purposes)

Monday - Thursday Schedule

1st Hour: 8:15 - 9:05
2nd Hour: 9:10 - 10:00
Break: 10:00 - 10:10
3rd Hour: 10:15 - 11:05
4th Hour: 11:10 - 12:00
Lunch: 12:00 - 12:25
5th Hour: 12:30 - 1:20
6th Hour: 1:25 - 2:10
7th Hour: 2:15 - 3:00

Friday Schedule

2nd Hour: 8:15- 8:55
3rd Hour: 8:59- 9:39
4th Hour: 9:43- 10:23
Break: 10:23- 10:31
5th Hour: 10:36- 11:16
6th Hour: 11:20- 12:00

Pep Rally Schedule (Friday)

2nd Hour: 8:15- 8:51
3rd Hour: 8:55- 9:29
4th Hour: 9:33- 10:07
Break: 10:07- 10:15
5th Hour: 10:19- 10:53
6th Hour: 10:57- 11:29
Pep Rally: 11:29- 12:00

HOLIDAYS

Please refer to LCA's School Calendar for a list of holidays and dates the school is closed.

Mardi Gras

LCA will be closed for winter break, which falls during Mardi Gras, but we do not recognize or participate in any Mardi Gras functions. Students are strongly discouraged to participate or attend any functions associated with Mardi Gras. Violations of the Standard of Conduct will result in disciplinary procedures by the Administration.

Halloween

As a Christian School, we do not celebrate Halloween. There are many area churches that provide viable alternatives to "Halloween" and we encourage our parents and students to participate in such church-sponsored events.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, students are required to complete their homework assignments on time. Homework is given for several reasons:

1. **For drill:** We believe that most students require solid drilling to master material essential to their educational progress.
2. **For practice:** Following classroom explanation, illustration, and drill on new work, homework is given in order that the material will be mastered.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject becomes evident. Homework is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Homework must be turned in on the day it is due. Parents are encouraged to check that homework is done completely and accurately and to give help when needed.

In an effort to have your child become conscious of the appearance of his work, no papers will be accepted that are not done neatly.

Make-Up Work

When a student receives an assignment and subsequently misses a day of school (i.e. suspension, illness, etc.), the assignment is due the day he returns to school. It is strongly recommended that parents/students obtain their homework assignment if a prolonged absence is expected.

If the student has had a prolonged absence (3 or more days) and was unaware of certain assignments, the teacher will make arrangements to have that student complete any work due within one week. However, a zero will be recorded for work that is not made up on time.

It is strongly recommended that students complete homework when absent from school. There are two (2) options to acquire homework when your child is absent: check Headmaster on Demand for homework and class assignments. If you do not have access to a computer, you can call a friend in your class. Parents/students may request books by calling the school office at 234-9860; this request must be made by 10 AM.

Penalty for "No Homework"

3rd-8th Grades: At the beginning of each 9-week period, each student will be given a 100% as a homework grade in each subject that has homework. Each time a student does not turn in their homework or incomplete homework, **4 points** will be deducted from the homework grade. After the **7th** "no homework" in a subject, the student will be issued a detention and another detention for each additional "no homework" until the end of the quarter. "No homeworks" will reset each quarter. The homework grade will be averaged in with their other grades for that subject. 3rd-5th grade parents will be required to sign and return a Homework Grade Chart with their child's test folder.

High School: At the beginning of each 9-week period, each student will be given a 100% as a homework grade in each subject that has homework. Each time a student does not turn in their homework or has incomplete homework, **5 points** will be deducted from the homework grade. After the **7th** "no homework" in a subject, the student will be issued a detention and another detention for each additional "no homework" until the end of the quarter. "No homeworks" will reset each quarter. The homework grade will be averaged in with their other grades for that subject.

INSURANCE

The school provides **secondary coverage** for an accident that occurs during school and/or athletic event. The policy covers the amount that is not paid by the primary insurance company, **as long as the claimant uses their HMO or PPO**. If a claimant "goes outside" their HMO or PPO, the secondary insurance will pay only a portion of the outstanding balance. Deductibles **are not** reimbursable.

KNIGHTLY NEWS

LCA's weekly newsletter, "The Knightly News", is published every Monday. This newsletter is used to inform students and parents of athletic practices and games, academic events, concession stand menus, rules and regulations, awards and honors, and many more general announcements. **It is very important that you ask your children for a copy of this announcement and then read it from beginning to end.** This helps to alleviate confusion and unnecessary phone calls, etc. This is our means of communicating with you on a weekly basis.

The Knightly News is available on our web site:

www.lafayettechristianacademy.com

LIBRARY USAGE

Regular library books are checked out for a period of (2) weeks.

Any book not returned by the due date is assessed a fine at a rate of \$.10/day. The fine must be paid in the library and in full before the student is allowed to check out a book. Fines not paid in the library by May 10th, will be charged to the family's tuition account.

Any of the costs of a lost or destroyed book (the original cost of the book plus a 20% charge to cover replacement cost, shipping, handling, and taxes) must be paid in the Library. Any charges that are not paid by May 10 will be charged to the family's tuition account.

Computer/Internet usage is for research purposes only. Personal use will result in disciplinary action.

LOCKERS

Book lockers for grades 9-12 will be assigned during student orientation. After that time, a designated staff member will assign lockers. Students will lease a combination lock, with a serial number, from the school.

It is required that students leave their valuables in their lockers before going to P. E. classes. **Students will not share lockers or trade book lockers once they have been assigned a locker.** Students should not tell others their locker combination, and be sure the locker is shut and properly locked each time you use it. Students are encouraged to keep lockers clean and neat, being free of all pictures, decals, old food, and trash. Periodic locker checks will be done each quarter.

Lockers are to remain locked at all times. Damaging or restricting locks from locking will result in disciplinary action.

Students are allowed to go to lockers during these times only: early arrival until 8:10, 10:00, 12:00, 1:20, 2:10, and 3:00; if accessible.

If a student loses his/her lock, a \$10.00 fee will be charged to the monthly tuition bill.

LOST & FOUND

Lost Textbooks

When a textbook/workbook is lost, a new book will be issued to the student. The teacher notifies the school office and a replacement cost will be added to the family's tuition account.

Miscellaneous Items

A lost and found box is located on the side of the soft drink machine in the gym. The box is cleared out periodically and unclaimed items are given to charity after each Parents' Night.

LUNCHES

Students are required to purchase lunch from LCA's lunch program or bring their lunch. The Lunch Program will operate on a prepay basis. A more detailed explanation of the payment options is available in the school office.

Snacks and drinks will not be sold during lunchtime from the LCA concession stand; however, our snack and vending machines will still be available at break and lunchtime for 6th-12th grade students.

Parents of K4-5th grade students are required to pack a drink and snack in their child's lunchbox; however, they are allowed to participate in our lunch program or purchase lunch tickets. K4-2nd grade students should have their name written on the back of the ticket and then placed in an envelope with the grade and teacher's name on the envelope. The envelope should be placed in the student's folder. The teacher will place the order and serve the student.

We strongly encourage parents to support the LCA Lunch Program by volunteering to help prepare and serve during morning breaks and lunch.

Lunches will not be delivered to the student unless it is an emergency.

Food Items

All food items will be kept in lockers or rooms until lunchtime. No food is allowed to be eaten during class with the exception of class parties.

Vending machines are to be used only at break, noon, and after school. All drinks and food items are to be consumed in the dining hall during school hours – **no food/drinks are to be outside of the dining hall during school hours.**

Emergency Lunch

If a student does not have lunch, the school will supply the child with a lunch for a cost of \$5.00; this will be added to the parent's tuition statement.

MEDICINE & ILLNESS

Teachers are permitted to dispense medicine when the appropriate form has been completed. The forms can be picked up in the school office. This applies to non-prescriptive, as well as prescriptive medicines.

Students are not allowed to carry any medication on his/her person while on campus. If a student is found to have medication in their possession, disciplinary action will be administered as determined by the administration.

We encourage you to keep your child out of school if he/she is complaining of a sore throat or has had a fever in the prior 24 hours.

PARENT NIGHTS

Several Parent Nights will be held throughout the year to assist parents in understanding and effectively dealing with training their children. Any announcements or changes that have been made will be announced during these meetings. These meetings are held on the Monday night briefly before report cards are issued. This is a good opportunity to meet with your child's teacher(s) to discuss their individual progress.

PARENT-TEACHER CONFERENCES

Any parent who wishes to have a conference with a teacher is welcome to do so. Please do not attempt to meet with a teacher during school hours (7:45 AM – 3:10 PM). Call the school for an appointment and the school secretary will notify the teacher. The secretary or teacher will call to set up an appointment. Should a conference with the administrator or the administrator and teacher be desired, the same procedure should be followed. **Please do not attempt to see an administrator without an appointment.**

PARTIES

School-sponsored parties or parent-planned activities where a large group of LCA students are involved must have prior approval by the Principal.

Birthday Parties

Birthday parties are to be held away from school for all grade levels (K4-12th). LCA teachers will distribute birthday party invitations to the class, if you so desire. If invitations are sent to school, an invitation must be extended to all classmates.

PHYSICAL EDUCATION

All high school students must have 1-1/2 credits in physical education and ½ credit in health, unless excused in writing by a medical doctor.

P.E. uniforms are required for all P. E. activities. All students in grades 5-10 are required to dress out. A written doctor's excuse is necessary for non-participation in P. E. class. On the 4th "no dress" a detention will be issued and each time thereafter until the end of the quarter.

P.E. lockers and a combination lock will be issued to students; the combination should be kept confidential. All items are to be put in the lockers when leaving the dressing room. Lockers must be locked at all times.

All students (5th-10th grades) and athletes (11th-12th grades) are required to purchase an LCA athletic bag for PE and/or athletic practices. These bags are available through LCA only. This is the only athletic bag allowed on campus. All bags must be in lockers at all times.

No additional clothing can be worn under the P. E. uniform. Warmups can worn over uniform during the winter months only.

PROPERTY DAMAGE

Children doing damage to property that is not theirs will be asked to replace the damaged property. This may mean a note to the parents, a phone call placed, or a fee for replacement of the item added to their tuition bill.

SCHOOL CLOSURE

School will be dismissed in case of a serious, severe weather warning. Students will be instructed to go directly home. We will follow similar procedures used by the Lafayette Parish School Board.

During severe weather, please listen to local TV channels for LCA bulletins.

A mass email will be sent in the event of unscheduled school closures. LCA will also utilize SchoolCast to mass text parents. It is important that email addresses and phone numbers are updated. This can be done through your HeadMaster profile.

Also, check LCA's website at www.lafayettechristianacademy.com for announcements.

STANDARD OF CONDUCT & HONOR CODE

(Grades 6-12)

Upon entering school, students are expected to maintain the highest standards of integrity, honesty, and morality. Further development of responsible behavior is a basic tenet of the Standard of Conduct and Honor Code pledges. Students will exhibit a good appearance at all times. Both dress and behavior should exemplify the high standards of Christian example. Students should exercise good taste and dress appropriately. A person's conduct should never be an embarrassment to others.

The **Standard of Conduct & Honor Code** based on the following Biblical imperatives are necessary to provide an environment conducive to the spiritual growth and development of young people. All of the activities of the Christian must be subordinated to the glory of God who indwells us. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well being. A sense of the need for spiritual growth in the light of these principles has led LCA to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student.

Honor Code: Out of a desire to honor God, I commit to a lifestyle which reflects trust, honesty, and respect for my peers, authority, and all property. I acknowledge this lifestyle does not condone lying, cheating, stealing, profanity, and other dishonorable acts. Committing to this code demonstrates my respect for Lafayette Christian Academy as we strive to glorify God and love others.

Standard of Conduct: The school requires each student to refrain from smoking, smoking e-cigarettes, vaping, using vulgar language, drinking alcoholic beverages, entering bars, clubs or similar settings such as a party that alcohol is present, engaging in sexual immoral activities, using illegal drugs, and attending dances that are not sponsored by a school. Students are not allowed to attend parties that underage drinking is occurring. Body piercing and tattoos are NOT permitted. Males are prohibited from wearing earrings on campus or at school functions. Standard of Conduct is in effect as long as the student is enrolled at LCA, regardless of time, place, or circumstances. Violations will result in suspension or expulsion.

The Standard of Conduct and Honor Code reflects the philosophy of LCA, excellent education without compromising the Word of God. Students are strongly encouraged to be sure they understand what the Standard of Conduct and Honor Code expect, and be sure they want to follow the lifestyle presented. LCA administrators are serious about upholding their part. When students and parents sign the Standard of Conduct and Honor Code, they are accepting the principles expressed. These principles are not considered negotiable.

The selection of the restrictions mentioned in the pledge may appear arbitrary to some; but while not condemning others who see differently, LCA believes that the restrictions named are outstanding types of conduct that are detrimental to the student's spiritual growth, which is our objective. Students found to be out of harmony with the LCA ideals of life may be invited to withdraw when the general welfare demands it, even though there may be no special breach of conduct.

STANDARD OF CONDUCT PLEDGE

Recognizing Jesus as the author and finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim as a student at Lafayette Christian Academy to develop myself accordingly, realizing that as I seek first His kingdom and righteousness all these things shall be added. *Hebrews 12:1-2; James 1:5-6; I Peter 1:24; I John 2:5-6; I John 5:3-5.*

I will endeavor to follow the will of God for my life and exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, through faithful group worship both at school and at church. *Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10-11; Galatians 4:7.*

I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. *Luke 2:52; Philippians 2:5; I Corinthians 1:5.*

I will practice good health habits and regularly participate in wholesome physical activities. *I Corinthians 3:16-17; Romans 12:1.*

I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. *I John 2:20; I Corinthians 12:18-31; Ephesians 4:11-12.*

I will seek to practically share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service where I feel led or called. *Matthew 28:19-20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.*

I will submit myself to the leadership of Lafayette Christian Academy and/or any rules or regulations that may be adopted or changed from time to time. I realize that my attendance at LCA is a privilege and not a right. I determine to give my best and prayerfully support LCA and its philosophy.

STUDENT IDENTIFICATION (I.D.) TAGS

All 7th-12th grade students are required to wear their school issued student ID during school hours, while on campus (exception is while dressed out for P. E.).

If a student does not have their ID on, a teacher will issue a temporary ID sticker and an uniform deficiency.

If the ID is in poor condition, the student will be required to purchase another ID. If the student does not purchase a new ID, the student will receive a uniform deficiency until a new ID is purchased.

If the student has lost their ID, they must have a replacement made and a \$15.00 charge will be added to their tuition statement. Replacement plastic holders may be purchase for \$.25 and lanyards for \$5.00 from the school office and/or the lunch counter. All issues concerning ID's must be taken care of during the student's break or lunch time.

STUDENT DRIVING

Students with driver's licenses who drive their cars to school may be given permission to do so under the following conditions (violation of these conditions may result in receiving a detention and/or loss of driving privileges):

1. "Vehicle Registration" form, available in the school office, must be filled out and returned to the school office when a student begins driving to school.
2. A vehicle ID tag will be issued to the student when the student returns LCA's vehicle registration form to the school office. The ID tag must be hung from the rear view mirror whenever the vehicle is on campus. The ID tag is to be returned at the end of the school or upon withdrawal from LCA.
3. Speed Regulations: 5 mph in all parking lots and in the front of the school area; 25 mph on Armor, Haydite, and Stone Avenue.
4. Parking Area: Students are to park in the designated area in The Family Church parking lot. Signs are posted to designate the areas that students may park. Students must park in an orderly fashion. Students cannot park on the grass area.
5. Students are not to sit in vehicles or loiter in the parking area before or after school.
6. Students cannot move their vehicles from the designated student parking lot into another parking lot. This includes before athletic practices and/or games.
7. No "peeling out."
8. No slamming brakes unless necessary.
9. No hanging out of windows or riding in the back of trucks.
10. No loud music in parking lots or in the front of the school area.
11. No vandalizing other vehicles; such as wrapping, shoe polish, etc.
12. Students are not allowed to pick up other students in the gym parking lot, in front of the café, etc. They should only be picked up at the designated pick-up areas.
13. Student drivers are to pick up sibling (K4-4th) from the pavilion and escort them across the street.
14. Students are to use the crosswalk (AM & PM) when crossing the street.

TELEPHONE

School phones are used by students only in the case of an emergency and with permission from a staff member. Students are not allowed to call home for P.E. clothes, homework assignments, etc. Necessary messages will be written down and delivered to the student.

For cell phone/electronic guidelines and procedures see the section titled "Cell Phones and Electronics".

TEXTBOOKS/WORKBOOKS

All textbooks and/or workbooks are **rental books** and are considered to be the property of Lafayette Christian Academy and will be collected at the end of the school term or upon a student's withdrawal from LCA. If a rental book is lost or destroyed, a fee will be assessed to pay for the difference between the rental price and the replacement cost of the book. The tuition account will be billed for the balance. All decisions are left to the discretion of the administration.

TUITION

We are very thankful for the support of our parents, and The Family Church, who have given financial and support (personal and material) to our school and have made Lafayette Christian Academy a place where students can be molded into world changers.

Tuition Guidelines

1. Every family is required to be on the 12-month pay plan beginning June 1, with the final payment due in May.
2. **Tuition is due by the 1st of each month and must be paid by the 10th.** A late charge of \$30.00 will be assessed for all payments received after the 10th of the month. When the 10th falls on a Saturday or Sunday, tuition payments may be made on Monday without paying the \$30.00 penalty. A \$30 fee is assessed for NSF checks.
3. K4-12TH: After 30 days of being delinquent, your account must be paid in full, pending inactive enrollment.
4. It is the responsibility of the parents to pay on time. If you do send your payment through your children, please emphasize the importance of having them turn the payment in to the school office. We highly discourage this practice. We have a secure drop box available at the front of the school. We will not go from class to class collecting tuition payments.
5. If you re-registered and you are delinquent with your June payment, the enrollment slot in that grade level will be opened to new students.
6. Any family that re-registers their children in January for the following school year actually begins their payments in June. There will be no refunds on tuition paid for June, July, or August if the family does not return.
Exception: If a family transfers or moves out of the Acadiana region, a refund for the June, July, and August tuition payments will be made. If you move outside the Acadiana area and are requesting a refund for the summer months, you must send us a copy of your first utility bill with your name and new physical address. A refund will be sent to you at that time.
7. If a student attends school for one (1) school day on a new billing month, the family is charged for that month. Prorating a student's tuition only takes place upon entering the school, not exiting. **Exception: Withdrawal due to a transfer out of the Acadiana region.**
8. You may pay in cash, check, money order, and all major credit cards.
9. I contractually agree to pay the tuition according to arrangements that shall be made. We understand that my family account must be current for report cards, transcripts, and

diplomas to be issued. School records will be forwarded to another school only when a family account is paid in full.

10. All charges (tuition, After School Care, library fines, lunch fees, athletic fees, etc.) must be paid in full and all records current before report cards are issued each quarter. If a report card is withheld due to unpaid fees or missing records, grades cannot be orally given to the parent or student.
11. A 5-percent discount will be given when the annual tuition is paid by May 20. When paying in advance for a full year, the discount will only be given when cash or a check is used for payment (credit cards will not be accepted for an advanced payment discount). Payments must be made in the school office.

For a student to participate in Cheerleading tryouts and/or 8th grade Washington, DC trip tuition accounts must be clear and paid in full prior to the event.

In order for LCA students to participate in K4 & K5 Awards Ceremony or High School graduation ceremony, all fees, library books, and tuition accounts must be cleared and paid in full by May 10th.

VISITORS

All visitors are required to check in at the school office (8:15 AM – 3:00 PM) and obtain a “visitor’s pass” before entering the school grounds. If a visitor to our campus is on our grounds without a “visitor’s pass”, they will be asked to go to the school office. If you are asked to do this, please do not be offended. The safety of our students comes first and foremost.

If you would like to meet with the Administrator and/or teacher, you must call for an appointment.

Please abide by the following guidelines:

1. Parents/visitors are not allowed in chapel. **Exceptions - special activities, such as talent days, one-act plays, ring ceremonies. Other exceptions are to be determined by the Administrator.**
2. Parents are not allowed in the classrooms at any time unless authorized by teacher or administration.
3. Parents are not allowed to have lunch with their children during the school day, except on their birthday, Student of the Week, or if they are volunteering in our lunchroom.

WITHDRAWALS AND DISMISSALS

Withdrawals must be done through the school office by a parent or guardian. A student will be considered absent until a withdrawal form has been completed. These absences will be made a part of the student’s official record.

LCA reserves the right to the immediate dismissal of any student due to not abiding by LCA policy and/or procedures.

Grades, student records, diplomas, etc., will not be released until all textbooks and workbooks have been returned and/or tuition account has been cleared.

ATHLETIC HANDBOOK

INTRODUCTION

On a high school campus athletes have more influence upon students than anyone else. The very nature of that position draws students to themselves. For this reason, our athletes must be students of great integrity and Christian character in order to be the role models God wants them to be.

The principles of God's Word must permeate every area of our school, and especially the athletic program because it is one of the most visible programs. Athletes are the key in making this happen. If our students do not see Jesus in our athletes, our athletic program has failed. We all get caught up in the intensity of the game, but our students must see that intensity always under control of the Holy Spirit.

THE ROLE OF LCA ATHLETICS

Athletics will play an important role in the lives of many students while they are enrolled at Lafayette Christian Academy. Therefore, it is important that our athletic department help to develop an integrated person—one who is spiritually alert, and physically disciplined. To achieve this delicate balance in each athlete, we must train them to think about sports from the Christian perspective rather than man's perspective.

"Let this mind be in you, which was also in Christ Jesus." Phil. 2:5

ATHLETIC CELL PHONE POLICIES

Cell phone policy for Athletics will be decided per that sport's head coach. If the head coach allows their athletes to have cell phones, then the following rules apply:

1. The phone's only purpose is to listen to music (no texting, social media, phone calls, etc.).
2. Phones are only allowed after campus departure (not allowed at practices).

If the Athletic Cell Phone Policy is broken, the athlete will face team discipline that will be decided by the head coach. If cell phone usage violates the LCA Standard of Conduct, then the athlete will be disciplined through the school office, as well as team discipline. Each head coach will review their cell phone policy at their pre-season parent meeting.

ATHLETIC COMMITMENT

Each athlete is required to sign and commit to the following guidelines concerning athletics at LCA. Athletes are prohibited from playing until the following forms are returned, signed.

- Athletic Consent Form (all athletes)
- Physical (9-12 grades only)
- Additional paperwork must be completed to participate (High School)

ATHLETIC DETENTIONS

All athletes will serve detentions on Wednesdays. At the discretion of LCA's Administration, if the athlete accumulates several detentions, the athlete may be required to serve them on Tuesday and/or Thursdays. They will miss any practices that have been scheduled. The coach will determine what consequences there will be for missing practices.

ATHLETIC FEES

Every student that is a member of a team is assessed an "Athletic Fee." When a student has been placed on a team and is put on the team roster, the family is assessed the fee for that particular sport and cannot be rescinded once the athlete attends a practice and/or a game.

ATHLETIC GOALS

"I can do all things through Christ which strengtheneth me." *Philippians 4:13.* This scripture from the Word of God will help each coach and player see LCA athletic goals from a Biblical perspective. LCA athletic goals are as follows:

1. To conform each player into the positive character of Christ.
2. To teach intensity, diligence, dependability, and self-control.
3. To teach submission to authority on and off the field or court.
4. To teach the Biblical definition of winning and how to make it a life-style:
 - a. Winning is more than having the highest score at the buzzer.
 - b. Winners always give their best.
 - c. Winners make God-honoring choices.
 - d. Winners congratulate the opponent when he achieves.
 - e. Winning is a life style.
 - f. Winning is having a purpose beyond self (to glorify God in body, mind, and spirit).
 - g. Winners help make it happen - - losers wonder what happened.
 - h. Winners are respected by others for their character (in Christ).
 - i. Winners believe in "synergism," that is, the whole is greater than the sum of its parts. **(The team is more important than self).**
 - j. Winners don't trumpet status - - showing off is beneath the winner.

- k. Winners never lose because they learn even from failure. "The only difference between stumbling blocks and stepping stones is the way we use them."
5. Another LCA athletic goal is to develop Christian leaders that can be examples for the student body to respect and follow.

ATHLETICS AND SCHOOL POLICY

The athlete is a vital link in maintaining unity between the athletic program and LCA. As the athlete observes and respects school policy, the students will observe and respect school policy. Athletes are leaders and are expected to exemplify Christian leadership by observing school requirements in the areas of conduct, academics, attitude, dress, etc.

The use of powder or pill supplements on the LCA campus is prohibited. This includes the use of shakers. The only allowed supplements that can be taken on campus is if it is given/sold to the athlete from a coach. All supplements must be taken in the presence and under the direct supervision of the coach administering the supplement. Anyone in violation of this policy will be suspended.

ATTENDANCE POLICY

School Attendance:

An athlete must attend a minimum of four (4) class hours (Monday-Thursday) to participate in a practice or game and three (3) class hours on Fridays. A doctor's excuse does not allow participation in a practice or game; **exception: court order or attendance of a funeral on the day of the practice or game.**

Excessive tardies or absences by athletes the day following a game will be monitored by the coaches. If a pattern begins to develop by an athlete, action will be taken upon discretion of the coach and administration (loss of playing time, loss of travel time, etc.)

Practice and Game Attendance:

Athletes are required to attend all practices and games unless otherwise notified by the coach not to attend. Failure to attend practices and games will result in player discipline administered by the coach.

Unexcused Absences

Failure to attend a practice may result in a lack of playing time. After four (4) unexcused missed practices, an athlete will be suspended for one game. After two (2) additional unexcused missed practices, an athlete may be removed from the team pending recommendation from the LCA Athletic Board.

Failure to attend a game will result in a one game suspension. If an athlete misses 2 games the athlete will be removed from the team, pending recommendation from the LCA Athletic Board.

If an athlete is suspended 2 times, either for practices and/or games, the athlete may be removed from the team pending recommendation from the LCA Athletic Board.

If an athlete knows ahead of time that he/she will miss a practice/game, it is the responsibility of the athlete to inform the coach ahead of time. The athlete will be given an excused absence in the event of:

- Death of a family member
- Illness (with a doctor's excuse – must be turned into the coach within 5 school days)
- Injury
- Court order

Tardiness

When the scheduled times of practices are posted or given verbally by the coach, athletes are required to be present and ready to start practice at that time. Failure to do so will result in disciplinary action. Athletes are required to stay for the entire practice unless otherwise given permission ahead of time by the coach to arrive late or leave early.

AWARDS

Eugene Sonnier Knight Leadership Award

1. Recommendation: Participate in multiple sports, but not required.
2. Must be a junior or a senior to receive this award.
3. Academic probation or suspension at any time during that school year disqualifies the athlete from this award.

They must be, in the opinion of the coaches, the athletes that have demonstrated the following (in order of importance):

1. Christian character on and off the field or court
2. Leadership among teammates
3. School and team spirit
4. Academic standing

Senior Awards

Awards will be presented to senior athletes and cheerleaders who have participated in football, basketball, softball, baseball, soccer, volleyball, cheerleading, cross country, track, golf and swimming. The criterion to receive this award is:

- Participate in (2) sports (listed above) during one school year with a minimum of two years of participation in the LCA Athletic Program, including playing at least (1) sport during their senior year; **OR**
- Participate in (1) sport (listed above) ALL 4 years of high school.
- This award is to honor students that have contributed to LCA's Athletic Program during their high school athletic career at Lafayette Christian Academy.

General Athletic Awards

Other awards based on character qualities and/or skillful qualities will be given as they apply to the sport:

Defensive Player of the Year, Offensive Player of the Year, Hardest Worker,
Most Outstanding Player of the Year, and Coach's Award
(additional awards may be given at the Head Coach's discretion)

An Athletic Banquet will be held to honor all the athletes and those who excelled in specific sports.

CONCESSION STAND COMMITMENT

It is the policy of the LCA Athletic Department for parents of athletes to work in our concession stand during each sport season. If you have two or more athletes playing on different teams, you will be required to work concessions for each athlete. Each family must provide two parents/adult representatives to work the concession. Parents who provide only one worker will be charged an additional \$50 athletic fee. These fees will be charged to the parent's tuition statement. Failure to provide two workers will result in an additional \$100 athletic fee. You will be required to work at least 1 event, but if LCA is hosting tournaments or special events during the athletic season, you may be required to work 2 or more events. Details concerning concessions and other duties for athletics can be found on the Athletic Consent Form. The Athletic Consent Form can be found as an attachment to the LCA Handbook.

Once your child has joined or made the team and quits due to injury, academic probation, or removed from the team for any reason, you must fulfill this commitment. A letter, along with a calendar of the work schedule, will be mailed to you.

LCA ELIGIBILITY

LCA trains students to be spiritually alive, intellectually alert, and physically disciplined. To do so, we expect our students/athletes to do their best in the classroom while performing their best on the court or field. The following rules must be followed for an athlete/cheerleader to participate at LCA:

Athletics

1. Participation in athletics:

- **High school athletes** are required to attend at least (20) summer workouts in order to participate in athletics at LCA.
- **9th-12th Grade:** It is the philosophy of LHSAA and LCA that when a student elects to be a member of a high school team, that a student's loyalty and allegiance be to the high school team. A student who is a member of a high school team may not participate in games, tryouts, etc. in **that particular sport** during the same season on an independent or non-high school team or as a member of an "all-star" team or completely unattached on an individual basis. At the varsity level, it is to the head coach's discretion to determine whether concurrent participation with another team of any sport is a conflict of interest.
- **5th-8th Grade:** It is the policy of LCA that if a child participates in a recreational/select sport concurrently with participation in an LCA sponsored sport that there can be no interference. LCA's practices and games will always take precedence. If an athlete is absent from an LCA practice or game due to participation in a non-LCA sport that they may be removed from the team.

Cheerleading

1. Must have a cumulative 2.0 GPA (grade point average) to tryout.
2. Must have a 2.0 average on their report card or maintain a cumulative 2.0 GPA.
3. Elementary & Jr. High Cheerleaders cannot participate in volleyball, soccer, or basketball; however they can participate in softball.
4. High school cheerleaders are allowed to participate in soccer, basketball, and softball; however they cannot participate in volleyball.

LHSAA ELIGIBILITY

(LHSAA: LOUISIANA HIGH SCHOOL ATHLETIC ASSOCIATION)

High School Scholastic Eligibility

First Semester:

(9th Grade) - To be scholastically eligible for the **first semester** of the school year; promotion (approved by the local Pupil Progression Plan) from elementary school into high school for the first time shall fulfill the scholastic requirements. If the student is a transfer from a school who used the LEAP test as part of their pupil progression, then the student must have passed the LEAP test to be eligible scholastically. The student may complete and pass LEAP during summer remediation in order to gain eligibility.

(10th-12th Grade) – To be scholastically eligible for the **first semester** of the school year, a student shall have earned at least six (6) credits from the previous year, which shall be listed on the student's transcript and shall have earned at least a "C" average (1.5 GPA) when considering all graded subject. Summer school may be used to gain the six (6) needed credits or raise the student's GPA for eligibility purposes.

SECOND SEMESTER:

(8th-12th) – To be scholastically eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. LCA highly encourages students who are athletes to take seven (7) subjects during the school year.

Exception: A junior/senior who is attempting (4-6) subjects must pass all of his/her subjects from the first semester in order to be scholastically eligible.

Elementary & Jr. High Scholastic Eligibility

First Quarter:

(5th-7th) – LCA allows all students to be scholastically eligible for the first quarter of the school year; regardless of the previous year's grades. Exception: unless the League in which the student athlete is participating mandates an academic requirement.

Second, Third, and Fourth Quarter:

(5th-7th) – A student shall be scholastically eligible if they have earned a “C” average (1.5 GPA for the quarter or cumulative for the year). In addition, a student must pass six (6) subjects during the previous quarter to be eligible for the next quarter. A student must meet both of these requirements to be considered scholastically eligible.

Cheerleading

Exception to all of the above LHSAA scholastic eligibility requirements. Cheerleading requirements will be discussed at the Cheerleading Parent Orientation Meetings.

EQUIPMENT

Coaches will maintain a continuous inventory of all equipment for their sport. If equipment is abused, lost, or stolen, it will be reported to the Athletic Director or principal as soon as possible. Reimbursement of the destroyed property will be required. As we teach the athletes proper care of facilities, uniforms, and equipment, we teach good stewardship. We will also be able to enjoy what God has given us for years to come.

HONOR CODE

1. An athlete must faithfully attend church and show leadership and involvement in his/her youth group. A player's heart must be right before his head can be right to play any sport.
2. If an athlete/cheerleader quits playing due to personal reasons (i.e. job, disinterest, etc.) the athlete/cheerleader **will not** be allowed to participate in the next sport season. In addition, cheerleaders **will not** be allowed to cheer the following year if they quit. If a parent withdraws a student from a sport due to academic difficulties or discipline issues, the administration will determine eligibility for the next sport.
3. An athlete should not expect preferential treatment regarding grades, hair and dress standards, conduct, detentions, etc. You should set a good example for others to follow.
4. Never question your coach in public. If you have a legitimate question, ask him/her in private.
5. An athlete is expected to follow all school policies as a leader of his/her peers.
6. An athlete is a representative of the Lord, your school, and your coach.
7. An athlete should always be in control of their emotions. You should not lose your testimony over a ball game.
8. An athlete will attend all practices unless a prior commitment requires the practice to be missed.
9. An athlete will treat all athletic equipment responsibly and with respect.

General Policies

1. All homework is expected to be completed and handed in on time (regardless of game schedule).
2. If a quiz and/or test is missed because of an away game, the athlete is expected to take the test the following day.
3. Be on time and present for all classes, unless excused.
4. An athlete is required to serve his/her detention instead of practice.

5. Athletes are to be picked up within 10 minutes after practice has completed. If they are not picked up within 10 minutes, they must go to After School Care (BTB) until the parent arrives.
6. Athletes *are not allowed* to stay after school unattended. If the coach is not providing a study hall, they must leave campus or go to After School Care. LCA will not be held liable if a student leaves campus with another student after school hours, regardless of the student returning for a game or practice. Students should obtain parental permission to leave campus with another student. We provide after school service to accommodate parents for this type of situation. It is the parent's responsibility to insure that your child is attending our after school care program.
7. An athlete is expected to shake hands with the opposing team after a game. We do not want to lose our testimony over a ball game. If an athlete refuses to show courtesy during or after a game, the coach will determine the consequences for the action.
8. Fans should always remember, "You are the light of the world." You are also a light for LCA. As fans, we should always be in control of our emotions. Our behavior at functions should be Christ like.
9. Parents of athletes should never question a coach's action in front of an athlete or other parents. If you have a question, call the coach and set up an appointment to meet with him/her; do not try to meet with them immediately following a game. This is a time when questions or comments made might be misconstrued.
10. Athletes that participate in P. E. classes will have a study hall on game day. Please be wise and use this time effectively.

PHILOSOPHY OF CHRISTIAN ATHLETICS

Since we believe that God is truth and all truth comes from God, every area of our athletic program must be permeated with the truth of God.

Sport: Every sport offered will be the kind of sport that will help teach true Christian character, thus exemplifying the testimony of Christ in each player and coach participating. Jesus Christ must be preeminent in each sport or we will not include it in our program.

Players: Each player must be born again, with a living testimony of the life of Christ in him. No game is an end in itself. Only what you received from playing is important—self-confidence, a desire to win, teamwork, and self-discipline. Every player is expected to be an exemplary Christian. As a leader at school, you have a responsibility to be a soul winner, to do your best academically, to display good appearance and conduct, and to be a part of the overall team of LCA.

Each player must:

- a. Keep their appearance (namely, hair) above minimum guidelines for acceptance.
- b. Their tongue must be under control to both faculty and students.
- c. Keep their spirits high and positive toward Christ, school, others, and self.
- d. Faithfully attend all services of their local church, witness when an opportunity arises, and always be helpful and kind.

Three types of preparations for playing in order of priority: **Spiritual, Mental, Physical**

- a. Is your heart right with the Lord and your fellow man?
- b. Are you involved with your whole being or is it just in your head?
- c. Are you mentally psyched up for the game, ready to play, and positive that you can win?
- d. Are you physically in condition to play?

While attempting to learn all that is necessary have fun—make your playing days in high school the happiest time in your life. If you play by the rules, you will have fun.

QUALITY TIME

There are many ways in which a coach finds quality time with his team. Some of these occasions are spontaneous. It is at these times the Holy Spirit can have a lasting impact on each athlete. A team that is capable of proper execution will have a winning style.

Time of prayer and devotion among team members can be quality time. We are most interested in building eternal values in our athletes. Therefore, prayer and devotions will happen frequently with the team.

SCHOOL VEHICLE POLICIES

1. If athletes are riding in a bus, boys are to sit in the rear of the bus, facing forward with both feet on the floor. Girls are to sit in the front of the bus. Passengers are not allowed to place feet or knees on the seat.
2. Casual conversation at a normal tone of voice is necessary for safety's sake. Cheering or loud voices will not be tolerated.
3. Passengers are not to move around while the vehicle is in motion.
4. Passengers are to close windows at the end of each trip.
5. Passengers are to dispose of all trash before leaving the vehicles.
6. No eating or drinking in vehicles.

TRANSPORTATION

All athletes are required to ride in school vehicles to and from practices or games, unless the coach instructs otherwise. The athletes are responsible to see that the vehicles are cleaned of any papers, cups, equipment, etc. accumulated from the trip.

All athletes are to be dressed, ready to play for away games (full uniform). Athletes may wear a shirt (with sleeves) and pants (no shorts) for the return trip home.

An athlete must ride home in school vehicles or with their parents. Athletes are not allowed to ride with anyone else unless a Transportation Release Form is given to the coach **prior** to departure. These forms are available in the school office.

Athletes or Coaches will call parents to let them know when the team is expected to return to the school parking lot. Parents, please be at the school at the time your child has given you. Students that are not picked up within ten minutes of the actual arrival time may lose traveling privileges.

UNIFORMS – Practice & Game

Students will wear LCA PE uniforms for practices. Any student that does not have the appropriate uniform will not be allowed to practice. If a student does not have a PE uniform, they will be required to purchase one through LCA.

Team uniforms are checked out to players by the coach. Each player is responsible to care for the uniform issued to him. If, in the opinion of the coach, the uniform is abused, the player will be charged the replacement cost of the uniform. The player is also responsible for his uniform if it is lost or stolen. Athletes must maintain the proper school code for dress during all practice sessions. An athletic fee will be charged to all players per sport. This fee helps LCA defray the cost of officials, equipment, uniforms, and traveling expenses. The fee will be added to your tuition statement.

ATHLETIC CONSENT 2016-17

ATHLETE COMMITMENT:

I commit myself to this Sports Honor Code. I realize that according to Luke 9:62, God expects me to live up to my commitment.

1. I will faithfully attend a local church and be involved in a youth group.
2. I do not expect any preferential treatment regarding grades, hair and dress standards, conduct, or detention.
3. I will never question my coach in public. If I have a legitimate question, I will ask him/her in private. **I will NOT question my coach about playing time.**
4. I will follow all school policies as a leader of my peers.
5. I am a representative of the Lord, my school, and my coach.
6. I should always be in control of my emotions. I should never lose my testimony over a game.
7. I will notify my coach when I cannot attend practices. I understand that there will be consequences for missed practices/games.
8. I will treat all athletic equipment responsibly and with respect.

PARENT COMMITMENT:

Medical: I give consent for my athlete to engage in the LCA Sports Program. I am committed to have my athlete attend every practice and game. I authorize LCA to provide medical care that may become reasonably necessary for my athlete in the course of athletic activities or travel. I also agree not to hold the school or anyone acting in its behalf responsible for any injury occurring to the athlete named below in the course of such athletic activities or travel.

1. **I understand that coaches will at NO time discuss playing time with an athlete and/or a parent.** I understand that 5-12th is competitive (NOT developmental) and playing time is not guaranteed. Your child may or may not play in a game if the game doesn't lend itself to it. The best players will play as determined by the coach.
2. I will not coach my child from the sidelines or after a game.
3. I will remain positive at all times with referees, other parents and my child.
4. I will not question coaches prior to or after a game. I will set up an appointment with the coach and my child to discuss a concern; however, that concern will NOT be playing time.
5. I understand that practices and games are mandatory including rescheduled games. I will fully commit to my child, coach and Knight Athletics.

PARTICIPATION:

5th-8th Grade: I understand that if my child participates in a recreational/select sport concurrently with participation in an LCA sponsored sport that there can be no interference. LCA's practices and games will always take precedence. I fully understand that if I am absent from an LCA practice or game due to participation in a non-LCA sport that I may be removed from the team. If an athlete/cheerleader quits playing due to personal reasons, the athlete/cheerleader **will not** be allowed to participate in the next sport season. If a parent withdraws a student from a sport due to academic difficulties or discipline issues, the administration will determine eligibility for the next sport.

9th-12th Grade: It is the philosophy of LHSA and LCA that when a student elects to be a member of a high school team, that a student's loyalty and allegiance be to the high school team. A student who is a member of a high school team may not participate in games, tryouts, etc. in **that particular sport** during the same season on an independent or non-high school team or as a member of an "all-star" team or completely unattached on an individual basis. At the varsity level, it is to the head coach's discretion to determine whether concurrent participation with another team of any sport is a conflict of interest. If an athlete/cheerleader quits a high school team due to personal reasons (i.e. job, disinterest, etc.) the

athlete/cheerleader **will not** be allowed to participate in the next sport season. Cheerleaders **will not** be allowed to cheer the following year if they quit. If a parent withdraws a student from a sport due to academic difficulties or discipline issues, the administration will determine eligibility for the next sport's season.

CONCESSION AND OTHER DUTIES:

Concession: It is the policy of the LCA Athletic Department for parents of athletes to work in our concession stand during each sport season. If you have two or more athletes playing on different teams, you will be required to work concessions for each athlete. Each family will receive a concession work schedule at the beginning of the season that will indicate the date and time in which two parents/adult representatives will work in the concession. Each parent will also receive a phone list of all the athlete's parents who are participating in that particular sport. If your scheduled time is not convenient, then it's the responsibility of the parents to switch with another parent by using the phone list. At that time, the LCA concession chairperson should be contacted to notify us of the switch. Each family must provide two parents/adult representatives to work the concession. Parents who provide only one worker will be charged an additional \$50 athletic fee. Failure to provide two workers will result in an additional \$100 athletic fee. Parents may pay the additional \$100 athletic fee and opt out of the concession duty by contacting the LCA concession chairperson which should be done prior to the season and concession schedule being released.

You will be required to work at least 1 event, but if LCA is hosting tournaments or special events during the athletic season, you may be required to work 2 times. Once your child has joined or made the team and quits due to injury, academic probation, or removed from the team for any reason, you must fulfill this commitment.

Other Duties: If a parent volunteers for the **ENTIRE SEASON** to perform certain needed activities for the coach, such as, keeping the scorebook, stats, video, working the chains, parking lot duty, cooking etc. This season long duty may substitute for the concession assignment. (The coach must inform the concession chairperson not to place them on the concession calendar) Head Coaches and assistant coaches who attend practice **DAILY** are exempt from concession or gate duty.

Baseball and Softball sports currently do not work concession; however, you may be asked to work the gate as a substitute requirement

After School Policy:

LCA will not be held liable if a student leaves campus with another student after school hours, regardless of the student returning for a game or practice. Students should obtain parental permission to leave campus with another student. We provide an after school care service to accommodate parents for this type of situation. It is the parent's responsibility to insure that their child is attending our after school care program.

As a parent, I understand the importance of my child being part of a team and will encourage his/her participation. I understand the above policies and I will abide by the decision of LCA's Administration.

Athlete's Signature

Date

Parent's Signature

Date

Insurance Company

Policy Number

A#01 (rev. 07/08/16)