

LIBERTY



CLASSICAL ACADEMY

Est. 1997

Student -Parent Handbook

*You shall raise up the foundation of many generations;
you shall be called the repairer of the breach.*

--ISAIAH 58:12

Table of Contents

Our Mission and Our Vision	3
To Teach from a Christian World view	4
UM school and School Governance	5
Educational Philosophy	6
Statement of Faith	7
Secondary Doctrine Policy	8
Classroom Management	9
School Rules	10
Grievance Policy	11
Grading Policy	12
Graduation Requirements	13
Learning Disabilities Policy	13
Uniform Guidelines	14
Parental Involvement	15
Admissions	17
Tuition Policy	18
Attendance Requirements	19
Student Health Records	20
Arrivals and Departures	21
Visitors	22
Emergency Situations	23
Calendar	25

Our Mission

Cultivating Classically-trained Christian Leaders.

Our Vision

Liberty Classical Academy strives to nurture students with the love of God, the humility of Christ and the values of faith, family and community. The wisdom imparted by a classical education inspires our students to excel and be a blessing to us all.

To Teach from a Christian Worldview

- ❖ Teach all subjects as parts of an integrated whole with the Scriptures as the center. (II Timothy 3:16-17)
- ❖ Provide a clear model of the biblical Christian life through our staff and board. (Matthew 22:37-40)
- ❖ Encourage every student to begin and develop his/her relationship with God the Father through Jesus Christ. (Matthew 28:18-20, Matthew 19:13-15)
- ❖ To encourage every student to develop a love for learning and live up to his/her academic potential; as uniquely created by God for their purpose.
- ❖ To provide an orderly atmosphere conducive to the attainment of the above goals.

To Teach within a Classical Framework

- ❖ To emphasize Grammar, Logic and Rhetoric in all subjects. (see definitions below)
 - **Grammar:** The fundamental rules of each subject.
 - **Logic:** The ordered relationship of particulars in each subject.
 - **Rhetoric:** How the Grammar and Logic of each subject may be clearly expressed.
- ❖ To integrate Unit Studies centered on a 4 year flow of Western History.
 - Year 1 – **Antiquity:** Ancient History of Egypt, Israel, Greece and Rome.
 - Year 2- **Christendom:** Middle Ages, Renaissance, Reformation, Age of Discovery, Colonization, Revolution.
 - Year 3- **American Culture:** The Nineteenth Century, War Between the States, Westward Expansion.
 - Year 4- **Modernity:** Modern History, The Twentieth Century, Colorado History.
- ❖ To be rich in languages; With a focus on Latin, though other foreign languages are encouraged.
- ❖ To focus on encouraging **Truth, Beauty and Goodness** in all areas of life.
- ❖ To be aware of and enter into **The Great Conversation** throughout history by accessing and analyzing original sources.

University-Model® school

University -Model schools integrate the home and classroom learning experience. They help to develop community to support our families who want to be an integral part of training and discipling their children. Our university style schedule allows students to take charge of their own learning, time to develop meaningful mentor and family relationships and make a seamless transition to college or career.

School History and Governance

Liberty Classical Academy began as The Garden School with 11 students in a small rented facility in New Castle, Colorado in the fall of 1997. The school was the brainchild of Dave and Renee Miller. The Millers, along with a handful of stalwart home school parents, paved the way for what has become a vibrant Christian classical school partnering with parents to provide quality educational programs meeting the needs of over 60 families from Delta to Basalt. Parents say they are most pleased with the dedicated, loving staff members, the smaller class sizes, and the consistently high level of academic and biblical encouragement their children receive.

Liberty Classical Academy is accredited by the National Association of Private Schools (NAPS) and is a transitioning member of the National University Model Schools (NAUMS).

Liberty Classical Academy is a non-profit 501 (c) 3.

Liberty Classical Academy has a self-appointing board which governs the body of the school. The board operates under the school's adopted by-laws, vision and goal statements, and provides policies to the directors for implementation in the programs. More details on the board's operation and policies may be obtained from the school office.

Educational Philosophy

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures and who do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be un-swayed towards evil by the former. We aim to find them well prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire that they have a heart for the lost and the courage to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Liberty Classical Academy. We desire them to be professional and diligent in their work, gifted in teaching, loving both their students and their subjects. We desire they clearly understand classical education, how it works in their classroom, and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have the opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

Statement of Faith

The following is the foundation of beliefs on which Liberty Classical Academy is based. They are also the key elements of all-orthodox Christian churches that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Liberty Classical Academy. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority (see "Secondary Doctrine Policy").

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Secondary Doctrine Policy

This policy applies to all Liberty Classical Academy teachers in their capacity as teachers at Liberty Classical Academy.

Secondary doctrine: Doctrinal issues that are not addressed in the school Statement of Faith

Guidelines:

1. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
2. Presentation of all sides of an issue is encouraged.
3. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

Classroom Management

We believe that each student is an individual created by God with unique personal, social, and educational gifts and needs. As a result, every disciplinary situation is distinct in nature. Consequences for misbehavior provide the best learning value when matched to the individual student situation.

- Equal is not always fair. Consequences will be designed to fit the problem(s) of the individual student(s), and they may be different even when the problems appear to be the same.

Liberty Classical Academy staff dedicates itself to following a set of core beliefs that provide a guideline for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedure and help students see reasonable connections between their behavior and resulting consequences.

Since these core beliefs provide the guiding light for our professional decisions, the staff encourages parents to bring concerns and questions directly to us in the event that we operate in ways that appear to be inconsistent with these core beliefs.

The LCA Staff Core Beliefs for Classroom Management

- We believe that every attempt should be made to maintain the dignity of both the adult and the student.
- We believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- We believe that students should be given the opportunity to make decisions and live with the natural consequences of their actions in preparation for the real world.
- We believe that there should be a logical connection between poor choices and the resulting consequences.
- Students are encouraged to request a “due process hearing” whenever consequences appear unfair.

School Rules

The essential policies that we require all our students to be aware of and adhere to are the following:

1. Students are expected to cooperate with basic Christian standards of behavior and conversation.
2. Your actions, words, possessions, etc., may not cause a problem for anyone else.
3. If your actions, words, or possessions cause a problem for anyone else, you will be asked to solve that problem.
4. If you cannot solve the problem, or choose not to, staff members will impose upon you an appropriate consequence. This consequence will depend upon the situation and the person or persons involved. Staff members will use their best judgment based upon the information they have at the time.
5. If student and/or parents feel that the consequences are unfair, they should request a **“due process hearing.”**

A due process hearing does not need to be formal in nature. It is simply a time for concerned individuals to meet and share information related to the situation in question. In the event that this discussion provides additional information that sheds different light on the situation, or shows the consequences to be unfair, the consequences may be changed or eliminated to better fit the situation.

Grievance Policy

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Liberty Classical Academy operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and school board.

Definitions:

Dispute: Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of L.C.A.'s objectives and goals.

Grievances: Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns: The substance and details of the dispute and/or grievance.

General Guidelines:

1. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

Students/Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate administrator. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision to the director.
3. If there is still no resolution, they should request a hearing from the L.C.A. board.

Parents/Patrons to Administrator:

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the director.
2. If there is still no resolution, they should request a hearing from the L.C.A. board.

Volunteers to Staff/Administration:

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, superintendent, development director, etc.).
2. If the problem is not resolved, then the concern should be presented in writing to the director, followed by a meeting with him/her to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the school board in writing. The request will be passed through the director. The director is required to pass the request on to the board.

Grading Policy

Our students work at their own pace and at their own level. Working closely with their parents and teachers, they receive constant feedback. The emphasis is on mastery; not on comparison to other students. If the student fails to meet the standards of the teacher and parent then he or she must repeat the course or assignment. We do not give students letter grades in the grammar level unless requested by their family for transcripts. A written evaluation of the students' progress is provided by their teachers. The written evaluation includes a work summary, assignment completion, behavior in class, and character evaluation. Families are encouraged to develop yearly portfolios that are a compilation of the student's work. We also encourage families to keep a yearly, informal journal of books read aloud as a family and books read independently by the student.

Logic and rhetoric level students are issued grades and credits. Upon request, transcripts can be sent from Liberty Classical Academy to colleges and other schools.

Graduation Requirements

A minimum of 25 credits are required for a Liberty Classical Academy Diploma.

In addition to the 25 credits, each graduating student need to pass the Accuplacer (college entrance exam).

Core 17 Credits

8 Humanities*
2 Math
2 Science
3 Latin/Foreign Language
1 Biblical Studies
.5 Rhetoric
.5 Logic

Other 8 Credits

2 Piano/Music/Drama
1 Art
1 Recreation/Fitness
1 Service Learning
1 Technology
1 Work Study
.5 Senior Project
.5 other Electives

**Humanities is a comprehensive course and encompasses English, Literature, Art, Music, Philosophy, Religion, Civics, Geography, and American/World History.*

Learning Disabilities Policy

This policy applies to all students and teachers in all the classrooms of Liberty Classical Academy.

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents. *E.g.* Down's syndrome, deaf/mute, blind, etc.

Physical or Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. *E.g.* Hyperactivity, Attention Deficit Order, dyslexia, etc. For the purposes of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines

1. Children with a severe learning disability will be considered for admission to L.C.A. at the discretion of the Director.
2. Children who have been diagnosed as having a learning disability will be given the same individual instruction and encouragement as their classmates.
3. Parents have the option of hiring an approved teacher's aide for their special needs

child at their own expense if required by the school.

Uniform Guidelines

Boys School Clothing:

- Pants: Khaki pants or shorts.
- Shirts: Polo shirts*, long or short sleeve. Dark green in color.
- Shoes: Shoes must be in good repair.

Girls School Clothing:

- Pants/Skirts: Khaki pants, capris, skirts, or shorts.
- Shirts: Polo shirts*, long or short sleeve. Dark blue in color
- Shoes: Shoes must be in good repair

**If you choose to wear an undershirt it needs to be the same color as the polo.*

Clarifications:

1. All skirts and jumpers must be knee-length or longer. Shorts must not be shorter than one hand width (measured across the palm), above the knee.
2. The following items are excluded from the dress code: denim, hats, distracting apparel or styles (e.g. body piercing, boy's earrings, etc.)
3. Clothes are to be clean, in good repair, and appropriately sized.
4. Shorts may be worn August-October and April-May.
5. Flip-flops are discouraged, because of activities throughout the day
6. Sweatshirts can be hooded and must have the L.C.A. logo.

Liberty Classical Academy logo is available if you order from the Land's End Catalog. The school maintains a donated uniform closet and will be glad to accept and distribute used uniforms in good repair. Please bring your outgrown or unneeded items to the office.

Parental Involvement

1. Parents and Family are an integral part of our students' education. You are always welcome and encouraged to spend time in your or another child's classroom to help and support the staff.
2. Parent(s) are required to attend the Monthly Classroom Meeting immediately after school from 4:00-5:00 p.m. This is critical to your success as a parent-teacher in your student education at school and at home.
3. Our Community works best when all of our families contribute their time, talents and money to keep our tuition reasonable and our programs sustainable and successful.
4. We expect every family to participate in our All School Play and a Fundraiser throughout the year.

Annual All School Play – Grammar, Logic, and Rhetoric

Liberty Classical Academy performs an annual all-school play designed to bring the time period we are studying to life. The play has been an enjoyable way for the students to share their learning for the year with the community. In raising leaders for tomorrow, it is imperative that our students can articulate their ideas in a meaningful way in front of an audience. The play is just the beginning of teaching our children to be comfortable on stage. Below is a short list of some of the objectives the play covers.

1. It is a shared experience for all of our families that helps us develop a stronger community.
2. The students are able to work alongside children of different ages, parents, and teachers to create a memorable work of art.
3. The students are able to research and create costumes and sets that reflect the history of a particular era.
4. Students commit to memory the music and dialogue that increases their vocabulary, verbal, and musical skills.
5. Students have the opportunity to speak, sing, and sometimes dance on stage in front of a large audience, helping them to gain public speaking skills in a fun way.
6. Students learn to be part of a team effort and work with their peers, teachers, and parents.
7. Students gain a greater appreciation for the fine arts and concept of reclaiming the arts for their generation.

Admissions

Admission Procedures

Upon return of a completed application, if an interview with the family has not already been held, one will be arranged with the director. After the interview, and after reviewing all other required materials (as stated on the application form), the director will make the decision of whether or not to admit the student(s). The director will then notify the parents in writing with the decision regarding acceptance. If accepted, the parents will receive an Acceptance Letter. All financial arrangements between the family and the school must be understood before an admission is considered final.

Admission Requirements for the Student

The child should understand that his/her parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and director in their prescribed roles at Liberty Classical Academy. In general practice, if the student and parents comply with the requirements outlined here, L.C.A. will admit students of any race to all rights, privileges, programs, and activities generally made available to all students. Liberty Classical Academy does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, financial aid, scholarships, athletic, and other school-directed programs.

Admission Requirements for the Parents

Though not required to be Christians, the parents of students in Liberty Classical Academy should have a clear understanding of the biblical philosophy and purpose of L.C.A. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of Liberty Classical Academy. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

Tuition Policy

The tuition cost for a student at Liberty Classical Academy will be decided yearly by the board of directors based on enrollment and operational costs. In addition to tuition, other costs for the student's curriculum and materials vary, but for Grammar and Logic stage students the average is around \$200 per year, Rhetoric stage students you can expect around \$300 per year.

New families also pay a one-time enrollment fee of \$150 to cover administration. This fee includes a copy of *A Thomas Jefferson Education* by Oliver Van DeMille. Those families new to home educating may incur educational consulting fees as well. The cost for classes taken by the students in the enrichment program will be added to the ACH amount due.

Payment of tuition is a yearly commitment and should be made in full at the beginning of the school's fiscal year (June). We permit monthly installments through an automatic check transfer from your bank. An ACH form was included in the application packet (withdrawn electronically on the 5th of each month). You may also choose to pay electronically monthly for 12 months (June – May withdrawals) or monthly for 10 months (August –May.)

Liberty Classical Academy is over 80% tuition funded and works very hard to maintain a tight budget in order to keep ever increasing costs under control. The school employs a part-time development director who raises funds for the school through newsletters, fundraising events and donations. Many churches and individuals have supported us over the years and we are blessed by the generosity of our families and the community. New Hope Church has graciously allowed the use of their facility and L.C.A. rents the space at the Apple Tree Mall building. Our outstanding staff works for a modest wage and donates much of their time. The school does not have a volunteer service requirement per family as other private schools do. Considering this, we do request that you pray about and consider what resources your family can draw upon to support the school, whether financial or in our fundraising events (the yearly theatrical production is an example of a great place to volunteer your skills and talents.)

Financial aid (all students may apply) and scholarships (high school/Rhetoric stage only) are limited and may be available for families. Financial aid is based on need, and applications are available in the office. You may request an application, which will be reviewed in July by our financial aid committee.

Standardized testing is offered for a nominal fee.

Liberty Classical Academy is a closed campus. No students are permitted to leave during school hours unless special permission is granted from the Director or the Assistant Director. All visitors are asked to sign in at the office in the Church building.

Attendance Requirements

A student enrolled in Liberty Classical Academy is expected to be present and on time in school every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course offered.

I. Short-Term Absences: If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible.

II. Long-Term Absences: If a student needs to be absent for three or more consecutive school days, the parents should notify the school in writing and the teacher verbally explaining the circumstances. This will permit the appropriate teacher(s) time to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork.

III. Extended Absences: We will gladly cooperate with families taking their children from school for vacations, hunting trips, etc. However, when extended absences are voluntary (versus emergency or illness) we expect all schoolwork to be completed prior to the absence.

Snow Days

If the local school district RE-2 closes, L.C.A. will close. However, as a parent you always have the option to keep your child home or come in late if it is not safe enough to drive.

Student Health Records

All students attending Liberty Classical Academy must have on record with the school office either a current immunization record or an exemption statement according to Colorado Code before entering school in the fall. A standard immunization record form may be obtained from the family doctor or the school office and a completed copy returned to the school office.

Before the school will issue any medication to a student, we must receive written parental permission. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol and Tums), we have a form available for parents to grant a year's general permission to the school to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission each time.

Other forms necessary for student health records that can be obtained from the school office are:

- A. Health History (Part of Original Application):** Describes the basic health/illness history of each student.
- B. Emergency Form (Part of Parent Handbook):** Lists the emergency contact names and phone numbers of people who may need notification in a medical emergency. Includes signed waiver in order to facilitate necessary surgical action.

In the event of any changes to the student's information, these forms must be updated and given to the office in writing.

Arrivals and Departures

If you are delayed for some reason, please call the office at **(970) 984-0604**. Children should be brought in and picked up on time. For the safety of the younger children, bring them directly to the room. If your child is not picked up on time, the following steps will be taken:

1. Parents/guardian will be called at all the listed phone numbers.
2. Emergency contacts will be called.
3. A late fee of \$10 for each 15 minutes you are late may be due at your arrival and will be assessed at the discretion of the director.

If an unauthorized person attempts to pick up your child, your child will not be allowed to leave. We will ask the unauthorized person to come back when you have listed them as approved to pick up the child. If he/she refuses, we will call 911.

In case of emergency, the child will be released to a designated person, as per a verbal authorization from the parent to the director or last period teacher. We will ask for identification from this person if we are unfamiliar with them. The next business day the parent/guardian will be asked to sign a release form and it will be placed in the student's file. Legally we cannot deny release of a child to a natural parent unless we have a written court order regarding this.

When Do We Stay Home?

If your child has any of the following symptoms please stay home:

1. Fever (over 100 degrees) and vomiting.
2. Diarrhea with fever or vomiting.
3. Sore throat (could be Strep Throat..)
4. Eye infection (could be Pink Eye.)
5. Green nasal discharge.
6. Persistent crying-wheezing or difficulty in breathing.
7. *Head lice or scabies.
8. *Chicken Pox, Whooping Cough, Mumps or Measles.
9. *Hepatitis, Salmonella, Diphtheria, Shigellosis or any other communicable illness.
10. Listlessness or lethargic behavior that hinders the child's ability to participate in normal activities.

If illness prevents a child from playing due to not feeling well we will send the child home. The child will be isolated as much as possible from the other children until the parent picks them up. To ensure the good health of all our children, parents need to report exposure to communicable illness outside of the home to the director.

****Letters will be sent home with each of the child's classmates. The school will be cleaned as per policy immediately.***

Visitors

Visitors are welcome, but the safety of our students is of utmost importance. We request that visitors make an appointment by calling the office at least a day in advance. Visitors will be with the staff/teacher at all times and they will be required to give their name, address, and purpose of the visit. In the case of a visiting student, prior approval must be given by the director and the visiting student must adhere to all applicable handbook rules.

Emergency Situations

If fire, flood or winter storms keep you from picking up your child, we will care for him/her and he /she will remain at the school, unless we are asked by the fire department to leave. In that case, the fire department will have information about the new location. The staff will remain with the children until the parent/guardian has picked them up.

Emergency telephone numbers of the following will be posted near the telephone: a 911 notice, the Valley View and Grand River hospitals, and the Rocky Mountain Poison Control. The telephone will be available to the staff at all times.

If you need to have your child leave the school before the end of the day (dentist appointment etc.) you must notify the office before taking them. If a child is reported missing, 911 will be contacted and parents will be notified immediately.

Accidental injuries will be reported to parents and authorities as needed. Our first response to a serious injury will be to phone 911 and then notify the parent as soon as possible thereafter. The child's safety and health always come first.

Evacuation Situations

1. Evacuation map with exits clearly marked will be posted on each door.
2. In case of official lock down by a governmental agency (police department, sheriff department, etc.), all entries to the school will be locked from the inside.
3. In case of fire or smoke, everyone located in the affected area will be evacuated by the teachers to the flag pole.
4. Periodic fire drills will be performed with the students to help them grow accustomed to the procedure.

First Aid

A first aid kit is located in the school office and the school kitchen in the mall building. In case of emergency our staff has been instructed to call 911.

Required Form List

The following forms are to be completed and must be returned to the office for placement in your child's file before the child may attend classes at L.C.A.

These forms are in the application packet and must be given to the director before approval to enroll:

Application
Tuition Contract
Automatic Payment Agreement

These forms are to be completed, signed, detached from this handbook and given to the director.

Receipt and Acceptance of Handbook Policies
Authorization for Emergency Medical Care
Authorization for Dispensing of Medicine
Emergency Contact
Authorization for Trips

Annual Calendar

<u>EVENT/HOLIDAY</u>	<u>DATE</u>	<u>SCHOOL INVOLVEMENT</u>
STAFF ORIENTATION	AUGUST	2 DAYS OF STAFF TRAINING
PARENT ORIENTATION	MID-AUGUST	PARENTS MEET W/ TEACHERS
FALL FESTIVAL	OCTOBER	FAMILIES CELEBRATE TOGETHER
THANKSGIVING	LATE NOVEMBER	MONDAY FEAST 1/2 DAY OFF THURSDAY OFF
CHRISTMAS CONCERT	EARLY DECEMBER	ALL SCHOOL PERFORMANCE
CHRISTMAS	LATE DECEMBER	TWO WEEKS OFF
HIGH SCHOOL PROMENADE	FEBRUARY	HIGH SCHOOL SPECIAL EVENT
PLAY PRODUCTION	MARCH	3 PERFORMANCES IN ONE WEEKEND
PRE-REGISTRATION MONTH	APRIL	CURRENT FAMILIES PRE-REGISTER
FAMILY NIGHT/OPEN HOUSE	MAY	DISPLAYS IN CLASSES, ENTERTAINMENT BY STUDENTS
FIELD DAY	MAY	LAST DAY OF SCHOOL
ACCS ANNUAL CONFERENCE	JUNE	YEARLY CONFERENCE
SUMMER TEACHER TRAINING	MID-JULY	SUMMER TRAINING FOR TEACHERS

A year specific school calendar will be given out at parent orientation in August along with a copy of your child's supply list, book list, and schedule. The calendar will also be available on the school website.