

Lumberton Christian Academy

Student/Parent Handbook

***950 Linkhaw Road
Lumberton, NC 28358***

***We welcome you to
the 2007-2008 school year!***

www.cornerstonelca.com

Lumberton Christian Academy

Dear Students and Parents,

Welcome! It is our joy to have you as part of the family here at LCA. The faculty and staff of LCA believes that each student has a unique and God-designed plan for their life and that it is our mission to teach, train, mentor, and disciple with a Biblical worldview. Therefore, the goal for academic excellence at LCA is established with God as our focus and His Word as our foundation.

The mindset you will find on our campus and in our classrooms is “you can succeed.” We believe that each student has the opportunity to succeed by developing academically, spiritually, emotionally, physically, and mentally. We also understand that success is a process and we are here to guide students of LCA through each step of that process with a graceful balance of care and challenge.

Our prayer is that you find LCA to be a fresh alternative to education as the standards we uphold are based on the Word of God and the guidelines found in this handbook are intended to create an environment that will encourage learning and responsibility.

We desire your prayers this year as we endeavor to provide excellence and quality in education for each student at LCA.

Let's conquer this year with anointed determination!

In Him,

A handwritten signature in black ink that reads "Randy McDonald". The signature is written in a cursive, flowing style.

Randy McDonald
Principal

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Mission Statement

Lumberton Christian Academy carries the mission to teach, train, mentor, and disciple students for academic excellence with a Biblical worldview.

Vision Statement

Lumberton Christian Academy exists to invest knowledge in each student so that he or she may receive an education of excellence with a Biblical foundation.

Philosophy

Lumberton Christian Academy is established on the foundation of the Word of God and the primary cornerstone is the purpose of equipping students with a clear understanding and working knowledge of Jesus Christ. It is our goal to ensure each student receives a quality, Christian education with academic excellence. We believe each student deserves a firm foundation to build a future of success.

Statements of Faith

Lumberton Christian Academy believes and teaches the following tenets of faith:

The Scriptures are inspired by God and declare His design and plan for mankind.

There is only one true God and is revealed in three persons...Father, Son, and Holy Spirit

The Lord Jesus Christ, as God's son, was both human and divine.

Man willingly fell to sin; ushering evil and death, both physical and spiritual, into the world.

Every person can have restored fellowship with God through salvation, the accepting of Christ's offer of forgiveness for sin.

The Virgin Birth of Jesus Christ, the Son of God, who was conceived by the Virgin Mary according to the power of God's Holy Spirit.

The indwelling power of the Holy Spirit that empowers every believer to live a holy life by God's plan and design.

The Church has a mission to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption through the sacrificial death of His son, Jesus Christ.

A Biblical Christian World View is one that embraces Biblical standards as the value system for our lives, family, future and destiny. We know the lives we live will affect our generation and our world.

Admissions

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

Lumberton Christian Academy is a private institution and reserves to right to set forth and hold students accountable to all standards and policies set forth in this handbook.

Admissions Requirements and Procedure

Students may be registered during school office hours by obtaining an application from the school office and returning the completed form and registration fee to the school office.

Once the application is received and processed, the admissions procedure is as follows:

- An interview and testing date will be arranged.
- The parent(s) or guardian(s) is notified of the results.
- All fees must be paid at this time through the Financial Administrators Office.
- All new students are accepted on a 6-week probationary period. The student will be re-evaluated at that time by the teacher, guidance coordinator, and principal.
- LCA reserves the right to place students in a different grade if they are unable to perform acceptably in the grade in which they were first tested.
- Parents must complete a second packet of information and return to school as soon as possible.

Please make sure our school has on file a copy of the following items:

- Student's Social Security card
- Birth Certificate
- Current Immunization Record
- Physical Exam (required for all K5 and new 1st graders)
- Current Insurance Information
- Signed Authorization of Emergency Care to minors
- Field Trip release form

Withdrawal Policy and Procedure

In the occasion of a withdrawal or transfer, the LCA Withdrawal/Transfer form should be completed and submitted to the school office. These forms are located in the school office and also on the LCA website.

The student's records will be sent to his or her new school upon receiving a letter of request from the new school. However, student files, report cards, and curriculum will not be released until all charges owed have been paid in full.

All fees and tuition cannot be refunded with the exception of those students who have paid annually. In such a case, the remaining tuition will be refunded less the current month.

Any student who has withdrawn from Lumberton Christian Academy may apply for re-enrollment.

General Finance Information

Registration and Annual Fees

Registration is due by June 10 in order to secure a position in a class for the following school year. Registration is non-refundable and non-transferable. Payment for the following fees are to be paid to Lumberton Christian Academy.

Regular Registration and Processing Fee	\$150.00
Returning Student Early Registration (January 1 – March 1)	\$ 75.00
Curriculum fee for all students (Due by June 10)	\$325.00
Technology and activity fee for all students (Due by September 1)	\$ 50.00
K5 Graduation Fee (Due March 1)	\$ 50.00

Tuition and Monthly Fees

Annual tuition is \$3000. This fee may be paid in full or in 10 monthly installments that begin in August. For students on the monthly payment plan, the first payment due by August 1 and is considered late after August 10 and will incur a \$20 late fee unless the student has just registered. Siblings will receive a 10% tuition discount.

All monthly payments are due by the first of each month and are considered late after the 10th and will incur an automatic \$20 late fee.

Please be advised that all tuition payments are made through Smart Tuition. A brochure is attached to this manual.

If payment falls behind by 15 days, Smart Tuition will notify the school office. Schoolwork, progress reports, report cards and records cannot be issued until tuition payments are in right-standing. Therefore, please give special attention to the dates outlined in the Smart Tuition brochure such as allowing time for the postal service to deliver the payment.

Before and After School Care

The Before School Care Program is available beginning at 7:00 a.m. until classes begin.
The After School Care Program begins at 2:30 p.m. until 6:00 p.m.

These programs are offered for a basic fee of \$3.00 per hour and will be recorded in the student's record with Smart Tuition the following month. For example, if any fees are accrued in August, the charges will reflect on the record in September.

If students stay less than an hour, fees will be charged in increments of 15 minutes.

Sending Money to School

Money should always be sent in a **sealed envelope** with the following information printed clearly on the outside of the envelope to assure that credit is given where the parent intends:

1. Child's Name/ Parent's Name
2. Amount and Purpose
3. Teacher's Name
4. Date

Address and Phone Number Change

Any time an address or any phone number is changed, please send the updated information to the school secretary so that your student's record are accurate at all times.

Insurance

Children are required to have accident insurance before being permitted to attend classes at Lumberton Christian Academy. Include all insurance information on the Student Application and Returning Student Information Form. LCA has information available for parents to purchase insurance for your child through the school. Please contact the school office for the details.

Attendance Policy

Quality education with excellence includes regular and punctual patterns of attendance. This is held in high esteem and required of each student at Lumberton Christian Academy.

SCHOOL HOURS are 8:00 a.m.-2:30 p.m. for all students.

Absences

We realize that there will be instances that will cause a student to be absent. If a student is absent for any reason, a note from the parent or guardian must be submitted to the school office. Doctor's notes are acceptable in the place of a note from the parent or guardian if the absence is due to a medical or dental appointment. We do request that such appointments be made after school hours if at all possible to ensure the student does not miss important class time.

Students that leave school before 11:30 a.m. are considered absent for the day. The student must be signed out in the school office.

Students are allowed 12 absences each academic year. If a student acquires 12 ***unexcused*** absences, the student will be placed on academic probation. All other absences that occur after the 12 day allowance are grounds for dismissal.

All class work must be completed within 3 days of the student's return to class.

Classroom teachers will take roll and assign absences and tardies for record.

- Excused absences are those such as illness, injury that prevents attendance, death in the immediate family, medical or dental appointments
- All other absences will be considered unexcused

If it is known ahead of time that a student will be absent for any reason, a written note from the parent or guardian stating the reason and length of the absence will allow the teacher to provide the class work the student will miss so that the student may complete the work while absent or by an agreed date upon the student's return to class. Prevention of the student falling behind in study is top priority!

Tardies

A student who is tardy to class shall be answerable to the classroom teacher. When tardiness becomes a disruptive factor to classroom instruction, the problem shall be referred to the Principal. All students are required to be punctual and have regular attendance. Any child who arrives at school and is not seated 5 minutes after the scheduled time for class to begin is considered tardy.

General Information

Parental Team Membership

Parents and grandparents that have a student in attendance are invited to join the LCA Parent Team. We believe your student's education is enriched when we work together. Please join us in our effort to teach, train, mentor and disciple each LCA student by encouraging your student at home from classroom etiquette and behavior to completion of homework and review of lessons. Most importantly, we at LCA desire to come into agreement with your prayers for your student as they grow, learn, and develop in the admonition of our Heavenly Father.

Parent-Teacher Communication

In order to ensure parent-teacher communication, the following methods are utilized:

1. Student homework folder- This folder serves as daily communication and will contain homework and other assignments that may require your review. The folder should be returned daily with the necessary information and any required signatures should be included. Folders will be provided for each K-3 through K-5 students. All other students must supply this folder.
2. School Conferences- Parents and/or teachers may request a conference at any time during the school year. The request will result in an appointment convenient for both parent and teacher. The Principal may also be requested at such conferences. Please note that parent-teacher conferences are also scheduled during the week Report Cards are issued. The student's progress and any concerns are to be discussed. The student and any siblings are not to attend these conferences.
3. Email- All faculty and staff can be emailed by using the letter of their first name followed by their last name @ lca-nc.com (example: rmcDonald@lca-nc.com).

Student Conduct

Students of Lumberton Christian Academy will be surrounded with teachers that are Christians that love the Lord. It is our desire that each student at Lumberton Christian Academy desires to have a walk with the Lord and grow closer to Him. Each student should expect to receive "spiritual check-ups" from the staff and teachers from time to time as our dedication to each student does go beyond academic.

As the school and parents work together to develop Godly character, it is important that students remember that God expects consistency in all things. Students cannot display positive character traits and exemplary conduct for the 6 and ½ hours they are in school and then live something entirely different when they are away from school.

Students should commit themselves to a code of conduct that glorifies the Lord no matter where they are.

Discipline

Discipline is an important spiritual principle. Hebrews 12:11 says, "No chastening in joyous for the present time, but afterwards it yields the peaceable fruit of righteousness." The school and home must be parallel in their disciplinary outlook for moral training to be effective. Only Bible-based philosophy and practice are acceptable. Some guidelines as we build toward such an outlook are as follows:

1. The responsibility and authority to discipline comes from God (Ephesians 6:1-4).
2. Christian love is at the heart of all discipline; however, correction and chastening are an essential part of firmness of that love. They must be balanced. Firmness without love becomes harsh; whereas love without firmness is sentimentality. Both errors produce, rather than solve problems (Proverbs 3:11-12).
3. All discipline is designed to show the student his sinful will, lead him to trust Christ, and to become a self-disciplined person who wants to do God's will (Galatians 3:19-24).

Lumberton Christian Academy hopes to cooperate with the home in forming good habits in the student such as:

1. Cheerful obedience to authority and school regulations. Such obedience should be willing and immediate.
2. Responsibility in doing assigned or expected tasks.
3. Courtesy and respect for others and others' property. Students should learn to prefer one another.
4. Cleanliness in person and property.
5. Truthfulness and honesty in word and life.
6. Morally good conduct in respect to recreation, social relationships, and language.

MP3 players, skateboards, headphones, radios, magazines, pagers, and electronic games are not permitted on campus or on field trips or athletic events. Students who bring any of these to school will be disciplined. Cell phones may not be used during the school day.

Disciplinary Methods

Discipline will be administered in an age-appropriate manner taken into account whether the offense is a first-time or repeated occurrence. Classroom teachers are instructed to clearly explain their expectations following the above guidelines. Depending on the age of the child, silent lunch, loss of recess, or detention may be assigned for minor infractions. The parents will be informed as necessary. For more serious breaches of conduct or continued misbehavior, further discipline will be discussed with the parents.

Detentions

Detentions are given according to the Principal's or teacher's discretion and will only be used in cases such as the following behaviors or as each case deems necessary:

1. Four or more tardies to class or coming in more than 5 minutes late to class.
2. Writing or passing personal notes during class.
3. Forging a parent's signature.
4. Bringing inappropriate magazines, music, and walkmans to school.
5. Disrespectful attitude or inappropriate language.
6. Cheating on homework.

Detentions will be before school from 7:30 a.m.-8:10 a.m. No food or drinks are allowed in detention hall.

Suspensions and Expulsions

This measure of discipline will be administered for offenses the school considers very serious. On matters of this nature, students will be notified of the offense and given opportunity to explain their actions. When a suspension becomes necessary, the parent will be called for a conference. Tests and work missed on the day students are suspended must be made up the day the student returns and full credit will be given. If a student is suspended three times in one school year, he or she may be expelled from school. There will be a one-point grade reduction from the quarterly grade per suspension for each subject and the student will not be allowed to be in a leadership role for one semester (18 weeks). Students must refrain from the following types of behavior both on and off campus.

1. Blatant disrespect/rebellion to teachers or staff members.
2. Destroying or defacing of school property.
3. Stealing or "borrowing" without permission.
4. Fighting.
5. Use of obscene or profane language or gestures on school grounds or at school functions.
6. Possession of obscene or anti-Christian literature, or pornographic materials.
7. Possession of cigarettes, alcoholic beverages, or drugs of any kind. Students suspected of drug usage will be required to submit to drug testing at the parents' expense. Students who fail to submit to a drug test will be withdrawn from the school. Any student involved in selling drugs will be immediately expelled.
8. Skipping classes (missing classes without prior permission of both parents and the school.) Even when permission is granted, students must sign the check-out sheet in the office.)
9. Plagiarism on papers; cheating on tests and quizzes.
10. Students arrested for any reason will be expelled.

11. Sexual immorality including inappropriate touching and physical intimacy. Pregnancy or abortion will be grounds for expulsion. In the event a student becomes pregnant, marriage or adoption is encouraged. Although we will join to support the family during this crisis, the student will not be allowed to continue attending school. The administration will work with the family to provide alternate educational options.

Probation

The purpose of probation is to provide an opportunity for a student to correct special problems. Problem areas will be clearly communicated to both the student and parents. Specific guidelines for improvements will be presented in writing. Probation will last for one nine-week period. Student activities will be limited and all positions of trust and responsibility may be relinquished for the rest of the year. At the end of the probationary period, the faculty will reconsider the student to evaluate his progress. If the student does not improve to a satisfactory level, he will be dismissed or asked to withdraw from school. Students may not be considered for re-enrollment if there is a pattern of behavior that is inconsistent with the standards of FCS.

Dress and Appearance

The lifestyle we encourage at Lumberton Christian Academy is reflected in our dress code. Cleanliness, neatness, appropriateness, and modesty are important guiding factors. It is the parents' responsibility to ensure their child is appropriately dressed. Final judgment rests with the teachers and administration.

DRESS CODE

Girls may wear dresses, capri pants, slacks, jeans, skirts, and shorts. ***Dresses, skirts, or shorts should be no shorter than two inches (2") above the top of the kneecap to include slits in dresses and skirts).***

Low-riding, baggy, or hip-hugger jeans or pants may ***not*** be worn. Jeans should not have holes or torn areas. For safety reasons, it is preferred that girls do not wear heels of any kind.

Girls *may not wear tank tops or spaghetti straps*, unless worn under another shirt that covers the shoulders and covers the neck line well. All shirts should be modest and should not reveal cleavage in the neck line or skin in the midriff. All clothing must be size appropriate to the student.

Boys may wear slacks, jeans, and shorts. Low-riding, baggy, or hip-hugger jeans or pants may ***not*** be worn. Jeans should not have holes or torn areas. Dress shirts should be tucked in at all times. Shirt tails may be worn outside of pants as long as the shirt tail does not reach to the middle of the thigh. Boys may not wear tank tops unless worn under another shirt that covers the shoulders. ***All clothing must be size appropriate to the student.*** Clothing that is too large or too small will not be acceptable apparel.

All students may not wear T-shirts with questionable messages, slogans, symbols, pictures, or television characters. T-shirts will be turned inside out and may be worn until a different one is provided by the parent. Frequent dress code violations will result in a detention.

It is requested that parents are also attentive to our dress code when visiting campus or participating in field trips.

Hair

Students should strive to look their best at all times. Excessive and unnatural hair color is not acceptable. Boys hair must not touch the top of the shoulder.

Tattoos and Piercings

Tattoos must be covered at all times while on the LCA Campus.

Girls should have no more than 2 piercings in each ear. Any other piercings must be removed while on LCA Campus and any of its events.

Boys may not wear earrings.

Academic Information

Lumberton Christian Academy operates with 4 grading periods of nine weeks. As our mission is to teach, train, mentor, and disciple students for academic excellence with a Biblical worldview, academics are held in the highest of expectation.

Grading Scales

Students in K3 - K5 will observe the following grading scale:

S+	= Superior or above average work
S	= Average work
S-	= Below average work
U	= Unsatisfactory
N	= Needs improvement
I	= Improvement made

Students in the 1st through 9th grades will observe the following grading scale:

A	= 93-100
B	= 85-92
C	= 75-84
D	= 65-74
F	= below 65

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, each student is required to complete homework assignments on time.

Homework is issued for several reasons:

1. Reinforcement of classroom material with practice and repetition to ensure the material is mastered.
2. Organizational skill development.
3. Development of responsibility.
4. Enrichment of knowledge.

We will strive to balance assignments so that they do not hinder time at home and at church. We request parent's full cooperation in making sure that all assignments are completed. Failure to complete homework will affect the student's daily grade. Repeated delinquent homework could result in a detention.

Report Cards and Progress Reports

Report cards will be issued at the end of each nine weeks grading period. Progress reports will be issued at the middle of each nine weeks grading period. Report cards and progress reports are due back the next school morning bearing the parent's signature.

At the end of the year, the final report cards will be mailed.

Report cards will not be released at the end of any grading period until all tuition and fees have been paid in full.

Academic Probation

Incoming Students – Any student enrolling in LCA with less than a C average in a single course or cumulative average from their present academic institution will be placed on academic probation for 60 days. During that time the following criteria should be fulfilled:

1. A plan of action will be established with the Principal, teacher, parents and student to raise the individual grade or cumulative average.
2. Every two weeks, the teacher, parent and student will meet for a progress report for the students work in all classes and subjects.
3. A report will be sent to the Principal no less than three days after each progress report.

4. If the student has not raised their grade significantly to the appropriate standard, then additional time can be added to the probation period of no more than a maximum of forty-five days. This additional time must be approved by the Principal and the teacher.
5. Any failure to meet or any failure in completing assignments will nullify the academic probation agreement and the student will be allowed to withdraw from LCA.
6. Any student on academic probation, along with their parent must sign an academic probation contract with the Principal and the teacher.
7. After thirty days into the academic probation significant progress has not occurred the student will be required to get tutoring in the necessary subjects he or she has continued struggles.

Currently enrolled students – Students currently enrolled in LCA will be placed on academic probation for the following reasons:

1. If the students cumulative grade average falls below a C.
2. Students whose final grade for a class is D.
3. Students who have more than 10 unexcused absences during the school year.
4. Students who consistently fail to do assigned class work, homework, or special projects.

The guidelines that will be utilized to assist the student in regaining the appropriate grade average is the same as stated above.

Tutoring

Tutoring is offered to each student as needed or as requested from the parent or the student. The teacher of the student will assign the time slot for tutoring and will confirm this time with the parents. The cost for tutoring is \$5.00 per 30 minute session.

Instruction Time

Parents and visitors are not allowed in the classroom during student instruction sessions unless there has been prior approval given by the Principal and teacher. This is to avoid disruption of class time and capitalize on the teaching the day's lesson.

Additional General Information

Child Contact Restrictions

If parents are divorced or separated and one parent is not allowed to have contact with a student, LCA must have on file at the school office a court order of final judgment, signed and stamped. The school must have a signed form from the parent/guardian before the first day of school stating all persons allowed to pick up a student. Picture identification (copy of driver's license) is required. The Principal and/or teacher may request a password so that persons allowed to pick-up the child can be easily identified. Any change in pick-up for a student needs to be made in writing or by phone to the teacher and/ or school office. A teacher will not take a child's word concerning a change in his/her schedule. *Calls from parents about changes in pick-up need to be made before 1:30 p.m. This will ensure that the student will be ready to meet the parent in the office.*

Chapel Services

Chapel services will be held every Wednesday. Parents, family, and friends are welcome to attend chapel services. Each service is designed to minister to the student through object lessons, praise and worship, and student participation. Grades 4-9th will have Chapel Service is at 8:15 a.m. – 8:55 a.m. K3-3rd grades service will be from 9:00a.m. – 9:40 a.m.

Communicable Diseases

United States Public Health Service guidelines for infectious diseases will be followed for all children in the school. Teachers and staff will be trained accordingly using universal procedures set forth in our policies and procedures.

Illness

For the welfare of your child and others, all children who contract fever, pink eye, or any possibly infectious illness, will be sent home for the protection of the remaining students. The class does participate in outdoor activities each day, weather permitting.

Medication

If a child is to receive any medication during the school day, the parent or guardian must have on file in the office, authorization for administration of medication. This form is available in the school office and must have a physician's signature. It is to be completed each school year. The medicine to be dispensed will be kept in the office and dispensed according to the doctor's instructions. Medicine must be properly labeled. If your child requires medication during school hours and we do not have the proper signed authorization form, it will be necessary for you to stop by and personally administer the child's medication yourself. Teachers will not be held responsible for carrying out these duties.

Field Trips

Field trips are a unique opportunity to give students a well-rounded education, added social interaction, and to observe and enjoy the world God created.

At least two field trips will be held per school year. Parents are welcome to attend and will be notified in advance of all the details concerning each field trip. On a voluntary basis, parents may be asked to transport students, as needed.

Costs will be kept to a minimum however, all costs must be covered. **Each student must return to their teacher a signed and dated LCA field trip permission form in order to attend.**

On every field trip, students and parents are expected to adhere to the following:

1. All teachers, students, parents and others are expected to behave in such a way as to glorify Christ.
2. Field trips are a school activity. Parents are encouraged to attend with the class; this is not a personal outing.
3. All students should stay with their assigned teacher.
4. Students must obey the teacher in charge at all times as all school and classroom rules apply.
5. Siblings are not allowed unless permission has been granted from the Principal.
6. Parents are expected to pay any fees for themselves for the activities they partake in.
7. For the safety of everyone, we ask that no parent leave the group with any students for any reason, such as bathroom breaks, etc., without first notifying the teacher or the Principal.
8. All students will return to the school campus. *Only students who have been signed out in the office prior to leaving that morning may leave before their dismissal times upon return from the trip.*
9. Students should not bring video games, toys, CD players, cell phones, etc. on field trips.

Lockdown Procedures

Lockdown will occur in the following situations:

1. The Police, Fire Department or other City Officials order lockdown.
2. If we feel for any reason the security or the students, staff and administration is threatened in any degree.
3. If an intruder or intruders come on the campus.
4. If any threats are made via email, phone, text or otherwise.

If a lockdown is order, the following protocol will take place.

1. The Senior Pastor or the Principal will order a lockdown.
2. The proper authorities will be notified and help will be requested.
3. The children, teachers, staff and administration will be secured until safety and order are restored.
4. At that time, the Senior Pastor or the Principal will release the school from lockdown and regular schedules will be followed.

During emergency lockdown any reason, all entrances to the school will be secured and will not be open for any reason until the lockdown is over and the safety of the students, staff and administration is assured.

During lockdown, the only people who will be admitted to any building on the LCA campus will be the following:

1. The Senior Pastor or Principal.
2. Uniformed Law Enforcement Officials.
3. Uniformed Fireman and Rescue Personnel.
4. Uniformed Emergency Medical Technicians.

During Lockdown, no students will be released to their parents. Neither will any parents be allowed to enter any building on the campus. The safety and security of the student body, teachers, staff, and administration is the utmost priority.

Lunch and Snack Time

Students should bring a healthy and nutritious lunch every day. A microwave will be available to heat lunch if necessary. Food that requires the microwave should not exceed 3 minutes to heat.

Lunch bags and boxes should be in solid colors. No lunch boxes (nor book bags) with questionable television characters are allowed. Lunch bags should be labeled on both sides with the student's name.

The kitchen is off-limits to students for safety reasons.

Lunches can not be refrigerated. Insulated lunch boxes or an ice pack is suggested.

K-3 through 1st grade students should bring a small, nutritious snack and drink for mid-morning snack time.

Music

All students will take part in our school chorus which sings in the Christmas Program in early December and in the Kindergarten Graduation and Awards Ceremony in May. Other events may be announced during the year.

P.E.

Physical education is an important part of the student's development and educational process. Lumberton Christian Academy presently utilizes the services of Southeast Regional Medical Center / Life Center to conduct P.E. classes.

Students in the 5th grade and above will be transported on Tuesdays and Thursdays for P.E. classes. The process is as follows:

1. Students are dismissed from their classes to change into P.E. clothes at LCA.
2. Students will be transported to the Life Center accompanied by a teacher and will complete that day's P.E. class.
3. All staff employees of the Life Center are agents of LCA for the purpose of teaching P.E. classes and curriculum for that day and session.
4. These teachers or agents are considered staff of LCA and any and all school requirements, rules, conduct codes and academic standards apply to that class, its curriculum and execution of classroom requirements.
5. Any student who does not dress out for P.E. will be in suspension for the class period and will get a zero for that day's class requirements and activities.

Pets

Due to allergies and to protect both the children and the faculty, no pets of any kind are to be brought on the school grounds or into the building without special permission from the Administration Office.

Pictures

School pictures will be taken in September and in March.

Playground

Students will be supervised while using the playground facilities. The school or church cannot be responsible for students on the playground before 8:30 a.m. or after 2:35 p.m. Parents are not to allow children to stay at the school alone without supervision. Children will not be allowed on the playground, except with their class at designated times during the school day and during after-school care.

Security Procedures

During regular school hours, all doors will be kept locked. To be able to enter the school during these hours, please come to the main office entrance facing Linkhaw Road. At that time, the receptionist will open the door electronically and receive all visitors for service.

All visitors, parents and otherwise, must sign in at the main office to enter the school. All parents are welcome at anytime especially for visits, lunch with their student, etc. We request only that everyone check in at the office before visiting any part of the school or visiting any class room.

Summer Camp Program

Summer Camp will be available to all parents starting the first day of summer at the conclusion of the school year. Information regarding activities provided, fees, and times will be given in the spring of the year.

Telephone

Students are not permitted to use the school phone, except in cases of emergency as determined by the teacher or Administration.

Textbooks

The **A Beka Book** curriculum and textbooks, written from a Christian perspective, are used. The school will not replace lost textbooks; parents may buy replacements by contacting the school office.

Toys

Children are asked to leave their toys and personal items at home other than on Show and Tell days, which will be announced in advance. Toy guns, knives and other real or "pretend" weapons are not appropriate school items. Items such as television characters, game boys, handheld computers, and other toys deemed inappropriate should not be used for Show and Tell.

Visitors

Parents are requested to stop by the office if they need to leave something for the student or teacher, or if they have to pick up the student. Please do not go directly to the classroom, as this interrupts teaching and your child's learning.

Volunteers

Parents will be allowed to volunteer in classes with approval of the Principal and teacher.

Weather Conditions

If the Public Schools of Robeson County close because of hurricane or storm conditions, Lumberton Christian Academy will close. If an early dismissal is necessary, parents will be called before the school closes. A taped message will also be left on the school's answering machine. Watch for school closings primarily on WECT Channel 6 and on WBTW Channel 13 or listen on the radio at WKML 95.7.

Year Book

Parents are sent information for the purchase of the LCA year book in the spring of the year. Year book staff is made up of students and parent volunteers.